

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

<p>In 1, enter your full name, and check the box next to "Myself," if you are not an attorney. If you are an attorney, enter the name of your client in 1, check the box next to "Their attorney," and enter your attorney or firm name in the</p>	<p><b>1. The appearance of</b> _____ <b>is entered in this case by:</b></p> <p style="margin-left: 100px;"><i>First</i>          <i>Middle</i>          <i>Last</i></p> <p><input type="checkbox"/> Myself</p> <p><input type="checkbox"/> Their attorney: _____</p> <p style="margin-left: 80px;"><i>Attorney or Firm Name</i></p>	
<p>In 2, check only one box to ask for a trial with only a judge or a trial with a judge and jury. You do not have a right to a jury trial in every case.</p>	<p><b>2. I would like a trial with:</b></p> <p><input type="checkbox"/> a judge</p> <p><input type="checkbox"/> a judge and jury</p>	
<p>Under the Code of Civil Procedure, <a href="#">735 ILCS 5/1-109</a>, making a statement on this form that you know to be false is perjury, a Class 3 Felony.</p>	<p><b>I certify that everything above is true and correct. I understand that making a false statement on this form is perjury and has penalties provided by law under <a href="#">735 ILCS 5/1-109</a>.</b></p>	
<p>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.</p>	<p>/s/ _____</p> <p><i>Your Signature</i></p>	<p>_____</p> <p><i>Street Address</i></p>
<p>Enter your complete address, telephone number, and email address, if you have one.</p>	<p>_____</p> <p><i>Your Name</i></p>	<p>_____</p> <p><i>City, State, ZIP</i></p>
<p>If you are an attorney, enter your firm name and attorney number.</p>	<p>_____</p> <p><i>Telephone</i></p>	<p>_____</p> <p><i>Email</i></p>
	<p>_____</p> <p><i>Firm Name</i></p>	<p>_____</p> <p><i>Attorney # (if any)</i></p>

**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.

### PROOF OF DELIVERY

#### 1. I am sending the *Appearance*

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.

a. To:

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

Address: \_\_\_\_\_  
*Street, Apt # City State ZIP*

Email address: \_\_\_\_\_

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.

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

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

c. On: \_\_\_\_\_ at: \_\_\_\_\_  a.m.  p.m.  
*Date Time*

#### 2. I am sending the *Appearance*

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.

a. To:

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

Address: \_\_\_\_\_  
*Street, Apt # City State ZIP*

Email address: \_\_\_\_\_

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.

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

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 other options.

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

c. On: \_\_\_\_\_ at: \_\_\_\_\_  a.m.  p.m.  
*Date Time*

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.

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 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*

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.