

Rule 20. Duties of the Clerk.

(a) C-Track Case Management System. The clerk shall not print out information in the case management system to any party, counsel, or the general public.

(b) Photocopies. The clerk shall not photocopy paper circuit court records for any party. Pursuant to Supreme Court Administrative Order M.R. 10958, the clerk may photocopy other documents filed in the clerk's office at a charge of \$0.25 per page. This charge must be paid in advance and is not waived for parties who have obtained a fee waiver.

(c) Document Preparation. The clerk's office shall only assist a party or counsel in a manner consistent with the "Illinois Supreme Court Policy on Assistance to Court Patrons by Circuit Clerks, Court Staff, Law Librarians, and Court Volunteers."

(d) Notice of Filing and Proof of Service. The clerk shall not accept any document for filing that is not accompanied by a notice of filing and proof of service that complies with Supreme Court Rule 11. The clerk shall not serve any documents on behalf of a party, even if the party has obtained a fee waiver or is incarcerated.

(e) Use of State Facilities and Property. The clerk shall not forward mail on behalf of a party except as provided in these rules. Parties or their attorneys may not send documents by facsimile transmission nor request the clerk to send documents by that method on their behalf, unless requested by the court. Parties and counsel may not request the clerk to make telephone calls on their behalf. The clerk is not authorized to accept collect calls.

(f) Docket Maintenance. The clerk shall periodically advise the presiding judges of any civil case assigned to their respective divisions in which the record is 56 or more days past due, or the appellant's or appellee's brief is 35 or more days past due, and no motion for extension is pending. The division shall then enter an order directing the filing of the record or brief or, in civil cases, consider dismissing the case for want of prosecution or taking the case on the appellant's brief only. When a division enters an order taking a case on the appellant's brief only, the clerk shall designate the case as "ready."

(g) Communications. The clerk shall review and process mail related to *Anders* and *Finley* motions, including responses to those motions; mail from criminal defendants and self-represented litigants; and all general correspondence, inquiries, and other mail to determine whether it should be handled by the clerk or directed elsewhere.

When a party is represented by counsel, the party must send all material, including correspondence, motions, requests for briefs, requests for status, and other documents to the party's counsel and not the clerk. Counsel shall review these materials and respond timely or file the material with the clerk, if appropriate. If counsel transmits the material to the clerk, counsel shall provide a brief explanation as to why the matter could not be handled by counsel. The clerk shall not consider materials sent by defendants who are represented by counsel but will instead forward the materials to counsel.