

New Article I Forms Appendix

ARTICLE I. GENERAL RULES

Rule 13. Appearances—Time to Plead—Withdrawal

This form is approved by the Illinois Supreme Court and is required to be used in all Illinois Circuit Courts.

<p>STATE OF ILLINOIS, CIRCUIT COURT</p> <p>_____ COUNTY</p>	<p>NOTICE OF LIMITED SCOPE APPEARANCE</p>	<p><i>For Court Use Only</i></p>
<p>_____ Petitioner (<i>First, middle, last name</i>)</p> <p>v.</p>		
<p>_____ Respondent (<i>First, middle, last name</i>)</p>		<p>_____ Case Number</p>

- The attorney, _____, and the Party, _____ have entered into a written agreement dated _____ providing that the attorney will provide limited scope representation to the Party in the above-captioned matter in accordance with Paragraphs 3 and 4, below.
- The Party is (*check one*): Plaintiff Petitioner Defendant Respondent
- The attorney appears pursuant to Supreme Court Rule 13(c)(6). This appearance is limited in scope to the following matter(s) in which the attorney will represent the Party (*check and complete all that apply*):
 - in the court proceeding (*identify*) _____ on the following date: _____
 - and in any continuance of that proceeding
 - at the trial on the following date: _____
 - and in any continuance of that trial
 - and until judgment
 - at the following deposition(s): _____
 - if a family law matter, specify the scope and limits of representation: _____
 - Other (*specify the scope and limits of representation*): _____
- If this appearance does not extend to all matters to be considered at the proceeding(s) above, identify the discrete issues within each proceeding covered by this appearance: _____
- The attorney may withdraw following completion of the limited scope representation specified in this appearance as follows:
 - orally move to withdraw at a hearing attended by the Party, at which the Party may object to withdrawal if the Party contends that the limited scope representation specified in this appearance has not been completed; or
 - file a *Notice of Withdrawal of Limited Scope Representation* in the form attached to Supreme Court Rule 13. If the attorney files such a *Notice*, the attorney shall serve it upon the Party and upon all counsel of record and other parties not represented by counsel unless the court excuses service upon other counsel and other unrepresented parties, and upon the judge then presiding over this case. The method of service shall be as provided in Supreme Court Rule 11 unless the court orders otherwise. If the Party objects to the withdrawal, the Party may, within 21 days after the date of the attorney's service of the *Notice of Withdrawal of Limited Scope Appearance*, file an *Objection to Withdrawal of Limited Scope Appearance* in the form attached to Supreme Court Rule 13. The attorney will provide a copy of the form of *Objection* to the Party with the attorney's *Notice*, including instructions for filing and service of an *Objection*. If the Party timely serves an *Objection*, the attorney shall notice the matter for

hearing to rule on the *Objection*.

6. Service of pleadings on the attorney and party named above shall be made in accordance with Supreme Court Rule 11(e).

7. By signing below, the Party being represented under this *Limited Scope Appearance*:

- a. agrees to the delivery of all court papers to the addresses specified below; and
- b. agrees to inform the court, all counsel of record, and all parties not represented by counsel of any changes to the Party's address information listed below during the limited scope representation.

Signature of Attorney

Name of Attorney

Attorney's Address

Attorney's Telephone Number

Attorney's E-Mail Address

Attorney Number

Signature of Party

Name of Party

Party's Address

Party's Telephone Number

Party's E-Mail Address

Date

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	NOTICE OF WITHDRAWAL OF LIMITED SCOPE APPEARANCE	<i>For Court Use Only</i>
Petitioner <i>(First, middle, last name)</i> _____		
v.		
Respondent <i>(First, middle, last name)</i> _____		Case Number _____

I withdraw my *Notice of Limited Scope Appearance* for _____ pursuant to Supreme Court Rule
Party Name
13(c)(7). I have completed all services within the scope of the *Notice of Limited Scope Appearance*, and I have completed all acts ordered by the court within the scope of that appearance. Service of documents upon me under Supreme Court Rule 11(e) will no longer be required upon the later of: (a) 21 days after service of this *Notice* or, (b) if _____ files and serves an *Objection to Withdrawal of Limited Scope Appearance* within 21 days after
Party Name
service of this *Notice*, entry of a court order allowing my withdrawal. Service of documents on _____
Party Name
continues to be required.

NOTICE TO: _____ : You have the right to object to my withdrawal as your lawyer if you believe
Party Name
that I have not finished everything that I had agreed to do. To object, you must:

1. Fill in the blanks in the attached form of *Objection to Withdrawal of Limited Scope Appearance*, including the Certificate of Service and sign where indicated.
2. File the original *Objection* with the court by _____ *(date to be filled in by lawyer)*
Date
which is 21 days after the date that I am filing and serving this *Notice*.
3. On the same day that you file the *Objection* with the court, send copies of it to me and to the other persons listed in the Certificate of Service attached to the *Objection*. Also, check the boxes in the Certificate of Service to show how you sent the copy to each person.

