

# HOW TO SEND A COURT DOCUMENT TO OTHER PARTIES

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## FILL OUT THE REQUIRED FORMS.

A *Proof of Delivery* is the court 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/CircuitClerks](http://ilcourts.info/CircuitClerks).

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 their lawyer. If the lawyer has filed a *Limited Scope Appearance*, you must send the documents to the person in the case and their 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 by notification 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

### Proof of Delivery 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).

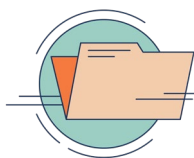


# HOW TO FILE THE FORMS



## 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 "Not E-filing" below) or
  - Your case involves a criminal matter.
- Most people e-file their forms using Odyssey eFileIL at [ilcourts.info/efile](http://ilcourts.info/efile).
- There may be fees to file your forms. See the previous Costs & Fees page for more information.
- Follow step-by-step instructions and watch videos that walk you through the steps for e-filing at [ilcourts.info/EfileHowTo](http://ilcourts.info/EfileHowTo).
- E-filing is easier on a computer. It may not work on a cell phone or tablet.
- 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 Clerks' office. These places offer public computers where you can e-file your forms.
  - Depending on your courthouse, you can bring your forms on paper and there may be 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, and it is hard for you to travel.
  - Have trouble reading, writing, or speaking English.
  - Are filing documents in a sensitive case, such as an order of protection.
  - Tried to e-file your forms, but you were not able to because the equipment or help you needed was not available.
- To ask for an exemption from e-filing, use the form at [ilcourts.info/ExemptionCircuit](http://ilcourts.info/ExemptionCircuit). 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 previous Costs & Fees page 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.



# 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*

B.  I am not sending these documents to additional people.

- OR -

I am sending these documents to an additional person not listed in A:

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

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

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

By:  Electronically to the email address in B:

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 B, with postage or delivery charge prepaid.

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

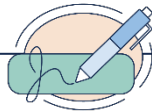
Personal hand delivery at this address:

*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 B, 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*



**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](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).

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# ADDITIONAL PROOF OF DELIVERY

IN THE STATE OF ILLINOIS, CIRCUIT COURT

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



Use this only if you are sending your court document to more than 2 people.

## PROOF OF DELIVERY

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

C. I am sending this *Proof of Delivery* and the previously listed court documents to an additional person:

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

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

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

By:  Electronically to the email address in C:

- 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 C, 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 C, 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

D.  I am not sending these documents to additional people.

**- OR -**

I am sending these documents to an additional person not already listed:

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

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

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

By:  Electronically to the email address in D:

- 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 **D**, with postage or delivery charge prepaid.

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

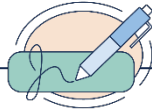
Personal hand delivery at this address:

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 **D**, 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



## 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.

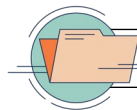
Your Signature /s/ \_\_\_\_\_ Print Your Name \_\_\_\_\_

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.



File this form with your *Proof of Delivery*.