

Getting Started

Proof of Delivery

IMPORTANT: This getting started guide and the instructions are not legal advice. They are only meant to help you learn how to use the *Proof of Delivery* form. Your use of the form does not guarantee you will be successful in court.

To learn how to fill out the forms and file them with the court, read the *How to Send a Court Document to Other Parties* instruction sheet and the instructions on the forms.

Name of the form:	<i>Proof of Delivery</i>
Purpose of the form:	Use this form to prove that you sent a copy of a court document to the other parties in the court case.
Types of cases the form CAN be used for:	All cases.
Types of cases the form CANNOT be used for:	None.
CAUTION:	The <i>Proof of Delivery</i> cannot replace a <i>Summons</i> . If you are starting a lawsuit, you may need to use a <i>Summons</i> .
Special information or papers needed to complete the form:	<p>You will need:</p> <ul style="list-style-type: none">• copy of the court document being delivered;• names and addresses of the other parties;• names and addresses of the other parties' lawyers; AND• the court case number. <p>You can find this information on other court papers you have about this case.</p>
Statutes covering the form:	Illinois Supreme Court Rules 11 , 12 , 104 , 105 , 106
Where to find the form and instruction sheet:	http://www.illinoiscourts.gov/Forms/approved/
For more information:	Read the <i>How to Send a Court Document to Other Parties</i> instruction sheet that comes with this form. You may also find more information, resources, and the location of your local county self help center at www.illinoislegalaid.org/ .

HOW TO SEND A COURT DOCUMENT TO OTHER PARTIES

What is a *Proof of Delivery*?

A *Proof of Delivery* is the court form you fill out to prove that you sent a copy of a court document to the other parties in the case.

Examples of court documents that you might send are Court Orders, Answers, etc.

When do I use and file a *Proof of Delivery*?

Anytime you file a document with the court, or the judge sends or gives a court order only to you, you must send a copy of the document to the other parties in the court case.

How do I send court documents to the other parties in the court case?

- By hand delivery;
- By regular first class mail; OR
- By email, if the other party has agreed to accept court documents by email.

Who fills out the *Proof of Delivery*?

The person who sends the court document to the other parties must fill out the *Proof of Delivery*.

Is there a deadline for filling out a *Proof of Delivery*?

No, but there can be a deadline for filing your court document. If you have a deadline, file your document and the *Proof of Delivery* with the Circuit Clerk on the date it is due during the Circuit Court's business hours. Check with your local Circuit Court for their hours:

<http://www.ilcourtclerks.org/illinois-court-clerks/>.

Where can I find the forms I need?

You can find the forms at:

<http://www.illinoiscourts.gov/Forms/approved/>.

Do I have to pay to file a *Proof of Delivery*?

No, there is no cost for filing a *Proof of Delivery*.

What do I do after I fill out my forms?

Step 1: File your *Proof of Delivery* with the Circuit Clerk in the county where the court case is filed.

- You must electronically file (e-file) court documents unless (1) you are an inmate in a prison or jail and you do not have a lawyer, or (2) you qualify for an exemption from e-filing.

- You will qualify for an exemption if: (1) you do not have internet or computer access at home and it would be difficult for you to travel to a place where you could use a computer, (2) you have a disability that keeps you from e-filing, or (3) you have trouble reading or speaking in English.
- Fill out a *Certification for Exemption from E-Filing* found here: www.illinoiscourts.gov/Forms/approved/default.asp.
- File the original and 1 copy of your *Answer/Response to Complaint/Petition*, and the *Certification*, with the Circuit Clerk's office in person or by mail.
- To e-file, create an account with an e-filing service provider.
 - Visit <http://efile.illinoiscourts.gov/service-providers.htm> to select a service provider. Some service providers are free while others charge a processing fee. For instructions on how to e-file for free with Odyssey eFileL, see the self-help user guides here: http://www.illinoiscourts.gov/CivilJustice/Resources/Self-Represented_Litigants/self-represented.asp
- If you do not have access to a computer or if you need help e-filing, take your form to the Circuit Clerk's office where you can use a public computer terminal to e-file your form.
 - You can bring your form on paper or saved on a flash drive.
 - The terminal will have a scanner and computer that you can use to e-file your form.

