

Supreme Court of Illinois
Standards and Requirements for Electronic Filing the Record on Appeal
(Revised - Effective March 1, 2022)

Pursuant to Supreme Court Order M.R. 18368, Mandatory E-Filing in Civil Cases, filed January 22, 2016, the Supreme Court authorizes these *Standards and Requirements for Electronic Filing the Record on Appeal*.

1. Definitions

- a. *Bookmark* - A type of link with representative text in the Bookmarks panel in the navigation pane of Adobe applications. Each bookmark links to a different view or page in the document.
- b. *Case Categories* – A set of standard categories, pursuant to the *Illinois Supreme Court Manual on Recordkeeping*, to classify cases filed in circuit courts outside of Cook County. (See Appendix 20 for complete list)
- c. *Confidential Record* – A case or document that is accessible to the filing party and his/her counsel of record only. No access to anyone else without leave of court.
- d. *Electronic Filing Manager (EFM)* – The Supreme Court’s approved central e-filing service used by all Illinois courts to manage the flow of e-filed documents, including the Record on Appeal, from each registered user (via their Electronic Filing Service Provider (EFSP)) to the intended court.
- e. *Electronic Filing Service Provider (EFSP)* – A web portal operated by an independent company that transmits filings through the EFM to the intended court.
- f. *Electronic Filing the Record on Appeal (e-filing)* – The electronic transmission of the Record on Appeal to the reviewing court clerk for the purpose of filing the Record on Appeal.
- g. *Electronic Signature (e-signature)* – As defined in the Uniform Electronic Transactions Act (815 ILCS 333/2).
- h. *Expunged Record* – A case, document, or count which is accessible only upon order of the court as provided in 20 ILCS 2630/5.2(E). Expunged records shall be excluded from the Record on Appeal.
- i. *Hyperlink* – A link from a hypertext file or document to another location or file, typically activated by clicking on a highlighted word or image on the screen.
- j. *Impounded Record* – The parties and counsel of record have access. No access to anyone else without leave of court.
- k. *Portable Document Format (PDF)* – A computer file format developed by Adobe Systems for reproducing a document in a manner that is independent of the application software, hardware, and operating system originally used to create the document.
- l. *Record on Appeal* – The record of the proceedings as defined by Supreme Court Rule 321 – Contents of the Record on Appeal, Supreme Court Rule 608 – The Record on Appeal, or Supreme Court Rule 335 – Direct Review of Administrative Orders by the Appellate Court.
- m. *Registered User* – An individual who has registered a username and password with the Electronic Filing Manager.
- n. *Rejection* – The reviewing court clerk may reject any electronic filing for any procedural or technical nonconformance and may identify the deficiency to be corrected.
- o. *Sealed Record* – No access to anyone without leave of court.
- p. *Volume* – Sequentially identifies the series number for sections of the Record on Appeal (Common Law Record, Report of Proceedings, and Exhibits).

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2. Registration & Signatures

- a. As of July 1, 2017, to transmit a Record on Appeal from a circuit court or administrative agency to a reviewing court, a filer must select and register with an electronic filing service provider (EFSP) to access eFileIL. Once you register with an EFSP, you do not need to re-register should you choose to use another EFSP.

Additional information can be found at <http://efile.illinoiscourts.gov>

- b. Registered users shall keep the required registration information current (i.e. email address, phone number, etc.).
- c. Any document or record filed electronically by a registered user through an authorized provider and containing a facsimile or typographical signature shall be deemed to have been signed pursuant to these Standards and to satisfy Supreme Court Rules and statutes regarding original signatures on court documents and records.

3. Preparation of the Record on Appeal

a. General Provisions

- i. To the extent practicable, all documents shall be in Portable Document Format (PDF) with a minimum resolution of 300 Dots per Inch (DPI) and maximum of 600 DPI, scanned in black and white mode, with black text on white background, and text searchable. When possible, documents must be converted to PDF directly from the program creating the document, rather than from a scanned image of a paper document.
- ii. Each section of the Record on Appeal shall be assembled in volumes of no more than 150 MB. Every effort should be made to limit the number of volumes in each section to support general usability and download practices.
- iii. Any external material hyperlinked in any document within the Record on Appeal is not considered part of the document or the Record on Appeal.
- iv. All documents must be free of viruses or other processes potentially harmful to the recipient and must be secure from alteration, destruction, or corruption. Documents shall not contain any embedded files or code, videos, scripts, tracking tags, or any type of executable file or code.
- v. The Table of Contents for each section shall contain hyperlinks to the items within the section to facilitate navigation and location of specific documents within the record. Each hyperlink shall be connected to the title/description of the document or the name of the individual section.
- vi. Any Certification of Record or Table of Contents shall display the circuit court/administrative agency and reviewing court case numbers and the name of the trial judge/administrative hearing officer in the case caption.

