

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

GENERAL ADMINISTRATIVE ORDER NO. 2017- 04

SUBJECT: ELECTRONIC FILING OF APPEALS

The Illinois Supreme Court, pursuant to Ill. S. Ct., M.R. 18368 (eff. Jan. 22, 2016), having ordered that, effective July 1, 2017, appeals to the appellate and supreme courts be electronically filed and having issued *Standards & Requirements, Electronic Filing the Record on Appeal, v. 1.0* (eff. Jan. 2017) (“Standards”),

IT IS HEREBY ORDERED, effective July 1, 2017:

The Office of the Clerk of the Circuit Court of Cook County (“Clerk”) shall accept the electronic filing of documents for inclusion in the record on appeal as set forth below.

Except as otherwise provided by order or rule, all filers must electronically submit documents for filing through the Clerk’s electronic appeals submission site. The Clerk shall make copies of this order available for printing or downloading on the Clerk’s Web site.

- A. **Definitions.** For purposes of this order, the following words and terms shall have the following definitions:
1. **Electronic Appeals Submission Site** – Electronic, online portal created by the Clerk specifically for the purpose of filing documents as required by the Standards.
 2. **Electronic Record on Appeal (eAppeal)** – The electronic creation and transmission of the record on appeal to the reviewing courts.
 3. **Filer** - Any person who electronically submits reports of proceedings, exhibits, or supplemental records to the Clerk through the electronic appeals submission site.
 4. **Portable Document Format (PDF)** – A computer file format developed for reproducing a document in a manner that is independent of the application software, hardware, and operating system originally used to create the document.
 5. **Secured Record** – A sealed, impounded, confidential, or protected document, report of proceeding, or exhibit which may only be accessed by court order.
- B. **Scope of Electronic Submission of the Record on Appeal.** Except as otherwise provided by order or rule, the following documents shall be electronically submitted to the Clerk: common law records, reports of proceedings and exhibits. The documents shall be submitted through the electronic appeals submission site.
- C. **Filing site.** Except as otherwise provided by order or rule, submission of documents for inclusion in the record on appeal is permitted only by means of the electronic appeals submission site. Documents submitted by any other means shall not be included in the record on appeal.
- D. **Filing deadlines.** Electronic submission of documents does not alter any applicable filing deadlines set by law, rule, or the reviewing courts.

E. Preparation of the Electronic Record on Appeal; General Provisions. All documents shall be in text searchable PDF as follows:

1. All documents shall have a minimum resolution of 300 dots per inch (DPI) and maximum of 600 DPI.
2. Except as provided in E(3) and G(7) below, all documents shall be scanned in black and white mode, with black text on white background.
3. Color photographs shall be scanned in color, if possible.
4. Documents shall not contain any embedded files, code, videos, links to other files, scripts, or tracking tags.
5. All documents must be free of viruses or other software or processes potentially harmful to the Clerk or other recipients.
6. All documents must be secure from alteration, destruction, or corruption.

F. Submission of the Record on Appeal; Reports of Proceedings. Reports of proceedings shall be submitted by the court reporter or the party, party's attorney, or designee as follows:

1. Each report of proceedings must be separately submitted.
2. Using the features of the electronic appeals submission site, the filer must:
 - i. specify the date of each proceeding, and
 - ii. provide a brief description of the proceeding.

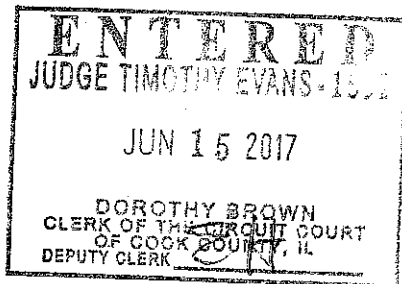
G. Submission of the Record on Appeal; Exhibits. Trial exhibits must be submitted as follows:

1. Using the features of the electronic appeals submission site, electronically submitted exhibits must:
 - i. be in chronological order by the date offered;
 - ii. identify the party who offered the exhibit;
 - iii. include the exhibit number or letter assigned when the exhibit was offered; and
 - iv. include a description of the exhibit;
2. Exhibits that cannot be electronically submitted, including physical exhibits or demonstrative exhibits such as photographs larger than 8½ x11 inches, video or audio recordings, computer media, diagrams, forensic animation, maps, drawings, graphs, animation, simulations, and models must be filed using the features of the electronic appeals submission site to identify the exhibit and who is in possession of the exhibit;
3. Exhibits that can be scanned shall be submitted in PDF format; and
4. Photographic exhibits shall be scanned in color, if possible.

- H. **Secured Records.** If any section of the eAppeal contains secured records, the filer must identify the secured record and submit the secured record in the applicable section(s): Common Law Record, Report of Proceedings, or Exhibits.
- I. **Supplement to the Record.** If any section of the eAppeal contains supplemental records, the filer must identify the supplemental record and submit the supplemental record in the applicable section(s): Common Law Record, Report of Proceedings, or Exhibits.
- J. **Notification of Submission of Documents for Inclusion in a Record on Appeal**
1. The Clerk shall confirm, via the filer's email address, receipt of documents submitted through the electronic appeals submission site.
 2. Neither the court nor the Clerk shall be liable for malfunction or errors occurring in the electronic transmission, receipt, or access to electronically submitted or filed documents.
- K. **Construction.** This order shall be liberally construed so as to facilitate the electronic filing of documents for inclusion in the eAppeal.

Dated this 15th day of June, 2017.

ENTER:



A handwritten signature in black ink, appearing to read "Timothy C. Evans", written over a horizontal line.

Timothy C. Evans
Chief Judge