



Illinois Supreme Court Policy On Forms Publication

Effective July 1, 2024

A. Purpose and Scope

Providing the public with clear and consistent legal information on the Illinois Courts' website is a priority for the Illinois Supreme Court. As such, any forms that are developed and published on the Illinois Courts' website are subject to this policy unless an exception is noted below. Applying this policy will ensure that the source and authority for the form is documented, plain language principles and consistent terminology are applied, the content of the form has been reviewed by all impacted stakeholders, and there is a mechanism for reviewing and tracking of forms.

B. Applicability

1. This policy applies to the following types of forms, which are adopted, approved, or maintained by the Illinois Supreme Court and are published on the Forms Tab on the Illinois Courts' website. It includes forms created by any Board, Committee, Commission, and Task Force under the authority of the Illinois Supreme Court:
 - a. Court forms that are required or approved by Illinois Supreme Court Rule or Illinois Supreme Court Policy for use by court users and/or judges in the Supreme, Appellate, and Circuit Courts, except as outlined in B(2) below.
 - b. Court forms that are required by statute and adopted or approved by the Illinois Supreme Court for use by court users and/or judges in the Supreme, Appellate and Circuit Courts.
 - c. Forms, such as applications, certifications, or request forms that are required or approved for use by the Illinois Supreme Court for administrative purposes, including forms found in the Manual on Recordkeeping.
2. This policy does **not** apply to the following types of forms:
 - a. Statewide Standardized Court Forms created by the Illinois Supreme Court Commission on Access to Justice pursuant to Illinois Supreme Court Rule 10-101.
 - b. Uniform Citation and Complaint Forms approved by the Conference of Chief Circuit Judges pursuant to Illinois Supreme Court Rules 552 and 589.
 - c. Forms created, maintained, or required by federal or state agencies other than the Illinois Supreme Court including administrative forms, such as travel and invoice vouchers.

C. Policy Compliance. The Administrative Office of the Illinois Courts (AOIC) shall be responsible for ensuring compliance with this policy and the Director of the AOIC will designate staff to administer this policy (AOIC forms staff).

D. Definitions

1. “Entity” includes any Board, Committee, Commission, Task Force, or Judicial Branch Staff under the authority of the Illinois Supreme Court tasked with creating or updating forms covered by this policy.
2. “Forms” are documents used by lawyers, court users, circuit clerks, court staff, or judges. They can be a document filed in a court case, a court order, or have an administrative purpose.
3. “Forms Created Pursuant to Illinois Supreme Court Policy” are created because an Illinois Supreme Court Policy requires the form’s use.
4. “Forms Created Pursuant to Illinois Supreme Court Rule” are created because an Illinois Supreme Court Rule requires the form’s use.
5. “Forms Created Pursuant to Illinois Compiled Statutes” are created because an Illinois Compiled Statute requires the form’s use.
6. “Forms Created by Illinois Supreme Court Boards, Committees, or Commissions” are created for reasons detailed in 1 through 4 of this section or because an Illinois Supreme Court Board, Committee, or Commission determines a form will be useful to a court stakeholder.
7. “Forms Created by Local Circuit Courts” are created by circuit courts for the purposes of achieving a need specific to a local court. While local courts are strongly encouraged to direct court users to forms approved under this policy, if a local form is necessary, its development and approval is not subject to this policy.
8. “Statewide Standardized Court Forms” are created by the Illinois Supreme Court Commission on Access to Justice in areas of law and practice where there is a high volume of self-represented litigants or where forms will enhance access to justice or court efficiency. The process for publication, review, and approval must be done in compliance with the Illinois Supreme Court’s administrative order, M.R. 25401 (eff. June 26, 2023, and as amended thereafter). As such, forms developed under the Statewide Standardized Court Forms project are not subject to this policy.
9. “Uniform Citation and Complaint Forms” are forms created pursuant Illinois Supreme Court Rules 552 and 589 and are not subject to this policy.

