

*For Court Use Only*

In **1**, title your *Motion*. Explain in a few words what you are asking the judge to do. This should match the title you wrote in **1** on the *Motion*.

In 2, enter:

- The court date and time of your hearing. Call your Circuit Clerk to get this information. If e-filing in Cook County, you may get the date when you e-file.
- The courtroom and address of the court building.
- The call-in or video information for remote appearances (if applicable).
- The clerk's phone number and website.

All this information is available from the Circuit Clerk, you can find their contact information at: [ilcourts.info/CircuitClerks](http://ilcourts.info/CircuitClerks).

## 2. Hearing Information

a. On \_\_\_\_\_ at \_\_\_\_\_ ☐ a.m. ☐ p.m. in \_\_\_\_\_  
*Date Time Courtroom*

| <i>Courthouse Address</i> | <i>City</i> | <i>State</i> | <i>ZIP</i> |
|---------------------------|-------------|--------------|------------|
|---------------------------|-------------|--------------|------------|

**Remotely** (You may be able to attend this court date by phone or video conference. This is called a “Remote Appearance.”)

By telephone: \_\_\_\_\_  
*Call-in number for telephone remote appearance*

By video conference: \_\_\_\_\_  
Video conference website

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*Video conference log-in information (meeting ID, password, etc.)*

Call the Circuit Clerk at: \_\_\_\_\_ or visit their website at \_\_\_\_\_  
*Local Circuit Clerk's phone #*

\_\_\_\_\_ to find out more about how to do this.

*Website*

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.

If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name.

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

**I certify that everything in the *Notice of Court Date for Motion* is true and correct. I understand that making a false statement on this form is perjury and has penalties provided by law under [735 ILCS 5/1-109](#).**

/s/

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Print Your Name

\_\_\_\_\_  
City, State, ZIP

\_\_\_\_\_  
Email

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
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, notice of court dates, or documents from other parties.

## PROOF OF DELIVERY

### 1. I am sending the *Notice of Court Date for Motion*

a. To:

Name: \_\_\_\_\_

First

Middle

Last

Address: \_\_\_\_\_

Street, Apt #

City

State

ZIP

Email address: \_\_\_\_\_

b. By:

☐ An approved electronic filing service provider (EFSP)

☐ Email (*not through an EFSP*)

*Only use one of the methods below if you do not have an email address, or the person you are sending the document to does not have an email address.*

☐ Personal hand delivery to:

☐ The party

☐ The party's family member who is 13 or older, at the party's residence

☐ The party's lawyer

☐ The party's lawyer's office

☐ Mail or third-party carrier

c. On: \_\_\_\_\_ at: \_\_\_\_\_ ☐ a.m. ☐ p.m.  
Date Time

### 2. I am sending this document:

a. To:

Name: \_\_\_\_\_

First

Middle

Last

Address: \_\_\_\_\_

Street, Apt #

City

State

ZIP

Email address: \_\_\_\_\_

In **1a**, enter the name, mailing address, and email address of the party you are sending the document to. If they have a lawyer, you **must** enter the lawyer's information.

In **1b**, check the box to show how you are sending the document. **CAUTION:** If you and the person you are sending the document to have an email address, you **must** use one of the first two options. Otherwise, you may use one of the other options.

In **c**, fill in the date and time that you are sending the document.

In **2**, if you are sending the document to more than 1 party or lawyer, fill in **a**, **b**, and **c**. Otherwise leave **2** blank.

In **2a**, enter the name, mailing address, and email address of the party you are sending the document to. If they have a lawyer, you **must** enter the lawyer's information.

In **2b**, check the box to show how you are sending the document.

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

In **c**, fill in the date and time that you are sending the document.

If you are sending your document to more than 2 parties or lawyers, check the box and file the *Additional Proof of Delivery* with this form.

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b. By:

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☐ The party's lawyer

☐ The party's lawyer's office

☐ Mail or third-party carrier

c. On: \_\_\_\_\_ at: \_\_\_\_\_ ☐ a.m. ☐ p.m.  
Date

☐ I have completed an *Additional Proof of Delivery* form.

**I certify that everything in the *Proof of Delivery* is true and correct. I understand that making a false statement on this form is perjury and has penalties provided by law under [735 ILCS 5/1-109](#).**

/s/ \_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Print Your Name

\_\_\_\_\_  
City, State, ZIP

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Attorney # (if any)

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