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- b. Common Law Record Section
 - i. A Certification of Record shall be included as Page 1 of the Common Law Record Section. It shall state that the Record on Appeal has been prepared and certified in the form required for transmission to the reviewing court. *(See Appendix 1 Sample)*
 - ii. A Table of Contents for the Common Law Record Section shall be included as Page 2.
 - iii. The Table of Contents shall identify the filing date of each document and the title of each document, which shall match as closely as possible the title provided on the document itself (e.g. “Motion to Compel Production of Tax and Financial Information” rather than “Motion”). *(See Appendix 2 Sample)*

- c. Report of Proceedings Section
 - i. A Table of Contents shall be included as Page 1 of the Report of Proceedings Section.
 - ii. The Table of Contents shall identify the date of each proceeding and the type of each proceeding, which shall match as closely as possible the type provided on the report of proceedings itself under Supreme Court Rule 323(b). *(See Appendix 3 Sample)*

- d. Exhibits Section
 - i. A Table of Contents shall be included as Page 1 of the Exhibits Section.
 - ii. The Table of Contents shall identify the party offering the exhibit, the exhibit number assigned when the exhibit was offered, and a description of the exhibit. *(See Appendix 4 Sample)*
 - iii. Any exhibit which can be scanned to PDF format in accordance with the provisions of this section shall be included in the Exhibits Section of the electronic Record on Appeal.
 - iv. Photographic exhibits, in general, shall be scanned and included in the Exhibits Section of the electronic Record on Appeal. If a photograph is in color, it shall be scanned in color, if possible. However, photographs larger than 8½ x 11 inches, which cannot be scanned successfully, shall not be included in the electronic record, but shall be listed in the Exhibits Section Table of Contents. For each such exhibit, a page shall be inserted into the Exhibits Section in sequential order, identifying the exhibit (e.g. “Defendant’s Exhibit #1 – 11 x 16 Color Poster – Retained by Circuit Clerk”). If the reviewing court requests the exhibit, it shall be sent or delivered in original form to the reviewing court clerk along with a receipt to be signed by the clerk and returned electronically, indicating the date the exhibit was received. *(See Appendix 5 Sample)*
 - v. Electronic media exhibits, including but not limited to video and audio recordings, all computer media, discs, flash drives, etc., shall be mailed or delivered in original form to the reviewing court. Such exhibits shall be listed in the Exhibits Section Table of Contents. For each such exhibit, a page shall be inserted into the Exhibits Section in sequential order, identifying the exhibit (e.g. “Defendant’s Exhibit #1 – Flash Drive – Sent by mail/delivered to the reviewing court”). The exhibits shall be mailed or

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delivered along with a receipt to be signed by the reviewing court clerk and returned electronically, indicating the date the exhibits were received. *(See Appendix 5 Sample)*

- vi. Physical exhibits (i.e. clothing, weapons, or drugs; charts, maps, or other documents larger than 8½ x 11 inches; and any other items too large or bulky to include electronically) shall not be included in the electronic record, but shall be listed in the Exhibits Section Table of Contents. For each such exhibit, a page shall be inserted into the Exhibits Section in sequential order, identifying the exhibit (e.g. “People’s Exhibit #12 – Knife – Retained by Circuit Clerk”). If the reviewing court requests the exhibit, it shall be sent or delivered in original form to the reviewing court clerk along with a receipt to be signed by the clerk and returned electronically, indicating the date the exhibit was received. *(See Appendix 5 Sample)*
 - vii. Exhibits offered in the circuit court/administrative proceedings, but not admitted, shall be listed and identified in the Exhibits Section Table of Contents (e.g. “People’s Exhibit #12 – Not Admitted – Photograph”). If an offered but not admitted exhibit *is* in the clerk’s possession, it shall be included in the Exhibits Section or, if the exhibit cannot be scanned to PDF format in accordance with this section, a page shall be inserted into the Exhibits Section in sequential order, identifying the exhibit. If the offered but not admitted exhibit *is not* in the clerk’s possession, a page shall be inserted into the Exhibits Section in sequential order, identifying the exhibit.
- e. Confidential Record Section
- i. A Certification of Confidential Record shall be included as Page 1 of the Confidential Record Section. It shall state that the Confidential Record has been prepared and certified in the form required for transmission to the reviewing court. *(See Appendix 6 Sample)*
 - ii. A Table of Contents for the Confidential Record shall be included as Page 2 and shall include hyperlinks to the three sections of the Confidential Record: Confidential Common Law Record, Confidential Report of Proceedings, and Confidential Exhibits. *(See Appendix 7 Sample)*
 - iii. A Table of Contents shall be included as Page 1 of each section of the Confidential Record and shall list items in the same manner as provided above.
 - iv. No administrative agency, court, or clerk is responsible for the content of filed documents or has any obligation to screen for or redact confidential information contained in such filings.
- f. Impounded Record Section
- i. A Certification of Impounded Record shall be included as Page 1 of the Impounded Record Section. It shall state that the Impounded Record has been prepared and certified in the form required for transmission to the reviewing court. *(See Appendix 8 Sample)*

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- ii. A Table of Contents for the Impounded Record shall be included as Page 2 and shall include hyperlinks to the three sections of the Impounded Record: Impounded Common Law Record, Impounded Report of Proceedings, and Impounded Exhibits. *(See Appendix 9 Sample)*
 - iii. A Table of Contents shall be included as Page 1 of each section of the Impounded Record and shall list items in the same manner as provided above.
 - iv. No administrative agency, court, or clerk is responsible for the content of filed documents or has any obligation to screen for or redact confidential information contained in such filings.
- g. Sealed Record Section
- i. A Certification of Sealed Record shall be included as Page 1 of the Sealed Record Section. It shall state that the Sealed Record has been prepared and certified in the form required for transmission to the reviewing court. *(See Appendix 10 Sample)*
 - ii. A Table of Contents for the Sealed Record shall be included as Page 2 and shall include hyperlinks to the three sections of the Sealed Record: Sealed Common Law Record, Sealed Report of Proceedings, and Sealed Exhibits. *(See Appendix 11 Sample)*
 - iii. A Table of Contents shall be included as Page 1 of each section of the Sealed Record and shall list items in the same manner as provided above.
 - iv. No administrative agency, court, or clerk is responsible for the content of filed documents or has any obligation to screen for or redact confidential information contained in such filings.
- h. Supplement to the Record Section
- i. Upon granting a motion to supplement the record, the reviewing court shall electronically notify the circuit clerk or administrative agency by copy of the order.
 - ii. A Certification of Supplement to the Record shall be included as Page 1 of the Supplement to the Record Section. It shall state that the Supplement to the Record has been prepared and certified in the form required for transmission to the reviewing court. *(See Appendix 12 Sample)*
 - iii. A Table of Contents for the Supplement to the Record shall be included as Page 2 and shall include hyperlinks to the three sections of the Supplement to the Record: Supplement to the Common Law Record, Supplement to the Report of Proceedings, and Supplement to the Exhibits. *(See Appendix 13 Sample)*
 - iv. A Table of Contents shall be included as the first page of each section of the Supplement to the Record and shall list items in the same manner as provided above.
- i. Supplement to the Confidential Record Section

