

PRO SE Notice of Appeal

A **\$75.00** deposit is required upon filing a Notice of Appeal. This deposit is non-refundable. There may be additional costs once the record is prepared, depending on page count. When the Appeal is filed you must notify the other party by receipted mail.

Within 14 days of filing your Notice of Appeal, you must file a Docketing Statement with the Appellate Court in ELGIN. There is a **\$50.00** appearance fee that must accompany the Docketing Statement. If you wish to have this fee waived, a Pauper's Petition on file in Lake County is not sufficient. You must request another Pauper's Petition with the Appellate Court.

If there was a court reporter present during your proceedings, you must contact, by letter, the specific reporter(s) as soon as possible requesting the transcript be prepared. The Court Administrator's Office will be able to tell you which reporter was present on whatever dates you are requesting.

You will receive a schedule from the Appellate Court that will tell you the due dates of your record. Our office will mail the Certificate in Lieu of the Record to the Appellate Court on the due date. **If you dismiss your appeal, prior to the due date, please notify the Circuit Clerk's Office immediately.**

Our office will contact you when your record is completed. If there are any additional costs for preparation of the record you will be notified when the record is completed.

For more information please visit
http://www.state.il.us/court/supremecourt/rules/art_iii/default.asp

Address and phone number of Appellate Court
Robert Mangan, Clerk of the Appellate Court
55 Symphony Way
Elgin, IL. 60120-5508
(847) 695 - 3750