

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	PROOF OF DELIVERY	<i>For Court Use Only</i>
Instructions ▼	_____ Plaintiff / Petitioner <i>(First, middle, last name or Company)</i> v. _____ Defendant / Respondent <i>(First, middle, last name)</i>	_____ Case Number
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.		

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.

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.

After you finish this form, sign and print your name.

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](#).

Your Signature

Street Address

Print Your Name

City, State, ZIP

Telephone