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TIFFANY SCHICKER CIRCUIT CLERK
Marion County, IL

**STATE OF ILLINOIS
FOURTH JUDICIAL CIRCUIT**

ADMINISTRATIVE ORDER NO. 2023-2

Marion County Court Administration
Case No.: 2023-CA-3

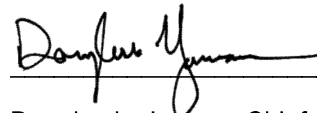
E-FILING STANDARDS FOR MARION COUNTY

WHEREAS, the Supreme Court of Illinois issued Order M.R. 18368 effective January 1, 2013, approving “Electronic Filing Standards and Principles” to maintain uniformity of electronic filing practices and procedures throughout the State of Illinois; and

WHEREAS, M.R. 18368 directs that Local Rules or Administrative Orders be adopted by Circuits or Counties to implement an e-filing program.

IT IS THEREFORE ORDERED THAT the attached “E-Filing Standards – Fourth Judicial Circuit, Marion County, Illinois”, which establishes the standards and principles for e-filing in Marion County of the Fourth Judicial Circuit is hereby adopted and effective the date written below. This Administrative Order vacates Administrative Order No. 2015-6 previously entered on January 23, 2015.

Dated: January 23, 2023



Douglas L. Jarman, Chief Judge

E-FILING STANDARDS

Fourth Judicial Circuit, Marion County, Illinois

AUTHORITY & STANDARDS

E-filing Standards are implemented pursuant to the authority granted by Supreme Court Order M.R. 18368. In ALL civil cases, except where the party has been granted an exemption under Supreme Court Rule 9(c)(4) or where the case type is specifically exempted from this requirement by the Supreme Court, the following rules apply in the Fourth Judicial Circuit, Marion County, Illinois:

- **FORMAT OF DOCUMENTS:**

- All e-filed pleadings shall be formatted in accordance with the applicable Supreme Court rules and local Rules of Practice governing formatting of document pleadings. Pleadings must be in PDF format.
- Each e-filed document, excluding exhibits, shall include the typed name, e-mail address, address and telephone number of the attorney filing such document. Attorneys shall also include their ARDC identification number. Self-represented parties must provide contact information and may provide their email address if they elect to receive email service.
- If a document exceeds the maximum size allowed, the filer shall file multiple documents, each under the maximum file size. Currently the maximum file size allowed for each document is 25 MB, with a total maximum size of all documents filed in one transaction at 50 MB.

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[Continue to next page for additional e-filing standards.]

• **CASE TYPES:**

- The chart listed below details which case types are eligible for e-filing.

CASE ABRV.	DESCRIPTION	E-FILING DESIGNATED (ALLOWED/NOT ALLOWED)
AD	Adoption	Allowed
CC	Contempt of Court	Allowed
CF	Criminal Felony	Allowed
CH	Chancery	Allowed
CL	Civil Law Violation	NOT allowed
CM	Criminal Misdemeanor	Allowed
CV	Conservation Violation	NOT allowed
DC	Divorce with Children	Allowed
DN	Divorce NO Children	Allowed
DT	Driving Under the Influence	Allowed
DV	Domestic Violence	Allowed
ED	Eminent Domain	Allowed
EV	Eviction	Allowed
FA	Family	Allowed
FC	Foreclosure	Allowed
GC	Government Corporation	Allowed
GR	Guardianship	Allowed
JA	Juvenile Abuse & Neglect	Allowed
JD	Juvenile Delinquent	Allowed
JV	Juvenile	Allowed
LA	Law: Damages over \$50,000	Allowed
LM	Law: Damages \$50,000 or less (other than small claims)	Allowed
MH	Mental Health	Allowed
MR	Miscellaneous Remedy	Allowed
MT	Major Traffic	NOT allowed
MX	Miscellaneous Criminal	Allowed
OP	Order of Protection	Allowed
OV	Ordinance Violation	NOT allowed
PR	Probate	Allowed
QC	Quasi-Criminal	Allowed
SC	Small Claims	Allowed
TR	Traffic	NOT allowed
TX	Tax	Allowed

- **SIGNATURES AND AUTHENTICATION:**

- All e-filed signatures must comply with the Illinois Supreme Court Electronic Signature Standards (December 8, 2017) as amended and 5 ILCS 175/1 et seq.
- Where a Circuit Clerk is required to endorse or electronically sign a document, the electronic or digital representation of the clerk's name shall be deemed to be the clerk's signature on an electronic document.
- Where a Circuit Clerk is required to affix a seal to a document, the electronic or digital representation of the clerk's seal shall be deemed to be the clerk's seal on an electronic document.

