



This is for information and instruction. Do not file it.

# HOW TO SEND A COURT DOCUMENT TO OTHER PARTIES

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## FILL OUT THE REQUIRED FORMS.

A *Proof of Delivery* is the form you fill out and file to prove that you sent a copy of a court document to the other parties in the case.

Anytime you file a document with the court, or the judge sends or gives a court order only to you, you must send a copy of the document to the other parties in the court case.

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## FILE THE PROOF OF DELIVERY.

Once the *Proof of Delivery* is filled out, file it with the Circuit Clerk's office in the county where your case is taking place. Find your Circuit Clerk: [ilcourts.info/clerks](http://ilcourts.info/clerks).

There is no cost for filing a *Proof of Delivery*. There may be a fee for filing other court documents. If you cannot afford to pay a fee, you can ask the court to participate for free or at a reduced cost by filing the *Application for Waiver of Court Fees*. This is a separate form you can find at: [ilcourts.info/fee-waiver-forms](http://ilcourts.info/fee-waiver-forms).

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## SEND FORMS TO THE OTHER PARTY.

You must send your documents, including the *Proof of Delivery*, to the other people in the case. If a person in the case has a lawyer, send them to the lawyer. If the lawyer has filed a *Limited Scope Appearance*, you must send the documents to the person in the case and the lawyer.

Make sure that you send the documents the way you said you would on the *Proof of Delivery*.

If you and the person you're sending the documents to have an email address, you must send them by email or electronically through the e-filing system. If you or the person you're sending them to does not have an email address, you may give it to the other parties by personal hand delivery, mail, or third-party commercial carrier (for example, FedEx or UPS).

**Laws covering these forms:** Illinois Supreme Court Rules [11](#), [12](#), [104](#), [105](#), and [106](#).



This packet is not legal advice. It provides general instructions on how to use these forms in your court case. It cannot and does not try to cover everything that might happen in your court case. Your use of the forms does not guarantee you will be successful in court.

How a judge handles a case can vary from county to county. **Your county may have special requirements that are not covered in these instructions.** Ask the Circuit Clerk's office if your county has local rules and, if so, where you can get a copy.

# ARE THESE FORMS FOR ME?

- You may use these *Proof of Delivery* forms to prove that you sent a copy of a court document to other people in the court case. This *Proof of Delivery* can be used for all circuit court cases.
- The person who sends the court document must fill out the *Proof of Delivery*.

## EXTRA HELP WITH THE FORMS

### Easy Form

Illinois Legal Aid Online has an Easy Form program that helps you complete your forms. Easy Forms ask simple questions and put your answers in the right places on the forms. At the end of the program, you can download or email your forms to e-file or print them.

Easy Forms are free to use. Visit [ilao.info/proof-delivery-easy-form](http://ilao.info/proof-delivery-easy-form) or scan the QR code to use the Easy Form.



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 used in these instructions 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).



## COSTS AND FEES

There may be costs and fees to take part in a court case. This might include fees for filing court documents. Some case types have no fee for filing. Depending on the type of court case, there may be other costs and fees charged – for example, sheriff's fees for serving documents on the other people in the case. If you cannot afford to pay costs and fees, you can ask the court to file for free or at a reduced cost by filing an *Application for Waiver of Court Fees*.

This is a separate form you can find at: [ilcourts.info/fee-waiver-forms](http://ilcourts.info/fee-waiver-forms).

# HOW TO FILE THE FORMS



## E-filing

- After you fill out your court forms, file them with the Circuit Clerk. This is done by electronic filing, called “e-filing.” You do not have to e-file if:
  - You qualify for an exemption (see the Not E-filing section below) or
  - Your case involves a criminal matter or is filed under the Juvenile Court Act of 1987.
- There may be fees to file your forms. See the Costs & Fees section for more information.
- Most people e-file their forms using Odyssey eFileIL at [ilcourts.info/efile](http://ilcourts.info/efile).
- Follow step-by-step instructions and watch videos that walk you through the steps for e-filing at [ilcourts.info/efile-info](http://ilcourts.info/efile-info).
- E-filing is easier on a computer. It may not work on a cell phone or tablet.
- Original wills may not be e-filed.
- If you do not have access to a computer or if you need help e-filing, take your completed forms to a public library or a Circuit Clerk, Appellate Clerk, or Supreme Court Clerk’s office. These places offer public computers where you can e-file your forms.
  - Your courthouse may offer public computers with a scanner where you can turn your paper forms into electronic files.
  - Librarians and courthouse staff may be able to help you e-file, but they cannot provide legal advice.



## Not E-filing

- Some people are not required to e-file, which means they can file paper forms at the courthouse or by mail. People who do not have to e-file are:
  - Inmates in prison or jail who do not have a lawyer.
  - People with a disability that keeps them from e-filing.
- You may also qualify for an exemption from e-filing if you:
  - Do not have internet or computer access in your home or can’t meaningfully use it.
  - Do not have an email account.
  - Do not have a credit card, debit card, or bank account.
  - Have trouble reading, writing, or speaking English.
  - Tried to e-file your forms, but you were not able to because the equipment or help you needed was not available.
  - Are filing an emergency case as allowed by local rule or order.
- To ask for an exemption from e-filing, use the form at [ilcourts.info/exempt](http://ilcourts.info/exempt). If you cannot print this form, then ask for it at your local courthouse.
  - File your *Certification for Exemption from E-Filing* form along with your other court forms at the Circuit Clerk's office or by mail.
  - Bring or send your signed court forms and at least two copies of your forms to the Circuit Clerk’s office. Ask them to stamp your copies and return them to you.
  - If you need to make copies of your forms, you can do that at the Circuit Clerk’s office. They may charge you a fee to make copies.
- There may be fees to file your forms. See the Costs & Fees section for more information.
- If you mail your court forms to the Circuit Clerk’s office, include a stamped envelope addressed to you. The Circuit Clerk will file your forms and then send your copies back to you in the envelope.