

# Illinois Configuration Standards

Version 1.0

# 1 INTRODUCTION

Purpose: The purpose of this document is to outline the standardized eFiling code-set for the state of Illinois.

## 1.1 VERSIONS

<b>Version</b>	<b>Action</b>	<b>Release Date</b>
<b>1.0</b>	Initial Draft	July 11, 2016
<b>1.0</b>	First Version Released	December 14, 2016
<b>1.0</b>	First Version Officially Adopted	January 20, 2017

## 2 EFILING FILING CONFIGURATIONS

Below are the standard filing configurations to be used in the eFiling system. This list of filing configurations must be accepted in each court. Clerks may not add to this configuration, but may eliminate codes if not needed in a particular jurisdiction.

It is important to note that these standards only apply to the electronic filing system which is a delivery system and are NOT standards for a county case management or document management system.

### 3.1 CIVIL CASES

#### 3.1.1 CASE CATEGORIES/TYPES

Case Category Code	Case Type Codes
Arbitration	Arbitration - \$10,000.01 thru \$15,000.00 Arbitration - \$15,000.01 thru \$50,000.00

Case Category Code	Case Type Codes
Chancery	Construction of Inter Vivos Trust Construction of Testamentary Trust (After P case has been disposed) Exhume a Body Foreclosure (Commercial) Foreclosure (Residential) Tier #1 Foreclosure (Residential) Tier #2 Foreclosure (Residential) Tier #3 Foreclosure of Security Interest in Personal Property Injunction (Except in Tax and Dissolution cases) Interpleader Mechanic's Lien Foreclosure Partition Partnership Dissolution Quiet Title Real Estate Mortgage Foreclosure Rescission of Contract Restraining Order Specific Performance Structured Settlement, Original Action to Assign Trust Administration

Case Category Code	Case Type Codes
Eminent Domain	Eminent Domain

Case Category Code	Case Type Codes
Law	Arbitration and Award Contract - Money Damages Confession of Judgment Detinue Distress for Rent Ejectment Forcible Entry and Detainer Replevin Tort - Money Damages Trover Wrongful Death

Case Category Code	Case Type Codes
Law Magistrate	Arbitration and Award Contract - Money Damages Over \$10,000 Contract - Money Damages Over \$15,000 Confession of Judgment Detinue - \$15,000.01 to \$50,000.01 Detinue - Up to \$15,000.00 Distress for Rent Ejectment Forcible Entry & Detainer - Possession & Rent > \$15,000.00 Forcible Entry & Detainer - Possession Only / Possession & Rent < \$15,000.00 Replevin - \$15,000.01 to \$50,000.01 Replevin – Up to \$15,000.00 Tort - Money Damages over \$10,000 Trover Wrongful Death

Case Category Code	Case Type Codes
Miscellaneous Remedy	Abatement of Nuisance Application for Order Authorizing Eavesdropping or Electronic Criminal Surveillance Appointment of Receiver Attachment (Original action) Burnt Records Certiorari Change of Name Corporation Dissolution Declaratory Judgment Demolition Eavesdropping Election Contest Escheat Extradition Fictitious Vital Record Forfeiture of Seized Property Habeas Corpus (Civil or criminal) Lost Goods or Money Mandamus Ne Exeat (Original action) Peace Bond Complaint Petition for Discovery or to Depose Petition for Habeas Corpus Petition for Name Change Petition to Enroll Foreign Judgment Petition to Expunge Prohibition Quo Warranto Rendition Review of Administrative Proceedings (Other than tax commission) Search Warrant (Complaint for search warrant not related to pending case)

	Sexually Violent Person Commitment Proceeding Statutory Summary Suspension (If no DT case is filed)
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Case Category Code	Case Type Codes
Municipal Corporation	Petition for the Creation of a Drainage District Petition to Change Form of Government Petition to Disconnect from Fire District Petition to Dissolve Municipal Corporation Petition to Organize Municipal Corporation Other Routine Matters Relating to Municipal Corporations and not Listed Under Another Category

Case Category Code	Case Type Codes
Order of Protection	Civil No Contact Order Order of Protection Order of Protection - Stalking No Contact

Case Category Code	Case Type Codes
Small Claims	Contract - Money Damages \$10,000 or Less Small Claims - \$2,500.01 thru \$10,000.00 Small Claims - \$250.01 thru \$500.00 Small Claims - \$500.01 thru \$2,500.00 Small Claims - Up thru & Including \$250.00 Tax Collection \$10,000 or Less Tort - Money Damages \$10,000 or Less

