

SIGN

Under Illinois Supreme Court Rule [137](#), my signature means that:

- 1) I read the document, 2) I have been informed and believe it is true and correct, and 3) I am 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.

Signature /s/ _____ Print Name _____

I am completing this form for myself

Phone Number _____ Email (if you have one) _____

Your Address _____
Street, Apt. # City State Zip Code

Be sure to **check your email every day** so you do not miss important information, court dates, or documents from other parties.

I am a lawyer completing this form on behalf of a client (Client name): _____

Lawyer Name _____ Attorney Number _____

Lawyer Phone Number _____ Law Firm _____

Lawyer Email _____

Address _____
Street, Apt. # City State Zip Code

PROOF (EXPLANATION) OF DELIVERY

Use this section to tell the judge how and when you will send your documents to the other people in the case. This is required by Rule [11](#). If someone has a lawyer, you must send the documents to their lawyer. File this form with the Circuit Clerk, but do not list the Clerk as someone you are sending documents to.

I am sending this Proof of Delivery and the Petition to Vacate a Default Judgment to:

A. Name: _____
First Middle Last

Address: _____
Street, Apt # City State/Province Zip

By: Certified Mail with Return Receipt (PS Form 3811, usually green paper)

Service of process by sheriff or licensed private process server

The documents will be sent on: _____ Time: _____
Month, Day, Year Include AM or PM

B. Name: _____
First Middle Last

Address: _____
Street, Apt # City State/Province Zip

By: Certified Mail with Return Receipt (PS Form 3811, usually green paper)

Service of process by sheriff or licensed private process server

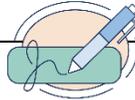
The documents will be sent on: _____ Time: _____
Month, Day, Year Include AM or PM

C. Name: _____
First Middle Last

Address: _____
Street, Apt # City State/Province Zip

- By: Certified Mail with Return Receipt (PS Form 3811, usually green paper)
 Service of process by sheriff or licensed private process server

The documents will be sent on: _____ Time: _____
Month, Day, Year Include AM or PM



SIGN

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

- 1) everything in this document is true and correct, or I have been informed or I believe it to be true and correct, and
- 2) I 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.

Signature /s/ _____ Print Name _____

I am completing this form for myself

Phone Number _____ Email (if you have one) _____

Address _____
Street, Apt. # City State Zip Code

Be sure to **check your email every day** so you do not miss important information, court dates, or documents from other parties.

I am a lawyer completing this form on behalf of a client (Client name): _____

Lawyer Name _____ Attorney Number _____

Lawyer Phone Number _____ Law Firm _____

Lawyer Email _____

Address _____
Street, Apt. # City State Zip Code



WHAT'S NEXT

NEXT STEP FOR PERSON FILLING OUT THIS FORM:

After you fill out your forms, file them with the Circuit Clerk's office in the county where your case is taking place. Then, send your forms to the other people in the case by certified mail. You could also ask the sheriff or a private process server to serve them. Find your Circuit Clerk here: ilcourts.info/clerks.



Learn more about each step in the process and how to file in our Instructions: ilcourts.info/how-to-vacate-default

NEXT STEP FOR PERSON RECEIVING THIS DOCUMENT:

For more information about responding to a case and going to court, call or text **Illinois Court Help** at 833-411-1121 or go to ilcourthelp.gov.

If there are any words or terms used in these instructions that you do not understand, please **visit Illinois Legal Aid Online** at lao.info/glossary. You may also find more information, resources, and the location of your local legal self-help center at lao.info/lshc-directory.

DRAFT
Do Not File at Court.