

## GUIDELINES

### Application for Electronic Filing ~~of Civil Cases~~ in the Circuit Courts

Amended - Effective September 16, 2014

The electronic filing of documents ~~in civil matters~~ in the Illinois Circuit Courts is permissible upon approval of an application submitted by the Chief Circuit Judge and Circuit Court Clerk to the Supreme Court, through the Director of the Administrative Office of the Illinois Courts (Administrative Office), under these guidelines.

Before a Circuit Court Clerk may begin accepting electronic filings, the Chief Circuit Judge and Circuit Court Clerk must receive written authorization from the Director on behalf of the Supreme Court.

The application process shall be as follows:

1.) The Chief Circuit Judge and the Circuit Court Clerk shall sign and submit an application letter to the Administrative Director requesting authorization from the Supreme Court for the Circuit Court Clerk's office to accept the electronic filing of court documents ~~in civil proceedings~~. The application letter shall affirm that the Circuit Court Clerk's office will coordinate and manage an electronic filing system that meets the Supreme Court's Standards on electronic filing, as provided in the Supreme Court's *Electronic Filing Standards and Principles (Amended-Effective September 16, 2014)*. The letter shall propose a date for implementation of electronic filing. The application ~~letter~~ must also include a copy of:-

- a local bar association's written review of the electronic filing system;
- the state's attorney and public defender's written review of the electronic filing system for criminal case types, if applicable;
- the sheriff or law enforcement entity's written review of the electronic filing system for electronic citations, if applicable; and as required by the Standards, as well as-
- a ~~draft~~ DRAFT of the administrative order, local rules, or policy to be issued regarding the implementation of electronic filing.

2.) The Director, upon receipt of a properly submitted application letter and attachments, shall issue a letter to the Chief Circuit Judge and the Circuit Court Clerk approving the application ~~and stating the date the Circuit Court Clerk may begin accepting the electronic filing of documents~~. Copies of administrative orders, local rules or policies adopted by the circuit court are requested to be submitted to the Director.

After implementation of electronic filing, the Administrative Office will continue to serve as a resource to the Chief Circuit Judge and the Circuit Court Clerk for information regarding best practices, developments in new technologies, changes in Supreme Court policy or standards, and assistance to the Circuit Court Clerk in maintaining the Standards. If the Administrative Office determines an electronic filing system fails to sustain the Standards, the Administrative Office shall work with the Circuit Court Clerk and Chief Judge to remedy as necessary.

Attached for reference is a copy of the Supreme Court's *Electronic Filing Standards and Principles (Amended-Effective September 16, 2014)*.