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- i. Upon granting a motion to supplement the Confidential Record, the reviewing court shall electronically notify the circuit clerk or administrative agency by copy of the order.
 - ii. A Certification of Supplement to the Confidential Record shall be included as Page 1 of the Supplement to the Confidential Record Section. It shall state that the Supplement to the Confidential Record has been prepared and certified in the form required for transmission to the reviewing court. *(See Appendix 14 Sample)*
 - iii. A Table of Contents for the Supplement to the Confidential Record shall be included as Page 2 and shall include hyperlinks to the three sections of the Supplement to the Confidential Record: Supplement to the Confidential Common Law Record, Supplement to the Confidential Report of Proceedings, and Supplement to the Confidential Exhibits. *(See Appendix 15 Sample)*
 - iv. A Table of Contents shall be included as the first page of each section of the Supplement to the Confidential Record and shall list items in the same manner as provided above.
- j. Supplement to the Impounded Record Section
- i. Upon granting a motion to supplement the Impounded Record, the reviewing court shall electronically notify the circuit clerk or administrative agency by copy of the order.
 - ii. A Certification of Supplement to the Impounded Record shall be included as Page 1 of the Supplement to the Impounded Record Section. It shall state that the Supplement to the Impounded Record has been prepared and certified in the form required for transmission to the reviewing court. *(See Appendix 16 Sample)*
 - iii. A Table of Contents for the Supplement to the Impounded Record shall be included as Page 2 and shall include hyperlinks to the three sections of the Supplement to the Impounded Record: Supplement to the Impounded Common Law Record, Supplement to the Impounded Report of Proceedings, and Supplement to the Impounded Exhibits. *(See Appendix 17 Sample)*
 - iv. A Table of Contents shall be included as the first page of each section of the Supplement to the Impounded Record and shall list items in the same manner as provided above.
- k. Supplement to the Sealed Record Section
- i. Upon granting a motion to supplement the Sealed Record, the reviewing court shall electronically notify the circuit clerk or administrative agency by copy of the order.
 - ii. A Certification of Supplement to the Sealed Record shall be included as Page 1 of the Supplement to the Sealed Record Section. It shall state that the Supplement to the Sealed Record has been prepared and certified in the form required for transmission to the reviewing court. *(See Appendix 18 Sample)*

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- iii. A Table of Contents for the Supplement to the Sealed Record shall be included as Page 2 and shall include hyperlinks to the three sections of the Supplement to the Sealed Record: Supplement to the Sealed Common Law Record, Supplement to the Sealed Report of Proceedings, and Supplement to the Sealed Exhibits. (*See Appendix 19 Sample*)
- iv. A Table of Contents shall be included as the first page of each section of the Supplement to the Sealed Record and shall list items in the same manner as provided above.

4. Assembly of the Record on Appeal

a. General Provisions

- i. Where possible, each PDF section shall include bookmarks, immediately viewable when the document is opened, to individual sections and documents in the same order as they appear in the corresponding Table of Contents to facilitate navigation and location of specific contents within the record.
- ii. Pagination shall appear at the bottom-right corner of each page of each section.
- iii. Each page of each section, including the certification page, shall be numbered with the appropriate section identification—C (Common Law Record), R (Report of Proceedings), or E (Exhibits)—followed by the sequential page number. When a section exceeds the preparation limits set in Section 3 of these Standards, second and subsequent series shall display the volume (V) followed by the sequential volume number, immediately following the section identification and page number.
- iv. Each section of the Record on Appeal shall start with Page 1 and continue sequentially to the last page of that section, even if the section contains multiple volumes. (I.e. the first page of a subsequent volume shall have the number after the last page of the preceding volume.)
- v. An indication of a supplement to the record (SUP) shall be displayed before the section identification, when appropriate. Second and subsequent supplements to the record shall include sequential volume numbers (i.e. SUP2, SUP3, etc.).
- vi. Page numbering samples are as follows:

Record Type	Common Law Record	Report of Proceeding	Exhibits
<i>Original Filing</i>	C 1	R 1	E 1
<i>Original Filing - Multiple Volumes</i>	C 123 V2	R 123 V2	E 123 V2
<i>Supplement to the Record</i>	SUP C 1	SUP R 123	SUP E 223
<i>Additional Supplement to the Record</i>	SUP2 C 1	SUP2 R 123	SUP2 E 223
<i>Confidential Record</i>	CC 1	RC 123	EC 223
<i>Impounded Record</i>	CI 1	RI 123	EI 223
<i>Sealed Record</i>	CS 1	RS 123	ES 223
<i>Supplement to the Confidential Record</i>	SUP CC 1	SUP RC 123	SUP EC 223
<i>Supplement to the Impounded Record</i>	SUP CI 1	SUP RI 123	SUP EI 223
<i>Supplement to the Sealed Record</i>	SUP CS 1	SUP RS 123	SUP ES 223

