

**UNIFORM ADMINISTRATIVE AND  
PROCEDURAL RULES  
APPELLATE COURTS  
SECOND, THIRD, FOURTH,  
AND FIFTH DISTRICTS**

**Rule**

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*The Uniform Rules set out herein were adopted  
April 14, 1967, effective January 1, 1967.*

**Rule 1. Sessions**

(1) The Court of each District shall be in session throughout the year, as its judicial business requires, and shall sit periodically for the purpose of hearing oral arguments at the direction of the Presiding Judge thereof.

**Formerly** Ill.Rev.Stat.1991, ch. 110A, ¶ 901.

**Rule 2. Call of Cases**

(2) The Presiding Judge of each respective District shall determine the days the Court shall sit for the purpose of hearing oral arguments and shall so inform its Clerk, who shall forthwith prepare a call of cases as directed by the Presiding Judge, indicating thereon the general number of the case, the respective names of the parties—appellant and appellee—the order in which the several cases will be called for argument and submission, and the day and hour the Court will sit. When so prepared, the Clerk shall forthwith send a copy of such call to counsel of record representing the respective parties in each of the several cases appearing on such call, or to the litigant if not represented by counsel. At least seven (7) days shall intervene between the date the Clerk mails a copy of the call to the respective attorneys and the date the case is subject to call.

**Formerly** Ill.Rev.Stat.1991, ch. 110A, ¶ 902.

**Rule 3. Hearing**

(3) The Court shall hear the oral arguments in such cases pursuant to such call. The Presiding Judge shall call the cases in the order listed by the Clerk, and the call shall continue until all of the listed cases are heard and submitted for opinion.

**Formerly** Ill.Rev.Stat.1991, ch. 110A, ¶ 903.

**Rule 4. Assignment of Number to Cause**

(4) Every cause or proceeding, upon the filing of the initial instrument or record on appeal, shall be given a general number by the Clerk, which it shall permanently retain.

**Formerly** Ill.Rev.Stat.1991, ch. 110A, ¶ 904.

**Rule 5. Library**

(5) The Clerk of each respective District is hereby designated as the Librarian of the Court for such District, and he shall not permit any person, except Judges of the Court, to take any book from the library without the consent of the Court or of the Presiding Judge. No book shall be marked or underlined, and no page shall be folded down. Any person who violates the provisions of this rule may be held in contempt of the Court.

**Formerly** Ill.Rev.Stat.1991, ch. 110A, ¶ 905.

**Rule 6. Repeal of Prior Administrative  
Rules and Adoption of New Rules**

(6) All Administrative Rules heretofore in force and effect in the Second, Third, Fourth and Fifth Appellate Court Districts are hereby repealed; and these Administrative Rules are adopted, effective January 1, 1967, in lieu of all Administrative Rules heretofore in force.

**Formerly** Ill.Rev.Stat.1991, ch. 110A, ¶ 906.

**Rule 7. Practice and Procedure**

(7) The Rules of Practice & Procedure heretofore adopted by the respective Courts of the Second, Third, Fourth and Fifth Appellate Court Districts, effective January 1, 1956, together with all amendments thereto, be, and the same are hereby set aside and rescinded. Practice in said Appellate Court Districts of the State of Illinois shall be governed by the Rules of Practice promulgated by the Supreme Court of the State of Illinois, effective January 1, 1967, and the order of the Supreme Court adopting such Rules dated November 28, 1966.

**Formerly** Ill.Rev.Stat.1991, ch. 110A, ¶ 907.

**Rule 8. Citation of Opinions**

(8) The opinions of the Illinois Appellate Court which have been published in abstract form only, shall not be cited in the briefs of litigants unless the entire text of said abstract opinion is appended to the brief. When on oral argument counsel cites authorities from other jurisdictions, he shall provide this Court with four (4) copies of the full text of such authorities.

Amended in 1977.

**Formerly** Ill.Rev.Stat.1991, ch. 110A, ¶ 908.

**Rule 9. Excerpts from the Record**

(9) Pursuant to the provisions of Supreme Court Rule 342(b), the Clerks of said respective Districts, upon request of the appellant, may prepare and file excerpts from the record, as

provided in said Rule 342, upon the advance payment to said Clerk of the sum of twenty-five (25) cents per page therefor. It shall be the obligation of counsel for appellant and for appellee to prepare the Table of Contents as required by Rule 342(d).

**Formerly** Ill.Rev.Stat.1991, ch. 110A, ¶ 909.

### **Rule 10. Filing of Order**

(10) The respective Clerks of the Second, Third, Fourth and Fifth Appellate Court Districts are hereby directed to file and enter this Administrative and Procedural order of record as of January 1, 1967, and to forthwith file a certified copy thereof with the Administrative Director of the Illinois Supreme Court.

**Formerly** Ill.Rev.Stat.1991, ch. 110A, ¶ 910.