

HOW TO SEND A COURT DOCUMENT TO OTHER PARTIES

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?

- By hand delivery;
- By regular first class mail; OR
- By email, if the other party has agreed to accept court documents by email.

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:

<http://www.ilcourtclerks.org/illinois-court-clerks/>.

How do I get the *Proof of Delivery* notarized?

- To get your forms notarized, you must sign them in front of an official Illinois notary public.
- You may often find a notary public at your local bank, county courthouse, or town/city hall. Some currency exchanges, real estate offices, and law firms offer this service. You may also find an independent notary public by searching online or the phone book yellow pages.
- Call ahead to find out if the location has a notary public and if you need an appointment.
- There may be a small fee for getting your form notarized.
- You must bring your photo I.D. to the notary public. Your I.D. cannot be expired and must show your current address.

Where can I find the forms I need?

You can find the forms at:

<http://www.illinoiscourts.gov/Forms/approved/>.

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 forms with the Circuit Clerk in the county where the court case is filed.

- Make copies of your forms for yourself and each party in the case.
- In most counties it is best to file your forms with the Circuit Clerk in person, but in certain counties you must file online. Check with your Circuit Clerk: <http://www.ilcourtclerks.org/illinois-court-clerks/>
- The Circuit Clerk will stamp your forms. This stamp is your proof that the forms were filed with the court.
- How to File In Person
 - Go to the courthouse in the county where your court case is filed.
 - Give the Circuit Clerk your original forms and the copies to stamp.
 - The Circuit Clerk will keep the original forms and give back your copies.
- How to File By Mail
 - Mail your original forms and one copy to the Circuit Clerk.
 - Include the *Letter to the Circuit Clerk* found at: <http://www.illinoiscourts.gov/Forms/approved/>.
 - Include a self-addressed and stamped envelope for the Circuit Clerk to mail the file stamped copy to you.
- How to File Online
 - Check your local Circuit Clerk's website to see if online filing is an option for you at: <http://www.ilcourtclerks.org/illinois-court-clerks/>.
 - Follow the instructions for filing online provided by the Circuit Clerk.

Step 2: Send a copy of your forms to the other party.

- After filing, you must send a copy of your *Proof of Delivery* along with your other forms to all the other parties in the case.
- If a party has a lawyer, send the copies to the lawyer.
- You may hand deliver or mail your forms to the other parties. If they have agreed, you may email your forms. Your *Proof of Delivery* must state the way you sent them.
- You must send your copies by 5:00 p.m. on the date you file your forms even if you are filing by mail or online.
- Keep one copy of the file stamped forms for your own records.

Find Illinois Supreme Court approved forms at: <http://www.illinoiscourts.gov/Forms/approved/>.