

HOW TO SEND A COURT DOCUMENT TO OTHER PARTIES

NOTE: If there are any words or terms used in these instructions that you do not understand, please visit Illinois Legal Aid Online at illinoislegalaid.org/lexicon/glossary. For more information about going to court including how to fill out and file forms, call or text Illinois Court Help at 833-411-1121 or go to icourthelp.gov.

What is a *Proof of Delivery*?

A *Proof of Delivery* is the court form you fill out to prove that you sent a copy of a court document to the other parties in the case.

Examples of court documents that you might send are Court Orders, Answers, etc.

When do I use and file a *Proof of Delivery*?

Anytime you file a document with the court, or the judge sends or gives a court order only to you, you must send a copy of the document to the other parties in the court case.

How do I send court documents to the other parties in the court case?

If you and the person you're sending the *Proof of Delivery* to have an email address, you must send it by email or by notification through the e-filing system. If you or the person you're sending it to does not have an email address, you may give it to the other parties by personal hand delivery, mail, or third-party commercial carrier (for example, FedEx or UPS).

Who fills out the *Proof of Delivery*?

The person who sends the court document to the other parties must fill out the *Proof of Delivery*.

Is there a deadline for filling out a *Proof of Delivery*?

No, but there can be a deadline for filing your court document. If you have a deadline, file your document and the *Proof of Delivery* with the Circuit Clerk on the date it is due during the Circuit Court's business hours. Check with your local Circuit Court for their hours: illinoiscourts.gov/courts/circuit-court/circuit-court-clerks/

What forms do I need to fill out?

The *Proof of Delivery*. The email address (if you have one) and mailing address you put on the *Proof of Delivery* is where important legal documents will be sent to you. 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.

Where can I find the forms I need?

You can find the forms at: illinoiscourts.gov/documents-and-forms/approved-forms.

Do I have to pay to file a *Proof of Delivery*?

No, there is no cost for filing a *Proof of Delivery*.

What do I do after I fill out my forms?

Step 1: File your *Proof of Delivery* with the Circuit Clerk in the county where the court case is filed.

- You must electronically file (e-file) court documents unless (1) you are an inmate in a prison or jail and you do not have a lawyer, (2) you have a disability that keeps you from e-filing, or (3) you qualify for an exemption from e-filing.
 - You will qualify for an exemption if: (1) you do not have internet or computer access at home and it would be difficult for you to travel to a place where you could use a computer; (2) you have trouble reading or speaking in English, or (3) you tried to e-file your documents, but you were unable to complete the process because the equipment or assistance you need is not available.
 - If you qualify for an exemption, fill out a *Certification for Exemption from E-Filing* found here: illinoiscourts.gov/documents-and-forms/approved-forms.
 - File the original and 1 copy of your *Proof of Delivery* and the *Certification* with the Circuit Clerk's office in person or by mail.
- To e-file, create an account with an e-filing service provider.
 - Visit efile.illinoiscourts.gov/service-providers.htm to select a service provider. Some service providers are free while others charge a processing fee. For instructions on how to e-file for free with Odyssey eFileIL, see the self-help user guides here: illinoiscourts.gov/self-help/how-to-e-file/.
- If you do not have access to a computer or if you need help e-filing, take your forms to the Circuit Clerk's office where you can use a public computer terminal to e-file your forms.
 - You can bring your forms on paper or saved on a flash drive.
 - The terminal will have a scanner and computer that you can use to e-file your form.

Step 2: Send a copy of your *Proof of Delivery* to the other party.

- You must send your forms to the other parties in the case. If a party has a lawyer, send the forms to the lawyer.
- If you and the person you're sending the *Proof of Delivery* to have an email address, you must send it by email or by notification through the e-filing system. If you or the person you're sending it to does not have an email address, you may give it to the other parties by personal hand delivery, mail, or third-party commercial carrier (for example, FedEx or UPS).