

Rule 10. Records.

(a) Filing the Record. All records must be transmitted by the clerk of the circuit court or administrative agency and filed electronically with this court. For appeals from the circuit court, it is the appellant's responsibility to request the clerk of the circuit court to prepare the record.

(b) Withdrawal of Paper Record During Briefing. Before the due date of the reply brief, any party of record may withdraw a paper record for the purpose of working on the appeal. The request for withdrawal shall be made by submitting a signed request listing the requestor's address and telephone number. The party shall return the record when the party's brief is filed.

If a certificate in lieu of record has been filed, the record shall be filed, at the latest, upon the filing of the reply brief or the due date for the filing of the reply brief.

(c) Withdrawal of Paper Record After Briefing. No one may withdraw a paper record from the time the case has been fully briefed or designated as "ready" until the court issues its mandate, except by permission of the court. Permission may be requested by letter to the clerk with proof of service to all parties. The court shall determine whether to grant permission to withdraw the record. The court may allow the record to be viewed in the clerk's office only or may deny access to the record.

(d) Exhibits in the Record. The clerk of the circuit court shall comply with the "Supreme Court of Illinois Standards and Requirements for Electronic Filing of the Record on Appeal."

(e) Impounded Exhibits. If this court needs to review an exhibit or physical evidence, the clerk of the circuit court may forward the material to this court on this court's order. A party may file a motion requesting such an order.

(f) Digital Exhibits. The court may order that a party provide a duplicate of a non-electronically filed digital exhibit, such as a video recording, converted to a format readable by the court.