



Supreme Court of Illinois  
ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS

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MEMORANDUM

**To:** Chief Circuit Judges and Circuit Clerks

**From:** Marcia M. Meis, Director *mmm*

**Date:** December 5, 2017

**Re:** Non-Party/Non-Litigant Requirements for e-Filing in Civil Cases

I write in regards to an e-filing issue that has been raised in multiple jurisdictions and was considered by the Court at the 2017 November Term. The issue involves whether non-parties/non-litigants to a civil case are mandated to electronically file (e-file) documents that are included in the court case file, and whether an amendment to Rule 9 was required to clarify to which parties the e-filing mandate applied. Such non-party/non-litigant documents may include, but are not limited to: return of service from law enforcement or private process servers, employer's answers to wage deductions interrogatories, certificates of publication, certified/registered mail receipts, or mediator reports. Oftentimes such documents are hand-delivered or submitted to the court/clerk via mail.

While the Court supports and encourages non-parties/non-litigants to transmit documents to the court through the courts e-filing system, and unless otherwise specified by Supreme Court Rules, filing practices and capabilities regarding such documents vary widely throughout the state. As such, the Court determined that an amendment to Rule 9 was not necessary, and that it is best to allow each local jurisdiction to determine the filing method of such documents from non-parties/non-litigants.

Therefore, each Chief Judge and Circuit Clerk are encouraged to discuss the best filing practices for these type of non-party/non-litigant documents in their court, and consider perhaps including such directions in a local order or court rule.

Should you have any questions, please contact Jacque Huddleston of the AOIC at [jhuddleston@illinoiscourts.gov](mailto:jhuddleston@illinoiscourts.gov) or 217-524-4960.

- c. Chief Justice and Justices, Supreme Court of Illinois  
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