

Rule 3. Processing of New Cases.

(a) New Cases. When the clerk receives (1) the transmittal of a notice of appeal, a notice of interlocutory appeal, or a filing for a case not already assigned a docket number; (2) a motion for leave to file a late notice of appeal; (3) a petition for leave to appeal; (4) a Rule 308 application; (5) a Rule 604(c) bail motion; or (6) a Rule 335 petition for review, the clerk shall assign the case a permanent consecutive number and enter the case on the docket, regardless of whether the filing otherwise complies with applicable court rules. The clerk is not required to assign a docket number if (1) the required fee has not been paid and an application for a fee waiver is not presented or (2) the filing is required to be e-filed but was presented on paper without a filing exemption.

(b) Notice of Appeal Required. For cases initiated by a notice of appeal or notice of interlocutory appeal from the circuit court, this court shall take no action until it receives the notice of appeal or notice of interlocutory appeal that has been file-stamped by the clerk of the circuit court. This rule applies to motions for stay and all other motions.

If, before the circuit court has transmitted the file-stamped notice of appeal or notice of interlocutory appeal, a party must file a motion or other document in this court, the party shall (1) file a copy of the notice of appeal or notice of interlocutory appeal, file-stamped by the clerk of the circuit court, along with an additional filing such as a docketing statement, appearance, or motion, and (2) pay the required docketing or appearance fee. The clerk shall assign the matter a docket number.