If you file and serve an *Objection* within the 21-day period, I will arrange to have a hearing date set by the court. I will send you notice of the date. You must appear at the hearing and explain to the judge why you believe that I have not finished everything that I had agreed to do for you.

Signature of Attorney

Name of Attorney

Attorney's Address

Attorney's Telephone Number

Proof of Filing and Service

I certify that this *Notice* has been filed with the court on _____ and on the same day I served
Date

this *Notice* on the following, including the Party that I represented, all counsel of record and parties not represented by counsel, and the judge now presiding over this case, by the method checked below for each.

To:
Name: _____
First Middle Last

Address: _____
Street, Apt # City State ZIP

Email: _____
By: Personal Delivery Messenger
 US Mail, Postage Prepaid Facsimile
 Email

Name: _____
First Middle Last

Address: _____
Street, Apt # City State ZIP

Email: _____
By: Personal Delivery Messenger
 US Mail, Postage Prepaid Facsimile
 Email

Name: _____
First Middle Last

Address: _____
Street, Apt # City State ZIP

Email: _____
By: Personal Delivery Messenger
 US Mail, Postage Prepaid Facsimile
 Email

Signature of Attorney

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	OBJECTION TO WITHDRAWAL OF LIMITED SCOPE APPEARANCE	<i>For Court Use Only</i>
_____ Petitioner <i>(First, middle, last name)</i> v. _____ Respondent <i>(First, middle, last name)</i>		_____ Case Number

I, _____, object to my attorney's *Notice of Withdrawal of Limited Scope Appearance*
Party Name
 filed on _____.
Date

My attorney has not finished everything he or she had agreed to do in the *Notice of Limited Scope Appearance*. I understand this is the only basis for me to present a valid objection to my attorney's notice of withdrawal. The specific services that my attorney has not completed are:

I understand that my *Objection* will be set for a court hearing and I will be required to appear at that hearing and explain to a judge what services my attorney has not completed that he or she had agreed to do for me.

_____ <i>Signature of Party</i>	_____ <i>Name of Party</i>
_____ <i>Party's Address</i>	_____ <i>Party's Telephone Number</i>
_____ <i>Party's E-Mail Address</i>	_____ <i>Date</i>

Proof of Filing and Service

I certify that this *Objection* has been filed with the court on _____ and on the same day I served
Date
 this *Objection* on the following by the method checked below for each.

To:
 Name: _____
First Middle Last

Address: _____
Street, Apt # City State ZIP

Email: _____

By: Personal Delivery Messenger
 US Mail, Postage Prepaid Facsimile
 Email

Rule 15. Social Security Numbers in Pleadings and Related Matters.

[Appendix]

(Revised July 25, 2012)

In the Circuit Court of the _____ Judicial Circuit,
_____ County, Illinois
(Or, In the Circuit Court of Cook County, Illinois)

_____))
Plaintiff/Petitioner,))
))
v.) Case No. _____)
))
_____))
Defendant/Respondent))

NOTICE OF CONFIDENTIAL INFORMATION WITHIN COURT FILING

Pursuant to Illinois Supreme Court Rule 15, the filer of a court record at the time of filing shall include a confidential information form that identifies the full Social Security numbers for any individuals whose Social Security numbers are redacted within the filing. **This information will not be available to the public, and this document will be stored in a separate location from the case file.**

Party/Individual Information:

1. Name: _____
Address: _____

Phone: _____
SSN: _____
2. Name: _____
Address: _____

Phone: _____
SSN: _____

(Attach additional pages, if necessary.)

Rule 68

[Letterhead of Administrative Office of the Illinois Courts]

_____, 20__

TO: MEMBERS OF THE JUDICIARY OF THE STATE OF ILLINOIS

RE: Compliance with Supreme Court Rule 68

As a member of the judiciary, you are required to file an annual statement of economic interests pursuant to Supreme Court Rule 68. Enclosed are the necessary forms and envelopes to be used in complying with Rule 68 on or before _____, 20__.

In this packet are:

(A) One copy of "Instructions Concerning Required Statement for Members of the Judiciary of the State of Illinois."

(B) Two copies of the form entitled "Statement Required of Members of the Judiciary of the State of Illinois." [One copy to be filed with the Clerk of the Supreme Court; one copy to be retained for your records.]

(C) One 9 x 12 mailing envelope preaddressed to the Clerk of the Supreme Court.

The Supreme Court requests you follow these instructions carefully and asks that you be certain to return the original of your statement in the mailing envelope furnished herewith preaddressed to the Clerk of the Supreme Court.

