



# 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/appearance](http://ilcourts.info/appearance). 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.

**This document will be sent on:** Date: \_\_\_\_\_ Time: \_\_\_\_\_  
*Month, Day, Year* *Include AM or PM*

b. ☐ I am not sending these documents to additional people.

**- OR -**

☐ I am sending these documents to an additional person not listed in **3a**:

Name: \_\_\_\_\_

*First* *Middle* *Last Name*

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

<i>Street, Apt. #</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
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Email Address: \_\_\_\_\_

**By:** ☐ Electronically to the email address in **3b:**

☐ 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 the document by:

☐ Mail or third-party carrier to the address in **3b**, 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 **3b**, 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*

☐ I am sending the document to more than 2 people and have completed an *Additional Proof of Delivery* form.



## SIGN

Under [735 ILCS 5/1-109](#), your signature means that you:

1) certify that everything in this document is true and correct, and 2) understand that making a false statement on this form is perjury and has penalties provided by law.

If you are filling out this form online, sign your name by typing it. If you are filling out this form by hand, sign and print your name.

Your Signature /s/ \_\_\_\_\_ Print Your Name \_\_\_\_\_

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

Your Phone Number \_\_\_\_\_ Attorney Number (if any) \_\_\_\_\_

Your Email (if you have one)

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



## 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](https://ilcourts.info/CircuitClerks).



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

If there are any words or terms that you do not understand, please **visit Illinois Legal Aid Online** at [ilao.info/glossary](https://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](https://ilao.info/lshc-directory).