

## ELECTRONIC FILING PROCEDURES AND USER MANUAL

### FOR THE SUPREME COURT OF ILLINOIS

1. **Electronic Filing Required in Civil Cases.** Unless exempt under Supreme Court Rule 9(c), all documents in civil cases shall be filed electronically in accordance with the Supreme Court Order entered on January 22, 2016, in *In re: Mandatory Electronic Filing in Civil Cases* (M.R. 18368) as amended, Supreme Court Rules, and in this *Electronic Filing Procedures and User Manual ("Manual")*. Documents filed in people/criminal cases and documents filed on the Supreme Court's Miscellaneous Record Docket (MR Docket) may be filed electronically.

For additional information regarding eFileIL, click on the following link:  
<http://efile.illinoiscourts.gov/index.htm>

2. **Definitions.** The following terms shall be defined as follows:
  - a. **"Electronic Filing"** (e-filing) means filing a digital document with the Court directly from the registered user's computer or a Public Access Terminal using an approved EFSP.
  - b. **"Electronic Filing Manager" (EFM)** means a solution approved by the Court that enables documents to be filed, served, and distributed electronically while integrating with both the EFSPs and the Court's case management system.
  - c. **"Electronic Filing Service Provider" (EFSP)** means an approved vendor for electronic filing in the State of Illinois at <http://efile.illinoiscourts.gov/service-providers.htm>.
  - d. **"Envelope Number"** means a unique number assigned by the EFM to each e-filing transaction and may be used to track an e-filing transaction.
  - e. **"PDF"** means Portable Document Format, a proprietary file format developed by Adobe Systems, Inc.
  - f. **"Public Access Terminal"** means a publicly accessible computer and scanner provided by the Court for the purposes of facilitating electronic filing with the Court. Public access terminals are available during normal business hours in the Supreme Court Clerk's office in Springfield and its satellite office in Chicago.
  - g. **"Registered User"** means an individual who has registered a username and password with the EFM.
  - h. **"Technical Failure"** means a malfunction of the EFM, EFSP, or the Court's hardware, software, and/or telecommunications facility which results in the inability of a registered user to submit a document for e-filing. It does not include the failure of a user's equipment.

- i. **"Transaction Confirmation"** means a confirmation that is transmitted to a registered user after the user has submitted a transaction through an EFSP to the Court. At a minimum, the transaction confirmation displays an envelope number and the date and time the transaction was submitted by the registered user through the EFSP. The transaction confirmation may serve as the filer's proof of submission.

### 3. Confidential Documents.

- a. When confidential, impounded, or sealed documents ("confidential") are e-filed, the registered user must select the "confidential" dropdown/checkbox at the time of filing.
- b. A motion for leave to file a confidential document must be designated as such at the time of submission and the registered user must comply with paragraph 5(e) of this manual.

### 4. Registration, Change of Contact Information, Usernames and Passwords.

- a. Registration to become a user through eFileIL is available on an approved EFSP's website. For a list of approved EFSP vendors, visit <http://efile.illinoiscourts.gov/service-providers.htm>.
- b. The registrant shall provide the EFSP the requested registration information, including a secure username and password. This username and password shall also function as a signature on each e-filed document, as provided in paragraph 6, and will authorize payment of all filing fees and service fees, if any, as provided in paragraph 10.
- c. If an attorney is suspended or disbarred by the Court, his or her e-filing account access will be suspended.
- d. The Court reserves the right to revoke a registered user's privileges with or without cause.
- e. Once registered, it is the responsibility of the registered user to keep contact information, including email address, current with the Court and the EFSP.

### 5. Format of e-filed documents.

- a. Except as otherwise provided, an e-filed document shall comply with the Court's eFileIL Electronic Document Standards ([http://efile.illinoiscourts.gov/documents/eFileIL\\_Digital-Media-Standards.pdf](http://efile.illinoiscourts.gov/documents/eFileIL_Digital-Media-Standards.pdf)) and with current Supreme Court Rules, including but not limited to page and word limitations, page size, font type, margin width, and font size. Supreme Court Rules shall govern if there is a conflict between a Rule and any standard or policy.
- b. The EFM limits a document's "file name" and "file description" to 150 characters. Any document with a name or description exceeding 150 characters will fail to e-file.

