

NOTICE TO SELF-REPRESENTED PERSONS

Please be advised that *705 ILCS 110/1, Preparation or drafting of certain documents; prohibition*, states as follows:

It shall be unlawful for any clerk or deputy clerk of a circuit court to prepare or draft any document which is to be filed or recorded in the court in which he or she is clerk or deputy clerk, except such documents as such clerks are by law required, or by some statute authorized to draft or prepare; and that it shall be unlawful for any such clerk or deputy clerk to act as an administrator, executor or guardian, or to act as a trustee by appointment (of any court of which he or she is clerk or deputy clerk) or of the last will of any person who is not a family member of the clerk or deputy clerk.

For purposes of this Section, “family member” shall mean a spouse; child, natural or adopted; parent; brother; or sister of the clerk or deputy clerk.

Please be advised that *Illinois Supreme Court Rules 301-383* govern civil appeals. A copy of the Rules may be found in the Cook County Law Library located on the 29th Floor of the Richard J. Daley Center. Another publication which may be helpful is the *Pro Se Litigant's Guide to Civil Appeals* prepared by the Appellate Lawyer's Association. This *Guide* is also available in the Law Library.