

Electronic Filing Rejection Standards

Illinois Courts of Review

Effective September 1, 2024

Rejection reason	Suggested comment [Editable]	Legal authority	Examples and helpful notes/links
<u>All Reviewing Courts</u>			
1. Absence of Circuit Clerk File-Mark.	Documents must contain a file-mark from the Circuit Clerk of [INSERT COUNTY]. Please attach the file-marked document and resubmit.	ILSC Rule 303(a)	
2. Absence of proposed Order.	A proposed order shall be submitted with each motion and shall be served upon all counsel of record. No motion shall be accepted by the reviewing court clerk unless accompanied by such a proposed order. Please resubmit document with a proposed order.	ILSC Rule 361(b)(2)	
3. Absence of signature or improper signature.	Every pleading, motion, or document shall be signed by at least one attorney of record in his individual name, whose address shall be stated. A party who is not represented by an attorney shall sign his pleading, motion, or other document and state his address. Please sign the document and resubmit.	ILSC Rule 137(a)	
4. Absence of special caption required in accelerated appeal.	Documents filed in an appeal involving child custody or allocation of parental responsibilities or decisions allowing or denying relocation of unemancipated minors shall include the following statement in bold type on the top of the front page: THIS APPEAL INVOLVES A MATTER SUBJECT TO EXPEDITED DISPOSITION UNDER RULE 311(a). Please resubmit with required statement at the top in bold.	ILSC Rule 311(a)(1) , 315(i) ,	
5. Absence of special caption required in accelerated appeal.	Documents filed in an appeal in a delinquent minor case shall include the following statement in bold type on the top of the front page: THIS APPEAL INVOLVES A DELINQUENT MINOR PROCEEDING UNDER THE JUVENILE COURT ACT. Please resubmit with required statement at the top in bold.	ILSC Rule 315(j)	

6. Absence of special caption required in accelerated appeal.	Documents filed in an appeal in a pretrial release case shall include the following statement in bold type on the top of the front page: THIS APPEAL INVOLVES A MATTER SUBJECT TO EXPEDITED DISPOSITION UNDER RULE 604(h). Please resubmit with required statement at top in bold.	ILSC Rule 315(k)	
7. Absent or improper Certificate of Compliance.	The attorney or self-represented litigant shall submit with the brief his or her signed certification that the brief complies with the form and length requirements of Illinois Supreme Court Rule 341 paragraphs (a) and (b). Please resubmit with Certificate of Compliance.	ILSC Rules 315(d) , 341(c)	
8. Absent or improper Proof of Service.	Service on the other side is required. Proof of service shall be filed with the clerk pursuant to Illinois Supreme Court Rule 12. Please resubmit with proper Proof of Service.	ILSC Rule 12	
9. Incomplete Application for Waiver of Appellate Court Filing Fee.	The contents of the Application for Waiver of filing fee must be sufficient to allow a court to determine whether an applicant qualifies for full or partial waiver of fees, costs, and charges pursuant to 735 ILCS 5/5-105, and shall include information regarding the applicant’s household composition, receipt of need-based public benefits, income, expenses, and nonexempt assets. Please submit a completed Application for Waiver of Fees: Appellate Court: https://www.illinoiscourts.gov/documents-and-forms/approved-forms/appellate-forms/feewaiver Supreme Court: https://www.illinoiscourts.gov/documents-and-forms/approved-forms/supreme-court-forms/supreme-court-fee-waiver	ILSC Rule 298 & 313(g)	Odyssey Help Article Link: https://odysseyfileandservecloud.zendesk.com/hc/en-us/articles/15904028433677-Fees-FAQ
10. Absent or incorrect case caption and/or number.	The <i>[CASE NUMBER AND/OR CASE CAPTION]</i> is incorrect. Please <i>[ADD INSTRUCTIONS]</i> and resubmit.	ILSC Rule 313 & 131(b)	Case party designation is reversed. Case caption is correct, but case number is incorrect.

