

Electronic Proposed Orders through E-File Information

Kane County Civil and Family Divisions will now be accepting Proposed Orders through the State Mandated E-Filing systems using your existing E-Filing account.

Previous procedures of emailing these Proposed Orders will not be effective after the dates listed below:

Civil Division effective 04/05/21

Family Division effective 04/12/21

When using your Electronic Filing Service Providers (EFSPs) here are some helpful hints to make it a successful transition.

- Kane County is using an Auto Receipt function, so your proposed order goes directly to the Judges queue that is assigned in the Case Management System. It is “Receipted” in your history.
- Kane County has a drop down box in the Select Filing Code field, named **PROPOSED ORDER** you must choose this to have it routed to the Judge.
- The filer is suggested to type the upcoming Court appearance date, or the court date that it was heard in the FILING DESCRIPTION field.
- If you want a copy of the File Stamped/ Signed Order via Email then you **must** use the SERVICE CONTACTS/CASE CONTACTS feature through your EFSP. All EFSP’s have the functionality to include yourself and the opposing party as a CASE SERVICE CONTACT. When using this you will both receive Signed Orders back from your EFSP provider via email. If you are unsure how to use the Case Service Contacts, please contact your service provider for the functionality as each vendor may be different. Since the applications has this functionality, the clerk will not be sending any orders back via Email.