



## ILLINOIS SUPREME COURT STANDARDIZED FORMS POLICY STYLE GUIDE

This Style Guide applies to forms published according to the [Illinois Supreme Court Policy on Forms Publication](#) under section B(1). This style guide does not apply to forms created under section B(2) of that policy. AOIC forms staff are available for consultation with drafting entities and can provide templates to assist with creating forms in compliance with this Policy.

### 1.) DRAFTING RULES

#### a. Page Format – all forms will conform to the following formatting:

Document format:	Microsoft Word .docx
Paper size:	8½ x 11"
Margins:	0.5" all around (narrow setting)
Header:	0.3" from top; 1" from top on page 1 forms that are filed
Footer:	0.3" from bottom
Body font:	Calibri 11pt. font, left justified
Form title font:	Calibri 20pt. font, center justified, bold
Subheading font:	Calibri 14pt. font, left justified, bold

#### b. Content and Grammar

##### i. Titles

1. Each form should clearly state the form's title and reflect its intended purpose.
2. References to other court forms should be with an italicized name, which may be abbreviated to one italicized and capitalized word after the first, full use.
  - For example: *Petition for Dissolution of Marriage* may thereafter be abbreviated to *Petition*.

##### ii. Grammar and Capitalization

1. Grammar and capitalization should generally align with the [Style Manual for the Supreme and Appellate Courts of Illinois](#) (see pg. 35), except that:
  - a. Key terms may be capitalized without stating a full, formal/proper noun.
  - b. Provisions of the Illinois Compiled Statutes may be referenced directly to the ILCS, without volume year and without first referencing the act name and section number.

- c. Important points should be emphasized as: **NOTE:** (all caps, bold with colon). Text after **NOTE:** (not bold or italic).
- d. Contractions should be avoided.

iii. **Links**

1. Links should include the entire link.
2. Links are underlined and blue, with a period afterward unless part of a sentence.
3. Omit https:// and www.
  - For example: [illinoiscourts.gov](http://illinoiscourts.gov)

iv. **Other**

1. Telephone numbers should be rendered as follows: (xxx) xxx-xxxx
2. When parentheses are used to give additional direction or information in the form, the content within is italicized and not bold, in Calibri 9pt. font. Punctuation follows the close of the parenthetical.
  - For example: This case was in court for (*check all that apply*):

c. **Body**

i. **Caption and Seal for forms approved by the Illinois Supreme Court**

1. All captions should substantially comply with the format as follows. It should be modified, as necessary, to reflect the form title and court in which it is to be filed.
  - For example:



# MOTION

IN THE STATE OF ILLINOIS, CIRCUIT COURT

**COUNTY:** \_\_\_\_\_  
*County Where You Are Filing the Case*

*Enter the case information as it appears on your other court documents.*

**PLAINTIFF/PETITIONER OR IN RE:** \_\_\_\_\_  
*Who started the case* *First, Middle, and Last Name or Business Name*

**DEFENDANTS/RESPONDENTS:** \_\_\_\_\_  
*Who the case was filed against.* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
*First, Middle, and Last Name, or Business Name*

**Case Number**

2. The seal of the Supreme Court shall **only** be used by forms approved by the Illinois Supreme Court. It will be placed in the top left corner of the caption.
3. Forms that are not approved by the Supreme Court will not display the Court's seal anywhere on the document.

## ii. Header

1. There is no information included in the header on the first page of the form. The caption and seal should start 1" from the top of the page on the forms. This space above must remain clear for clerks' file stamps.
2. A space to write the case number shall appear in the right corner of the header on all subsequent pages following the first page of the form. It shall be in Calibri 10 pt. font. All case number lines should be 1.5" long.

- For example:

Case Number: _____
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## iii. Footer

1. The footer on all pages (first page and all subsequent pages) shall include the following in Calibri 9 pt. font:
    - a. Unique Identifier. All forms shall be labeled with a unique identifying number, divided by periods, consisting of:
      - i. Entity Code: Each committee or other entity responsible for proposing a form for the Supreme Court's approval or creating a form under delegated authority shall be assigned an entity number, maintained by the AOIC forms staff.
      - ii. Form Number: The form number shall be assigned and maintained by the AOIC forms staff and maintained within a list held by that office.
      - iii. Version Number: The version number shall begin with 1 at the effective date of the Illinois Supreme Court Policy on Forms Publication and shall thereafter increase by 1 each time the form is revised.
    - b. Page Number: All pages shall be numbered in this format – "Page 1 of X" in the center of the footer with X being the total number of pages.
    - c. Date: The approval or most recent revision date shall appear in the far right of the footer. It shall be formatted as a two-digit month and year. The date shall be updated by AOIC forms staff upon publication of the form and then updated thereafter if any revisions occur.
- For example:

28.3.5	Page 1 of 3	(07/24)
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In this example, form 28.3.5 would be the fifth revision of form No. 3 created by entity No. 28. The form is 3 pages long and this most recent version was published in July 2024.