Step 2: Send a copy of your *Proof of Delivery* to the other party.

- You must send your forms to the other parties in the case. If a party has a lawyer, send the forms to the lawyer.
- You may send forms to the other parties by personal hand delivery, by mail, third-party commercial carrier (for example, FedEx or UPS), or through the court's electronic filing manager or an approved e-filing service provider. You may e-mail your form to a party if they have listed their e-mail address on a court document. Complete the *Proof of Delivery* with information to show how you sent the forms to each party. The form has room for 3 parties. If you are sending forms to more than 3 parties, fill out and file one or more *Additional Proof of Delivery* forms with your form.

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY		PROOF OF DELIVERY	<i>For Court Use Only</i>
Instructions ▼			
Directly above, enter the name of the county where the case was filed.			
Enter the name of the person or company that filed this case as Plaintiff/Petitioner.			
Enter the name of the Defendant/Respondent.			
Enter the Case Number given by the Circuit Clerk.	Plaintiff / Petitioner <i>(First, middle, last name or Company)</i> v. Defendant / Respondent <i>(First, middle, last name)</i>		Case Number

<p>In 1, enter the name of the court document you are sending to the other parties in the court case (e.g., a Court Order or Answer).</p>	<p>1. I am sending the following court document: _____</p>
<p>In 1a, enter the name, mailing address, and email address of the party or lawyer to whom you sent the document.</p>	<p>a. To: _____</p> <p>Name: _____</p> <div style="display: flex; justify-content: space-between; width: 100%;"> <i>First</i> <i>Middle</i> <i>Last</i> </div> <p>Address: _____</p> <div style="display: flex; justify-content: space-between; width: 100%;"> <i>Street, Apt #</i> <i>City</i> <i>State</i> <i>ZIP</i> </div> <p>Email address: _____</p>
<p>In 1b, check the box to show how you sent the document, and fill in any other information required on the blank lines.</p>	<p>b. By: <input type="checkbox"/> Personal hand delivery</p> <p><input type="checkbox"/> Regular, First-Class Mail, put into the U.S. Mail with postage paid at: _____</p> <p style="margin-left: 40px;"><i>Address of Post Office or Mailbox</i></p> <p><input type="checkbox"/> Third-party commercial carrier, with delivery paid for at: _____</p> <p style="margin-left: 40px;"><i>Name (for example, FedEx or UPS) and office address</i></p> <p><input type="checkbox"/> The court's electronic filing manager (EFM) or an approved electronic filing service provider (EFSP)</p> <p><input type="checkbox"/> Email (<i>not through an EFM or EFSP</i>)</p> <p><input type="checkbox"/> Mail from a prison or jail at: _____</p> <p style="margin-left: 40px;"><i>Name of prison or jail</i></p>
<p>CAUTION: If the other party does not have a lawyer, you may send the document by email only if the other party has listed their email address on a court document.</p>	<p>c. On: _____</p> <p style="margin-left: 40px;"><i>Date</i></p> <p>At: _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.</p> <p style="margin-left: 40px;"><i>Time</i></p>
<p>In 2, if you sent the document to more than 1 party or lawyer, fill in a, b, and c. Otherwise leave 2 blank.</p>	<p>2. I sent this document:</p> <p>a. To: _____</p> <p style="margin-left: 40px;">Name: _____</p>

- b. By: ☐ Personal hand delivery
☐ Regular, First-Class Mail, put into the U.S. Mail with postage paid at:

Address of Post Office or Mailbox

- ☐ Third-party commercial carrier, with delivery paid for at:

Name (for example, FedEx or UPS) and office address

- ☐ The court's electronic filing manager (EFM) or an approved electronic filing service provider (EFSP)
☐ Email (*not through an EFM or EFSP*)
☐ Mail from a prison or jail at:

Name of prison or jail

If you sent your document to more than 3 parties or lawyers, check the box and file the *Additional Proof of Delivery* with this form

- ☐ I have completed an *Additional Proof of Delivery* form.

