

<b>STATE OF ILLINOIS, CIRCUIT COURT</b>  _____ <b>COUNTY</b>	<b>PROOF OF DELIVERY</b>	<i>For Court Use Only</i>
<b>Instructions ▼</b> Enter above the county name where this case was filed.  Enter the name of the person or company that filed this case as Plaintiff/Petitioner.  Enter the name of the Defendant/Respondent.  Enter the Case Number given by the Circuit Clerk.	_____ <b>Plaintiff / Petitioner</b> <i>(First, middle, last name or Company)</i>  v.  _____ <b>Defendant / Respondent</b> <i>(First, middle, last name)</i>	_____ <b>Case Number</b>

In 1, enter the name of the court document you are sending to the other parties in the court case (e.g., a Court Order or Answer).

In 2, enter the date you send this form to the other parties. You should send this form by 5:00 p.m. on the same day it was filed with the Circuit Clerk.

In 3, enter the full name and address of the parties or lawyers to whom you are sending a copy of this form, and check if you are sending copies of this form by hand delivery, by mail, or by email.

If a party has a lawyer, you must send a copy of this form to the lawyer.

**CAUTION:** You may only send this form by email if the other party has agreed to receive documents in the lawsuit by email.

1. I am sending the following court document: \_\_\_\_\_

2. At or before 5:00 p.m. on: \_\_\_\_\_, 20 \_\_\_\_\_  
*Date*

3. To:

Name: \_\_\_\_\_  
*First Middle Last*

Address: \_\_\_\_\_  
*Street, Apt # City State ZIP*

Email: \_\_\_\_\_

By:           Hand Delivery  
               Regular, First-Class Mail, deposited into the U.S. Mail with postage paid  
               Email

Name: \_\_\_\_\_  
*First Middle Last*

Address: \_\_\_\_\_  
*Street, Apt # City State ZIP*

Email: \_\_\_\_\_

By:           Hand Delivery  
               Regular, First-Class Mail, deposited into the U.S. Mail with postage paid  
               Email

Enter the Case Number given by the Circuit Clerk: \_\_\_\_\_

Name: \_\_\_\_\_  
*First Middle Last*

Address: \_\_\_\_\_  
*Street, Apt # City State ZIP*

Email: \_\_\_\_\_

By: Hand Delivery  
Regular, First-Class Mail, deposited into the U.S. Mail with postage paid  
Email

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 *Proof of Delivery* 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](#).**

The person who delivers the court documents to the other parties must sign this form and enter their full name, complete current address, and telephone number.

\_\_\_\_\_  
*Your Signature Street Address*

\_\_\_\_\_  
*Print Your Name City, State, ZIP*

Sign and print your name in front of an official Illinois notary public.

\_\_\_\_\_  
*Telephone*

**DO NOT** complete this section. The notary will complete it.

**Notary Public**

State of Illinois  
County of \_\_\_\_\_

Signed and sworn to before me on \_\_\_\_\_ by \_\_\_\_\_ .  
*Date Name*

*Seal*

\_\_\_\_\_  
*Signature of Notary*