- c. Documents in different cases submitted in a single transaction will be rejected.
- d. A document submitted for e-filing shall include a proof of service for the filing (placed at the end of the document) and any other item required by Supreme Court Rules, as a single file.
- e. If a document requires leave of Court before filing, the registered user shall attach the proposed document as an exhibit to the motion for leave in a single transaction. The proposed document shall also be submitted for e-filing, but in a separate transaction from the transaction containing the motion for leave.
- f. Appendix materials may be scanned if necessary, but scanning should be avoided when possible. An appendix shall be combined into one file with the document it is associated with for purposes of e-filing, unless the resulting file would exceed 150 megabytes. In such case, the registered user is responsible for dividing the document into appropriately sized parts, with each part having a separate cover page that labels each part of the appendix (e.g. Appendix, Part 1; Appendix, Part 2 etc.), and submitting the parts in separate transactions that do not exceed 150 megabytes.
- g. An e-filed document must not contain a virus or malware. The e-filing of a document constitutes a certification by the registered user that the document has been checked for viruses and malware.
- h. A document requiring a specific color cover page shall comply with Supreme Court Rule 341. Upon acceptance and filing of the document, the paper copies submitted to the Clerk's office pursuant to paragraph 8 of this manual shall also contain the appropriate color cover page and be printed versions of the e-filed document bearing the Clerk's electronic stamp.
- i. The Court may reject an e-filed document for failure to comply with this manual, with Supreme Court Rules, or as otherwise directed by the Court.

#### **6. Signatures on e-filed documents.**

- a. Except as otherwise provided, the registered user's confidential, secure username and password constitute the registered user's signature on the document, in compliance with Supreme Court Rules and statutes regarding original signatures on Court documents. When a signature is provided in this manner, the registered user must also include either an "/s/" and the registered user's name typed in the space where the registered user's signature would otherwise appear or an electronic image of the registered user's signature, which may take the form of a public key-based digital signature or a scanned image of the registered user's signature.
- b. The registered user shall not allow his or her username or password to be used by anyone other than an agent who is authorized by the registered user.

- c. If a document is notarized, sworn to, or made under oath, the registered user must e-file the document as a scanned image containing an image of the necessary original signature(s). A document certified pursuant to Section 1-109 of the Code of Civil Procedure may contain an electronic signature as described in subparagraph a.
- d. If a document requires the signature of an opposing party, the registered user must e-file the document as a scanned image containing the opposing party's signature.

**7. Timing of e-filing; mechanics.**

- a. The EFSP and the EFM are agents of the Court for the purpose of submission and e-filing of electronic documents. Upon submission of a document, the EFSP will email to the registered user a transaction confirmation which shall serve as proof of submission.
- b. A document will be considered timely if submitted before midnight on or before the date on which the document is due. Upon acceptance, the document will be file stamped as filed on the date of submission.
- c. A document submitted on a day when the Clerk's office is not open for business will, upon acceptance, be file stamped as filed on the next day the Clerk's office is open for business.
- d. A document submitted to the Clerk for filing shall be deemed filed upon review and acceptance by the Clerk. The filed document shall be endorsed with the clerk's electronic file mark setting forth, at a minimum, the identification of the Court, the Clerk, and the date and the time of filing.
- e. After the Clerk reviews a document, the registered user will receive an e-mail notification of the review results.
- f. If the Clerk rejects a submitted document, the document will not be filed, and the registered user will receive an electronic notification of the reason(s) for the rejection.
- g. A document requiring a motion and a Court order allowing its filing will be deemed filed on the date the motion is granted.
- h. If a document is untimely due to a technical failure, the registered user may seek appropriate relief from the Court, upon good cause shown.

**8. Paper Copies.**

- a. Upon acceptance of a brief, petition for rehearing, petition for leave to appeal, or any answer to a petition for leave to appeal or petition for rehearing, the registered user shall provide thirteen (13) duplicate paper copies to the Clerk's office in Springfield. The copies shall be received in the Clerk's office within five (5) days of the electronic review notification generated upon acceptance of the document.

- b. The paper copies must comply with applicable Supreme Court Rules, including the color cover requirement in Supreme Court Rule 341, if applicable, and shall be printed versions of the e-filed document bearing the Clerk's electronic file stamp.

**9. Proof of Service.**

- a. A document filed electronically shall be served on all parties and/or counsel of record in accordance with Supreme Court Rules.
- b. If a document requires a Court order allowing its filing, no additional proof of service is required if the original proof of service filed along with the motion for leave to file the document includes a reference to the unfiled document and if the motion for leave is served on all parties and/or counsel of record.

**10. Payment of Filing Fees.**

- a. A registered user e-filing documents shall pay the applicable filing and appearance fees electronically to the Court through the EFSP at the time of e-filing.
- b. A registered user requesting waiver of fees shall file an application for waiver of fees pursuant to Supreme Court Rule 313 using this form: [http://illinoiscourts.gov/Forms/approved/supreme/SC\\_Fee\\_Waiver.asp](http://illinoiscourts.gov/Forms/approved/supreme/SC_Fee_Waiver.asp). The application shall be submitted in a separate transaction from the transaction containing the document for filing.

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