

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:	illinoiscourts.gov/documents-and-forms/approved-forms
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

NOTE: If there are any words or terms used in these instructions that you do not understand, please visit Illinois Legal Aid Online at illinoislegalaid.org/lexicon/glossary. For more information about going to court including how to fill out and file forms, call or text Illinois Court Help at 833-411-1121 or go to icourthelp.gov.

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?

If you and the person you're sending the *Proof of Delivery* to have an email address, you must send it by email or by notification through the e-filing system. If you or the person you're sending it to does not have an email address, you may give it to the other parties by personal hand delivery, mail, or third-party commercial carrier (for example, FedEx or UPS).

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: illinoiscourts.gov/courts/circuit-court/circuit-court-clerks/

What forms do I need to fill out?

The *Proof of Delivery*. The email address (if you have one) and mailing address you put on the *Proof of Delivery* is where important legal documents will be sent to you. You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information, notice of court dates, or documents from other parties.

Where can I find the forms I need?

You can find the forms at: illinoiscourts.gov/documents-and-forms/approved-forms.

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, (2) you have a disability that keeps you from e-filing, or (3) 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 trouble reading or speaking in English, or (3) you tried to e-file your documents, but you were unable to complete the process because the equipment or assistance you need is not available.
 - If you qualify for an exemption, fill out a *Certification for Exemption from E-Filing* found here: illinoiscourts.gov/documents-and-forms/approved-forms.
 - File the original and 1 copy of your *Proof of Delivery* 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 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 eFileIL, see the self-help user guides here: illinoiscourts.gov/self-help/how-to-e-file/.
- If you do not have access to a computer or if you need help e-filing, take your forms to the Circuit Clerk's office where you can use a public computer terminal to e-file your forms.
 - You can bring your forms 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.
- If you and the person you're sending the *Proof of Delivery* to have an email address, you must send it by email or by notification through the e-filing system. If you or the person you're sending it to does not have an email address, you may give it to the other parties by personal hand delivery, mail, or third-party commercial carrier (for example, FedEx or UPS).

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

In 2a, enter the name, mailing address, and email address of the party you are sending the document to. If they have a lawyer, you **must** enter the lawyer's information.

In 2b, check the box to show how you are sending the document. **CAUTION:** If you and the person you are sending the document to have an email address, you **must** use one of the first two options. Otherwise, you may use one of the

In c, fill in the date and time that you are sending the document.

If you are sending your document to more than 2 parties or lawyers, check the box and file the *Additional Proof of Delivery* with this form.

2. I am sending this document:

a. To:

Name: _____
 First *Middle* *Last*

Address: _____
 Street, Apt # *City* *State* *ZIP*

Email address: _____

b. By:

An approved electronic filing service provider (EFSP)

Email (*not through an EFSP*)

Only use one of the methods below if you do not have an email address, or the person you are sending the document to does not have an email address.

Personal hand delivery to:

The party

The party's family member who is 13 or older, at the party's residence

The party's lawyer

The party's lawyer's office

Mail or third-party carrier

c. On: _____ at: _____ a.m. p.m.
 Date *Time*

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

I certify that everything in the *Proof of Delivery* is true and correct. I understand that 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

Email

Attorney # (if any)

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.

Enter your complete address, telephone number, and email address, if you have one.

GETTING COURT DOCUMENTS BY EMAIL: You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information, notice of court dates, or documents from other parties.

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	ADDITIONAL 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 Defendants/ Respondents. Enter the Case Number given by the Circuit Clerk.	_____ Plaintiff / Petitioner <i>(First, middle, last name or Company)</i> v. _____ Defendants / Respondents <i>(First, middle, last name, or business name)</i>	_____ Case Number

In **1**, enter the name of each court document you are sending.

In **1a**, enter the name, mailing address, and email address of the party you are sending the document to. If they have a lawyer, you **must** enter the lawyer's information.

In **1b**, check the box to show how you are sending the document.
CAUTION: If you and the person you are sending the document to have an email address, you **must** use one of the first two options. Otherwise, you may use one of the other options.

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

1. I am sending the following court document: _____

a. To: _____

Name: _____

First Middle Last

Address: _____

Street, Apt # City State ZIP

Email address: _____

b. By:

- An approved electronic filing service provider (EFSP)
- Email *(not through an EFSP)*

Only use one of the methods below if you do not have an email address, or the person you are sending the document to does not have an email address.

- Personal hand delivery to:
 - The party
 - The party's family member who is 13 or older, at the party's residence
 - The party's lawyer
 - The party's lawyer's office
- Mail or third-party carrier

c. On: _____ at: _____ a.m. p.m.

Date Time

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

In **2a**, enter the name, mailing address, and email address of the party you are sending the document to. If they have a lawyer, you **must** enter the lawyer's information.

In **2b**, check the box to show how you are sending the document. **CAUTION:** If you and the person you are sending the document to have an email address, you **must** use one of the first two options. Otherwise, you may use one of the

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

2. I am sending this document:

a. To:

Name: _____
First Middle Last

Address: _____
Street, Apt # City State ZIP

Email address: _____

b. By:

An approved electronic filing service provider (EFSP)

Email (*not through an EFSP*)

Only use one of the methods below if you do not have an email address, or the person you are sending the document to does not have an email address.

Personal hand delivery to:

The party

The party's family member who is 13 or older, at the party's residence

The party's lawyer

The party's lawyer's office

Mail or third-party carrier

c. On: _____ at: _____ a.m. p.m.
Date Time

I certify that everything in the *Proof of Delivery* is true and correct. I understand that 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

Email

Attorney # (if any)

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.

Enter your complete address, telephone number, and email address, if you have one.

GETTING COURT DOCUMENTS BY EMAIL: You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information, notice of court dates, or documents from other parties.