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<i>Additional Supplement to the Confidential Record</i>	SUP2 CC 1	SUP2 RC 123	SUP2 EC 223
<i>Additional Supplement to the Impounded Record</i>	SUP2 CI 1	SUP2 RI 123	SUP2 EI 223
<i>Additional Supplement to the Sealed Record</i>	SUP2 CS 1	SUP2 RS 123	SUP2 ES 223

b. Record on Appeal

- i. The Common Law Record Section shall begin with the Certification Page, followed by the Common Law Record Table of Contents, the record sheet, and all remaining pages in sequential order by file-mark date, oldest to most recent.
- ii. The Report of Proceedings Table of Contents shall be the first page of this section, followed by each report of proceedings in sequential order by proceeding date, oldest to most recent.
- iii. The Exhibits Table of Contents shall be the first page of this section, followed by each exhibit in sequential order by date admitted or offered, oldest to most recent.
- iv. When a section contains multiple volumes, the Table of Contents shall be included in its entirety at the beginning of each volume, containing links to only the documents contained in that volume.
- v. Records in second and subsequent appeals shall be recompiled and renumbered as provided in these Standards.

c. Supplements to the Record; Confidential, Impounded, and Sealed Records; and Supplements to Confidential, Impounded, and Sealed Records

- i. Supplements to the record; confidential, impounded, and sealed records; and supplements to confidential, impounded, and sealed records shall be assembled in separate PDF documents as follows: Supplement to the Record on Appeal, Confidential Record on Appeal, Impounded Record on Appeal, Sealed Record on Appeal, Supplement to the Confidential Record on Appeal, Supplement to the Impounded Record on Appeal, and Supplement to the Sealed Record on Appeal.
- ii. Each of these PDF documents shall be assembled and ordered as follows:
 1. The Common Law Record shall be the first section and shall begin with the Certification Page, followed by the Table of Contents for the entire PDF document, the Table of Contents for the Common Law Record, and all remaining pages in sequential order by file-mark date, oldest to most recent.
 2. The Report of Proceedings Table of Contents shall be included immediately following the Common Law Record Section, followed by each report of proceedings in sequential order by proceeding date, oldest to most recent. The first page of the Report of Proceedings Section shall have the number after the last page of the Common Law Record Section, if any.
 3. The Exhibits Table of Contents shall be included immediately following the Report of Proceedings Section, followed by each exhibit in sequential order by

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date admitted or offered, oldest to most recent. The first page of the Exhibits Section shall have the number after the last page of the Report of Proceedings Section, if any.

- iii. Each of these PDF documents shall otherwise comply with the provisions of section 3 of these Standards.

5. Transmission of the Record on Appeal

- a. Once the electronic Record on Appeal has been prepared and assembled per these Standards, the circuit clerk or administrative agency shall transmit all sections of the electronic Record on Appeal to the reviewing court. Each section shall be labeled in accordance with these Standards and transmitted as a separate lead document within the same transaction envelope, if possible.
- b. A verification shall be provided to the circuit court or administrative agency when the record is transmitted. The verification shall include the date and time of the record's transmission.
- c. Filings that do not comply with the format specified by any applicable rule, statute, or standard may be rejected by the reviewing court. If a filing is rejected, the reviewing court clerk shall provide the reason(s) for rejection.
- d. Once the Record on Appeal is accepted, the reviewing court clerk shall affix the electronic file mark setting forth, at a minimum, the court, the clerk, and the date and time of filing. The transmission date and time shall govern the electronic file mark, unless the transmission occurs on a day the clerk's office is not open for business, in which case the electronic file mark shall indicate the next business day.
- e. No administrative agency, court, or clerk shall be liable for malfunctions or errors occurring in the transmission, receipt, or access of electronically filed documents.
- f. If a Record on Appeal submitted electronically is rejected or not filed due to a malfunction, the reviewing court may, upon good cause shown, enter an order permitting the Record on Appeal to be filed as of the date of submission.

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Appendix 1 – Certification of Record Sample

APPEAL TO THE _____ COURT OF ILLINOIS
_____ JUDICIAL DISTRICT (if applicable)
FROM THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT
_____ COUNTY, ILLINOIS (or administrative agency)

Plaintiff/Petitioner

Reviewing Court No.: _____
Circuit Court/Agency No.: _____
Trial Judge/Hearing Officer: _____

v.

Defendant/Respondent

CERTIFICATION OF RECORD

The record has been prepared and certified in the form required for transmission to the reviewing court.
It consists of:

_____ Volume(s) of the Common Law Record, containing _____ pages
_____ Volume(s) of the Report of Proceedings, containing _____ pages
_____ Volume(s) of the Exhibits, containing _____ pages

I hereby certify this record pursuant to Supreme Court Rule 324, this _____ day of _____,
20__.

(Clerk of the Circuit Court or Administrative Agency)

C 1

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Appendix 2 – Common Law Record Table of Contents Sample

APPEAL TO THE _____ COURT OF ILLINOIS
_____ JUDICIAL DISTRICT (if applicable)
FROM THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT
_____ COUNTY, ILLINOIS (or administrative agency)

Plaintiff/Petitioner

Reviewing Court No.: _____

Circuit Court/Agency No.: _____

Trial Judge/Hearing Officer: _____

v.

