

**Request for Preparation of Supplemental  
Record on Appeal**

(08/21/19) CCA 0023 A

**APPEAL TO THE APPELLATE COURT OF ILLINOIS  
FROM THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS**

\_\_\_\_\_ DEPARTMENT, \_\_\_\_\_ DIVISION/DISTRICT

_____	Reviewing Court No.: _____
Plaintiff/ Appellant Appellee	Circuit Court No.: _____
v.	Honorable _____
_____	Trial Judge
Defendant/ Appellant Appellee	Date of Order being Appealed: _____
	Date Notice of Appeal Filed: _____

**REQUEST FOR PREPARATION OF SUPPLEMENTAL RECORD ON APPEAL**

Atty. No.: \_\_\_\_\_ ARDC No.: \_\_\_\_\_  
Pro Se 99500

Atty Name: \_\_\_\_\_

Atty. for: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Primary Email: \_\_\_\_\_

The Appellant in the above case has requested preparation of a Supplemental Record on Appeal for submission to the reviewing court pursuant to Illinois Supreme Court Rule 329. The Supplemental Record on Appeal should be prepared pursuant to the following:

A stipulation signed by the parties

An order of court dated \_\_\_\_\_ (copy with judge's signature attached).

**Dorothy Brown, Clerk of the Circuit Court of Cook County, Illinois**  
**cookcountyclerkofcourt.org**

If documents were filed under seal with the Circuit Court, this Order should authorize them to be unsealed for inclusion in the Record on Appeal, or in the alternative, an Order must be obtained from the Appellate Court authorizing the inclusion of sealed documents in the Record on Appeal. See Rule 17 of the Appellate Court of Illinois.

Any filing that carries a filing stamp of the Clerk of the Circuit Court (Original or copy attached with a Notice of Filing). See Illinois Supreme Court Rule 324.

**FEES**

Payment may be made by Cash, Check or Money Order. Cash payments accepted for in-person payments only. Checks or money order should be made to Clerk of the Circuit Court of Cook County. Pursuant to 705 ILCS 105/27.2a(k) and 27.2(k), the Clerk of the Circuit Court of Cook County must charge fees for Records on Appeal in advance as follows:

100 pages or less, \$70

100 - 200 pages, \$100

Each page in excess of 200, \$.25/page

All prescribed fees are due in advance of transmission of the Supplemental Record on Appeal. It is understood and agreed that once a request for preparation of a Supplemental Record on Appeal is made by submission of this form to the Electronic Appeals Filing submission portal, the Appellant is responsible for the costs of preparing the Supplemental Record on Appeal, regardless of whether the Appeal is successful, dismissed, the time is extended, or a party elects to not have the Circuit Clerk transmit the Supplemental Record on Appeal to the Appellate Court. The Clerk of the Circuit Court of Cook County reserves the right to pursue a claim to recover the costs and expenses, including reasonable attorneys' fees, related to preparation of the Supplemental Record on Appeal.

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Name

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Signature of Requestor