



## Supreme Court of Illinois ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS

Dear Appellant,

The Notice of Appeal that you filed with the Illinois Appellate Court, First District indicates that you are representing yourself. People who do not have a lawyer are called self-represented litigants ("SRLs"). The AOIC has an Appellate Resource Program that provides information about the civil appeals process to SRLs. The details below are provided for informational purposes only, because we are not allowed to give you legal advice. If you need legal advice, you must speak with a lawyer.

### Getting Started

- Appeals can be difficult, time-consuming, and are complicated. Although you have the right to appeal your case without a lawyer, please be aware that as an SRL, you have to follow court rules and procedures just as you would if you were an attorney. Therefore, a lawyer with experience in filing appeals can help you with this process and give you legal advice. If you are interested in finding a lawyer who specializes in appeals, contact the [Chicago Bar Association Lawyer Referral Service](#).
- Appeals like yours are governed by [Illinois Supreme Court Rules](#) (Rules 301-384). If you don't follow these rules, procedures, and deadlines you risk having your appeal dismissed. In addition, the Illinois Appellate Court, First District has its own rules, which you must follow. You can find those rules [here](#).

### Forms

- You will need to file a lot of documents for your appeal. You can find many of the forms you will need on the Illinois Courts' [website](#). Each form has a "Getting Started" guide and instructions, which you should follow.
- **IMPORTANT:** If you need additional time to file any documents for your case (such as your Docketing Statement or Brief), you must request an extension of time from the appellate court. This is done by filing a motion. You will need to explain the reason why you cannot meet the deadline and ask the court for more time to file the document. A general motion form and instructions are available [here](#).

### Helpful Resources

As you are working on your appeal, you may have questions. Listed below are some guides that may be helpful to you:

- The Illinois Courts' "[Resources for SRLs in Civil Appeals](#)" web page has the following materials posted:
  - o Guide for Appeals to the Illinois Appellate Court for Self-Represented Litigants;
  - o One-page overview for appeals from a final judgment or order;
  - o Frequently Asked Questions; and
  - o Information on E-Filing – you must e-file all documents for your appeal. If you don't have access to a computer, the appellate clerk's office has a computer terminal for you to e-file your documents. There are limited exceptions to the e-filing mandate; please see the [Exemption from E-filing Certificate](#) for further information.
- [A Guide to Illinois Civil Appellate Procedure](#) is published by the Appellate Lawyers Association. The guide has detailed instructions, timelines, and sample forms.
- The First District's Appellate Clerk's Office is located at 160 N. LaSalle Street, Chicago, IL 60601. The office is open Monday-Friday from 8:30 am to 4:30 pm and their telephone is 312-793-5484.

We are here to answer any questions you have about the information listed above - please email the Appellate Resource Program at ([AppellateSelfHelp@illinoiscourts.gov](mailto:AppellateSelfHelp@illinoiscourts.gov)) or call 312-793-6153. Our office wants to gather information about your experience with the appellate process and how we can improve it.

We will be following up with you to get your feedback.