

**New Article I Forms Appendix**

**ARTICLE I. GENERAL RULES**

**Rule 13. Appearances—Time to Plead—Withdrawal**

**Form for Limited Scope Appearance in Civil Action**

IN THE CIRCUIT COURT OF THE \_\_\_\_\_ JUDICIAL CIRCUIT  
\_\_\_\_\_ COUNTY, ILLINOIS  
(OR, IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS)

\_\_\_\_\_) )  
Plaintiff/Petitioner ) )  
 ) )  
v. ) No. )  
 ) )  
 ) )  
\_\_\_\_\_) )  
Defendant/Respondent ) )

**NOTICE OF LIMITED SCOPE APPEARANCE**

1. The attorney, \_\_\_\_\_, and the Party, \_\_\_\_\_, have entered into a written agreement dated \_\_\_\_\_ providing that the attorney will provide limited scope representation to the Party in the above-captioned matter in accordance with Paragraphs 3 and 4, below.
2. The Party is Plaintiff Petitioner Defendant Respondent in this matter. (Circle one)
3. The attorney appears pursuant to Supreme Court Rule 13(c)(6). This appearance is limited in scope to the following matter(s) in which the attorney will represent the Party (check and complete all that apply):  
  
 In the court proceeding (identify) on the following date: \_\_\_\_\_  
 And in any continuance of that proceeding  
 At the trial on the following date: \_\_\_\_\_

- And in any continuance of that trial
- And until judgment
- At the following deposition(s): \_\_\_\_\_
- If a family law matter, specify the scope and limits of representation:  
\_\_\_\_\_
- Other (specify the scope and limits of representation):  
\_\_\_\_\_

4. If this appearance does not extend to all matters to be considered at the proceeding(s) above, identify the discrete issues within each proceeding covered by this appearance: \_\_\_\_\_  
\_\_\_\_\_

5. The attorney may withdraw following completion of the limited scope representation specified in this appearance as follows:

a. orally move to withdraw at a hearing attended by the Party, at which the Party may object to withdrawal if the Party contends that the limited scope representation specified in this appearance has not been completed; or

b. file a Notice of Withdrawal of Limited Scope Representation in form appearing in the Article I Forms Appendix. If the attorney files such a Notice, the attorney shall serve it upon the Party and upon all counsel of record and other parties not represented by counsel unless the court excuses service upon other counsel and other unrepresented parties, and upon the judge then presiding over this case. The method of service shall be as provided in Supreme Court Rule 11 unless the court orders otherwise. If the Party objects to the withdrawal, the Party may, within 21 days after the date of the attorney's service of the Notice of Withdrawal of Limited Scope Appearance, file an Objection to Withdrawal of Limited Scope Appearance in the form appearing in the Article I Forms Appendix. The attorney will provide a copy of the form of Objection to the Party with the attorney's Notice, including instructions for filing and service of an Objection. If the Party timely serves an Objection, the attorney shall notice the matter for hearing to rule on the Objection.

6. Service of pleadings on the attorney and party named above shall be made in accordance with Supreme Court Rule 11.

7. By signing below, the Party being represented under this Limited Scope Appearance:

a. agrees to the delivery of all court papers to the addresses specified below; and

b. agrees to inform the court, all counsel of record, and all parties not represented by counsel of any changes to the Party's address information listed below during the limited scope representation.

\_\_\_\_\_  
Signature of Attorney

\_\_\_\_\_  
Name of Attorney

\_\_\_\_\_  
Attorney's Address

\_\_\_\_\_  
Attorney's Telephone Number

\_\_\_\_\_  
Attorney's E-Mail Address

\_\_\_\_\_  
Attorney Number

\_\_\_\_\_  
Signature of Party

\_\_\_\_\_  
Name of Party

\_\_\_\_\_  
Party's Address

\_\_\_\_\_  
Party's Telephone Number

\_\_\_\_\_  
Party's E-Mail Address

\_\_\_\_\_  
Date

**Form for Notice of Withdrawal of Limited Scope Appearance**

IN THE CIRCUIT COURT OF THE \_\_\_\_\_ JUDICIAL CIRCUIT  
\_\_\_\_\_ COUNTY, ILLINOIS  
(OR, IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS)

\_\_\_\_\_ )

Plaintiff/Petitioner )

)

v. )

No.

)

)

\_\_\_\_\_ )

Defendant/Respondent )



\_\_\_\_\_  
Attorney's E-Mail Address

\_\_\_\_\_  
Attorney Number

\_\_\_\_\_  
Date

**Proof of Filing and Service**

I certify that this Notice has been filed with the court on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, and on the same day I served this Notice on the following, including the Party that I represented, all counsel of record and parties not represented by counsel, and the judge now presiding over this case, by the method checked below for each.

