

Guide for Appeals to the Illinois Appellate Court For Self-Represented Litigants

This guide has information on how to file an appeal from a judgment made by a circuit court in Illinois. It includes a timeline of the process, frequently asked questions, and a checklist to consult when preparing the documents you need.

The party filing an appeal is called the “appellant.” The party responding to an appeal is called the “appellee.”

There are six to nine steps to the appeals process, depending on your case:

1. File a notice of appeal and notice of filing
2. File a docketing statement plus requests to the circuit court for preparation of the record on appeal
3. File the record on appeal
4. File your brief
5. Other side (appellee) files its answering brief (if it chooses)
6. File your reply brief (optional)
7. The appellate court gives its decision
8. File a Petition for Rehearing if you believe the appellate court decision was wrong (optional)
9. File a Petition for Leave to Appeal to the Illinois Supreme Court (optional)

IMPORTANT NOTICE

This site lists the steps involved in an appeal in the Illinois state courts. It is a guide for self-represented litigants.

The guide asks you to look at the Illinois Supreme Court Rules (the “Rules”) for further information about the various steps in an appeal. The timeline, checklist, and FAQs are not legal advice. This resource is neither legal authority nor a substitute for the requirements found in the Rules.

You are strongly advised to speak to an attorney about your appeal. The appeals process can be lengthy and difficult. Should you decide to appeal your case without an attorney, you will need to follow the Rules just like those parties who have an attorney.

Timeline of Events in an Appeal to the Illinois Appellate Court

Filing Event and Relevant Supreme Court Rules	Description	Deadline *
<p style="text-align: center;">File a Notice of Appeal</p> <p>Rules 11, 12, 303, 303A, 306, 307, 308, and 311</p>	<p><u>Step 1:</u></p> <p>You must file your notice of appeal within 30 days after a final order is entered by the circuit court. You must serve a copy of the notice of appeal on any other parties in your case. If any other party is represented by an attorney, then you must serve a copy on the attorney.</p> <p>You might have a shorter deadline if your appeal involves one of the following:</p> <ul style="list-style-type: none"> • Certain orders made during the course of the case before the case is finally resolved, including orders involving custody or care of children (14 days). These appeals require a petition for leave to appeal with certain special requirements. See Rule 306(b) for petitions of orders regarding custody or care of children and Rule 306(c) for petitions of other orders. [Rule 306] • Temporary restraining orders (TROs) (2 days) [Rule 307] • Waiver of parental notice of abortion (2 days) [Rule 303A] <p><u>Step 2:</u></p> <p>Within 7 days of filing the notice of appeal, you must (1) serve a copy of the notice of appeal on any other parties, and (2) file a notice of filing with the clerk of the appellate court and include proof of service that says you have sent copies of the document you are filing to the other parties, or their attorneys if they are represented by counsel, in that notice of filing.</p>	<p>Entry of Final Order + 30 days</p>

* You should consult the Rules, and your district's local rules, to determine whether and how you may request an extension of a particular deadline. See the questions below for more information. This chart is current as of June 15, 2016.

If you do not file your notice of appeal before the expiration of this deadline, the appellate court cannot hear your appeal.

Notice of
Appeal + 14
days

Docketing Statement
Rules [11](#), [12](#), [46](#), [312](#),
and [313](#).

Within **14 days** of filing your notice of appeal you must file a docketing statement with the appellate court.

You must file a docketing statement at the time you file your petition for leave to appeal or application if your appeal involves one of the following:

- A petition for leave to appeal a non-final order regarding the custody or care of children [[Rule 306](#)].
- An application for leave to appeal a non-final order that involves a new question of law [[Rule 308](#)].

You must file a docketing statement within 7 days of filing your notice of appeal if your appeal involves one of the following:

- An order granting, modifying, refusing, dissolving, or refusing to dissolve or modify an injunction [[Rule 307](#)].
- An order appointing or refusing to appoint a receiver or sequestrator [[Rule 307](#)].
- An order giving or refusing to give other or further powers or property to a receiver or sequestrator already appointed [[Rule 307](#)].
- An order placing a mortgage lender in possession of a mortgaged property [[Rule 307](#)].
- An order terminating parental rights or granting, denying, or revoking temporary commitment in certain adoption proceedings [[Rule 307](#)].

The docketing statement is a snapshot of the case you are appealing.

Step 1: File a docketing statement in the form specified by [Rule 312](#).

Step 2: At the same time, you should send a written request to the circuit court clerk and court reporter asking them to prepare their sections of the record on appeal (see Record on Appeal below). Check with your circuit court clerk to see if they have a certain way that

you must order the record. Make sure to include a copy of these written requests with your docketing statement. As the appellant, you are responsible for the costs involved in preparing the record (unless the appellate court excuses the costs because you cannot afford them).

Each district of the appellate court has [local rules](#) about fee waivers. Please note that getting a fee waiver in the circuit court does not mean you can get a fee waiver in the appellate court.

Step 3: You must send a copy of the docketing statement to each of the other parties in your case.

Step 4: File the original docketing statement (with copies of your written requests to the circuit court clerk and court reporter) and one extra copy with the appellate court clerk, along with a proof of service.

