

<b>Instructions</b> ▼	<input type="checkbox"/> <b>THIS APPEAL INVOLVES A QUESTION OF CHILD CUSTODY, ALLOCATION OF PARENTAL RESPONSIBILITIES, ADOPTION, TERMINATION OF PARENTAL RIGHTS, OR OTHER MATTER AFFECTING THE BEST INTEREST OF THE CHILD.</b>	
Use white paper for this cover page.	Appellate Case No.: _____	
Check the box to the right if applicable.	<b>IN THE APPELLATE COURT OF ILLINOIS</b>	
Enter the Appellate Court case number.	_____ District	
Just below "In the Appellate Court of Illinois," enter the number of the appellate district where the appeal was filed.	_____ <b>Plaintiff/Petitioner</b> ( <i>First, middle, last names</i> ) <input type="checkbox"/> <b>Appellant</b> <input type="checkbox"/> <b>Appellee</b>  v.  _____ <b>Defendant/Respondent</b> ( <i>First, middle, last names</i> ) <input type="checkbox"/> <b>Appellant</b> <input type="checkbox"/> <b>Appellee</b>	<b>Appeal from the Circuit Court</b> of _____ County  <b>Trial Court Case No.:</b> _____  <b>Honorable</b> _____ <b>Judge, Presiding</b>
Enter the names of the parties as they appear on the trial court order being appealed.		
The person who filed the appeal is the "appellant" and the person responding to the appeal is the "appellee." Check the correct box for each person.		
To the far right, enter the trial court county, trial court case number, and trial judge's name.		

See *How To Prepare and File a Proof of Service & Affidavit of Mailing* for the difference between *Proof of Service* and *Affidavit of Mailing*.

In 1, fill in the name of the document you are sending to the other parties.

In 2, fill in the date you are sending the document to the other parties.

In 3, fill in the time you are sending the document to the other parties.

In 4, fill in the full name and address of the party or lawyer to whom you are sending the document and check the box to show how you are sending it.

### PROOF OF SERVICE & AFFIDAVIT OF MAILING (APPEAL)

#### PROOF OF SERVICE TO THE PARTIES

1. I am sending the \_\_\_\_\_ .
  2. On: \_\_\_\_\_ , 20 \_\_\_\_\_  
*Date*
  3. At: \_\_\_\_\_  a.m.  p.m.  
*Time*
  4. To:  
Name: \_\_\_\_\_  
*First Middle Last*
- Address: \_\_\_\_\_  
*Street, Apt # City State ZIP*
- By:  Personal hand delivery  
 Regular, First-Class Mail, deposited into the U.S. Mail with postage paid at:

\_\_\_\_\_  
*Address of Post Office or Mailbox*

Enter the Case Number given by the Appellate Court Clerk: \_\_\_\_\_

Third-party commercial carrier, delivered to:

\_\_\_\_\_  
*Name (for example, FedEx or UPS ) and office address*

Email

Sender's address: \_\_\_\_\_ @ \_\_\_\_\_

Recipient's address: \_\_\_\_\_ @ \_\_\_\_\_

Fax

Sender's number: \_\_\_\_\_

Recipient's number: \_\_\_\_\_

Mail from a correctional institution, deposited into:

\_\_\_\_\_  
*Place of deposit into institutional mail*

**CAUTION:** You may send the document by email or fax only if the other party has agreed to receive documents in the lawsuit by email or fax.

If there is a second party or lawyer to send the document to, fill in their name and address here and check the box to show how you are sending it.

To:

Name:

\_\_\_\_\_  
*First Middle Last*

Address:

\_\_\_\_\_  
*Street, Apt # City State ZIP*

By:

Personal hand delivery

Regular, First-Class Mail, deposited into the U.S. Mail with postage paid at:

\_\_\_\_\_  
*Address of Post Office or Mailbox*

Third-party commercial carrier, delivered to:

\_\_\_\_\_  
*Name (for example, FedEx or UPS ) and office address*

Email

Sender's address: \_\_\_\_\_ @ \_\_\_\_\_

Recipient's address: \_\_\_\_\_ @ \_\_\_\_\_

Fax

Sender's number: \_\_\_\_\_

Recipient's number: \_\_\_\_\_

Mail from a correctional institution, deposited into:

\_\_\_\_\_  
*Place of deposit into institutional mail*

If there are more than 2 parties or lawyers to whom you must send the document, fill out and attach an *Additional Service List* and check to box.

I have listed additional parties or lawyers on the attached *Additional Service List* form.

**Stop!**

Fill out the *Affidavit of Mailing* only if you are filing the document with the court clerk by U.S. Mail or third-party commercial carrier.

In **5**, fill in the name of the document you are sending to the court clerk's office for filing.

**AFFIDAVIT OF MAILING TO THE COURT**

**\*\*Fill in sections 5-9 only if you are filing the document with the court clerk by U.S. Mail or third-party commercial carrier\*\***

5. I filed the \_\_\_\_\_.

In 6, fill in the date you are depositing the document in the U.S. Mail, or giving the document to a third-party commercial carrier, or depositing the document into institutional mail.

6. On: \_\_\_\_\_, 20 \_\_\_\_\_.  
*Date*

7. At: \_\_\_\_\_  a.m.  p.m.  
*Time*

8. By:  Regular, First-Class Mail, deposited into the U.S. Mail with postage paid at:

\_\_\_\_\_  
*Address of Post Office or Mailbox*

Third-party commercial carrier, delivered to:

\_\_\_\_\_  
*Name (for example, FedEx or UPS) and office address*

Mail from a correctional institution, deposited into:

\_\_\_\_\_  
*Place of deposit into institutional mail*

In 7, fill in the time you are depositing the document in the U.S. Mail, or giving the document to a third-party commercial carrier, or depositing the document into institutional mail.

In 8, check the method you are using to send the document to the court clerk's office for filing.

9. To:

Clerk of the \_\_\_\_\_  
*Name of Court*

Address of Clerk's Office: \_\_\_\_\_  
*Street City State ZIP*

In 9, fill in the court's name and the address of the court clerk's office where you are sending the document for filing.

**CERTIFICATION**

**I certify that everything in the *Proof Of Service & Affidavit Of Mailing (Appeal)* is true and correct. I understand that making a false statement on this form is perjury and has penalties provided by law under 735 ILCS 5/1-109.**

\_\_\_\_\_  
*Your Signature*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*Print Your Name*

\_\_\_\_\_  
*City, State, ZIP*

\_\_\_\_\_  
*Telephone*

Under the Code of Civil Procedure, [735 ILCS 5/1-109](#), making a statement on this form that you know to be false is perjury, a Class 3 Felony.

After you finish this form, sign and print your name.

Enter your complete current address and telephone number.