### 3.1.2 CIVIL FILING TYPES

Case Category Code	Case Type Codes
Tax	Annual Tax Sale Drainage Assessment Foreclosure of Lien for Special Assessment Petition for Tax Deed Retailer's Occupation Tax Sale in Error Scavenger Tax Sale Special Assessment Suit to Restrain Collection of Special Assessment or to Change Special Assessment Tax Commission, Review of Decision Tax Foreclosure Tax Injunction Tax Objection Tax Refund (Petition for) Tax Petition Tax Petition Plus Multiple Deeds

New Case	Subsequent Filings
Affidavit Amended Complaint	Acknowledgment Addendum

Application	Affidavit
Complaint	Agreement
Motion	Alias
Notice	Amended Filing
Petition	Answer / Response
Proposed Order	Appearance
Request	Appearance (No fee)
Stipulation	Application
Summons	Appointment
Take Notice	Bond
Waiver	Brief
z – Other Document Not listed	Certificate
	Change
	Claim
	Consent
	Correspondence
	Counter Petition / Counter Complaint
	Demand
	Denial
	Deposition
	Designation
	Detainer
	Dismissal
	Discovery
	Entry of Appearance
	Exhibit
	Hearing
	Interpleader
	Interrogatories
	Inventory
	Judgment
	Jury Demand
	Leave
	Letters
	Lien
	List
	Mandate
	Memorandum
	Motion
	Motion to Modify
	Motion to Vacate
	Notice
	Notice of Appeal
	Notice of Hearing
	Oath
	Objection
	Offer
	Order
	Other Document Not Listed
	Position
	Proof of Service / Certificate of Service
	Property Settlement
	Proposed Order

	Quash Receipt Release Reply Report Response Response (No fee) Return Request Sale Satisfaction of Judgment Service Statement Stipulation Summons Subpoena Substitution Summary Judgment Supplemental Terminate Third Party Complaint Transcript Transfer Verdict Verification Waiver Withdrawal
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## 3.2 FAMILY CASES

### 3.2.1 CASE CATEGORIES/TYPES

Case Category Code	Case Type Codes
Adoption	Adoption

Case Category Code	Case Type Codes
Dissolution	Dissolution of Marriage or Legal Separation Dissolution received as a Change of Venue from Another County Invalidity Legal Separation Petition to Enroll Judgment from One Circuit to Another in Illinois

Case Category Code	Case Type Codes
Family	Civil Actions to Compel Support Custody / Visitation Custody / Visitation / Child Support Delayed record of Birth Emancipation of Minor

	Family (Paternity, Custody & Visitation - No marriage) Marriage of a Minor Notice to Putative Father Under the Adoption Act (750 ILCS 50/12a) and Juvenile Court Act (705 ILCS 405(2-30, 3-31, 4-28 and 5-32)) Parentage Petition for Confidential Intermediary Petition for Custody Petition for a Marriage License Petition for Judicial Waiver of Notice Under the Parental Notification of Abortion Act Petition for Order to Issue Marriage License Registration of Foreign Support Order
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### 3.2.1 FAMILY FILING TYPES

New Case	Subsequent Filings
Affidavit	Affidavit
Amended Complaint	Agreement
Application	Alias
Complaint	Amended Filing
Motion	Answer / Response
Notice	Appearance
Other Document Not Listed	Application
Petition	Appointment
Proposed Order	Bond
Request	Brief
Stipulation	Certificate
Summons	Change
Waiver	Consent
z - Other Document Not Listed	Correspondence
	Counter Petition / Counter Claim
	Demand
	Denial
	Deposition
	Designation
	Detainer
	Dismissal
	Discovery
	Entry of Appearance
	Exhibit
	Hearing
	Interpleader
	Interrogatories
	Inventory
	Judgment
	Jury Demand
	Leave
	Letters
	Lien
	List
	Mandate



	Memorandum Motion Motion to Modify Motion to Modify (No fee) Motion to Vacate Motion to Vacate (No fee) Notice Notice of Appeal Notice of Hearing Oath Objection Offer Order Other Document Not Listed Petition Physicians Report Proof Proof of Service / Certificate of Service Property Settlement Proposed Order Quash Receipt Release Reply Report Return Request Sale Satisfaction Service Statement Stipulation Summons Subpoena Substitution Summary Judgment Supplemental Terminate Third Party Complaint Transcript Transfer Verdict Verification Waiver Withdrawal
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### 3.3 PROBATE OR MENTAL HEALTH CASES

