

# Getting Started

## Bystander's Report and Agreed Statement of Facts

**IMPORTANT:** This getting started guide and the instructions are not legal advice. They are only meant to help you learn how to use the *Bystander's Report* and *Agreed Statement of Facts* forms. Your use of the *Bystander's Report* or *Agreed Statement of Facts* forms does not guarantee you will be successful in court.

To learn how to fill out the *Bystander's Report* or *Agreed Statement of Facts* and file it with the court, read the *HOW TO PREPARE A BYSTANDER'S REPORT OR AGREED STATEMENT OF FACTS* instruction sheet and the instructions on the *BYSTANDER'S REPORT* and *AGREED STATEMENT OF FACTS* forms.

<b>Names of forms:</b>	<ul style="list-style-type: none"><li>• <i>Bystander's Report</i></li><li>• <i>Agreed Statement of Facts</i></li></ul>
<b>Purpose of the forms:</b>	To give the appellate court a record of what the judge, parties, witnesses, and lawyers said or did in court if no transcript or recording was made.
<b>Types of cases the forms CAN be used for:</b>	Civil cases where no court reporter was present and no official transcript, audio, or video recording of the proceedings are available.
<b>Types of cases the forms CANNOT be used for:</b>	Cases where a court reporter was present or there is an available audio or video recording of what the judge, parties, witnesses, and lawyers said in court.
<b>Cost to file the forms:</b>	You do not need to pay to file either the <i>Bystander's Report</i> or the <i>Agreed Statement of Facts</i> .
<b>Special information or papers needed to complete the forms:</b>	<ul style="list-style-type: none"><li>• You will need to find out if any audio or video recording was made of what was said in court or if a court reporter was present.</li><li>• Businesses, other than sole proprietorships, cannot represent themselves in the appellate court. Talk to a lawyer if you are a business and not a sole proprietorship.</li></ul>
<b>Statutes and rules covering the forms:</b>	Illinois Supreme Court Rules <a href="#">323(c)</a> and <a href="#">323(d)</a>
<b>Where to find the forms and instruction sheet:</b>	<a href="http://ilcourts.info/forms">ilcourts.info/forms</a>
<b>Where to get access to a computer and scanner to file and serve:</b>	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. Find a list of legal self-help centers at: <a href="http://ilao.info/lshc-directory">ilao.info/lshc-directory</a> .
<b>For more information:</b>	Read the <i>HOW TO PREPARE A BYSTANDER'S REPORT OR AGREED STATEMENT OF FACTS</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: <a href="http://ilcourts.info/appl-clerks">ilcourts.info/appl-clerks</a> . You can also find more self-help resources at: <a href="http://ilcourts.info/appl-resources">ilcourts.info/appl-resources</a> .