

Small Claims - Top 10 Rejections:

- 1) Statistical Cover Sheet is required for each new filing. See Local Rule 4.
Civil Statistical Cover Sheet doesn't match complaint.
Civil Statistical Cover Sheet is not completed.
Civil Statistical Cover Sheet has the wrong category marked as according to the amount of the claim.

- 2) This Court Date has not been approved by the Judge's Secretary, please contact Jackie at 309-888-5222 for hearing date and then resubmit your filing.
The LM Hearing Date doesn't meet the 7-40 days requirement. Please resubmit
The SC Hearing Date doesn't meet the 14-40 days requirement. Please resubmit
The AR Hearing Date doesn't meet the 21-40 days requirement. Please resubmit
The hearing date does not meet the 40-60 day requirement for issuance of an out of state summons.

- 3) MetCom requires a date of birth on the Warrant ID Sheet before a warrant can issued
- 4) Attorney block does not include email address for electronic service. Please see Local Rule #10.
- 5) The Citation Notice and Citation To Discover Assets needs to be submitted as a separate lead document in the same envelope
- 6) Wage Deduction Summons, Affidavit and the Notice need to be separate lead documents submitted in the same envelope
- 7) Appearance fee has not been paid. Please use the Filing Code and Appearance Fee dropdown to locate proper remittance and resubmit.

- 8) Wage Deduction Orders needs to be submit on or after the returned date.
The previous wage deduction needs to be dismissed before the new one can be issued
- 9) Duplicate filling
- 10) Caption and Case number does not match court records