

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	PROOF OF DELIVERY	<i>For Court Use Only</i>
Instructions ▼	_____ Plaintiff / Petitioner <i>(First, middle, last name)</i> v. _____ Defendant / Respondent <i>(First, middle, last name)</i>	_____ Case Number
Directly above, enter county where the case is filed.		
Enter the name of the Plaintiff/ Petitioner.		
Enter the name of the Defendant/Respondent.		
Enter the Case Number given by the Circuit Clerk.		

In **1a**, enter the name, mailing address, and email address of the party or lawyer to whom you sent the document.

In **1b**, check the box to show how you sent the document, and fill in any other information required on the blank lines.

CAUTION: If the other party does not have a lawyer, you may send the document by email only if the other party has listed their email address on a court document.

In **c**, fill in the date and time that you sent the document.

In **2**, if you sent the document to more than 1 party or lawyer, fill in **a, b**, and **c**. Otherwise leave **2** blank.

1. I sent this document:
 - a. To:

Name: _____
First Middle Last

Address: _____
Street, Apt # City State ZIP

Email address: _____
 - b. By:
 - Personal hand delivery
 - Regular, First-Class Mail, put into the U.S. Mail with postage paid at: _____
Address of Post Office or Mailbox
 - Third-party commercial carrier, with delivery paid for at: _____
Name (for example, FedEx or UPS) and office address
 - The court's electronic filing manager (EFM) or an approved electronic filing service provider (EFSP)
 - Email *(not through an EFM or EFSP)*
 - Mail from a prison or jail at: _____
Name of prison or jail
 - c. On: _____
Date
 At: _____ a.m. p.m.
Time

2. I sent this document:
 - a. To:

Name: _____
First Middle Last

Address: _____
Street, Apt # City State ZIP

Email address: _____
 - b. By:
 - Personal hand delivery
 - Regular, First-Class Mail, put into the U.S. Mail with postage paid at: _____
Address of Post Office or Mailbox

Third-party commercial carrier, with delivery paid for at:

Name (for example, FedEx or UPS) and office address

The court's electronic filing manager (EFM) or an approved electronic filing service provider (EFSP)

Email (*not through an EFM or EFSP*)

Mail from a prison or jail at:

Name of prison or jail

c. On: _____
Date

At: _____ a.m. p.m.
Time

In 3, if you sent the document to more than 2 parties or lawyers, fill in a, b, and c. Otherwise leave 3 blank.

3. I sent this document:

a. To:

Name: _____
First Middle Last

Address: _____
Street, Apt # City State ZIP

Email address: _____

b. By: Personal hand delivery

Regular, First-Class Mail, put into the U.S. Mail with postage paid at:

Address of Post Office or Mailbox

Third-party commercial carrier, with delivery paid for at:

Name (for example, FedEx or UPS) and office address

The court's electronic filing manager (EFM) or an approved electronic filing service provider (EFSP)

Email (*not through an EFM or EFSP*)

Mail from a prison or jail at:

Name of prison or jail

c. On: _____
Date

At: _____ a.m. p.m.
Time

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 *Additional Proof of Delivery* is true and correct. I understand a false statement on this form is perjury and has penalties provided by law under [735 ILCS 5/1-109](#).

/s/ _____
Your Signature

Street Address

Print Your Name

City, State, ZIP

Telephone

If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name.