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

Instructions

Check the box to the right if your case involves parental responsibility or parenting time (custody/visitation rights) or relocation of a child.

Enter the appellate court case number if you have it.

In the space below "Appeal to the Appellate Court of Illinois," enter the number of the appellate district where you are filing the appeal and the county of the trial court.

If the case name in the trial court began with "In re" (for example, "In re Marriage of Jones"), enter that phrase. If the case name did not begin with "In re," enter the names of the parties as they appeared in the trial court documents. Below each party name, check either **Appellant** if the party filed the appeal or **Appellee** if the party is responding to the appeal.

To the far right, enter the trial court case number and trial judge's name.

☐ **THIS APPEAL INVOLVES A MATTER SUBJECT TO EXPEDITED DISPOSITION UNDER RULE 311(a).**

Appellate Case No.: _____

APPEAL TO THE APPELLATE COURT OF ILLINOIS,

_____ ☐ **District**

FROM THE CIRCUIT COURT OF

_____ **County**

In re _____

Plaintiffs/Petitioners *(First, middle, last names):*

☐ **Appellant** ☐ **Appellee**

_____

_____

_____

v.

Defendants/Respondents *(First, middle, last names):*

☐ **Appellant** ☐ **Appellee**

_____

_____

_____

Trial Court Case No.: _____

Honorable _____

Judge, Presiding

In **1**, enter your name.

If trial exhibits are important to your appeal, you need to make sure the trial court clerk has them before the record is prepared. **Be sure to read *How to Order the Record on Appeal.***

If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign by hand and print your name.

Enter your complete current address, telephone number, and email, if you have one.

REQUEST FOR PREPARATION OF RECORD ON APPEAL

1. Notice is hereby given to the trial court clerk that:

_____
First *Middle* *Last*

requests the preparation of the Record on Appeal in the above case.

2. I request that the trial court clerk prepare the Record on Appeal in accordance with Illinois Supreme Court Rule 321. I request that the Record on Appeal include all documents filed, all judgments and orders entered, all documentary exhibits entered at trial, and all Reports of proceedings prepared in accordance with Illinois Supreme Court Rule 323.

/s/
Your Signature

Street Address

Print Your Name

City, State, ZIP

Email

Telephone

Attorney # (if any)

Print Form Save Form Reset Form