

To all attorneys practicing in McLean County:

Pursuant to Illinois Supreme Court M.R. 18368, beginning on Monday, January 1, 2018 all civil cases filed in McLean County will be required to be filed electronically (e-filing). All rules and policies governing e-filing can be found at: <http://efile.illinoiscourts.gov/>.

Further, effective January 1, 2018, the Circuit Court and Circuit Clerk will no longer accept any pleadings, motions, petitions, answers or related documents in open court, in chambers, through the mail or in person. All attorneys and self-represented litigants are expected to familiarize themselves with the means and methods for e-filing and fully comply with the Supreme Court mandate.

There will be limited resources and assistance available to parties to assist in filing in the McLean County Law Library (RM 665 of the Law & Justice Center) and within the 4th Floor Circuit Clerk's office. These resources include public access terminals and a document scanner within the Law Library.

Attorneys who have not contacted the McLean County Circuit Clerk's office to begin participating in the voluntary e-filing pilot project are welcome to do so. Please contact the Civil, Family or Small Claims divisions at (309) 888-5301.

The Circuit Court would strongly encourage all attorneys and their staff to become familiar with the e-filing rules, standards and process to minimize the potential problems and delays they may encounter during this transition.

Attorneys should note that the following errors will result in the McLean County Circuit Clerk's office rejecting your filing:

- 1. Wrong jurisdiction*
- 2. Missing or incomplete Statistical Cover Sheet*
- 3. Incorrect Case Category and/or Case Type*
- 4. Filing Code is incorrect and the amounts for the new Filing Code are different*
- 5. Filing Document is incorrect or is missing key information (i.e. signature, wrong case number on a subsequent filing, etc.)*
- 6. Filing Document is illegible or scanned with an incorrect orientation (i.e. upside down, sideways, etc.)*
- 7. Filing is missing required Filing Documents. For example: if a Civil Lawsuit requires both a Motion and Affidavit of Service but only one is provided in the current filing*
- 8. Multiple Filing Documents are placed on a single Filing Code where they should be split out to separate filing codes (i.e., attachment(s) and filings do not match)*
- 9. Filing document(s) not in compliance with eFileIL Electronic Document Standards (pursuant to Supreme Court Rule) [http://efile.illinoiscourts.gov/documents/eFileIL_Digital-Media-Standards.pdf]*

Thank you.

The Judges of McLean County and Don Everhart, Circuit Clerk