

CIVIL APPEALS INFORMATION SHEET**Some Frequently Asked Questions pertaining to Civil Appeals**

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. The Rules are also available online at www.illinoiscourts.gov/rules-law/supreme-court-rules.

Illinois Supreme Court Rule 303(a). **Time; Filing; Transmission of Copy.** The notice of appeal must be filed with the clerk of the circuit court within 30 days after the entry of the final judgment appealed from.

Illinois Supreme Court Rule 303(b5). **Form and Contents of Notice of Appeal.** The notice of appeal may be amended without leave of court within the original 30-day period to file the notice as set forth in paragraph (a) above. Thereafter it may be amended only on motion, in the reviewing court, pursuant to paragraph (d) of this rule. Amendments related back to the time of the filing of the notice of appeal.

Illinois Supreme Court Rule 303(c). **Service of Notice of Appeal.** The party filing the notice of appeal of an amendment as of right, shall within 7 days, file a notice of filing with the reviewing court and serve a copy of the notice of appeal upon every other party and upon any other person or officer entitled by law to notice. Proof of service as provided by Rule 1-2, shall be filed with the notice.

Illinois Supreme Court Rule 303(d). **Extensions of Time in Certain Circumstances.** On motion supported by a showing of reasonable excuse for failure to file a notice of appeal on time, accompanied by the proposed notice of appeal and the filing fee, filed in the reviewing court within 30 days after the expiration of the time for filing a notice of appeal, the reviewing court may grant leave to appeal and order the clerk to transmit the notice of appeal to the trial court for filing.

Illinois Supreme Court Rule 323 (a). **Report of Proceedings.** Within the time for filing the docketing statement under Rule 312, the appellant shall make a written request to the court reporting personnel as defined in Rule 46 to prepare a transcript of the proceedings that appellant wishes included in the report of proceedings.

Illinois Supreme Court Rule 326. **Time for Filing Record on Appeal.** Except as provided in Rules 306, 307, 308 and 355, the record on appeal thereof shall be filed in the reviewing court within 63 days after the filing of the notice of appeal.

PLEASE READ THE ABOVE SUPREME COURT RULES IN THEIR ENTIRETY

Preparation of the Record on Appeal. There is no fee to file a Notice of Appeal but there are fees directly relating to the preparation of the Record on Appeal. An applicant must complete a "Request for the Preparation of the Record" form. A deposit of \$70, to be applied against the final fee due, is required. The party who filed the Notice of Appeal is responsible for filing the record on appeal.

The **Civil Appeals Division** of the Clerk of the Circuit Court of Cook County is located in Room 801 of the Richard J. Daley Center, 50 West Washington Street, Chicago, Illinois 60602.

The telephone number is (312) 603-5406. The fax number is (312) 603-5714.

The Clerk of the Illinois Appellate Court-First District is located at:

160 North LaSalle Street
Suite 1400
Chicago, Illinois 60601
(312) 793-5484

If the party seeking an appeal is acting on his/her own behalf (pro se) before the reviewing court, the party is expected to have the necessary knowledge of the law and applicable rules of procedure as if he/she were an attorney. The staff of the Civil Appeals Division cannot give legal advice or assist customers beyond giving information as to its procedures.