

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.

Civil Division effective 04/05/21

Family Division effective 04/12/21

All instructions from the Administrative Orders for each division are to be followed. If there are documents that you are instructed to be emailed to all Parties/Judge according to the Administrative Order please use those emails listed on the Administrative Order.

The Proposed Order E-file process is used for the Proposed Orders that are final and ready to be signed by the Judge. The previous emails of CICCFamilyRemoteOrders & CICCivilProposedOrders will not be utilized for the routing of these orders after the dates above. Any proposed orders received in these emails from Attorneys or Self Represented Litigants after the dates above will be returned and asked to be E-filed using the Proposed Order code.

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

- 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.
- Kane County is using an Auto Receipt function, so your proposed order goes directly to the Judges E-file queue that is assigned in the Case Management System. It is "Receipted" in your history. It creates a new envelope number from this receipted functionality but the service/case contacts follow all envelopes.
- The filer is suggested to type the upcoming Court appearance date, or the court date that it was heard in the FILING DESCRIPTION field. This could be used as a communication tool from you to the Judge.
- 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.