

**Iris Y. Martinez**  
Clerk of the Circuit Court  
of Cook County



**A Guide  
To The**

# Civil Appeals Division

## The Civil Appeals Division is primarily responsible for:

- Processing civil appeals in accordance with Illinois Supreme Court Rules
- Preparing supplemental records when records on appeal need supplementary proceedings
- Accepting and processing mandates which are a directive from a reviewing court with higher authority than an order
- Receiving files returned from reviewing courts following appeals and distributing them to the appropriate storage file area

## Frequently Asked Questions

### ***What is a Notice of Appeal?***

A Notice of Appeal is a document filed with the Office of the Clerk of the Circuit Court. It serves as notice to all litigants in a civil case that one of the parties is asking for a review of the lower court's decision. If the appeal is successful, the matter may be remanded to the trial court for additional proceedings including a new trial. Forms are available at the Customer Service Counter located in Room 801 of the Daley Center or on our web page.

### ***Where do I file a Notice of Appeal?***

Civil Notices of Appeal are filed with the Civil Appeals Division in Room 801 of the Daley Center, 50 West Washington, Chicago, IL, or online at [illinois.tylerhost.net/ofswb](http://illinois.tylerhost.net/ofswb). Notices of Appeal filed in the districts are forwarded to the Civil Appeals Division. The party who filed the Notice of Appeal is responsible for obtaining a file stamp on the face of the document.

### ***How much does it cost to file a Notice of Appeal?***

There is no fee to file a Notice of Appeal but there are fees directly relating to the preparation of the Record on Appeal.

- Under 100 pages, plus delivery and costs \$70
- Over 100 pages and less than 200, plus delivery and costs \$100
- There is an additional fee for each page over 200 and costs \$.25 pre page

### ***How do I request that a record on appeal be prepared?***

When filing a Notice of Appeal, an applicant is given a "Request to Prepare a Record on Appeal" form. A deposit of \$70, to be applied against the final fee due, is required. The request form is filed in Room 801 of the Daley Center, or online at [illinois.tylerhost.net/ofswb](http://illinois.tylerhost.net/ofswb). The form is also available on the Clerk of the Circuit Court's website at <https://bit.ly/375SCMx>.

## Frequently Asked Questions Continued

### *How do I file my reports of proceedings with the Clerk's Office?*

In order to file reports of proceedings, any one of the following processes meet the requirement:

- A. The court reporter must notify all parties that the reports of proceedings have been prepared and are ready for filing. Court reporter must upload into the Civil Appeals portal located on the Clerk's website at [www.cookcountyclerkofcourt.org](http://www.cookcountyclerkofcourt.org).
- B. Upon notice, the judge before whom the proceedings were heard may sign the judge's certificate of correctness. This certificate of correctness is usually prepared by the court reporter and is requested at the time you order the report of proceedings. This certificate must be motioned before the judge and a hearing will be held.
- C. Written stipulation between all parties that the report of proceedings may be filed without a certification. Practically, the stipulation may be faxed between parties but not to the Clerk's Office. Additionally, one original signature should be on the stipulation.

### *How can I stop an eviction from taking place?*

Once you have filed a Notice of Appeal, you must motion before the judge a Motion to Stay Execution of Judgment. If the judge allows a stay of judgement, you must present that order to the sheriff. (Stay of Execution of Judgment SCR 305)

### *What kinds of appeals are not covered by these rules?*

The following are categories of appeals not covered by Illinois Supreme Court Rules and are not eligible for filing in the Civil Appeals Division:

- Industrial Commission (Law)
- Administrative Review (Chancery)
- Public Aid (Chancery)
- Illinois Department of Employment Security (Law)
- Illinois Board of Review (Law)
- Cook County Board of Review (County)
- Cook County Election Board (County)
- Police & Fire Boards (Chancery)
- Liquor Commission (Chancery)
- Parking Violations (First Municipal District)

Appeals for the above-listed categories can be filled with the appropriate divisions of the Circuit Court of Cook County as noted in parentheses.

### *How can I get the Circuit Court fees waived?*

The fees can be waived if a judge approves your application to sue as a poor person, also known as a 298 Petition.

If the party seeking an appeal is acting on their own behalf (Pro-Se) before the reviewing court, the party is expected to have the necessary knowledge of the law and applicable rules of procedure as if they were an attorney. The staff of the Civil Appeals Division cannot give legal advice or assist customers beyond giving information as to procedure.

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