Defendant/Respondent

COMMON LAW RECORD – TABLE OF CONTENTS

Page ____ of ____

<u>Date Filed</u>	<u>Title/Description</u>	<u>Page No.</u>
	Record sheet	C 4-C 5
06/18/2014	Information	C 6
06/18/2014	Entry of Appearance	C 7
07/16/2014	Amended Information	C 8-C 11

C 2

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Appendix 3 – Report of Proceedings Table of Contents Sample

APPEAL TO THE _____ COURT OF ILLINOIS
_____ JUDICIAL DISTRICT (if applicable)
FROM THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT
_____ COUNTY, ILLINOIS (or administrative agency)

Plaintiff/Petitioner

Reviewing Court No.: _____
Circuit Court/Agency No.: _____
Trial Judge/Hearing Officer: _____

v.

Defendant/Respondent

REPORT OF PROCEEDINGS – TABLE OF CONTENTS

Page ____ of ____

<u>Date of Proceeding</u>	<u>Title/Description</u>	<u>Page No.</u>
06/18/2014	Motion to Compel Hearing	R 2-R 3
07/15/2014	Sentencing Hearing	R 4-R 6

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Appendix 4 – Exhibits Table of Contents Sample

APPEAL TO THE _____ COURT OF ILLINOIS
_____ JUDICIAL DISTRICT (if applicable)
FROM THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT
_____ COUNTY, ILLINOIS (or administrative agency)

Plaintiff/Petitioner

Reviewing Court No.: _____
Circuit Court/Agency No.: _____
Trial Judge/Hearing Officer: _____

v.

Defendant/Respondent

EXHIBITS – TABLE OF CONTENTS

Page ____ of ____

<u>Party</u>	<u>Exhibit #</u>	<u>Description/Possession</u>	<u>Page No.</u>
People	1	Bank Statement	E 2-E 8
Defendant	1	Flash Drive - Sent via US Mail on <i>(date)</i>	E 9
People	2	Not Admitted - <i>(description of exhibit)</i>	E 10
People	3	Knife - Retained by Circuit Clerk	E 11

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Appendix 5 – Receipt of Exhibit(s) Sample

APPEAL TO THE _____ COURT OF ILLINOIS
_____ JUDICIAL DISTRICT (if applicable)
FROM THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT
_____ COUNTY, ILLINOIS (or administrative agency)

Plaintiff/Petitioner

Reviewing Court No.: _____
Circuit Court/Agency No.: _____
Trial Judge/Hearing Officer: _____

v.

Defendant/Respondent

RECEIPT OF EXHIBIT(S)

I, _____, Clerk of the _____ Court, _____ District (if applicable), have received the following Exhibit(s) from _____, Clerk of the Circuit Court, _____ Judicial Circuit, or administrative agency, and will cause the same to be filed in the _____ Court, _____ District (if applicable), as provided by law.

<u>Party</u>	<u>Exhibit #</u>	<u>Description</u>
People	3	Knife

Date Exhibit(s) Received: _____, 20____

Signature of _____ Court Clerk: _____

CERTIFICATE OF MAILING/DELIVERY

I, _____ (sender), Clerk of the Circuit Court, _____ Judicial Circuit, or administrative agency, hereby certify that I have mailed/delivered the aforesaid Exhibit(s) to _____ (recipient) on _____ (date mailed/delivered) via _____ (method of delivery).

(Clerk of the Circuit Court or Administrative Agency)

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Appendix 6 – Certification of Confidential Record Sample

APPEAL TO THE _____ COURT OF ILLINOIS
_____ JUDICIAL DISTRICT (if applicable)
FROM THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT
_____ COUNTY, ILLINOIS (or administrative agency)

Plaintiff/Petitioner

Reviewing Court No.: _____
Circuit Court/Agency No.: _____
Trial Judge/Hearing Officer: _____

v.

Defendant/Respondent

CERTIFICATION OF CONFIDENTIAL RECORD

The confidential record has been prepared and certified in the form required for transmission to the reviewing court. It consists of:

_____ Volume(s) of the Confidential Record on Appeal

_____ pages of the Confidential Common Law Record Section

_____ pages of the Confidential Report of Proceedings Section

_____ pages of the Confidential Exhibits Section

I hereby certify this record pursuant to Supreme Court Rule 324, this _____ day of _____, 20__.

(Clerk of the Circuit Court or Administrative Agency)

CC 1

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Appendix 7 – Confidential Record - Table of Contents Sample

APPEAL TO THE _____ COURT OF ILLINOIS
_____ JUDICIAL DISTRICT (if applicable)
FROM THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT
_____ COUNTY, ILLINOIS (or administrative agency)

Plaintiff/Petitioner

Reviewing Court No.: _____
Circuit Court/Agency No.: _____
Trial Judge/Hearing Officer: _____

v.

Defendant/Respondent

CONFIDENTIAL RECORD - TABLE OF CONTENTS

Page ____ of ____

<u>Section</u>	<u>Page</u>
CONFIDENTIAL COMMON LAW RECORD SECTION	CC 2 – CC 39
CONFIDENTIAL REPORT OF PROCEEDINGS SECTION	RC 40 – RC 97
CONFIDENTIAL EXHIBITS SECTION	EC 98 – EC 99

CC 2

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Appendix 8 – Certification of Impounded Record Sample

APPEAL TO THE _____ COURT OF ILLINOIS
_____ JUDICIAL DISTRICT (if applicable)
FROM THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT
_____ COUNTY, ILLINOIS (or administrative agency)

Plaintiff/Petitioner

Reviewing Court No.: _____
Circuit Court/Agency No.: _____
Trial Judge/Hearing Officer: _____

v.

