

This form is approved by the Illinois Supreme Court and is required in all Illinois Circuit Courts.

STATE OF ILLINOIS LASALLE COUNTY CIRCUIT COURT	PROOF OF DELIVERY	For Court Use Only
Instructions		
Enter the name of the person or company that filed this case as Plaintiff/Petitioner.	Plaintiff / Petitioner (First, Middle, Last name or Company)	
Enter the name of the Defendant / Respondent	v.	
Enter the Case Number given by Circuit Clerk.	Case Number	
In 1, enter the name of the court document you are sending to the other parties in the court case (e.g. a Court Order or Answer).	1. I am sending the following court document: _____	
In 2, enter the date you send this form to the other parties. You should send this form by 5:00 p.m. on the same day it was filed with the Circuit Clerk.	2. At or before 5:00 p.m. on: _____, 20____ Date	
In 3, enter the full name and address of the parties or lawyers to whom you are sending a copy of this form, and check if you are sending copies of this form by hand delivery, by mail, or by email.	3. To: Name: _____ First Middle Last Address: _____ Street, Apt# City State Zip Email: _____ By: <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Regular, First-Class Mail, deposited into the U.S. Mail with Postage paid <input type="checkbox"/> Email Name: _____ First Middle Last Address: _____ Street, Apt# City State Zip Email: _____	
If a party has a lawyer, you must send a copy of this form to the lawyer.		
CAUTION: You may only send this form by email if the other party has agreed to receive documents in the lawsuit by email.	By: <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Regular, First-Class Mail, deposited into the U.S. Mail with Postage paid <input type="checkbox"/> Email	

Enter the Case Number given by the Circuit Clerk: _____

Name: _____
 First Middle Last

Address: _____
 Street, Apt# City State Zip

Email: _____

Under the Code of Civil Procedure, 735 ILCS 5/1-109, making a statement on this form that you know to be false is perjury, a Class 3 Felony.

By: Hand Delivery
 Regular, First-Class Mail, deposited into the U.S. Mail with Postage paid
 Email

I certify that everything in the Proof of Delivery is true and correct. I understand that making a false statement on this form is perjury and has penalties provided by law under 735 ILCS 5/1-109.

The person who delivers the court documents to the other parties must sign this form and enter their full name, complete current address, and telephone number.

Your Signature Street Address

Sign and print your name in front of an official Illinois notary public.

Print Your Name City, State, Zip

Telephone

DO NOT complete this section. The notary will complete it.

Notary Public

State of Illinois
County of _____

Signed and sworn to before me on _____, 20 ____

by _____

Seal

Signature of Notary