

Getting Started

Proof of Service and Affidavit of Mailing (Appeal)

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 Service & Affidavit of Mailing* form. Your use of the form does not guarantee you will be successful in court.

To learn how to fill out the form and file it with the court, read the *How to Prepare and File a Proof of Service & Affidavit of Mailing* instruction sheet and the instructions on the form.

Names of forms:	<ul style="list-style-type: none">• <i>Proof of Service & Affidavit of Mailing (Appeal)</i>• <i>Additional Service List</i> (if needed)
Purpose of the forms:	<ul style="list-style-type: none">• Use the <i>Proof of Service</i> to prove you sent a document to the parties in the appeal.• Use the <i>Affidavit of Mailing</i> ONLY when you are filing a document with the court by U.S. Mail or third-party commercial carrier.
Types of cases the forms CAN be used for:	This form may be used in all civil and criminal appeals.
Types of cases the forms CANNOT be used for:	This form may not be used for filings in the trial court other than a <i>Notice of Appeal</i> .
Cost to File the forms:	None, although you will have to pay any fees the court may charge for the filing of the document you are sending to the other party.
Special information or papers needed to complete the forms:	Your signature on the form must be notarized unless you are incarcerated. You will need: <ul style="list-style-type: none">• the original court document you are filing;• copies of the court document for each of the other parties or lawyers;• the names and addresses of the other parties or lawyers;• the name and address of the court where the document is being filed; and• the court case number.
Rules covering the forms:	Illinois Supreme Court Rules 11 , 12 , and 373 .
Where to find the forms and instruction sheet:	http://www.illinoiscourts.gov/Forms/approved/
For more information:	Read the <i>How To Prepare and File a Proof of Service & Affidavit of Mailing (Appeal)</i> instruction sheet that comes with this form. You may also find more information at: http://illinoiscourts.gov/CivilJustice/LanguageAccess/Guide_f_or_Appeals_to%20the_Illinois_Appellate_Court.pdf