

PROOF OF DELIVERY

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CAUTION: If the other party does not have a lawyer, you may send the document by email only if the other party has listed their email address on a court

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Name (for example, FedEx or UPS) and office address

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Email (*not through an EFM or EFSP*)

Mail from a prison or jail at:

Name of prison or jail

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At: _____ a.m. p.m.
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Name: _____
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Email address: _____

b. By: Personal hand delivery
 Regular, First-Class Mail, put into the U.S. Mail with postage paid at:

 Address of Post Office or Mailbox
 Third-party commercial carrier, with delivery paid for at:

 Name (for example, FedEx or UPS) and office address
 The court's electronic filing manager (EFM) or an approved electronic filing service provider (EFSP)
 Email (not through an EFM or EFSP)
 Mail from a prison or jail at:

 Name of prison or jail

c. On: _____
Date

At: _____ a.m. p.m.
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I have completed an *Additional Proof of Delivery* form.

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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.

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