[List Name and Address of Each]

[Check Method of Service]

The Honorable \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

US Mail, Postage Prepaid  Messenger  
 Personal Delivery  
 E-mail

[Client] \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

US Mail, Postage Prepaid  Messenger  
 Personal Delivery  
 E-mail

[Repeat Same Information for Each Other Counsel of Record and Unrepresented Party]

\_\_\_\_\_  
Signature of Attorney

**Form for Objection to Withdrawal of Limited Scope Appearance**

\*\*\*\*\*

*[To Withdrawing Attorney: On the Copy of This Form Sent to the Client, List the Parties and Addresses in the Certificate of Service and Complete All Parts of the Form Except the Statement of Grounds, the Signature Block Information, the Date of Filing and Service of the Objection, the Client's Method of Service, and the Client's Signatures]*

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**Rule 15. Social Security Numbers in Pleadings and Related Matters.**

**[Appendix]**

(Revised July 25, 2012)

In the Circuit Court of the \_\_\_\_\_ Judicial Circuit,  
\_\_\_\_\_ County, Illinois  
(Or, In the Circuit Court of Cook County, Illinois)

\_\_\_\_\_) )  
Plaintiff/Petitioner, ) )  
 ) )  
v. ) Case No. \_\_\_\_\_ )  
 ) )  
\_\_\_\_\_) )  
Defendant/Respondent ) )

**NOTICE OF CONFIDENTIAL INFORMATION WITHIN COURT FILING**

Pursuant to Illinois Supreme Court Rule 15, the filer of a court record at the time of filing shall include a confidential information form that identifies the full Social Security numbers for any individuals whose Social Security numbers are redacted within the filing. **This information will not be available to the public, and this document will be stored in a separate location from the case file.**

**Party/Individual Information:**

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
SSN: \_\_\_\_\_
2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
SSN: \_\_\_\_\_

(Attach additional pages, if necessary.)

**Rule 68**

[Letterhead of Administrative Office of the Illinois Courts]

\_\_\_\_\_, 20\_\_

TO: MEMBERS OF THE JUDICIARY OF THE STATE OF ILLINOIS

RE: Compliance with Supreme Court Rule 68

As a member of the judiciary, you are required to file an annual statement of economic interests pursuant to Supreme Court Rule 68. Enclosed are the necessary forms and envelopes to be used in complying with Rule 68 on or before \_\_\_\_\_, 20\_\_.

In this packet are:

(A) One copy of "Instructions Concerning Required Statement for Members of the Judiciary of the State of Illinois."

(B) Two copies of the form entitled "Statement Required of Members of the Judiciary of the State of Illinois." [One copy to be filed with the Clerk of the Supreme Court; one copy to be retained for your records.]

(C) One 9 x 12 mailing envelope preaddressed to the Clerk of the Supreme Court.

The Supreme Court requests you follow these instructions carefully and asks that you be certain to return the original of your statement in the mailing envelope furnished herewith preaddressed to the Clerk of the Supreme Court.

Forms for compliance with Public Act 77-1806, "Illinois Governmental Ethics Act," will be mailed to you under separate cover and must be filed separately with the Secretary of State.

Very truly yours,

Director

**INSTRUCTIONS CONCERNING REQUIRED  
STATEMENT FOR MEMBERS OF THE JUDICIARY  
OF THE STATE OF ILLINOIS**

On or before April 30, 1987, and on or before April 30, annually thereafter, every judge of the Supreme Court, the Appellate Court, and every judge and associate judge of the Circuit Court shall file a verified written statement (the statement) of economic interests and relationships which may create conflicts of interest, with the Clerk of the Illinois Supreme Court. Such statements shall be filed by every person who becomes a judge or associate judge within 45 days after assuming office and on or before each April 30 thereafter. However, judges who assume office on or after December 1 and who file the statement before the following April 30 shall not be required to file the statement due on April 30.

The statements required shall include the following information which, except where noted, shall include information as of the date of verification of the statement.

1. Current economic interests of the judge and members of the judge's immediate family (spouse and minor children residing with the judge) whether in the form of stock, bond,

dividend, interest, trust, realty, rent, certificate of deposit, deposit in any financial institution, pension plan, Keogh plan, Individual Retirement Account, equity or creditor interest in any corporation, proprietorship, partnership, instrument of indebtedness or otherwise. Every source of noninvestment income in the form of a fee, commission, compensation, compensation for personal service, royalty, pension, honorarium or otherwise must also be listed. No reimbursement of expenses by any unit of government and no interest in deferred compensation under a plan administered by the State of Illinois need be listed. No amounts or account numbers need be listed in response to this paragraph 1. In listing his or her personal residence(s) in response to this paragraph 1, the judge shall not state the address(es). Current economic interests shall be as of a date within 30 days preceding the date of filing the statement.

