

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

In **1**, enter your full name.

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.

In **3a**, enter the date you send this *Appearance* form to the other parties. You should send this form within 24 hours of filing it with the court.

In **3b**, enter the full name and address of the parties or lawyers you are sending a copy of this *Appearance*. If a party has a lawyer, you must send a copy of this *Appearance* to the lawyer and not the party.

Check if you will send copies of this *Appearance* by hand, by mail or by email.

1. I, _____ enter my appearance in this case.
First
Middle
Last

2. I would like a trial with:
 - a judge
 - a judge and jury

3. **Delivery of Appearance**
 By signing below, I swear that:
 - a. At or before 5:00 P.M. on: _____, 20 ____
Date

 - b. I sent this *Appearance* to:

Name: _____
First
Middle
Last

Address: _____
Street, Apt #
City
State
ZIP

Email: _____

By: Hand Delivery
 Regular, First-Class Mail, deposited into the U.S. Mail with postage paid
 Email

Name: _____
First
Middle
Last

Address: _____
Street, Apt #
City
State
ZIP

Email: _____

By: Hand Delivery
 Regular, First-Class Mail, deposited into the U.S. Mail with postage paid
 Email

Enter the Case Number given by the Circuit Clerk: _____

Name: _____
First Middle Last

Address: _____
Street, Apt # City State ZIP

Email: _____

- By: Hand Delivery
 Regular, First-Class Mail, deposited into the U.S. Mail with postage paid
 Email

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.

After you finish this form, sign and print your name.

Enter your complete current address and telephone number.

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 [735 ILCS5/1-109](#).

Your Signature

Street Address

Your Name

City, State, ZIP

Telephone

GETTING COURT DOCUMENTS BY EMAIL: If you agree to receive court documents by email, check the box below and enter your email address. 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 or notice of court dates. Other parties may still send you court documents by mail.

I agree to receive court documents by email. _____
Email