

Trouble With E-Filing?

If you don't have a lawyer, **you may not have to e-file.**

Paper filing is an option if you:

- don't have access to a computer with Internet;
- have a disability that makes it hard to e-file;
- have trouble reading or writing in English; or
- are filing an Order for Protection

You must file a **Certification for Exemption from E-Filing**. Ask the court clerk for a form.

Visit www.illinoiscourts.gov/faq/gethelp.asp to learn more about e-filing or to get the form.

This form is approved by the Illinois Supreme Court and is required to be accepted in all Illinois Circuit Courts.

STATE OF ILLINOIS, CIRCUIT COURT		CERTIFICATION FOR EXEMPTION FROM E-FILING		For Court Use Only
_____ COUNTY				
Instructions ▼				
Directly above, enter the name of the county where the case was filed.				
Enter the name of the person who started the lawsuit as Plaintiff/Petitioner.		Plaintiff / Petitioner (First, middle, last name)		
Enter the name of the person being sued as Defendant/Respondent		v.		
Enter the Case Number given by the Circuit Clerk or leave this blank if you do not have one.		Defendant / Respondent (First, middle, last name)		Case Number
In 1, check the reasons you are asking to file by mail or in person. You should check all that apply.		1. I am not able to e-file documents in this case for the following reasons (check all that apply) :		
		<input type="checkbox"/> I am representing myself and do not have the Internet or a computer in my home. My only access is through a public terminal at a courthouse, library, or other location. This poses a financial or other hardship.		
		<input type="checkbox"/> I am representing myself and have a disability that prevents me from e-filing.		
		<input type="checkbox"/> I am representing myself and have trouble reading, writing, or speaking in English.		
		<input type="checkbox"/> I am filing a document in a sensitive case, such as a petition for an order of protection or a civil no contact/stalking order.		
		2. Illinois Supreme Court Rule 9(c)(4) allows for an exemption from e-filing for good cause. For the above reasons, I need a good cause exemption from e-filing for my entire case or until I am able to e-file.		
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.		I certify that everything in the Certification for Exemption from E-filing is true and correct. I understand that making a false statement on this form is perjury and has penalties provided by law under 735 ILCS 5/1-109.		
After you finish this form, sign and print your name.		Your Signature		Street Address
Enter your complete address and telephone number.		Print Your Name		City, State, ZIP
				Telephone

Please contact Jill Roberts at the Administrative Office of the Illinois Courts at 312-793-2305 or jroberts@illinoiscourts.gov if you have trouble e-filing or using a Certification for Exemption from E-Filing.