

Getting Started

Request for Preparation of Record on Appeal

IMPORTANT: This getting started guide and the instructions are not legal advice. They are only meant to help you learn how to use the *Request for Preparation of Record on Appeal*. Your use of the form does not guarantee you will be successful in court.

To learn how to fill out the form and file it with the court, read the *HOW TO ORDER THE RECORD ON APPEAL* instruction sheet and the instructions on the form.

Name of form:	<i>Request for Preparation of Record on Appeal</i>
Purpose of the form:	To have the clerk of the trial court prepare the record on appeal.
Types of cases the form CAN be used for:	All civil appeals.
Types of cases the form CANNOT be used for:	This form cannot be used in criminal cases. This form is filed only with the clerk of the trial court to order the record on appeal and cannot be filed in the appellate court.
Cost to file the form:	The clerk of the trial court may require you to pay a deposit for the cost of the record on appeal unless the trial court approved a <i>Fee Waiver</i> , which can be found at: illinoiscourts.gov/Forms/approved/ .
Special information or papers needed to complete the form:	<ul style="list-style-type: none">• Any original exhibits the parties kept after trial.• Businesses, other than sole proprietorships, cannot represent themselves in the appellate court. Talk to a lawyer if you are a business and not a sole proprietorship.
Statutes and rules covering the form:	Illinois Supreme Court Rules 321 and 323
Where to find the form and instruction sheet:	illinoiscourts.gov/Forms/approved/
Where to get access to a computer and scanner to file and serve:	The appellate court clerk's office will have a computer and scanner where you can scan, save, and then use the computer to e-file and serve your document. Your trial court clerk's office or library may also have a computer and scanner you can use. For a list of legal self-help centers: illinoislegalaid.org/get-legal-help/lshc-directory .
For more information:	Read the <i>HOW TO ORDER THE RECORD ON APPEAL</i> instruction sheet that comes with this form. You may also contact the appellate court where you are filing your case. You can find the contact information for the appropriate appellate court at: illinoiscourts.gov/AppellateCourt/ClerksDefault.asp . You can also find more information at: illinoiscourts.gov/CivilJustice/Resources/Self-Represented_Litigants/self-represented-civil-appeals.asp .