

1. Filing and Form of Documents Filed in the Appellate Court

Filers must electronically file all documents in civil cases, except documents exempted by Illinois Supreme Court Rule. Attorneys and self-represented litigants may not file documents through any alternative filing method, except in the event of emergency upon leave of Court or unless the Court has granted a waiver of e-filing. A list of approved Electronic Filing Service Providers and additional associated information is located at www.efile.illinoiscourts.gov/service-providers.htm

Attorneys and self-represented litigants may electronically file documents in criminal cases. If not filed electronically, all criminal filings must be forwarded to the Appellate Court Clerk's office either by personal delivery or by the United States Postal Service or similar courier to:

Fourth District Appellate Court Clerk 201 West Monroe Street Springfield, Illinois 62704

Unless received after the due date, documents filed conventionally in criminal cases will be deemed filed upon receipt by the Appellate Court Clerk (Illinois Supreme Court Rule 373). If received after the due date, the time of mailing shall be deemed the time of filing. Proof of mailing shall be as provided in Illinois Supreme Court Rule 12.

All documents filed with the Appellate Court must comply with Illinois Supreme Court Rules and must be signed by at least one attorney of record whose professional physical address, email address, and Illinois Attorney Registration and Disciplinary Commission number must be listed. Self-represented litigants shall sign their name and provide a physical address and email address.