This form is approved by the Illinois Supreme Court and is required to be accepted in all Illinois Circuit courts.

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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.

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Page 1 of 3

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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

In 1b, check the box to show how you are sending the document.

lawyer's information.

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.

PROOF OF DELIVERY

1. I am sending the Notice of Court Date for Motion To: Name: Middle Address: Street, Apt # Citv ZIP State Email address: __ 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 c. On: ☐ a.m. p.m. Date Time 2. I am sending this document: a. To: Name: 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 On: _____ a.m. at: p.m.

Date

	Enter the	e Case Number given by the Circuit Clerk:
If you are sending your document to more than 2 parties or lawyers, check the box and file the <i>Additional Proof of Delivery</i> with this form.	☐ I have completed an <i>Addit</i>	ional Proof of Delivery form.
Under the Code of Civil Procedure, 735 ILCS 5/1-109, making a statement on this form that you	I certify that everything in the <i>Proof of Delivery</i> 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.	
know to be false is perjury, a Class 3 Felony.	/s/ Your Signature	Street Address
If you are completing this form on a	Your Signature	Street Address
computer, sign your name by typing it. If you are completing it by hand, sign and	Print Your Name	City, State, ZIP
print your name. Enter your complete address, telephone	Telephone	Email
number, and email address, if you have		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.