Forms for compliance with Public Act 77-1806, "Illinois Governmental Ethics Act," will be mailed to you under separate cover and must be filed separately with the Secretary of State.

Very truly yours,

Director

INSTRUCTIONS CONCERNING REQUIRED
STATEMENT FOR MEMBERS OF THE JUDICIARY
OF THE STATE OF ILLINOIS

On or before April 30, 1987, and on or before April 30, annually thereafter, every judge of the Supreme Court, the Appellate Court, and every judge and associate judge of the Circuit Court shall file a verified written statement (the statement) of economic interests and relationships which may create conflicts of interest, with the Clerk of the Illinois Supreme Court. Such statements shall be filed by every person who becomes a judge or associate judge within 45 days after assuming office and on or before each April 30 thereafter. However, judges who assume office on or after December 1 and who file the statement before the following April 30 shall not be required to file the statement due on April 30.

The statements required shall include the following information which, except where noted, shall include information as of the date of verification of the statement.

1. Current economic interests of the judge and members of the judge's immediate family (spouse and minor children residing with the judge) whether in the form of stock, bond,

dividend, interest, trust, realty, rent, certificate of deposit, deposit in any financial institution, pension plan, Keogh plan, Individual Retirement Account, equity or creditor interest in any corporation, proprietorship, partnership, instrument of indebtedness or otherwise. Every source of noninvestment income in the form of a fee, commission, compensation, compensation for personal service, royalty, pension, honorarium or otherwise must also be listed. No reimbursement of expenses by any unit of government and no interest in deferred compensation under a plan administered by the State of Illinois need be listed. No amounts or account numbers need be listed in response to this paragraph 1. In listing his or her personal residence(s) in response to this paragraph 1, the judge shall not state the address(es). Current economic interests shall be as of a date within 30 days preceding the date of filing the statement.

2. Former economic interests of the type required to be disclosed in response to numbered paragraph 1 which were held by the judge or any member of the judge's immediate family (spouse and minor children residing with the judge) during the year preceding the date of verification. Current economic interests listed in response to numbered paragraph 1 need not be listed. No amounts or account numbers need be listed in response to this paragraph 2. In listing his or her personal residence(s) in response to this paragraph 2, the judge shall not state the address(es).

3. The names of all creditors to whom amounts in excess of \$500 are owed by the judge or members of the judge's immediate family (spouse and minor children residing with the judge) or were owed during the year preceding the date of verification. For each such obligation there is to be listed the category for the amount owed as of the date of verification and the maximum category for the amount of each such obligation during the year preceding the date of verification of the statement. The categories for reporting the amount of each such obligation are as follows:

- (a) not more than \$5,000;
- (b) greater than \$5,000 but not more than \$15,000;
- (c) greater than \$15,000 but not more than \$50,000;
- (d) greater than \$50,000 but not more than \$100,000;
- (e) greater than \$100,000 but not more than \$250,000; and
- (f) greater than \$250,000.

Excluded from this requirement are obligations consisting of revolving charge accounts, with an outstanding liability equal to or less than \$5,000.

4. The name of any individual personally known by the judge to be licensed to practice law in Illinois who is a co-owner with the judge or members of the judge's immediate family (spouse and minor children residing with the judge) of any of the economic interests disclosed in paragraphs 1 and 2, and the name of any person who has acted as a surety or guarantor of any of the obligations required to be disclosed in paragraph 3.

5. A list of every office, directorship and salaried employment of the judge and members of the judge's immediate family (spouse and minor children residing with the judge). Exclude unsalaried positions in religious, social or fraternal organizations, and honorary positions.

6. Pending cases in which the judge or members of the judge's immediate family (spouse and minor children residing with the judge) are parties in interest, and, to the extent personally known to the judge, pending cases in which a party is an economic entity in which the judge or

any member of the judge's immediate family has an interest. Cases in which a judge has been sued in the judge's official capacity shall not be included.

7. Any fiduciary position, including executorships and trusteeships of the judge and members of the judge's immediate family (spouse and any minor child residing with the judge).

8. The name of the donor and a brief description of any gifts received by the judge or members of the judge's immediate family (spouse and minor children residing with the judge). Gifts of transportation, food, lodging or entertainment having a value in excess of \$250 must be reported. All other gifts having a value in excess of \$100 must be reported. Gifts between the judge and the judge's spouse, children or parents shall not be reported.

9. Any other economic interest or relationship of the judge or of members of the judge's immediate family (spouse and minor children residing with the judge) which could create a conflict of interest for the judge in the judge's judicial capacity other than those listed in numbered paragraphs 1 to 8 hereof.

The Statement required herein shall be in substantially the form titled "STATEMENT REQUIRED OF MEMBERS OF THE JUDICIARY OF THE STATE OF ILLINOIS," which is attached hereto as Exhibit A.

