



# APPEARANCE (CIVIL)

IN THE STATE OF ILLINOIS, CIRCUIT COURT

*This is my official notice that I am participating in this case.*

**COUNTY:** \_\_\_\_\_  
*County Where You Are Filing the Case*

*Enter the case information as it appears on your other court documents.*

**PLAINTIFF/PETITIONER OR IN RE:** \_\_\_\_\_  
*Who started the case. First, Middle, and Last Name, or Business Name*

**DEFENDANTS/RESPONDENTS:** \_\_\_\_\_  
*Who the case was filed against.*  
\_\_\_\_\_  
\_\_\_\_\_  
*First, Middle, and Last Name, or Business Name*

\_\_\_\_\_ **Case Number**



If you want to request a trial with a judge and a jury (jury trial), you will also need to **fill out and file a separate Jury Request form**, available at [ilcourts.info/jury-request](http://ilcourts.info/jury-request). You do not have a right to a jury trial in every case. If you want a trial with a judge only (bench trial), do **not** file the separate *Jury Request* form.

The **deadline** for filing a *Jury Request* is different depending on the type of case and your situation. If you are the Plaintiff or Petitioner, usually you must file a *Jury Request* at the same time that you file the case. If you are the Defendant or Respondent, usually you must file a *Jury Request* at the same time you file your *Appearance*.

## 1. NAME & INFORMATION

*If you do not have a lawyer, enter your information below to tell the court how to address you.*

*If you are a lawyer entering an appearance for a client, enter your client's information below.*

**Name:** \_\_\_\_\_  
*First Middle Last Name*

**Pronouns (Optional):**  
 He/Him  She/Her  They/Them  Other: \_\_\_\_\_

**Prefix (Optional):**  
 Mr.  Ms.  Mrs.  Mx.  Other: \_\_\_\_\_

## 2. APPEARANCE

*Check only one box.*

**I do not have a lawyer** and I am entering my own appearance in this case. With this *Appearance* form, I am telling the court that I am participating in this case.

**- OR -**

**I am a lawyer** entering my appearance for the client listed in section 1:

\_\_\_\_\_  
*Attorney or Firm Name*



## SIGN

Under Illinois Supreme Court Rule [137](#), my signature means that:

1) I read the document, 2) I have been informed and believe it is true and correct, and 3) I am not filing it to cause delay or for another bad reason.

If you are filling out this form online, sign your name by typing it. If you are filling out this form by hand, sign and print your name.

Signature /s/ \_\_\_\_\_ Print Name \_\_\_\_\_

**I am completing this form for myself**

Phone Number \_\_\_\_\_ Email (if you have one) \_\_\_\_\_

Your Address \_\_\_\_\_

*Street, Apt. #*

*City*

*State*

*Zip Code*

Be sure to **check your email every day** so you do not miss important information, court dates, or documents from other parties.

**I am a lawyer completing this form on behalf of a client** (Client name): \_\_\_\_\_

Lawyer Name \_\_\_\_\_ Attorney Number \_\_\_\_\_

Lawyer Phone Number \_\_\_\_\_ Law Firm \_\_\_\_\_

Lawyer Email \_\_\_\_\_

Address \_\_\_\_\_

*Street, Apt. #*

*City*

*State*

*Zip Code*

## PROOF (EXPLANATION) OF DELIVERY

This tells the judge how and when you will send your documents **to the other people in the case** under Rule [11](#). If a person in the case has a lawyer, **you must send your documents to their lawyer**. File this form with the Circuit Clerk, but do not list the Clerk below as a person you are sending your documents to.

**A. I am sending this Proof of Delivery and the following court documents:**

\_\_\_\_\_  
*Name of Documents*

To: \_\_\_\_\_

*Full Name or Law Firm Name*

**B. I am sending the documents:**

By **email** to this email address: \_\_\_\_\_

Through an approved **e-filing website (EFSP)** to this email address: \_\_\_\_\_



You **must** send documents electronically (by email or through an EFSP) if you and the person you are sending documents to have an email address. If you or the person you are sending to do not have an email address, or if you have permission from the judge, you may send documents using the options below.

I am sending the documents to this address:

\_\_\_\_\_  
*Street, Apt. #*

*City*

*State*

*Zip Code*

By (check all that apply):

Personal hand delivery.

*You can only deliver to the person, person's family member over 13 at person's residence, person's lawyer, or the lawyer's office.*

Mail or third-party carrier (FedEx, UPS, etc.) to the address listed above, with postage or delivery prepaid.

Location of mailbox or third-party carrier: \_\_\_\_\_

*Address or Intersection*

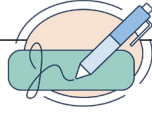
*City*

*State*

Mail from a prison or jail: \_\_\_\_\_  
*Name and Address of Prison or Jail*

**C. The documents will be sent on:** Date: \_\_\_\_\_ Time: \_\_\_\_\_  
*Month, Day, Year* *Include AM or PM*

I am sending the document to more than 1 person and have completed an additional *Proof of Delivery* form.



**SIGN**

Under [735 ILCS 5/1-109](#), my signature means that:

- 1) Everything in this document is true and correct, or I have been informed or I believe it to be true and correct, and
- 2) I understand that making a false statement on this form is perjury and has penalties provided by law.

If you are filling out this form online, sign your name by typing it. If you are filling out this form by hand, sign and print your name.

Signature */s/* \_\_\_\_\_ Print Name \_\_\_\_\_

I am completing this form for myself

Phone Number \_\_\_\_\_ Email (if you have one) \_\_\_\_\_

Address \_\_\_\_\_  
*Street, Apt. #* *City* *State* *Zip Code*

Be sure to **check your email every day** so you do not miss important information, court dates, or documents from other parties.

I am a lawyer completing this form on behalf of a client (Client name): \_\_\_\_\_

Lawyer Name \_\_\_\_\_ Attorney Number \_\_\_\_\_

Lawyer Phone Number \_\_\_\_\_ Law Firm \_\_\_\_\_

Lawyer Email \_\_\_\_\_

Address \_\_\_\_\_  
*Street, Apt. #* *City* *State* *Zip Code*



**WHAT'S NEXT**

**NEXT STEP FOR PERSON FILLING OUT THIS FORM:**

After you fill out your forms, file them with the Circuit Clerk's office in the county where your case is taking place. Then, send your forms to the other people in the case. Find your Circuit Clerk: [ilcourts.info/clerks](http://ilcourts.info/clerks).



Learn more about each step in the process and how to file in our Instructions: [ilcourts.info/how-to-appearance](http://ilcourts.info/how-to-appearance).

**NEXT STEP FOR PERSON RECEIVING THIS DOCUMENT:**

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 [ilcourthelp.gov](http://ilcourthelp.gov).

If there are any words or terms that you do not understand, please **visit Illinois Legal Aid Online** at [ilao.info/glossary](http://ilao.info/glossary). You may also find more information, resources, and the location of your local legal self-help center at: [ilao.info/lshc-directory](http://ilao.info/lshc-directory).