

CERTIFICATE OF COURT FILING BY MAIL – Rule [12\(b\)\(6\)](#)**Use this form only if you are in jail or prison and you do not have a lawyer.**

If you are representing yourself and are currently in jail or prison, you must complete this form to show how you sent your document to the clerk of the court for filing.

You must **also** complete a **Proof of Delivery** to show how you sent the document to the other parties in this case. A Proof of Delivery section is included in each form set.

You must send your document to the court by sending it to the clerk's office. Write the clerk's address, and the date and time when you put it in the jail or prison's mail system.

A. I do not have a lawyer and I am in jail or prison at:_____
*Name of Prison or Jail*_____
*Address of Prison or Jail***B.** My inmate I.D.# is: _____**C.** I put the __________
Write Name of Document

in the legal mail system of the jail or prison, addressed to the clerk of the court as listed below, at the following date and time:

Addressed to the Clerk of the: __________
Name of Court

Clerk Address: _____

*Street*_____
*City*_____
*State*_____
ZIP

Date: _____

Month, Day, Year

Time: _____

Include AM or PM

Under the Code of Civil Procedure, [735 ILCS 5/1-109](#), making a statement on this form that you know to be false is perjury, a Class 3 Felony.

You must sign and print your name. Then write the date when you signed this form.

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

1) The statements in this document are true and correct, or if any are based on information and belief, I believe they are true, and 2) I understand that knowingly making a false statement on this form is perjury and has penalties provided by law.

Sign and print your name:

*/s/*_____
*Your Signature*_____
Print Name

Date: _____

*Month, Day, Year***Attach this certificate to the document you are filing.**