

# 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- See General Order 21-08

The Proposed Order E-file process is used for the Proposed Orders that are final and ready to be signed by the Judge. 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 previous emails of CICFamilyRemoteOrders & 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 unless an EFile Exemption is in place.

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

## **ALL DIVISIONS:**

- Use the Filing Code named **PROPOSED ORDER** you must choose this code to have it routed to the Judge. All other codes will go to the clerk. Using this code will show it as receipted in your history. Receipted means it is now over on the Judge side. It creates a new envelope number from this receipted functionality but the service/case contacts follow the envelope process.
- All Orders that require a File stamp and have a header should be EFiled as **separate PDF's**. Do not file all the orders to be signed as one PDF or it will get rejected. They should be submitted in the same envelope for the Judge to review all for the same case.
- To show that all parties are aware of the Proposed Order you sent to the Judge you must use the **FILE & SERVE** option and check mark all the emails to parties involved to tie them to the envelope. If the Order is required to be shared ahead of time to all parties and not all parties are tied to the service contacts your order could be denied.
- If it a party that has an E-filing exemption however they have an email address you can add their email as a service contact and they can be notified of the order and get a copy returned to their email. ALL EFSP vendors have this capability
- **FAMILY PROVE UP Documents**- All the Documents should be filed in one envelope. Each document should be its own PDF and choosing PROPOSED ORDER as each event code. So for example you have affidavits, MSA, Allocation Judgment, Certificate of

Dissolution – These would all be its own PDF choosing Proposed Order and utilizing the ADD ANOTHER FILING option to keep in the Envelope.

- **FAMILY ORDER FOR SUPPORT Documents-** The Order for Support should be its own PDF and then the Child Support Data sheet should be its own PDF in the same envelope. The Data sheet should be IMPOUNDED so we have to ensure that it will be filed separately and securely and not behind the support order.
- 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.