

Getting Started

Proof of Delivery

IMPORTANT: This getting started guide and the instructions are not legal advice. They are only meant to help you learn how to use the *Proof of Delivery* form. Your use of the form does not guarantee you will be successful in court.

To learn how to fill out the forms and file them with the court, read the *How to Send a Court Document to Other Parties* instruction sheet and the instructions on the forms.

Name of the form:	<i>Proof of Delivery</i>
Purpose of the form:	Use this form to prove that you sent a copy of a court document to the other parties in the court case.
Types of cases the form CAN be used for:	All cases.
Types of cases the form CANNOT be used for:	None.
CAUTION:	The <i>Proof of Delivery</i> cannot replace a <i>Summons</i> . If you are starting a lawsuit, you may need to use a <i>Summons</i> .
Special information or papers needed to complete the form:	<p>You will need:</p> <ul style="list-style-type: none"> • copy of the court document being delivered; • names and addresses of the other parties; • names and addresses of the other parties' lawyers; AND • the court case number. <p>You can find this information on other court papers you have about this case.</p>
Statutes covering the form:	Illinois Supreme Court Rules 11 , 12 , 104 , 105 , 106
Where to find the form and instruction sheet:	http://www.illinoiscourts.gov/Forms/approved/
For more information:	Read the <i>How to Send a Court Document to Other Parties</i> instruction sheet that comes with this form. You may also find more information, resources, and the location of your local county self help center at www.illinoislegalaid.org/ .