<p>11. Document incomplete, illegible, unreadable, or completely blank.</p>	<p>This document is incomplete because <i>[INSERT REASON]</i>.</p> <p>OR</p> <p>This document cannot be read because <i>[INSERT REASON]</i>.</p> <p>Please correct and resubmit.</p>	<p>ILSC Rule 10 & 131</p> <p>NOTE: SRLs are only required to provide an e-mail address if they have one.</p>	<p>Email address missing or SRLs mailing address is missing.</p> <p>Entire form is blank.</p> <p>Scan is not dark enough.</p> <p>Handwriting is illegible.</p> <p>Additional Resources Odyssey Help Article Link: https://odysseyfileandservecl.oud.zendesk.com/hc/en-us/articles/360049035252-How-Do-I-Convert-My-Documents-to-a-PDF</p>
<p>12. Failure to paginate, double space, use correct margins, font, or absence of colored cover.</p>	<p>This document does not comply with Supreme Court Rule 341 because <i>[INSERT DEFICIENCIES]</i>.</p> <p>Please correct and resubmit.</p>	<p>ILSC Rule 341</p>	
<p>13. Failure to pay required filing or answer fee.</p>	<p>Unless excused by law, in all cases docketed in the reviewing court appellants or petitioners shall pay a filing fee of \$50.00, and all other parties upon entry of appearance or filing any document shall pay a fee of \$30.00. Any non-party in a case filing any paper, including a motion for leave to file a brief amicus curiae pursuant to Rule 345, shall pay a fee of \$30.</p> <p>Please resubmit with the requisite filing/answer fee or submit an Application for Waiver of Fees: Appellate Court: https://www.illinoiscourts.gov/documents-and-forms/approved-forms/appellate-forms/feewaiver Supreme Court: https://www.illinoiscourts.gov/documents-and-forms/approved-forms/supreme-court-forms/supreme-court-fee-waiver</p>	<p>ILSC Rule 313 & 345</p> <p>ILSC Rule 298 & 313(g)</p>	<p>Odyssey Help Article Link: https://odysseyfileandservecl.oud.zendesk.com/hc/en-us/articles/15904028433677-Fees-FAQ</p>

14. Failure to serve chief circuit judge in accelerated appeal.	Pursuant to Illinois Supreme Court Rule 311(a)(2); within seven days of filing the notice of appeal, the appellant shall certify they have served the notice of appeal on the trial judge who entered the judgment or order appealed and the office of the chief judge of the circuit in which the judgment or order on appeal was entered.	ILSC Rule 311(a)(2)	
15. Failure to serve trial judge in accelerated appeal.	Pursuant to Illinois Supreme Court Rule 311(a)(2); within seven days of filing the notice of appeal, the appellant shall certify they have served the notice of appeal on the trial judge who entered the judgment or order appealed.	ILSC Rule 311(a)(2)	
16. Length of Brief exceeds page limit or word limitation.	Length of brief exceeds page limit set forth in Illinois Supreme Court Rule 341(b)(1).	ILSC 315(d) (f) , 341(b)(1)	
17. Multiple documents submitted as one document.	Multiple filings cannot be submitted in a single .PDF file. Please separate the documents and resubmit each separately. For more information, please copy and paste this URL into your browser: https://ilcourtsaudio.blob.core.windows.net/antilles-resources/resources/803b3dd9-afce-4afc-a274-39cb8e01c2a5/Efile_step_1.pdf .	Electronic Document Standards & ILSC Rule 10	Additional Resources Odyssey Help Article Link: https://odysseyfileandservecloud.zendesk.com/hc/en-us/articles/360049035252-How-Do-I-Convert-My-Documents-to-a-PDF
18. Single document submitted as multiple documents.	The document was submitted in multiple PDF files. For more information, please copy and paste this URL into your browser: https://odysseyfileandservecloud.zendesk.com/hc/en-us/articles/16763939618061-How-to-Separate-a-Court-Packet-into-Separate-PDF-Documents . Please combine all pages of the single document into one .PDF file and resubmit.	Electronic Document Standards & ILSC Rule 10	This does not apply to cases where a document must be submitted in multiple PDFs because of the file-size limitations of the EFM. Additional Resources Odyssey Help Article Link: https://odysseyfileandservecloud.zendesk.com/hc/en-us/articles/360049035252-How-Do-I-Convert-My-Documents-to-a-PDF

