



# APPEARANCE (CIVIL)

IN THE STATE OF ILLINOIS, CIRCUIT COURT

*This is my official notice that I am participating in this case.*

**COUNTY:** \_\_\_\_\_

*County Where You Are Filing the Case*

*Enter the case information as it appears on your other court documents.*

**PLAINTIFF/PETITIONER OR IN RE:** \_\_\_\_\_

*Who started the case.*

*First, Middle, and Last Name, or Business Name*

**DEFENDANTS/RESPONDENTS:** \_\_\_\_\_

*Who the case was filed against.*

\_\_\_\_\_  
*First, Middle, and Last Name, or Business Name*

\_\_\_\_\_  
**Case Number**



If you want to request a trial with a judge and a jury (jury trial), you will also need to **fill out and file a separate Jury Request form**, available at [ilcourts.info/jury-request](https://ilcourts.info/jury-request). You do not have a right to a jury trial in every case. If you want a trial with a judge only (bench trial), do **not** file the separate *Jury Request* form.

The **deadline** for filing a *Jury Request* is different depending on the type of case and your situation. If you are the plaintiff, usually you must file a *Jury Request* at the same time that you file the case. If you are the defendant, usually you must file a *Jury Request* at the same time as your *Appearance*.

## 1. NAME & INFORMATION

*If you do not have a lawyer, enter your information below to tell the court how to address you. If you are a lawyer entering an appearance for a client, enter your client's information below.*

**Name:** \_\_\_\_\_  
*First Middle Last Name*

**Pronouns (Optional):**

☐ He/Him ☐ She/Her ☐ They/Them ☐ Other: \_\_\_\_\_

**Prefix (Optional):**

☐ Mr. ☐ Ms. ☐ Mrs. ☐ Mx. ☐ Other: \_\_\_\_\_

## 2. APPEARANCE

*Check only one box.*

☐ **I do not have a lawyer** and I am entering my own appearance in this case. With this *Appearance* form, I am telling the court that I am participating in this case.

**- OR -**

☐ **I am a lawyer** entering my appearance for a client in this case:

\_\_\_\_\_  
*Attorney or Firm Name*

Be sure to **check your email every day** so you do not miss important information, court dates, or documents from other parties.

*Include AM or PM*





## WHAT'S NEXT

### NEXT STEP FOR PERSON FILLING OUT THIS FORM:

After you fill out your forms, file them with the Circuit Clerk's office in the county where your case is taking place. Then, send your forms to the other people in the case. Find your Circuit Clerk: [ilcourts.info/clerks](http://ilcourts.info/clerks).



Learn more about each step in the process and how to file in our Instructions:  
[ilcourts.info/how-to-appearance](http://ilcourts.info/how-to-appearance).

### NEXT STEP FOR PERSON RECEIVING THIS DOCUMENT:

For more information about going to court including how to fill out and file forms, call or text **Illinois Court Help** at 833-411-1121 or go to [ilcourthelp.gov](http://ilcourthelp.gov).

If there are any words or terms that you do not understand, please **visit Illinois Legal Aid Online** at [ilao.info/glossary](http://ilao.info/glossary). You may also find more information, resources, and the location of your local legal self-help center at: [ilao.info/lshc-directory](http://ilao.info/lshc-directory).