- **ACCEPTANCE OF DOCUMENTS:**

- Any electronic document or record submitted to the Clerk of the Court for filing shall be deemed accepted if not rejected by the Clerk. The transmission date and time of transfer shall govern the electronic file mark. Pleadings received by the Clerk before midnight on a day the courthouse is open shall be deemed filed that day. If filed on a day the courthouse is not open for business, the document will be deemed filed the next business day.

- **REJECTION OF DOCUMENTS:**

- Pleadings not accompanied by the appropriate filing fee shall be rejected by the Clerk. Filing fees may be waived only upon the filing of the proper application for waiver of court fees. Failure to include the appropriate fee or application for waiver will result in a rejection of the pleading.
- Documents with incorrect caption, case number, county or case type will result in a rejection of the pleading.
- Documents incorrectly bundled as one filing or multiple documents filed as a single PDF. Documents with different titles must be filed as separate documents. (i.e., filings including wage garnishment, citations, wage deductions summons, and related affidavits and notices must be separate documents).
- Exhibits to pleadings filed as multiple PDFs. Exhibits must be attached to the documents they support and submitted as a single PDF.
- Scanned documents which are upside down, blank, indecipherable, unreadable, or scanned at an insufficient resolution will result in a rejection of the pleading(s).
- Scheduling errors (closed court date, blank, wrong time, etc.), you must contact the Circuit Clerk's office to select and/or schedule any motion or return dates prior to filing notices or summonses that require court dates.

(Rejection of documents section continues to next page)

- Failure to comply with further e-filing rules of the Supreme Court or this Court, local e-filing standards, or failure to comply with the local Rules of Practice in the Fourth Judicial Circuit will result in a rejection of the pleading(s).
- **CONFIDENTIAL INFORMATION IN PLEADINGS AND RELATED MATTERS:**
 - Pursuant to Supreme Court Rule 15 and Supreme Court Rule 138, neither the Court nor the Clerk is required to review and/or inspect documents or exhibits for compliance with these Supreme Court Rules. It is the responsibility of the filer to ensure that confidential information is filed appropriately.
- **EXHIBITS & PROPOSED ORDERS:**
 - All exhibits and proposed orders to be considered by the Court must be filed in accordance with the Fourth Judicial Circuit's local Rules of Practice and Supreme Court Rules.
 - Regarding remote hearings, all proposed exhibits, proposed orders, and/or all other documents that any party intends to present to the court for review or consideration shall be submitted at least forty-eight (48) hours prior to the scheduled remote hearing. All submissions shall be submitted in PDF format.
- **FAILURE OF ELECTRONIC FILING:**
 - Neither the Court nor the Clerks of the Court shall be liable for malfunction or errors occurring in the electronic transmission or receipt of electronically filed or served documents.
 - If a document submitted electronically is not filed, or is rejected, the Court may, upon good cause shown, enter an Order permitting the document to be filed effective as of the date of the attempted first filing.
- **EXTERNAL LINKS CONTAINED IN DOCUMENTS:**
 - Documents containing links to material either within the filed document or external to the filed document are for convenience purposes only. The external material behind the link is not considered part of the filing or the Court file.
- **PAYMENTS REGARDING E-FILING:**
 - The filer shall make payment of requisite filing fees to the Clerk of the Court in cash, money order, cashier's check, certified check, and/or the electronic payment method saved to the filer's e-filing account. Payments of filing fees must be received by the Clerk of the Court prior to the acceptance of the filing, or if payment

is submitted electronically, at the time the filing is electronically submitted. Any such payments made shall be used to establish a balance of funds held by the Clerk of the Court and applied as filing fees are incurred.

- Vendor(s) may charge fees (e.g., service fees, convenience fees, or value-added services fees for e-service) in addition to the payment of filing fees. Neither the Court nor the Clerk of the Court are responsible for reimbursement of any service fee(s) charged by the e-filing vendor for any reason whatsoever.

- **MAINTENANCE OF ORIGINAL DOCUMENT BY FILER:**

- Filer must retain an original duplicate of any document filed electronically until one (1) year after the date that the judgment has become final by the conclusion of direct review or expiration of the time for seeking such review. The original duplicated may be retained electronically or on paper.

- **ELECTRONIC SERVICE:**

- E-service of e-filed documents will be accomplished by the Vendor, through the e-filing website.
- Neither the Court nor the Clerk of the Court are responsible for the successful completion of electronic service initiated by the filer.

DOCUMENTS THAT CANNOT BE E-FILED

- **E-FILING IS NOT ALLOWED FOR THE FOLLOWING TYPES OF DOCUMENTS:**

- Original Wills and/or Codicils (Last Will and Testament)
- Document(s) provided in requests for discovery

EFFECTIVE DATE:

- These e-filing standards are effective on the date of the Order entered and attached hereto.