19. Use of name rather than initials.	<p>In all appeals involving juveniles filed from proceedings under the Juvenile Court Act or the Adoption Act, and in all appeals under the Mental Health and Developmental Disabilities Code, the Mental Health and Developmental Disabilities Confidentiality Act, the juvenile or recipient of mental-health services shall be identified by first name and last initial or by initials only. The preferred method is the first name and last initial. The alternative method of initials only is to be used when, due to an unusual first name or spelling, the preferred method would create a substantial risk of revealing the individual's identity. The name of the involved juvenile or recipient of services shall not appear in the brief.</p> <p>Please comply with Supreme Court Rule 341(f).</p>	ILSC Rule 341(f)	
20. Wrong Court.	<p>This document was submitted to the wrong court.</p> <p>Please correct the document and submit to _____ court.</p>	ILSC Rule 365	
21. Appellate Court Local Rules.	<p><i>Filings must comply with Appellate Court Local Rules.</i></p> <p>Please see Appellate Court Local Rules Office of the Illinois Courts</p> <p><i>[INSERT SPECIFIC REASON FOR REJECTION AND HOW TO CORRECT.]</i></p>		<p>Appellate Court only.</p> <p>Clerks should provide a link to the local rules referenced in the rejection and explain how filers can correct the error.</p>
22. Rejection by Clerk.	<p><i>[INSERT SPECIFIC REASON FOR REJECTION AND HOW TO CORRECT.]</i></p>		<p>Additional resources for SRLs in Civil Appeals can be found here: https://www.illinoiscourts.gov/eservices/resources-for-srls-in-civil-appeals</p> <p>OR</p> <p>Self-help Resources: https://www.illinoiscourts.gov/self-help/how-to-e-file/</p>

<p>23. Motion for leave to file denied.</p>	<p>The motion for leave to file the document was denied by the court. Therefore, the document is being rejected.</p> <p>For more information about the appeals process, copy and paste this link in your browser: https://www.illinoiscourts.gov/Resources/6f4fae47-8963-4f2a-9821-9e8e4125fcf5/Guide_for_Appeals_to_the_IL_Appellate_Court.pdf</p> <p>OR</p> <p>For more information about time requirements for filing documents in civil appeals, copy and paste this link in your browser: https://ilcourtsaudio.blob.core.windows.net/antilles-resources/resources/631c79f8-ed01-4708-af35-f06be23787b9/Motion_Overview.pdf</p>		<p>Additional resources for SRLs in Civil Appeals can be found here: https://www.illinoiscourts.gov/eservices/resources-for-srls-in-civil-appeals</p> <p>OR</p> <p>Self-help Resources: https://www.illinoiscourts.gov/self-help/how-to-e-file/</p>
<p>24. Document must be filed into the existing appeal with the proper case number.</p>	<p>This document was mistakenly submitted as an initial filing.</p> <p>Please file the document into the existing appeal with the proper case number.</p> <p>For more information about how to find your case, copy and paste this link in your browser and review the information on how to “Find Case Information for Existing Case”: https://ilcourtsaudio.blob.core.windows.net/antilles-resources/resources/5d8699f3-5ad9-46ac-8275-886d30600522/Efile_step_5.pdf</p>		<p>Additional resources for SRLs in Civil Appeals can be found here: https://www.illinoiscourts.gov/eservices/resources-for-srls-in-civil-appeals</p> <p>OR</p> <p>Self-help Resources: https://www.illinoiscourts.gov/self-help/how-to-e-file/</p>
<p>25. The document does not initiate an appeal.</p>	<p>No appeal has been initiated and/or the submitted document is insufficient to initiate an appeal and is therefore being rejected.</p> <p>For more information about the appeals process, copy and paste this link in your browser: https://www.illinoiscourts.gov/Resources/6f4fae47-8963-4f2a-9821-9e8e4125fcf5/Guide_for_Appeals_to_the_IL_Appellate_Court.pdf</p>		<p>Additional resources for SRLs in Civil Appeals can be found here: https://www.illinoiscourts.gov/eservices/resources-for-srls-in-civil-appeals</p> <p>OR</p> <p>Self-help Resources: https://www.illinoiscourts.gov/self-help/how-to-e-file/</p>

