

STATE OF ILLINOIS
FOURTH JUDICIAL CIRCUIT

FILED

DEC 06 2017

P. D. Koester
CIRCUIT CLERK, CIRCUIT COURT
FOURTH JUDICIAL CIRCUIT
CLINTON COUNTY, ILLINOIS

ADMINISTRATIVE ORDER NO. 2017-29
CIVIL E-FILING REQUIREMENTS FOR NON-PARTIES/NON-LITIGANTS

WHEREAS, as of 1/1/2018, parties to a civil case are required to electronically file documents pursuant to Supreme Court rule; and

WHEREAS, Rule 9 is silent as to the duty of non-parties and non-party litigants to file electronically any documents such as return of service from law enforcement or private process servers, employer's answers to wage deduction summons, certificate of publications, certified mail receipts or mediator's reports; and

WHEREAS, the Fourth Judicial Circuit encourages non-parties and non-litigants to transmit documents to the Court through electronic filing systems, but is not requiring them to.

IT IS HEREBY ORDERED that non-parties and non-litigants may continue to deliver said documents to the Circuit Clerks of the Fourth Judicial Circuit who will then electronically file said documents.

Dated this 6th day of December, 2017



Kimberly G. Koester, Chief Judge