



# PROOF OF DELIVERY

IN THE STATE OF ILLINOIS, CIRCUIT COURT

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 \_\_\_\_\_

## PROOF OF DELIVERY

Fill out the information below to show how you are sending the documents listed in A **to the other people in the case**. If a person in the case has a lawyer, **you must send the documents to their lawyer**.

A. I am sending this *Proof of Delivery* and the following court documents:

\_\_\_\_\_  
*Name of Documents*

To:

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

Address: \_\_\_\_\_  
*Street, Apt. # City State Zip Code*

Email Address: \_\_\_\_\_

By: ☐ Electronically to the email address in A:

☐ By email (*not through an EFSP*).

☐ Using an approved electronic filing service provider (EFSP).

☐ I or the person I am sending the document to do not have an email address. I am sending them by:

☐ Mail or third-party carrier to the address in A, with postage or delivery charge prepaid.

Location of mailbox or third-party carrier: \_\_\_\_\_  
*City State*

☐ Personal hand delivery at this address:

NOTE: You can only deliver to the party, party's family member over 13 at party's residence, party's lawyer, or party's lawyer's office

Address \_\_\_\_\_  
*Street, Apt. #, City, State, and Zip Code*

☐ Mail to the address in A, from a prison or jail: \_\_\_\_\_  
*Name of Prison or Jail*

This document will be sent on: Date: \_\_\_\_\_ Time: \_\_\_\_\_  
*Month, Day, Year 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/CircuitClerks](http://ilcourts.info/CircuitClerks).



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

### 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).