26. Case is closed.	<p>This document was submitted to be filed into a closed case. The Mandate was issued [DATE] _____.</p> <p>For more information about the appeals process, copy and paste this link in your browser: https://www.illinoiscourts.gov/Resources/6f4fae47-8963-4f2a-9821-9e8e4125fcf5/Guide_for_Appeals_to_the_IL_Appellate_Court.pdf</p>		<p>Additional resources for SRLs in Civil Appeals can be found here: https://www.illinoiscourts.gov/eservices/resources-for-srls-in-civil-appeals</p> <p>OR</p> <p>Self-help Resources: https://www.illinoiscourts.gov/self-help/how-to-e-file/</p>
27. Duplicative Filing.	The document has already been filed.		
28. Document is not in compliance with the Electronic Document Standards.	<p>Pursuant to the eFileIL Electronic Document Standards the document is being rejected for the following reason(s) [INSERT DEFICIENCIES]:</p> <p>Please correct and resubmit.</p>	Electronic Document Standards	https://www.illinoiscourts.gov/eservices/efileil/
29. Filing is not timely.	<p>The submission is untimely. Please submit a motion seeking leave to file [SPECIFY DOCUMENT] instanter in one transaction and in a separate transaction include the [SPECIFY DOCUMENT] requesting leave of Court to be filed.</p> <p>For more information about time requirements for filing documents in civil appeals, copy and paste this link in your browser: https://ilcourtsaudio.blob.core.windows.net/antilles-resources/resources/631c79f8-ed01-4708-af35-f06be23787b9/Motion_Overview.pdf</p>	ILSC Rules 315 , 341 , 361(f) , 367	

Supreme Court

30. Missing table of contents, standard of review or points & authorities contained in table of contents.	The submitted brief is missing [INSERT REASON]. Please correct and resubmit with [INSERT MISSING ITEM].	ILSC 341(h) , 342	Supreme Court only.
31. Supporting record is missing file stamped copy of notice of appeal filed in appellate court.	Cases in which the public interest requires expeditious determination require submission of the notice of appeal which has been filed stamped by the appellate court. Please resubmit with the file-stamped copy of the notice of appeal.	ILSC Rule 302(b)	Supreme Court only.
32. Missing supporting record.	A motion for [STAY/SUPERVISORY ORDER] must include a supporting record. Please resubmit with a supporting record.	ILSC Rule 305 , 383	Supreme Court only.
33. Missing explanatory suggestions within the motion.	[CHOOSE ONE] A motion for leave to file an original complaint relating to [revenue, <i>mandamus</i> , prohibition, or <i>habeas corpus</i>] must be supported by explanatory suggestions. Please resubmit with explanatory suggestions. A motion for supervisory order must be supported by explanatory suggestions. Please resubmit the motion with explanatory suggestions.	ILSC Rules 381 , 383	Supreme Court only.
34. Out-of-state attorney not eligible to appear in an isolated case.	The submission is being rejected. An out-of-state attorney may practice in a proceeding upon filing of the following documents with the ARDC: (1). verified statement of the out-of-state attorney (2). appearance of an associated Illinois attorney (3). appearance of the out of state attorney. Please visit the hyperlink provided below for additional information and documents to begin this process: https://www.iardc.org/ OR https://www.illinoiscourts.gov/eservices/attorney-licensure/ https://registration.iardc.org/attyreg/Registration/Registration_Department/Pro_Hac_Vice_Rule_707/Registration/regdept/rule707.aspx?hkey=dc989188-22f8-4fac-a59b-e791093be6e0	ILSC Rule 707	Supreme Court only. May suggest an Illinois attorney submit the pleading while the out-of-state attorney's application is pending.
35. Missing case initiating document from Circuit Court.	The circuit court has not submitted for filing to the Supreme Court the written order or opinion pursuant to Supreme Court Rule 18.	ILSC Rules 18 , 302(a)	Supreme Court only.

36. Not submitted for filing by the Clerk of the Appellate Court.	The Clerk of the Appellate Court has not transmitted for filing the certificate of importance to the Supreme Court of Illinois pursuant to Supreme Court Rule 316.	ILSC Rule 316	Supreme Court only.
37. Missing appellate court order/opinion in the appendix to PLA.	The appendix to petition for leave to appeal does not contain the opinion or order of the Appellate Court.	ILSC Rule 315(c)(6)	Supreme Court only.