

Notice from the Third District Appellate Court Clerk

The Appellate Court Clerk's Office is closed to public entry. You may continue to contact the Clerk's Office by calling (815) 434-5050.

PLEASE LEAVE ANY MATERIALS FOR THE CLERK'S OFFICE AT THE SECURITY GUARD STATION. (Please leave your phone number so we can call you to confirm that we received your documents).

If you need to file a motion, brief, etc. you may do this by:

- (1) Electronically filing via Odyssey EFileIL or any other approved service provider.
- (2) Leave your paper filing at the security guard station located at the entrance of the courthouse.
- (3) Mail your motion to the Appellate Court Clerk, Third District, 1004 Columbus Street, Ottawa, Illinois 61350.

If you need to obtain a standardized form for filing a Motion to Waive Fee, Docketing Statement, Motion, or Brief:

- (1) All forms can be found at:
<http://www.illinoiscourts.gov/Forms/approved/appellate/appellate.asp>
- (2) If you have no access to a computer or the internet, please contact the Clerk's Office at (815) 434-5050 and we will mail you a copy.
- (3) If you do not have a P.O. Box or mailing address, a member of the Clerk's Office will walk a copy down to you at the security guard station located at the entrance of the courthouse during regular business hours, 8:30 a.m. to 4:30 p.m. Monday through Friday except on Court holidays.