2. Former economic interests of the type required to be disclosed in response to numbered paragraph 1 which were held by the judge or any member of the judge's immediate family (spouse and minor children residing with the judge) during the year preceding the date of verification. Current economic interests listed in response to numbered paragraph 1 need not be listed. No amounts or account numbers need be listed in response to this paragraph 2. In listing his or her personal residence(s) in response to this paragraph 2, the judge shall not state the address(es).

3. The names of all creditors to whom amounts in excess of \$500 are owed by the judge or members of the judge's immediate family (spouse and minor children residing with the judge) or were owed during the year preceding the date of verification. For each such obligation there is to be listed the category for the amount owed as of the date of verification and the maximum category for the amount of each such obligation during the year preceding the date of verification of the statement. The categories for reporting the amount of each such obligation are as follows:

- (a) not more than \$5,000;
- (b) greater than \$5,000 but not more than \$15,000;
- (c) greater than \$15,000 but not more than \$50,000;
- (d) greater than \$50,000 but not more than \$100,000;
- (e) greater than \$100,000 but not more than \$250,000; and
- (f) greater than \$250,000.

Excluded from this requirement are obligations consisting of revolving charge accounts, with an outstanding liability equal to or less than \$5,000.

4. The name of any individual personally known by the judge to be licensed to practice law in Illinois who is a co-owner with the judge or members of the judge's immediate family (spouse and minor children residing with the judge) of any of the economic interests disclosed in paragraphs 1 and 2, and the name of any person who has acted as a surety or guarantor of any of the obligations required to be disclosed in paragraph 3.

5. A list of every office, directorship and salaried employment of the judge and members of the judge's immediate family (spouse and minor children residing with the judge). Exclude unsalaried positions in religious, social or fraternal organizations, and honorary positions.

6. Pending cases in which the judge or members of the judge's immediate family (spouse and minor children residing with the judge) are parties in interest, and, to the extent personally known to the judge, pending cases in which a party is an economic entity in which the judge or

any member of the judge's immediate family has an interest. Cases in which a judge has been sued in the judge's official capacity shall not be included.

7. Any fiduciary position, including executorships and trusteeships of the judge and members of the judge's immediate family (spouse and any minor child residing with the judge).

8. The name of the donor and a brief description of any gifts received by the judge or members of the judge's immediate family (spouse and minor children residing with the judge). Gifts of transportation, food, lodging or entertainment having a value in excess of \$250 must be reported. All other gifts having a value in excess of \$100 must be reported. Gifts between the judge and the judge's spouse, children or parents shall not be reported.

9. Any other economic interest or relationship of the judge or of members of the judge's immediate family (spouse and minor children residing with the judge) which could create a conflict of interest for the judge in the judge's judicial capacity other than those listed in numbered paragraphs 1 to 8 hereof.

The Statement required herein shall be in substantially the form titled "STATEMENT REQUIRED OF MEMBERS OF THE JUDICIARY OF THE STATE OF ILLINOIS," which is attached hereto as Exhibit A.

(SAMPLE)

#### EXHIBIT A

#### STATEMENT REQUIRED OF MEMBERS OF THE JUDICIARY OF THE STATE OF ILLINOIS

1. My current economic interests and the current economic interests of my immediate family (spouse and minor children residing with me) are as follows:

(Here list current economic interests specified in numbered paragraph 1 of the instructions setting forth the date (within 30 days of the date of filing) as of which said interests are being reported.)

2. My former economic interests and the former economic interests of my immediate family (spouse and minor children residing with me) held during the year preceding the date of verification:

(Here list former economic interests specified in numbered paragraph 2 of the instructions.)

3. Creditors to whom amounts in excess of \$500 are owed as of the date of verification or were owed during the year preceding the date of verification by me or members of my immediate family (spouse and minor children residing with me), exclusive of revolving charge accounts with an outstanding liability equal to or less than \$5,000, the amount of each such obligation outstanding as of the date of verification and the maximum amount of each such obligation during such preceding year within the categories set forth in numbered paragraph 3 of the instructions:

(Here list in accordance with numbered paragraph 3 of the instructions.)

4. The name of any individual personally known by me to be licensed to practice law in Illinois who is a co-owner with me or members of my immediate family (spouse and minor children residing with me) of any of the economic interests disclosed in paragraphs 1 and 2, and the name of any person who has acted as a surety or guarantor of any of the obligations required to be disclosed in paragraph 3.

(Here list in accordance with numbered paragraph 4 of the instructions.)

5. My offices, directorships, and salaried employments and the offices, directorships and salaried employments of my immediate family (spouse and minor children residing with me) are as follows:

(Here list in accordance with numbered paragraph 5 of the instructions.)