Defendant/Respondent

CERTIFICATION OF IMPOUNDED RECORD

The impounded record has been prepared and certified in the form required for transmission to the reviewing court. It consists of:

_____ Volume(s) of the Impounded Record on Appeal

_____ pages of the Impounded Common Law Record Section

_____ pages of the Impounded Report of Proceedings Section

_____ pages of the Impounded Exhibits Section

I hereby certify this record pursuant to Supreme Court Rule 324, this _____ day of _____, 20__.

(Clerk of the Circuit Court or Administrative Agency)

CI 1

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Appendix 9 – Impounded Record - Table of Contents Sample

APPEAL TO THE _____ COURT OF ILLINOIS
_____ JUDICIAL DISTRICT (if applicable)
FROM THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT
_____ COUNTY, ILLINOIS (or administrative agency)

Plaintiff/Petitioner

Reviewing Court No.: _____
Circuit Court/Agency No.: _____
Trial Judge/Hearing Officer: _____

v.

Defendant/Respondent

IMPOUNDED RECORD - TABLE OF CONTENTS

Page ____ of ____

<u>Section</u>	<u>Page</u>
IMPOUNDED COMMON LAW RECORD SECTION	CI 2 – CI 39
IMPOUNDED REPORT OF PROCEEDINGS SECTION	RI 40 – RI 97
IMPOUNDED EXHIBITS SECTION	EI 98 – EI 99

CI 2

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Appendix 10 – Certification of Sealed Record Sample

APPEAL TO THE _____ COURT OF ILLINOIS
_____ JUDICIAL DISTRICT (if applicable)
FROM THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT
_____ COUNTY, ILLINOIS (or administrative agency)

Plaintiff/Petitioner

Reviewing Court No.: _____
Circuit Court/Agency No.: _____
Trial Judge/Hearing Officer: _____

v.

Defendant/Respondent

CERTIFICATION OF SEALED RECORD

The sealed record has been prepared and certified in the form required for transmission to the reviewing court. It consists of:

_____ Volume(s) of the Sealed Record on Appeal

_____ pages of the Sealed Common Law Record Section

_____ pages of the Sealed Report of Proceedings Section

_____ pages of the Sealed Exhibits Section

I hereby certify this record pursuant to Supreme Court Rule 324, this _____ day of _____, 20__.

(Clerk of the Circuit Court or Administrative Agency)

CS 1

Supreme Court of Illinois
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Appendix 11 – Sealed Record - Table of Contents Sample

APPEAL TO THE _____ COURT OF ILLINOIS
_____ JUDICIAL DISTRICT (if applicable)
FROM THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT
_____ COUNTY, ILLINOIS (or administrative agency)

Plaintiff/Petitioner

Reviewing Court No.: _____
Circuit Court/Agency No.: _____
Trial Judge/Hearing Officer: _____

v.

Defendant/Respondent

SEALED RECORD - TABLE OF CONTENTS

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<u>Section</u>	<u>Page</u>
SEALED COMMON LAW RECORD SECTION	CS 2 – CS 39
SEALED REPORT OF PROCEEDINGS SECTION	RS 40 – RS 97
SEALED EXHIBITS SECTION	ES 98 – ES 99

CS 2

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Appendix- 12 – Certification of Supplement to the Record Sample

APPEAL TO THE _____ COURT OF ILLINOIS
_____ JUDICIAL DISTRICT (if applicable)
FROM THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT
_____ COUNTY, ILLINOIS (or administrative agency)

Plaintiff/Petitioner

Reviewing Court No.: _____

Circuit Court/Agency No.: _____

Trial Judge/Hearing Officer: _____

v.

Defendant/Respondent

CERTIFICATION OF SUPPLEMENT TO THE RECORD

The supplement to the record has been prepared and certified in the form required for transmission to the reviewing court. It consists of:

_____ Volume(s) of the Supplement to the Common Law Record Section, containing _____ pages

_____ Volume(s) of the Supplement to the Report of Proceedings Section, containing _____ pages

_____ Volume(s) of the Supplement to the Exhibits Section, containing _____ pages

I hereby certify this record pursuant to Supreme Court Rule 324, this _____ day of _____, 20__.

(Clerk of the Circuit Court or Administrative Agency)

SUP C 1

Supreme Court of Illinois
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Appendix 13 – Supplement to the Record - Table of Contents Sample

APPEAL TO THE _____ COURT OF ILLINOIS
_____ JUDICIAL DISTRICT (if applicable)
FROM THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT
_____ COUNTY, ILLINOIS (or administrative agency)

Plaintiff/Petitioner

Reviewing Court No.: _____
Circuit Court/Agency No.: _____
Trial Judge/Hearing Officer: _____

v.

Defendant/Respondent

SUPPLEMENT TO THE RECORD - TABLE OF CONTENTS

Page ____ of ____

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SUPPLEMENT TO THE COMMON LAW RECORD SECTION	SUP C 2 – SUP C 39
SUPPLEMENT TO THE REPORT OF PROCEEDINGS SECTION	SUP R 40 – SUP R 97
SUPPLEMENT TO THE EXHIBITS SECTION	SUP E 98 – SUP E 99

SUP C 2

Supreme Court of Illinois
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Appendix 14 – Certification of Supplement to the Confidential Record Sample

APPEAL TO THE _____ COURT OF ILLINOIS
_____ JUDICIAL DISTRICT (if applicable)
FROM THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT
_____ COUNTY, ILLINOIS (or administrative agency)

Plaintiff/Petitioner

Reviewing Court No.: _____
Circuit Court/Agency No.: _____
Trial Judge/Hearing Officer: _____

v.