2. **First Page** The footer on the first page of the form shall clearly state if the form is required to be accepted, is a mandatory use form, or is a sample/example form.

- For example:

28.3.5	This form is approved by the Illinois Supreme Court and is required to be accepted in all Illinois Circuit Courts. Page 1 of 3	(07/24)
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#### iv. Certification

1. If a form is a pleading, motion, or other document being filed that requires the signature of an attorney or a self-represented litigant under Illinois Supreme Court Rule 137, the following signature template shall be used.

<b>SIGN</b>				
Under <a href="#">Illinois Supreme Court Rule 137</a> , your signature means that you:				
1) read the document, 2) believe it is true and correct, and 3) are not filing it to cause delay or for another bad reason.				
If you are filling out this form online, sign your name by typing it. If you are filling out this form by hand, sign and print your name.				
Your Signature <u>/s/</u> _____		Print Your Name _____		
Your Address _____				
<i>Street, Apt. #</i>		<i>City</i>	<i>State</i>	<i>Zip Code</i>
Your Phone Number _____		Attorney Number (if any) _____		
Your Email (if you have one) _____				

2. If a Rule or statute requires verification by 1-109 certification under 735 ILCS 5/1-109, the following signature template shall be used.

<b>SIGN</b>				
Under <a href="#">735 ILCS 5/1-109</a> , your signature means that you:				
1) certify that everything in this document is true and correct, and 2) understand that making a false statement on this form is perjury and has penalties provided by law.				
If you are filling out this form online, sign your name by typing it. If you are filling out this form by hand, sign and print your name.				
Your Signature <u>/s/</u> _____		Print Your Name _____		
Your Address _____				
<i>Street, Apt. #</i>		<i>City</i>	<i>State</i>	<i>Zip Code</i>
Your Phone Number _____		Attorney Number (if any) _____		
Your Email (if you have one) _____				

## 2.) DRAFTING BEST PRACTICES

- a. **Plain Language Principles** – all forms, per Illinois Supreme Court [policy](#), should be drafted in plain language and aimed at a sixth-grade reading level.
- Write in shorter sentences.
  - Use easier words. Aim at or below a sixth-grade reading level.
    - Examples: Use lawyer instead of attorney or counsel. Use request instead of complaint.
  - Write in an active voice instead of passive voice. This makes the text clearer and more direct.
    - Examples: “The court grants the order” is easier to understand than “The order is granted by the court.”
  - Avoid legalese. This makes forms more understandable and more approachable. If you must use a legal term, make sure to define it.
    - Examples: Injunction (Court order to stop) or Subpoena (appear and bring documents)
    - Drafting entities may consult resources, such as the National Center for State Courts’ [Plain Language Glossary](#) for help in word choice.
  - Check boxes** – where possible, answer fields should use check boxes, yes or no questions, or a list asking a user to check all that apply.
  - Blank lines** – fields requiring a user to fill in a blank should clearly reflect that and should use a word or descriptive phrase next to or below the line to indicate that the user should write in the blank.
    - For example:

### 1. COURT DATE INFORMATION

*Information about getting a court date and how to attend is available from the Circuit Clerk. You can find their contact information at [ilcourts.info/CircuitClerks](#). If you are e-filing in Cook County, you may get the court date when you e-file.*

A. The court date for the Request I filed is scheduled on:

at  ☐ a.m. ☐ p.m. in .  
Month, Day, Year Time Courtroom Number

*Court dates may be scheduled in-person, remotely or a combination of in-person and remotely. Find out how your court date will be scheduled and provide that information here. Add the Clerk's phone number and website.*

B. Attend court any of the ways checked:

☐ **In person** at:    
Courtroom Address Courtroom Number

☐ **Remote** (video or telephone option)

**By video conference** at:   
Video Conference Website

Log-in information:   
Video Conference Log-in Information, Meeting ID, Password, etc.

**By telephone** at:   
Call-in Number for Telephone Remote Appearance

To find out more about remote court options:

Phone:  or Website:   
Circuit Clerk's Phone Number Website URL