

# E-FILING | HOW TO AVOID A REJECTED FILING

## #1 Check the [Local Court Rules](#):

We recommend all filers familiarize themselves with the 19<sup>th</sup> Judicial Circuit's Local Court Rules. If a filing does not meet a requirement it may be subject to rejection. It is important that filers not only read the Local Court Rules regarding Electronic Filing of Court Records (Chapter 1, Part 2.00) but also the other rules regarding requirements for all civil case types and procedures, to ensure that all filings meet the standard requirements.

Common Rejection Reasons Pertaining to Local Court Rule:

- ✗ Document is missing ARDC, email address or other required filer information pursuant to Rule 1-1.12
- ✗ Document requiring an original or electronic signature is not signed by the filer
- ✗ Missing Certificate of Attorney and/or other required document pursuant to Local Court Rule 2-2.01 C, Supreme Court Rule 222 or other applicable rule.

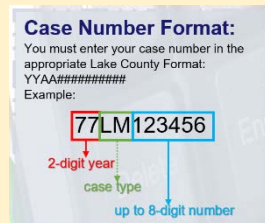
## #2 Make Sure Each Document is a Separate PDF:

Each document should be uploaded as separate PDF. For example: If you are filing a Motion and Notice of Motion, each document should be its own PDF and uploaded as a "Lead" Document within your "envelope."

## #3 Upload Documents as "Lead" Documents

A "Lead" document, is any filing that needs to be filed or issued through the Circuit Clerk's Office. Unless you are filing an Exhibit that would be attached to another document, most filings should be uploaded as "Lead" documents.

## #4 Use Proper Case Number Format:



## #5 Contact the Clerk's Office to Set or Check Availability for your Court Date:

Court dates must be set on existing cases prior to filing any Notice of Motions, Summons etc. Also make sure a court date is still available when issuing Summons on new cases that require a date. Visit the [Schedule a Court Date page](#) on our website for more information.

## #6 Submit the Appropriate Filing Fee:

In order for the correct filing fee to be assessed, filers must make sure they are selecting the appropriate Case Type or Filing Code so that the required fee be calculated by the system. If you are unsure if there is a filing fee, please check the [Filing Fee Schedule](#) available on our website. If you feel you still are not being charged appropriately please contact the e-Filing Division Support Line at 847-377-

## #7 Double Check the Information Entered into the System:

Make sure that the party information, case title, and case number (if filing on existing case) on your document matches the information inputted into the e-Filing System.

## #8 Ask for Help

If you have any questions regarding why a filing was rejected, or if you have any questions regarding e-Filing, please do not hesitate to contact our office for assistance.