#### 3.3.1 CASE CATEGORIES/TYPES

Case Category Code	Case Type Codes
Mental Health	Petition for Discharge Petition for Hospitalization Petition for Restoration Petition to Administer Treatment

Case Category Code	Case Type Codes
Probate	Claims: \$150.00 to \$500.00 Claims: \$500.01 to \$10,000.00 Claims: Over \$10,000.00 Construction of Testamentary Trust (During pendency of P case) Construction of Will DECEDENT - Administration of Decedent's Estate < \$15,000.00 DECEDENT - Administration of Decedent's Estate > \$15,000.00 DECEDENT - Proof of Heirship Only Guardianship of a Disabled Person - Ward of Person & Estate < \$15,000.00 Guardianship of a Disabled Person - Ward of Person & Estate > \$15,000.00 Guardianship of a Disabled Person - Ward of Person Only Guardianship of a Minor - Minor's Estate < \$15,000.00 Guardianship of a Minor - Minor's Estate > \$15,000.00 Guardianship of a Minor - Minor's Person Only Petition to Probate – Wrongful Death / Settlement Will Contest

#### 3.3.1 PROBATE OR MENTAL HEALTH FILING TYPES

New Case	Subsequent Filings
Affidavit	Accounting
Amended Complaint	Alias
Application	Affidavit
Certificate	Agreement
Complaint	Amended Filing
Letters	Answer / Response
Motion	Appearance
Notice	Application
Other Document Not Listed	Appointment
Petition	Bond
Proposed Order	Brief
Request	Certificate
Stipulation	Change
Summons	Claim
Waiver	Consent

z - Other Document Not Listed	Counter Petition / Counter Claim Demand Denial Deposition Designation Detainer Dismissal Discovery Entry of Appearance Exhibit Final Report Hearing Heirship Affidavit Interpleader Interrogatories Inventory Judgment Jury Demand Leave Letters Lien List Mandate Memorandum Motion Motion to Modify Motion to Vacate Notice Notice of Appeal Notice of Hearing Notice to Heirs Oath Objection Offer Order Other Document Not Listed Petition Proof Physicians Report Proof of Service / Certificate of Service Property Settlement Proposed Order Quash Receipt Release Reply Report Return Request Sale Satisfaction of Judgment Service Statement
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	Stipulation Summons Subpoena Substitution Summary Judgment Supplemental Terminate Third Party Complaint Transcript Transfer Verdict Verification Waiver Withdrawal
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#### 4.0 ADDITIONAL SERVICES AND FEES

Additional Services and Fees
(Misc.) - Additional Docketing Statement
(Misc.) - Administrative Review
(Misc.) - Appeals - Over 100 Pages (Shipping billed later)
(Misc.) - Appeals - Over 200 Pages (Shipping billed later + .25/page)
(Misc.) - Appeals - Under 100 Pages (Shipping billed later)
(Misc.) - Certified Copy of Judgment
(Misc.) - Certified Letters
(Misc.) - Certified Mailing Fee
(Misc.) - Change of Venue (From Jackson to another County)
(Misc.) - Citation to Discover Assets
(Misc.) - Citations, Garnishments, Wage Deductions - \$1,000 or Less
(Misc.) - Citations, Garnishments, Wage Deductions - \$1,000.01 - \$5,000
(Misc.) - Citations, Garnishments, Wage Deductions - \$5,000 and Over
(Misc.) - Claim - \$10,000 and Over
(Misc.) - Claim - \$150 - \$500
(Misc.) - Claim - \$500 - \$10,000
(Misc.) - Copies - Certified
(Misc.) - Copies - Non Certified
(Misc.) - Cross Docketing Statement
(Misc.) - Issue Alias Summons
(Misc.) - Issue Summons
(Misc.) - Jury Demand - 12 Person
(Misc.) - Jury Demand - 6 Person
(Misc.) - Jury Demand - Small Claims
(Misc.) - Mailing Fees (When clerk is required to do mailings)
(Misc.) - Petition to Reopen a Closed Case- After 30 Days
(Misc.) - Petition to Vacate
(Misc.) - Petition to Vacate Order of Bond Forfeiture
(Misc.) - Petitions Filed Later Than 30 Days After Closing - Exc Child Support or Spousal Support Case
(Misc.) - Petitions w/in 30 Days After Closing - Exc FED, SC, Estates, Child Support, Spousal Support Case
(Misc.) - Record Search
(Misc.) - Triplicate of Certificate

