STATE OF ILLINOIS, CIRCUIT COURT		APPEARANCE	For Court Use Only	
Instructions -			_	
Directly above, enter the name of the county where the case was filed.	Plaintiff / Peti	tioner (First, middle, last name or Company)		
person or company that filed this case as Plaintiff/Petitioner.	V.			
Enter the name of the Defendant/Respondent.				
Enter the Case Number given by the Circuit Clerk.	Defendant / R	espondent (First, middle, last name)	Case Number	
In 1, check the box next to "Myself," if you are not an attorney. If you are an attorney, enter the name of your client in 1, check the box next	1. The appear Myself	First Middle Last	is entered in this case by:	
to "Their attorney," and enter your attorney or firm name in the blank.	<ul> <li><b>2. I would like a trial with</b> (check only one; you do not have a right to jury trial in every case):</li> <li>a judge</li> <li>a judge and a 6-person jury</li> <li>a judge and a 12-person jury</li> </ul>			
Under Illinois Supreme Court Rule <u>137</u> , your signature means that you have read the document,	IMPORTANT:If you are requesting a trial by jury and e-filing the form, you may need to e-file this form two separate times, once as an Appearance and once as a Jury Demand. Check with Illinois Court Help at ilcourthelp.gov or call (833) 411-1121. You can also check with your local Circuit Clerk's office.			
that to the best of your belief, it is true and correct and that you are not filing it for an	/s/			
improper purpose, such as to cause delay. If you are completing	Your Signature Street Address		ress	
this form on a computer, sign your name by typing it. If you are completing it by hand, sign and	Your Name	City, State,	ZIP	
print your name. Enter your complete address, telephone number, and email	Telephone	Email		
address, if you have one. If you are an attorney, enter your firm name and attorney number.	Firm Name (if a	ny) Attorney #	(if any)	
GETTING COURT DO		<b>IAIL:</b> You should use an email account that you do not you do you may miss important information, notice of		

## **PROOF OF DELIVERY**

	1. I am sending the Appearance			
In <b>1a</b> , enter the name, mailing address, and email address of the party you are sending the document to. If they have a lawyer, you <b>must</b> enter the lawyer's information.	a. To: Name: First Middle Last Address: Street, Apt # City State ZIP Email address:			
In <b>1b</b> , check the box to show how you are sending the document. <b>CAUTION:</b> If you and the person you are sending the document to have an email address, you <b>must</b> use one of the first two options. Otherwise, you may use one of the other options.	<ul> <li>b. By:</li> <li>An approved electronic filing service provider (EFSP)</li> <li>Email (not through an EFSP)</li> <li>Only use one of the methods below if you do not have an email address, or the person you are sending the document to does not have an email address.</li> <li>Personal hand delivery to:</li> <li>The party</li> <li>The party's family member who is 13 or older, at the party's residence</li> <li>The party's lawyer</li> <li>The party's lawyer's office</li> </ul>			
In <b>c</b> , fill in the date and time that you are sending the document.	☐ Mail or third-party carrier c. On: at: a.m. ☐ p.m. <i>Date Time</i>			
In 2, if you are sending the document to more than 1 party or lawyer, fill in a, b, and c. Otherwise leave 2 blank. In 2a, enter the name,	you are sending ument to more barty or lawyer, b, b, and c. ise leave 2     2. I am sending the Appearance       a. To: Name:     Image: Name:       First     Middle			
mailing address, and email address of the party you are sending the document to. If they have a lawyer, you <b>must</b> enter the lawyer's information.	Address:			
In <b>2b</b> , check the box to show how you are sending the document. <b>CAUTION:</b> If you and the person you are sending the document to have an email address, you <b>must</b> use one of the first two options. Otherwise, you may use one of the	<ul> <li>All approved electronic hing service provider (EFF)</li> <li>Email (not through an EFSP)</li> <li>Only use one of the methods below if you do not have an email address, or the person you are sending the document to does not have an email address.</li> <li>Personal hand delivery to:         <ul> <li>The party</li> <li>The party's family member who is 13 or older, at the party's residence</li> <li>The party's lawyer</li> <li>The party's lawyer's office</li> <li>Mail or third-party carrier</li> </ul> </li> </ul>			
In <b>c</b> , fill in the date and time that you are sending the document.	c. On:at:a.mp.m.			

If you are sending your document to more than 2 parties or lawyers, check the box and file the <i>Additional Proof of</i> <i>Delivery</i> with this form.	I have completed an Additional	Proof of Delivery form.
Under the Code of Civil Procedure, <u>735</u> <u>ILCS 5/1-109</u> , making a statement on this form that you know to be false is perjury, a Class 3 Felony.		of of Delivery is true and correct. I understand that perjury and has penalties provided by law under
If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name.	/s/ Your Signature Print Your Name	Street Address City, State, ZIP
Enter your complete address, telephone number, and email address, if you have one.	Telephone	Email
	Firm Name (if any)	Attorney # (if any) nail account that you do not share with anyone else and that you check

**GETTING COURT DOCUMENTS BY EMAIL:** You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information, notice of court dates, or documents from other parties.