(SAMPLE)

EXHIBIT A

STATEMENT REQUIRED OF MEMBERS OF THE JUDICIARY OF THE STATE OF ILLINOIS

1. My current economic interests and the current economic interests of my immediate family (spouse and minor children residing with me) are as follows:

(Here list current economic interests specified in numbered paragraph 1 of the instructions setting forth the date (within 30 days of the date of filing) as of which said interests are being reported.)

2. My former economic interests and the former economic interests of my immediate family (spouse and minor children residing with me) held during the year preceding the date of verification:

(Here list former economic interests specified in numbered paragraph 2 of the instructions.)

3. Creditors to whom amounts in excess of \$500 are owed as of the date of verification or were owed during the year preceding the date of verification by me or members of my immediate family (spouse and minor children residing with me), exclusive of revolving charge accounts with an outstanding liability equal to or less than \$5,000, the amount of each such obligation outstanding as of the date of verification and the maximum amount of each such obligation during such preceding year within the categories set forth in numbered paragraph 3 of the instructions:

(Here list in accordance with numbered paragraph 3 of the instructions.)

4. The name of any individual personally known by me to be licensed to practice law in Illinois who is a co-owner with me or members of my immediate family (spouse and minor children residing with me) of any of the economic interests disclosed in paragraphs 1 and 2, and the name of any person who has acted as a surety or guarantor of any of the obligations required to be disclosed in paragraph 3.

(Here list in accordance with numbered paragraph 4 of the instructions.)

5. My offices, directorships, and salaried employments and the offices, directorships and salaried employments of my immediate family (spouse and minor children residing with me) are as follows:

(Here list in accordance with numbered paragraph 5 of the instructions.)

6. Pending cases in which I or members of my immediate family (spouse and minor children residing with me) have an interest are as follows:

(Here list pending cases in which you or members of your immediate family are parties in interest, or an economic entity in which you or they have an interest is a party, in accordance with numbered paragraph 6 of the instructions.)

7. My fiduciary positions, including executorships and directorships, and the fiduciary positions of the members of my immediate family (my spouse and minor children residing with me) are as follows:

(Here list fiduciary positions in accordance with numbered paragraph 7 of the instructions.)

8. The name of the donor of gifts received by me or members of my immediate family (spouse and minor children residing with me) during the year preceding the date of verification, are as follows:

(Here list gifts in accordance with numbered paragraph 8 of the instructions.)

9. My economic interests and relationships and those of my immediate family (spouse and minor children residing with me), other than those listed in numbered paragraphs 1 to 8 hereof, which could create conflicts of interest for me in my judicial capacity are as follows:

(Here insert any economic interest or relationship which might or could create a substantial conflict of interest.)

VERIFICATION

Pursuant to Supreme Court Rule 68, I declare that this statement of economic interest, including any accompanying schedules and statements, as it relates to me and members of my immediate family, has been examined by me and to the best of my knowledge and belief is true,

correct and complete.

Judge's Signature

Date

Rule 90. Conduct of the Hearings

[Rule 90(c) Cover Sheet]

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT,
_____ COUNTY, ILLINOIS

Plaintiff)
)
v.) No. _____
Defendant)
)
)
)

**NOTICE OF INTENT
PURSUANT TO SUPREME COURT RULE 90(C)**

Pursuant to Supreme Court Rule 90(c), the plaintiff(s) intend(s) to offer the following documents that are attached into evidence at the arbitration proceeding:

- | I. | Healthcare Provider Bills | Amount Paid | Amount Unpaid |
|----|---------------------------|-------------|---------------|
| | 1. | | |
| | 2. | | |
| | 3. | | |
| | 4. | | |
| | 5. | | |
| | 6. | | |
| | 7. | | |
| | 8. | | |
| | 9. | | |
| | 10. | | |

- | II. | Other Items of Compensable Damages |
|-----|------------------------------------|
| | 1. |
| | 2. |
| | 3. |
| | 4. |

5.

Attorney for Plaintiff

_____ Dissents as to the Award

Date of Award: _____

NOTICE OF AWARD

In the Circuit Court of the _____ Judicial Circuit, _____ County, Illinois.

(Or, in the Circuit Court of Cook County, Illinois)

A.B., C.D., *etc.* (naming all plaintiffs),)
Plaintiffs,)

v.)

H.J., K.L., *etc.* (naming all defendants),)
Defendants.)

No. _____

Amount Claimed _____

On the _____ day of _____, 20__, the award of the arbitrators dated _____, 20__, a copy of which is attached hereto, was filed and entered of record in this Cause. A copy of this NOTICE has on this date been sent by regular mail, postage prepaid, addressed to each of the parties appearing herein, at their last known address, or to their attorney of record.

Dated this _____ day of _____, 20__.

Clerk of the Circuit Court

