

GUIDELINES

Application to Designate the Electronic Record as the Official Record for Civil Cases in the Circuit Courts

Upon Supreme Court approval of the electronic filing of documents in civil matters in the Illinois Circuit Courts, courts electing to make the electronic record the official court record are permitted to do so upon approval of an application submitted by the Chief Circuit Judge and Circuit Court Clerk to the Supreme Court, through the Director of the Administrative Office of the Illinois Courts (Administrative Office), under these guidelines.

Before a Circuit Court Clerk may designate the electronic record as the official court record, the Chief Circuit Judge and Circuit Court Clerk must receive written authorization from the Director on behalf of the Supreme Court.

The application process shall be as follows:

- 1.) The Chief Circuit Judge and the Circuit Court Clerk shall sign and submit an application letter to the Administrative Director requesting authorization from the Supreme Court for the Circuit Clerk's office to designate the electronic record as the official court record. The application letter shall affirm that the Circuit Court Clerk's office document management system or process is in compliance with all required standards and rules. The application shall further affirm that the Circuit Court Clerk will formulate and follow a method to test both the e-filing and document management systems e-Record before their implementation to ensure they meet all Standards set out in the Supreme Court's *Electronic Filing Standards and Principles* and *Electronic Record Standards and Principles*. The letter must propose a date for implementation of e-Record and designation of the electronic record as the official record. The application also shall include drafts of any administrative order, local rules, or policy issued regarding designation of the electronic record as the official record.
- 2.) The Administrative Director, upon receipt of a properly submitted application letter, shall issue a letter to the Chief Circuit Judge and the Circuit Court Clerk approving the application and stating the date the Circuit Court Clerk may begin designation of the electronic record as the official record. Copies of administrative orders, local rules, or policies adopted by the circuit court will be requested to be submitted to the Director.

After application approval, the Administrative Office of Illinois Courts will continue to serve as a resource to the Chief Circuit Court Judge and the Circuit Court Clerk for information regarding best practices, developments in new technologies, changes in Supreme Court policy and standards, and assistance in maintaining the Standards. If the Administrative Office determines a document management system retaining the e-Record fails to meet the Standards, the Administrative Office shall work with the Circuit Court Clerk and Chief Judge to remedy as necessary.

Attached for reference is a copy of the Supreme Court's *Electronic Record Standards and Principles*.