6. Pending cases in which I or members of my immediate family (spouse and minor children residing with me) have an interest are as follows:

(Here list pending cases in which you or members of your immediate family are parties in interest, or an economic entity in which you or they have an interest is a party, in accordance with numbered paragraph 6 of the instructions.)

7. My fiduciary positions, including executorships and directorships, and the fiduciary positions of the members of my immediate family (my spouse and minor children residing with me) are as follows:

(Here list fiduciary positions in accordance with numbered paragraph 7 of the instructions.)

8. The name of the donor of gifts received by me or members of my immediate family (spouse and minor children residing with me) during the year preceding the date of verification, are as follows:

(Here list gifts in accordance with numbered paragraph 8 of the instructions.)

9. My economic interests and relationships and those of my immediate family (spouse and minor children residing with me), other than those listed in numbered paragraphs 1 to 8 hereof, which could create conflicts of interest for me in my judicial capacity are as follows:

(Here insert any economic interest or relationship which might or could create a substantial conflict of interest.)

## **VERIFICATION**

Pursuant to Supreme Court Rule 68, I declare that this statement of economic interest, including any accompanying schedules and statements, as it relates to me and members of my immediate family, has been examined by me and to the best of my knowledge and belief is true,

correct and complete.

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Judge's Signature

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Date

**Rule 90. Conduct of the Hearings**

[Rule 90(c) Cover Sheet]

IN THE CIRCUIT COURT OF THE \_\_\_\_\_ JUDICIAL CIRCUIT,  
\_\_\_\_\_ COUNTY, ILLINOIS

Plaintiff )  
 )  
v. ) No. \_\_\_\_\_  
Defendant )  
 )  
 )  
 )

**NOTICE OF INTENT  
PURSUANT TO SUPREME COURT RULE 90(C)**

Pursuant to Supreme Court Rule 90(c), the plaintiff(s) intend(s) to offer the following documents that are attached into evidence at the arbitration proceeding:

- | I. | Healthcare Provider Bills | Amount Paid | Amount Unpaid |
|----|---------------------------|-------------|---------------|
|    | 1.                        |             |               |
|    | 2.                        |             |               |
|    | 3.                        |             |               |
|    | 4.                        |             |               |
|    | 5.                        |             |               |
|    | 6.                        |             |               |
|    | 7.                        |             |               |
|    | 8.                        |             |               |
|    | 9.                        |             |               |
|    | 10.                       |             |               |

- | II. | Other Items of Compensable Damages |
|-----|------------------------------------|
|     | 1.                                 |
|     | 2.                                 |
|     | 3.                                 |
|     | 4.                                 |

5.

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Attorney for Plaintiff

**Rule 94. Form of Oath, Award and Notice of Award**

In the Circuit Court of the \_\_\_\_\_ Judicial Circuit, \_\_\_\_\_  
County, Illinois.

(Or, in the Circuit Court of Cook County, Illinois)

**OATH**

I do solemnly swear (or affirm) that I will support, obey, and defend the Constitution of the United States and the Constitution of the State of Illinois and that I will faithfully discharge the duties of my office.

\_\_\_\_\_  
Name of Arbitrator Date

**AWARD OF ARBITRATORS**

In the Circuit Court of the \_\_\_\_\_ Judicial Circuit, \_\_\_\_\_ County,  
Illinois.

(Or, in the Circuit Court of Cook County, Illinois)

A.B., C.D., *etc.* (naming all plaintiffs,) )  
Plaintiffs, )  
v. ) No. \_\_\_\_\_  
H.J., K.L., *etc.* (naming all defendants,) ) Amount Claimed \_\_\_\_\_  
Defendants. )

- All parties participated in good faith.
- \_\_\_\_\_ did NOT participate in good faith based upon the following findings.

Findings: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We, the undersigned arbitrators, having been duly appointed and sworn (or affirmed), make the following award:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Dissents as to the Award

Date of Award: \_\_\_\_\_

NOTICE OF AWARD

In the Circuit Court of the \_\_\_\_\_ Judicial Circuit, \_\_\_\_\_ County, Illinois.

(Or, in the Circuit Court of Cook County, Illinois)

A.B., C.D., *etc.* (naming all plaintiffs), )  
Plaintiffs, )

v. )

H.J., K.L., *etc.* (naming all defendants), )  
Defendants. )

No. \_\_\_\_\_

Amount Claimed \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, the award of the arbitrators dated \_\_\_\_\_, 20\_\_, a copy of which is attached hereto, was filed and entered of record in this Cause. A copy of this NOTICE has on this date been sent by regular mail, postage prepaid, addressed to each of the parties appearing herein, at their last known address, or to their attorney of record.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Clerk of the Circuit Court

