

Getting Started

Docketing Statement (Civil)

IMPORTANT: This getting started guide and the instructions are not legal advice. They are only meant to help you learn how to use the *Docketing Statement (Civil)* form. Your use of the form does not guarantee you will be successful in court.

To learn how to fill out the form and file it with the court, read the *HOW TO COMPLETE THE DOCKETING STATEMENT (CIVIL)* instruction sheet and the instructions on the form.

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| Name of form: | <i>Docketing Statement (Civil)</i> |
| Purpose of the form: | To tell the appellate court and all the parties in the appeal that you have taken the first steps to start the appeal. |
| Types of cases the form CAN be used for: | Civil appeals. |
| Types of cases the form CANNOT be used for: | Criminal appeals. |
| Cost to file the form: | You must pay a \$50 filing fee to the Clerk of the Appellate Court when you file the <i>Docketing Statement (Civil)</i> , unless you file an <i>Application for Waiver of Court Fees</i> and the Court approves your <i>Application</i> , which can be found at: illinoiscourts.gov/documents-and-forms/approved-forms . |
| Special information or papers needed to complete the form: | <ul style="list-style-type: none"> You will need the final judgment, the order about any post-judgment motions, and the <i>Notice of Appeal (Civil)</i> filed with the trial court. You also need the names and addresses of all parties, attorneys, and court reporters. Businesses other than sole proprietorships cannot represent themselves in the appellate court. Please talk to a lawyer. |
| Statutes and rules covering the form: | Illinois Supreme Court Rule 312 . |
| Where to find the form and instruction sheet: | illinoiscourts.gov/documents-and-forms/approved-forms |
| Where to get access to a computer and scanner to file and serve: | The appellate court clerk's office will have a computer and scanner where you can scan, save, and then use the computer to e-file and serve your document. Your trial court clerk's office or library may also have a computer and scanner you can use. For a list of legal self-help centers: illinoislegalaid.org/get-legal-help/lshc-directory . |
| For more information: | Read the <i>HOW TO COMPLETE THE DOCKETING STATEMENT (CIVIL)</i> instruction sheet that comes with these forms. You may also contact the appellate court where you are filing your case. You can find the contact information for the appropriate appellate court at: illinoiscourts.gov/courts/appellate-court/appellate-clerks/ . You can also find more information at: illinoiscourts.gov/self-help/resources-for-srls-in-civil-appeals . |