Defendant/Respondent

CERTIFICATION OF SUPPLEMENT TO THE CONFIDENTIAL RECORD

The supplement to the confidential record has been prepared and certified in the form required for transmission to the reviewing court. It consists of:

____ Volume(s) of the Supplement to the Confidential Common Law Record Section,
containing ____ pages

____ Volume(s) of the Supplement to the Confidential Report of Proceedings Section,
containing ____ pages

____ Volume(s) of the Supplement to the Confidential Exhibits Section,
containing ____ pages

I hereby certify this record pursuant to Supreme Court Rule 324, this ____ day of _____,
20__.

(Clerk of the Circuit Court or Administrative Agency)

SUP CC 1

Supreme Court of Illinois
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Appendix 15 – Supplement to the Confidential Record - Table of Contents Sample

APPEAL TO THE _____ COURT OF ILLINOIS
_____ JUDICIAL DISTRICT (if applicable)
FROM THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT
_____ COUNTY, ILLINOIS (or administrative agency)

Plaintiff/Petitioner

Reviewing Court No.: _____
Circuit Court/Agency No.: _____
Trial Judge/Hearing Officer: _____

v.

Defendant/Respondent

SUPPLEMENT TO THE CONFIDENTIAL RECORD - TABLE OF CONTENTS

Page ____ of ____

<u>Section</u>	<u>Page</u>
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SUPPLEMENT TO THE CONFIDENTIAL REPORT OF PROCEEDINGS RC 97	SUP RC 40 – SUP
SUPPLEMENT TO THE CONFIDENTIAL EXHIBITS 99	SUP EC 98 – SUP EC

SUP CC 2

Supreme Court of Illinois
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Appendix 16 – Certification of Supplement to the Impounded Record Sample

APPEAL TO THE _____ COURT OF ILLINOIS
_____ JUDICIAL DISTRICT (if applicable)
FROM THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT
_____ COUNTY, ILLINOIS (or administrative agency)

Plaintiff/Petitioner

Reviewing Court No.: _____

Circuit Court/Agency No.: _____

Trial Judge/Hearing Officer: _____

v.

Defendant/Respondent

CERTIFICATION OF SUPPLEMENT TO THE IMPOUNDED RECORD

The supplement to the impounded record has been prepared and certified in the form required for transmission to the reviewing court. It consists of:

____ Volume(s) of the Supplement to the Impounded Common Law Record Section,
containing ____ pages

____ Volume(s) of the Supplement to the Impounded Report of Proceedings Section,
containing ____ pages

____ Volume(s) of the Supplement to the Impounded Exhibits Section,
containing ____ pages

I hereby certify this record pursuant to Supreme Court Rule 324, this ____ day of _____,
20__.

(Clerk of the Circuit Court or Administrative Agency)

SUP CI 1

Supreme Court of Illinois
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Appendix 17 – Supplement to the Impounded Record - Table of Contents Sample

APPEAL TO THE _____ COURT OF ILLINOIS
_____ JUDICIAL DISTRICT (if applicable)
FROM THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT
_____ COUNTY, ILLINOIS (or administrative agency)

Plaintiff/Petitioner

Reviewing Court No.: _____
Circuit Court/Agency No.: _____
Trial Judge/Hearing Officer: _____

v.

Defendant/Respondent

SUPPLEMENT TO THE IMPOUNDED RECORD - TABLE OF CONTENTS

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SUPPLEMENT TO THE IMPOUNDED EXHIBITS	SUP EI 98 - SUP EI 99

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Appendix 18 – Certification of Supplement to the Sealed Record Sample

APPEAL TO THE _____ COURT OF ILLINOIS
_____ JUDICIAL DISTRICT (if applicable)
FROM THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT
_____ COUNTY, ILLINOIS (or administrative agency)

Plaintiff/Petitioner

Reviewing Court No.: _____

Circuit Court/Agency No.: _____

Trial Judge/Hearing Officer: _____

v.

Defendant/Respondent

CERTIFICATION OF SUPPLEMENT TO THE SEALED RECORD

The supplement to the sealed record has been prepared and certified in the form required for transmission to the reviewing court. It consists of:

____ Volume(s) of the Supplement to the Sealed Common Law Record Section,
containing ____ pages

____ Volume(s) of the Supplement to the Sealed Report of Proceedings Section,
containing ____ pages

____ Volume(s) of the Supplement to the Sealed Exhibits Section,
containing ____ pages

I hereby certify this record pursuant to Supreme Court Rule 324, this ____ day of _____,
20__.

(Clerk of the Circuit Court or Administrative Agency)

SUP CS 1

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Appendix 19 – Supplement to the Sealed Record - Table of Contents Sample

APPEAL TO THE _____ COURT OF ILLINOIS
_____ JUDICIAL DISTRICT (if applicable)
FROM THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT
_____ COUNTY, ILLINOIS (or administrative agency)

Plaintiff/Petitioner

Reviewing Court No.: _____
Circuit Court/Agency No.: _____
Trial Judge/Hearing Officer: _____

v.