Under the Code of Civil Procedure, [735 ILCS 5/1-109](#), making a statement on this form that you know to be false is perjury, a Class 3 Felony.

I certify that everything in the *Proof of Delivery* is true and correct. I understand that making a false statement on this form is perjury and has penalties provided by law under [735 ILCS 5/1-109](#).

/s/

Your Signature

Street Address

Print Your Name

City, State, ZIP

Telephone

If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name.

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	ADDITIONAL PROOF OF DELIVERY	<i>For Court Use Only</i>
Instructions ▼ Directly above, enter county where the case is filed. Enter the name of the Plaintiff/ Petitioner. Enter the name of the Defendant/Respondent. Enter the Case Number given by the Circuit Clerk.	_____ Plaintiff / Petitioner <i>(First, middle, last name)</i> v. _____ Defendant / Respondent <i>(First, middle, last name)</i>	_____ Case Number

In **1a**, enter the name, mailing address, and email address of the party or lawyer to whom you sent the document.

In **1b**, check the box to show how you sent the document, and fill in any other information required on the blank lines.

CAUTION: If the other party does not have a lawyer, you may send the document by email only if the other party has listed their email address on a court document.

In **c**, fill in the date and time that you sent the document.

In **2**, if you sent the document to more than 1 party or lawyer, fill in **a**, **b**, and **c**. Otherwise leave **2** blank.

1. I sent this document:

a. To:

Name:

First

Middle

Last

Address:

Street, Apt #

City

State

ZIP

Email address: _____

b. By:

☐

Personal hand delivery

☐

Regular, First-Class Mail, put into the U.S. Mail with postage paid at:

Address of Post Office or Mailbox

☐

Third-party commercial carrier, with delivery paid for at:

Name (for example, FedEx or UPS) and office address

☐

The court's electronic filing manager (EFM) or an approved electronic filing service provider (EFSP)

☐

Email *(not through an EFM or EFSP)*

☐

Mail from a prison or jail at:

Name of prison or jail

c. On:

Date

At:

Time

☐

a.m.

☐

p.m.

2. I sent this document:

a. To:

Name:

First

Middle

Last

Address:

Street, Apt #

City

State

ZIP

Email address: _____

b. By:

☐

Personal hand delivery

☐

Regular, First-Class Mail, put into the U.S. Mail with postage paid at:

Address of Post Office or Mailbox

☐ Third-party commercial carrier, with delivery paid for at:

Name (for example, FedEx or UPS) and office address

☐ The court's electronic filing manager (EFM) or an approved electronic filing service provider (EFSP)

☐ Email (not through an EFM or EFSP)

☐ Mail from a prison or jail at:

Name of prison or jail

c. On: _____
Date

At: _____ ☐ a.m. ☐ p.m.
Time

In 3, if you sent the document to more than 2 parties or lawyers, fill in a, b, and c. Otherwise leave 3 blank.

3. I sent this document:

a. To:

Name: _____
First Middle Last

Address: _____
Street, Apt # City State ZIP

Email address: _____

b. By: ☐ Personal hand delivery

☐ Regular, First-Class Mail, put into the U.S. Mail with postage paid at:

Address of Post Office or Mailbox

☐ Third-party commercial carrier, with delivery paid for at:

Name (for example, FedEx or UPS) and office address

☐ The court's electronic filing manager (EFM) or an approved electronic filing service provider (EFSP)

☐ Email (not through an EFM or EFSP)

☐ Mail from a prison or jail at:

Name of prison or jail

c. On: _____
Date

At: _____ ☐ a.m. ☐ p.m.
Time

Under the Code of Civil Procedure, [735 ILCS 5/1-109](#), making a statement on this form that you know to be false is perjury, a Class 3 Felony.

If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name.

I certify that everything in the *Additional Proof of Delivery* is true and correct. I understand a false statement on this form is perjury and has penalties provided by law under [735 ILCS 5/1-109](#).

/s/ _____
Your Signature

Street Address

Print Your Name

City, State, ZIP

Telephone