

Rule 6. Docketing Statements, Appearances, and Fees.

(a) Late Docketing Statements. The clerk may accept docketing statements past the due date, without the need for a motion seeking leave to file it *instante*.

(b) Appearances. Parties should file appearances as soon as possible so as to become parties of record and receive orders and other notifications. The listing of an opposing party on a docketing statement does not constitute an appearance. The docketing statement of an appellant shall constitute that party's appearance. Unless accompanied by a fee waiver application, a fee is required at the time of filing an appearance or docketing statement pursuant to Supreme Court Rule 313. An appearance by an attorney employed by a law firm shall constitute an appearance by the law firm. An indication on a docketing statement of an attorney for a party does not constitute an appearance. All docketing statements shall include an e-mail address for the purpose of official court communication. If the attorney is employed by a law firm, then the attorney shall also provide a general e-mail address to be used by all attorneys in the firm.

(c) Fees and Fee Waivers. Each party or *amicus* that appears must pay the applicable fee established by Supreme Court Rule 313 to file any papers or to receive orders and notifications. Fees are automatically waived in criminal and juvenile delinquency appeals for the State's Attorney, the State Appellate Defender, and the Public Defender. Fees are automatically waived in civil cases for (1) the State's Attorney; (2) the Cook County Public Guardian, when the public guardian represents a minor; (3) the Illinois Guardianship and Advocacy Commission, when the circuit court appointed the commission for the appeal; and (4) legal service providers who have filed a Supreme Court Rule 298(d) certification.

Fees in both civil and criminal cases are waived for the Illinois Attorney General.

In all other appeals, all parties not identified in the preceding paragraph shall either pay the appropriate fee or file a fee waiver application on the official form pursuant to Supreme Court Rule 298(a) and available at https://courts.illinois.gov/Forms_Repository/statewide_forms/appellate/Appellate_Fee_Waiver_Application_Approved.pdf.

(d) Change of Address. Attorneys and self-represented parties shall immediately notify the clerk of any change of address by electronically filing a letter, with proof of service to all parties. Parties exempt from electronic filing may file the notice on paper.

A self-represented criminal defendant shall promptly notify the clerk of his/her name, appellate case number(s), Department of Corrections number (if any), and current address, with proof of service to all parties of record. The defendant shall provide a similar notification for any subsequent change of address.

If a criminal defendant is represented by counsel, counsel shall file a notice of the defendant's current address within 14 days of filing the defendant's brief, with proof of service to all parties of record. The notice shall be titled "Notice of Criminal Defendant's Current Address" and also contain the appellate court case number, the circuit court case number, the defendant's name, and

the defendant's Department of Corrections number (if any). Counsel shall provide a similar notification for any subsequent change of address.