

ADDITIONAL PROOF OF DELIVERY

This tells the Appellate Court how and when you will send your documents **to the other people in the case** under Illinois Supreme Court Rule [11](#). If a person in the case has a lawyer, **you must send your documents to their lawyer**. File this form with the Appellate Clerk, but do not list the clerk below as a person you are sending your documents to.

In **A**, write the name of the document and the person you are sending it to under Rule [11](#). If they have a lawyer, you **must** enter the lawyer's information.

In **B**, write the date and time you are sending the document to the other parties.

If you and the person you are sending the document to have an email address, you **must** send it by email or through an EFSP. Write the person's email address on the correct line(s).

If you or the other person does **not** have an email address, check the box(es) to show how you are sending the document to them.

If you are representing yourself and are currently in jail or prison, you **must** write the name and address of the jail or prison from where you mailed the document.

Under the Code of Civil Procedure, [735 ILCS 5/1-109](#), making a statement on this form that you know to be false is perjury, a Class 3 Felony.

4. **A. I am sending the** _____

To:

Name: _____
Full Name or Law Firm Name

B. On this date: _____ **at this time:** _____ **I am sending it:**
Month, Day, Year Include AM or PM

☐ By email to this email address: _____

☐ Through an approved e-filing website (EFSP) to this email address:

STOP: You **must** send documents electronically (by email or through an EFSP) if you and the person you are sending documents to have an email address. If you or the person you are sending to do **not** have an email address, or if you are in a jail or prison, you may send documents using the options below.

☐ I am sending the document listed in A to this address:

Street, Apt #, City, State, Zip Code

By: (check all that apply)

☐ Mail or third-party carrier (FedEx, UPS, etc.) to the address listed above, with postage or delivery prepaid. Location of mailbox or third-party carrier:

Address or Intersection

City

State

☐ Personal hand delivery.
(You can only deliver to the person, person's family member over 13 at person's residence, person's lawyer, or the lawyer's office.)

☐ Putting documents in the jail or prison mail system at the location listed below
(Use this option only if you are someone who is in jail or prison):

Name and Address of Jail or Prison

Under [735 ILCS 5/1-109](#), my signature certifies and means that:

1) The statements in this document are true and correct, or if any are based on information and belief, I believe they are true, and 2) I understand that knowingly 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.

/s/

Your Signature

Print Name

Enter the Appellate Court Case Number: _____

☐ I am completing this form for myself.

Write your complete address, telephone number, and email address, if you have one.

Street Address

City, State, ZIP

Phone Number

Email (if you have one)

GETTING COURT DOCUMENTS BY EMAIL: Be sure to check your email every day so you do not miss important information or documents from other parties or from the court.

Only complete this section if you are a licensed attorney completing this form on behalf of a client.

☐ I am a lawyer completing this form on behalf of a client.

(Client name): _____

Lawyer Name

Attorney Number

Lawyer Phone Number

Law Firm

Lawyer Email

Lawyer Address