AR - Appearance  
AR - Rejection Fee (\$30,000.00 or Less)  
AR - Rejection Fee (Over \$30,000.00)  
CH - Appearance / Answer  
CH - Foreclosure (Residential) Tier #1- Subject to Mediation per 1st Circuit Court Rules  
CH - Foreclosure (Residential) Tier #2- Subject to Mediation per 1st Circuit Court Rules  
CH - Foreclosure (Residential) Tier #3- Subject to Mediation per 1st Circuit Court Rules  
CH- Mediation Fee (When not paid at time of filing)  
D - Annual Fee for Collection of Child Support / Maintenance  
D - Appearance  
D - Certifications to Secretary of State  
D - Dissolution received as a Change of Venue from Another County  
D - Petition to Enroll Foreign Judgment  
D - Petition to Modify - Filed After 30 Days of Entry of Judgment  
D - Petition to Modify - Filed Within 30 Days of Entry of Judgment  
ED - Appearance  
ED - Each Additional Lot or Tract of Land to be Condemned  
F - Annual Fee for Collection of Child Support / Maintenance  
F - Appearance  
F - Emancipation of a Minor  
F - Marriage of a Minor  
F - Performing a Marriage in Court  
F - Petition for a Marriage License  
F - Petition to Enroll Foreign Judgment  
L - Appearance  
LM - Appearance  
LM - Appearance - Rent < \$15,000.00  
LM - Appearance - Rent > \$15,000.00  
LM - Forcible Entry ReDocket  
MC - Appearance  
MR - Annual Fee for Collection of Child Support / Maintenance  
MR - Appearance  
MR - Petition to Expunge (When no case exist / only arrest)  
OP - Annual Fee for Collection of Child Support / Maintenance  
P - Annual Fee for Collection of Child Support / Maintenance  
P - Appearance  
P - Certified Copies of Letters of Office  
P - Claim, Petition, Supplemental Proceedings  
P - Each Accounting Other Than Final Account (If fee is not waived)  
P - Estate Claim - \$0.00 - \$150.00  
P - Estate Claim - \$10,001.00 and More  
P - Estate Claim - \$151.00 - \$500.00  
P - Estate Claim - \$501.00 - \$10,000.00  
P - Exemplification Fee  
P - Jury Demand - 12 Person  
P - Jury Demand - 6 Person  
P - Minor's Estate - Arising from an Action or Claim from a Law Case  
P - Petition to Sell Real Estate  
SC - Appearance - Up thru & Including \$1500.00  
SC - Appearance - \$1,500.01 thru \$10,000.00  
SC - Appearance / Answer - \$250.00 thru \$499.99  
SC - Appearance / Answer - \$250.00 thru \$499.99 w/ Certified Mail  
SC - Appearance / Answer - \$5,000.00 thru \$10,000.00

SC - Appearance / Answer - \$5,000.00 thru \$10,000.00 w/ Certified Mail  
 SC - Appearance / Answer - \$500.00 thru \$4,999.99  
 SC - Appearance / Answer - \$500.00 thru \$4,999.99 w/ Certified Mail  
 SC - Appearance / Answer - Up thru & Including \$249.99  
 SC - Appearance / Answer - Up thru & Including \$249.99 w/ Certified Mail  
 SC - Each Additional Certified / Restricted Delivery Mailing  
 SC - Jury Demand - 12 Person  
 SC - Jury Demand - 6 Person  
 SC - Small Claims - \$250.00 thru \$499.99 w/ Certified Mail  
 SC - Small Claims - \$5,000.00 thru \$10,000.00 w/ Certified Mail  
 SC - Small Claims - \$500.00 thru \$4,999.99 w/ Certified Mail  
 SC - Small Claims - up thru & including \$249.99 w/ Certified Mail  
 SC - Small Claims ReDocket  
 TX - Appearance  
 TX - Petition for Tax Deed  
 TX - Petition for Tax Deed (Multiple parcels after first)  
 TX - Sale in Error  
 TX - Tax Objection - Additional Parcels  
 TX - Tax Objection Complaint

## 5.0 REQUEST FOR CORRECTION REASONS

Reasons to Return for Correction
Case Has Been Transferred to Another Appellate Court
Document Does Not Contain or Have Proper Certificate of Service
Document Not Signed or Properly Signed
Document Not Text (PDF) Searchable
Format Error
Incorrect Date
Incorrect Fees
Incorrect Venue
Multiple Filings Submitted as One Transaction
Rejected
Single Filing Submitted as Multiple Transactions