



ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS CIVIL APPEALS – FAQ

This document provides information for self-represented litigants in filing an appeal from a circuit court order or judgment in a civil case to the Illinois Appellate Court. It does not discuss how to file an appeal in a criminal case or in federal court.

The civil appeals process is difficult. The process involves many strict deadlines and adherence to [Illinois Supreme Court Rules](#) ("Rules"). You are strongly encouraged to speak to a lawyer about your appeal. Should you decide to appeal your case without a lawyer, you will need to follow the Rules just like those parties who have an attorney. You will also need to do a significant amount of legal research and write lengthy briefs to convince the appellate court that your position is correct. You can search for a lawyer with experience in appeals to represent you at [Illinois Lawyer Finder](#) (outside Cook) or [Chicago Bar Association Lawyer Referral Service](#) (in Cook).

The material presented herein is legal information and aims to provide general resources for you. This FAQ is not a substitute for legal counsel and does not constitute legal advice. You must speak with a lawyer to receive legal advice. This resource is neither legal authority nor a substitute for the requirements found in the Rules.

SECTION SEVEN: DOCKETING STATEMENT

1. **Do I need to file a Docketing Statement?**

Yes. As the appellant (the person filing the appeal), you must file a docketing statement with the appellate court. This tells the court and other parties that you have taken the steps necessary to begin a civil appeal. You can find the Docketing Statement form and instructions at: <https://www.illinoiscourts.gov/forms/approved-forms/approved-statewide-forms-appellate-forms/docketing-statement>.

2. **How much does it cost to file a Docketing Statement?**

You must pay a \$50.00 filing fee to the Clerk of the Appellate Court when you file your Docketing Statement.

If you cannot afford to pay the filing fee, you can ask the appellate court to file for free. You must file your application for a fee waiver with your Docketing Statement. The appellate court will need to approve your application. You can find the fee waiver application at: <https://www.illinoiscourts.gov/documents-and-forms/approved-forms/appellate-forms/feewaiver>.



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3. **When do I need to file the Docketing Statement?**

The deadline to file the Docketing Statement is **14 days** after you file the Notice of Appeal, unless [Supreme Court Rule 307\(a\)](#) applies.

If [Rule 307\(a\)](#) applies, the deadline to file the Docketing Statement is **7 days** after you file the Notice of Appeal. Rule 307(a) applies if your appeal involves one of the following orders:

- Granting, modifying, refusing, dissolving, or refusing to dissolve or modify an injunction;
- Appointing or refusing to appoint a receiver or sequestrator;
- Giving or refusing to give other or further powers or property to a receiver or sequestrator already appointed;
- Placing or refusing to place a mortgagee in possession of mortgaged premises;
- Appointing or refusing to appoint a receiver, liquidator, rehabilitator, or other similar officer for a bank, savings and loan association, currency exchange, insurance company, or other financial institution, or granting or refusing to grant custody of the institution or requiring turnover of any of its assets;
- Terminating parental rights or granting, denying, or revoking temporary commitment in adoption proceedings commenced pursuant to section 5 of the [Adoption Act](#) (750 ILCS 50/5);
- Determining issues raised in proceedings to exercise the right of eminent domain under section 20-5-10 of the [Eminent Domain Act](#), but the procedure for appeal and stay shall be as provided in that section.

4. **What forms do I need to submit with the Docketing Statement?**

You will need to attach completed copies of the Request for Preparation of Record on Appeal and the Request for Report of Proceedings (Transcripts) when you submit your Docketing Statement. Please see the “Appellate Court Forms” tab for these forms and instructions at: <https://www.illinoiscourts.gov/documents-and-forms/approved-forms/>.