

eFileIL Electronic Document Standards

(Pursuant to Supreme Court Rule)

Revised Effective February 2, 2022

Pursuant to Supreme Court Order M.R. 18368, the following e-filing standards apply to eFileIL and re:SearchIL.

Supreme Court of Illinois Orders, Rules, Standards, and resources

M.R. 18368 Order (Jan. 22, 2016)	Mandatory Electronic Filing In Civil Cases
M.R. 18368 Order (May 30, 2017)	Amendments to Statewide E-filing Order
M.R. 18368 Order (Jan. 31, 2019)	Electronic Filing in Civil and Criminal Cases
M.R. 18368 Order (Dec. 19, 2019)	Electronic Filing and Document Access
M.R. 18368 Order (Dec. 18, 2020)	Electronic Filing and Remote Access to Documents
eFileIL website	eFileIL Office of the Illinois Courts
Trial Court Public Facing Codes	eFileIL Trial Court Public Facing Codes Illinois Courts
Supreme Court Rules	Supreme Court Rules Office of the Illinois
Supreme Court Rule 8	Rule 8 Case & Document Accessibility
Supreme Court Rule 9	Rule 9 Electronic Filing of Documents
Record on Appeal Standards	Standards and Requirements for Electronic Filing the Record on Appeal (windows.net)
Remote Access Policy	Remote Access Policy (windows.net)
re:SearchIL	re:SearchIL (tylerhost.net)

Note: see Record on Appeal Standards for document format and file size standards for e-filing the record on appeal to the reviewing courts.

1. **File Size for Illinois Reviewing Courts**

The maximum file size for an envelope e-filed through eFileIL to the Supreme Court and Appellate Court Districts is 150mb.

2. **File Size for Illinois Trial Courts**

The maximum file size for a document e-filed through eFileIL is 25mb., with a maximum envelope size of 50mb.

3. **Electronic Document Format**

When possible, the following parameters apply to e-filed documents submitted through eFileIL:

- a. Optical Character Recognition (OCR) PDF.
- b. Minimum 300 dpi (dots per inch), Maximum 600 dpi – scanned in black / white mode.
- c. Page Size: 8½ x 11 inches.
- d. 12 pt. font
- e. First page, top margin of each e-filed document should be two inches.
- f. A one-inch page margin on all sides (top, bottom, right and left sides).
- g. The OCR PDF document should be created directly from the program creating that document, rather than from a scanned image of the document.

4. **Hyperlinks, Security, or Embedded Video or Audio in e-Filed Documents**

Hyperlinks to external material contained within an e-filed document are for convenience purposes only and the hyperlinked material is not considered a part of the filing. E-filed documents cannot contain any security or encryption. Embedded audio or video files in PDF document are not allowed.

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5. **Filing of Multiple Documents**

- a. Documents with different case numbers must be filed in separate transactions / envelopes.
- b. Multiple documents within a single transaction/envelope, combined into a single PDF shall not be accepted. All documents must be submitted as an individual PDF.

6. **Photographs or Graphics**

Photographs or graphics shall be permitted to be e-filed. If the graphic or photograph is in color, it shall be filed in color, if possible. Graphics or photographs larger than 8 ½ x 11 inches shall not be e-filed and the filer should contact the court clerk for alternative filing procedures.