

CERTIFICATE OF COURT FILING BY MAIL – Rule [12\(b\)\(5\)](#)**Use this form only if you do not have to e-file and do not have a lawyer.*****Do not use this form if you are in jail or prison.***

If you are **representing yourself** and you are **exempt from e-filing** and **filing your documents by mail**, **you must complete this form** to show how you sent your document to the court clerk for filing.

You must **also** complete a **Proof of Delivery** to show how you sent the document to the other parties in the case. A Proof of Delivery section is included in each form set.

You must send your document to the court by sending it to the clerk's office. Write the location and the date and time in which you put it in the U.S. mail system or deposited it with a third-party carrier. Then write the clerk's address where you sent the documents.

Under the Code of Civil Procedure, [735 ILCS 5/1-109](#), making a statement on this form that you know to be false is perjury, a Class 3 Felony.

You must sign and print your name. Then write the date when you signed this form.

A. I do not have a lawyer. Under Rule [9](#), I do not have to e-file.**B.** I filed the _____
Write Name of Document

by enclosing it in an envelope, addressed to the court clerk as listed below, and put the document in the U.S. mail or delivered the document to a third-party commercial carrier with postage or delivery charge prepaid at (*write the location of mailbox or third-party carrier below*):

Address or Intersection City State

at the following date and time:

Date: _____ Time _____
Month, Day, Year Include AM or PM

Addressed to the Clerk of the: _____
Name of Court

Clerk Address: _____
Street City State ZIP

Under [735 ILCS 5/1-109](#), my signature certifies and means that:

1) The statements in this document are true and correct, or if any are based on information and belief, I believe they are true, and 2) I understand that knowingly making a false statement on this form is perjury and has penalties provided by law.

Sign and print your name:

/s/ _____
Your Signature Print Name

Date: _____
Month, Day, Year

Attach this certificate to the document you are filing.