

Rule 101 Filing Materials With the Court

- (a) Except where electronic filing is required by Illinois Supreme Court Rule 9, materials to be filed with the Court may, but need not, be filed electronically.
- (b) A party filing materials electronically shall do so pursuant to Illinois Supreme Court Rule 9 and the “Electronic Filing Procedures and User Manual for the Supreme Court of Illinois,” which is hereby incorporated by reference, except as provided in subsection (c) of this Local Rule 101.
- (c) Where a party files a brief, motion, or document electronically, the electronically filed brief, motion or document shall be considered the official original. A party shall not provide paper copies of any brief, motion, or document filed electronically.
- (d) Where materials are not filed electronically, the materials must be directed to the Clerk’s Office by personal delivery, or by U.S. Mail or third-party commercial carrier, at the following address:

Clerk of the Illinois Appellate Court, Third District
1004 Columbus St.
Ottawa, Illinois 61350
- (e) Where materials are not filed electronically, the party filing the materials need only provide the original. The party shall not provide additional copies.
- (f) Supporting records or supplementary supporting records shall conform to the requirements of Illinois Supreme Court Rules 324 and 328; and also the Supreme Court of Illinois Standards and Requirements for Electronic Filing the Record on Appeal. The Court finds a significant problem exists with regard to parties failing to file supporting records or supplementary supporting records that conform to the above authority. Accordingly, supporting records or supplementary supporting records that fail to conform to the above authority will be rejected within the electronic filing manager upon receipt.
- (g) The Court’s acceptance of a filing does not itself establish that the filing is timely or otherwise complies with the Illinois Supreme Court rules or any other applicable rule.