E. Indexing and Application of Plain Language and Style Guide

1. **Uniformity.** It is the policy of the Illinois Supreme Court that all forms that are adopted, approved, or maintained by the Illinois Supreme Court and are published on the Forms Tab on the Illinois Courts’ website shall be drafted in compliance with the [Illinois Supreme Court Policy on Plain Language](#) and [Illinois Supreme Court Standardized Forms Policy Style Guide](#). AOIC forms staff will be available to consult any drafting entity should additional information or assistance be required.
2. **Applicability.** Prior to publication on the Illinois Courts’ website or the review and approval process detailed in section F, all forms subject to this policy must be indexed and reviewed for compliance with the Illinois Supreme Court Policy on Plain Language and Illinois Supreme Court Standardized Forms Policy Style Guide.

3. **Process.** The entity creating or updating the form shall submit that form via email to the AOIC forms staff for review and compliance with this Section.
 - a. **Contents.** The creating entity shall send the AOIC forms staff the following information: name of the form, the source of the form's development (statute, rule, policy, etc.), the date of approval, date of any revisions (if applicable), and AOIC division responsible for overseeing that form (if applicable).
 - b. **Index.** AOIC forms staff will assign a unique form and version number to the form. AOIC forms staff will ensure compliance with the Style Guide, plain language policy, and will note information that must be indexed and tracked.
 - c. **Compliance and Execution.** The AOIC forms staff have the authority to determine if a submitted form complies with the Illinois Supreme Court Policy on Plain Language and Illinois Supreme Court Standardized Forms Policy Style Guide. If the AOIC form staff suggests changes to comply with the Illinois Supreme Court Policy on Plain Language and the Illinois Supreme Court Standardized Forms Policy Style Guide, notice of any changes shall be provided to the entity that created or updated the form with a period of time to review and approve the changes. The AOIC form staff will send approved forms to JMIS.
 - d. **Updates to forms.** When any form is updated on the Illinois Courts' website, the AOIC forms staff shall be notified via email so tracking data can be updated accordingly. The AOIC forms staff will then send the updated form to JMIS for posting on the Illinois Courts' website. To ensure compliance with indexing, the drafting entity will not send forms directly to JMIS when an update is needed on the Illinois Courts' website.
 - e. **Maintenance of Drafts.** The AOIC forms staff is not responsible for maintenance of drafts. Original form documents should be maintained by the AOIC division responsible for overseeing the respective form and any accompanying materials.

F. Review and Approval Process

1. **Applicability.** This section applies to forms that require Illinois Supreme Court approval prior to public use.
2. **Illinois Supreme Court Rules Committee.** All proposals to adopt new forms or amend existing forms that require Illinois Supreme Court approval must be submitted to the Illinois Supreme Court Rules Committee following review by the AOIC forms staff. The forms will be subject to the same process as proposals to amend or create Illinois Supreme Court Rules, in accordance with Supreme Court Rule 3 (Rulemaking Procedures), which includes a public comment time frame.
3. **Draft Submission.** To submit a draft form to the Illinois Supreme Court Rules Committee, send it via email to Administrative Office of the Illinois Courts c/o Secretary—Supreme Court Rules Committee at rulescommittee@illinoiscourts.gov.

4. **Exceptions.** Forms created in response to emergency proposals or policies that are time-sensitive in nature may be submitted directly to the Illinois Supreme Court via letter to the Chief Justice, with courtesy copies to the Supreme Court Liaison (if applicable) of the board, committee, or commission recommending the proposal, Director of the AOIC, and the AOIC forms staff.
 - a. The Illinois Supreme Court strongly prefers to act whenever possible with the benefit of public comment obtained through a public hearing. Any request for permission to submit a form directly to the Illinois Supreme Court should explain why there is good cause to bypass the public hearing process and should describe any alternative steps taken to obtain comment from the bench, bar, and public.
 - b. If ordered by the Illinois Supreme Court, an emergency or time sensitive form shall be submitted to the Rules Committee after approval.