

ADDITIONAL PROOF OF DELIVERY

[Refer to Illinois Supreme Court Rule [11](#)]

In **D**, write the name of the document you are sending.
Then, enter the name, mailing address, and email address of the person you are sending the document to. If they have a lawyer, you **must** enter the lawyer's information.

Then, check the box to show how you are sending the document.

D. I am sending the _____

To:

Name: _____
First Middle Last

Address: _____
Street, Apt # City State ZIP

Email address: _____

- By:** Electronically to the email address in **D**:
 Email (*not through an EFSP*).
 Using an approved electronic filing service provider (EFSP).

CAUTION: If you and the person you are sending the document to have an email address, you **must** use one of the first two electronic options listed above. Otherwise, you may use one of the other options listed below.

- I or the person I am sending the document to do **not** have an email address. I am sending the document by (*choose one*):

- Mail or third-party carrier to the address in **D**, with postage or delivery charge prepaid. Location of the mailbox or third-party carrier:

Address or Intersection City State

- Personal hand delivery at this address:
(*Note: You can only deliver it to the party, the party's family member over 13 at the party's residence, the party's lawyer, or the party's lawyer's office.*)

Address – Street, Apt #, City, State, and Zip Code

- Mail to the address in **D**, from a prison or jail at:

Name of Prison or Jail

This document will be sent on:

Date: _____ Time: _____
Month, Day, Year Include AM or PM

I certify under 735 ILCS 5/1-109 that everything in this document is true and correct, or I have been informed or I believe it to be true and correct, and I understand that making a false statement on this form is perjury and has penalties provided by law.

/s/ _____
Your Signature

Street Address

Print Your Name

City, State, ZIP

Telephone

Email

Firm Name (if any)

Attorney # (if any)

GETTING COURT DOCUMENTS BY EMAIL: You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information or documents from other parties or from the court.