Defendant/Respondent

SUPPLEMENT TO THE SEALED RECORD - TABLE OF CONTENTS

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SUPPLEMENT TO THE SEALED EXHIBITS	SUP EI 98 – SUP EI 99

SUP CS 2

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Appendix 20 – Case Categories

Family & Juvenile:

<u>Category Code</u>	<u>Category Title</u>	<u>Category Description</u>
DC	Dissolution with Children	Dissolution of marriage or civil union, declaration of invalidity (annulment), petitions for legal separation, or separate maintenance as defined in 750 ILCS 5/303 when at the time of filing there are minor children
DN	Dissolution without Children	Dissolution of marriage or civil union, declaration of invalidity (annulment), petition for legal separation, or separate maintenance as defined in 750 ILCS 5/303 when at the time of filing there are no minor children
JD	Juvenile Delinquent	Addicted minors as defined by the Substance Use Disorder Act (20 ILCS 301/1-1 et seq.) in the Juvenile Court Act of 1987 (705 ILCS 405/4-1 et seq.) or delinquent minors as defined by the Juvenile Court Act of 1987 (705 ILCS 405/5-101 et seq.)
JA	Juvenile Abuse & Neglect	Dependent, neglected or abused minor as defined by 705 ILCS 405/2-1, et seq. of the Juvenile Court Act of 1987
JV	Juvenile	Minors requiring authoritative intervention as defined by 705 ILCS 405/3-1 et seq. of the Juvenile Court Act of 1987 or to any other proceedings initiated under 705 ILCS 405/1-1 et seq. of the Juvenile Court Act of 1987
FA	Family	Proceedings to establish the parent-child relationship, notice to putative fathers, and certain actions relating to child support
AD	Adoption	Cases filed pursuant to 750 ILCS 50/0.01 et seq

Criminal & Quasi-Criminal:

<u>Category Code</u>	<u>Category Title</u>	<u>Category Description</u>
CF	Criminal Felony	Complaint, information, or indictment is filed in which at least one count charges a felony as defined in the Unified Code of Corrections (730 ILCS 5/5-1 et seq.) (Class M, X, 1, 2, 3, or 4)
CM	Criminal Misdemeanor	most serious charge carries a penalty of less than one-year imprisonment, limited to Class A, B or C offenses as defined in the Unified Code of Corrections (730 ILCS 5/5-1 et seq.)
DV	Domestic Violence	Violation of domestic battery under Section 12-3.2 of the Criminal Code (720 ILCS 5/12-3.2).
DT	Driving Under the Influence (DUI)	charging a violation of a statute, ordinance, or regulation governing driving or operating under the influence of alcohol, other drug, or combination thereof under Section 11-501 of the Illinois Vehicle

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		Code (625 ILCS 5/11-501), Section 5-7 of the Snowmobile Registration and Safety Act (625 ILCS 40/5-7), and Section 5-16 of the Boat Registration and Safety Act (625 ILCS 45/5-16) and not classified as a felony
MT	Major Traffic	Class A, B, or C as defined by Supreme Court Rule 501(f)(1)(i), except DUI cases.
TR	Minor Traffic	Class P or B as defined by Supreme Court Rule 501(f)(1)(ii)
OV	Ordinance Violation	violation of a local ordinance is charged, other than a traffic ordinance
QC	Quasi-Criminal	Any offense classified as Petty or Business as defined in the Unified Code of Corrections (730 ILCS 5/5-1 et seq.), which is not otherwise defined as a DT, MT, TR, or CV case
CV	Conservation	As defined by Supreme Court Rule 501(c)

Civil:

<u>Category Code</u>	<u>Category Title</u>	<u>Category Description</u>
ED	Eminent Domain	Proceedings involving compensation to an owner for property taken for public use
FC	Foreclosure	Residential or commercial foreclosure proceedings
LA	Law	Tort, contract, and a variety of other actions in which the damages sought are greater than \$50,000
CH	Chancery	Complaints for equitable relief in matters such as contract actions, trusts, and title to real property
PR	Probate	Estates of decedents and missing persons
AR	Arbitration	Arbitration-eligible cases are defined by Supreme Court Rules 86 - 95
GC	Governmental Corporation	Petition seeking consideration by the court on new matters not included in the permanent case containing such matters as organization, appointment of officers, approval of bonds, and routine orders confirming annexation
LM	Law Magistrate	Tort, contract, and a variety of other actions in which the damages sought are \$50,000 or less
MR	Miscellaneous Remedy	Review of administrative decisions (other than of a tax commission) and a variety of other actions that include change of name, demolition, and corporation dissolution
EV	Eviction	Commercial or residential eviction proceedings and for any proceeding for ejectionment
MH	Mental Health	Proceedings involving hospitalization, discharge, or restoration to legal status
SC	Small Claims	Tort or contract for money not in excess of \$10,000, exclusive of interest and costs (defined in Supreme Court Rule 281)

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TX	Tax	Annual tax sale, petitions for tax deed, objections, and a variety of other actions relating to the collection of taxes
GR	Guardianship	Guardianship of a minor, person with a disability, or an estate of any person under the Probate Act of 1975, as amended

Other:

<u>Category Code</u>	<u>Category Title</u>	<u>Category Description</u>
CC	Contempt of Court	Direct or indirect contempt of court, for charges initiated against a person who is not a party to the action in which the contemptuous conduct allegedly occurred, including a juror who has been impaneled
OP	Order of Protection	Any petition for an order of protection, petition for stalking no contact order, firearms restraining order, or civil no contact order
CL	Civil Law	Civil law violations as defined in Supreme Court Rule 585
MX	Miscellaneous Criminal	Variety of actions for civil processes relating to criminal proceedings such as search warrants, grand jury proceedings, statutory summary suspensions (when no DT case exists), probationer transfers, eavesdropping, seized property, sealing and expungement petitions (when no criminal case exists), habeas corpus and administrative subpoenas

Case Categories prior to 1/1/2022 not included:

D = Dissolution

F = Family

J = Juvenile

L = Law

MC = Municipal Corporation

P = Probate