When you file the docketing statement, you must also pay a filing fee in the appellate court. This fee is in addition to any fees you paid in the circuit court.

<p>Record on Appeal</p> <p>Rules 11, 12, 312, 321, 323, and 325-329</p>	<p>You must file the record on appeal, or a certificate in lieu of the record (discussed below), with the clerk of the appellate court within 63 days of filing the notice of appeal.</p> <p>You will also need to send a written notice to the other parties in the case to let them know you have filed the record. When you file the record, you must also file a proof of service certifying that you gave notice of the filing to the other parties in the case (or their attorneys, if they are represented by counsel).</p> <p><u>What it is:</u> The record on appeal has two parts—the common law record and the report of proceedings. The <i>common law record</i> includes all of the written documents created or considered by the circuit court during your case. The <i>report of proceedings</i> is a record of what was said at any hearings held at the circuit court during your case. Together, the common law record and report of proceedings make up all the facts the appellate court can look at when deciding your appeal. The record on appeal must include everything that was in the circuit court file. This includes either transcripts prepared by a court reporter or a report certified by the circuit court of what was said at any important hearings.</p> <p>As the appellant, you are responsible for the costs that come with preparing the record on appeal, unless the appellate court waives these costs.</p> <p><u>Who prepares the record:</u> The clerk of the circuit court will prepare your common law record after you make a written request as described above (see Docketing Statement).</p> <p>If a court reporter or recording equipment was in the courtroom, then the court reporter will prepare transcripts for the report of proceedings. You must make a written request to the court reporter to prepare the transcripts (see Docketing Statement).</p> <p>If no court reporter was present, then you will need to prepare either a <i>bystander’s report</i> [Rule 323(c)] or an <i>agreed statement of facts</i> [Rule 323(d)].</p>	<p>Notice of Appeal + 63 days</p>
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- The *bystander's report* is a written report that describes what was said before the court. This report must be made by someone who was at the hearings. You will need to submit this report to the circuit court for certification within **28 days** of filing the notice of appeal.
- The *agreed statement of facts* is a statement of facts material to the case, agreed upon by all of the parties. You do not need to submit it to the circuit court for certification.

Supplementing the record: The appellate court will not consider anything that is not in the record on appeal. If you think something is missing from the record, you must ask the clerk of the circuit court to prepare the additional material. You must also file a motion with the clerk of the appellate court asking permission to add things to the record. You cannot just attach the extra material to your brief. Nothing can be included in the record that was not part of your case in the circuit court

Using the record to write your brief: The Rules require that you provide a citation to the record for every fact in your brief. After you file the record on appeal, you will need to check the record back out so that you can provide these citations in your brief. Another option is to ask your circuit court clerk to give you a "Certificate in Lieu of the Record" and file that certificate instead of the actual record. This allows you to keep the record while you prepare your brief. If you do this, you must deliver the record to the appellate court at the time your brief is due, or whenever the court says it is due.

<p>Appellant's Brief</p> <p>Rules 11, 12, and 341-343</p>	<p>Your opening brief must be filed with the clerk of the appellate court no more than 35 days after you file the record on appeal.</p> <p>Your brief must be no more than 50 pages (or alternatively 15,000 words), not including the appendix. It must be in the form specified in Rule 341(a). The cover of your opening brief must be white.</p> <p>The Rules contain requirements for preparing briefs on appeal. The Checklist for Filings in the Appellate Court lists those requirements.</p> <p>You must file 9 copies of the brief with the clerk of the appellate court and serve 3 copies (or 1 copy if serving via email) on any other party. All filed briefs need a proof of service attached to the back of the brief.</p>	<p>Record on Appeal + 35 days</p>
<p>Appellee's Brief</p> <p>Rules 11, 12, and 341-343</p>	<p>The appellee's brief must be filed with the clerk of the appellate court within 35 days from the filing of the appellant's brief.</p> <p>The appellee's brief must be no more than 50 pages (or alternatively 15,000 words), not including the appendix, and must be in the form specified in Rule 341(a). The cover of the appellee's brief must be light blue.</p> <p>The appellee must file 9 copies of the brief with the clerk of the appellate court and serve 3 copies (or 1 copy if serving via email) on any other party. All filed briefs need a proof of service attached to the back of the brief.</p>	<p>Due Date for Appellant's Brief + 35 days</p>
<p>Appellant's Reply Brief</p> <p>Rules 11, 12, and 341-343</p>	<p>You may file a reply brief no more than 14 days after the appellee files her brief.</p> <p>The reply brief must be no more than 20 pages (or alternatively 7,000 words) and must be in the form specified in Rule 341(a). The cover of your reply brief must be light yellow. Unlike your opening brief, your reply brief may contain only argument.</p> <p>You must file 9 copies of the brief with the clerk of the appellate court and serve 3 copies (or 1 copy if serving via email) on any other party. All filed briefs need a proof of service attached to the back of the brief.</p>	<p>Due Date for Appellee's Brief + 14 days</p>

<p>Appellate Court's Decision</p>	<p>The appellate court will consider the record on appeal, the parties' briefs, and (in certain cases) the parties' oral argument. The appellate court decides whether oral argument is needed in a case. If the appellate court decides to hear oral argument, the appellate court clerk will notify the parties of the date and time of the hearing.</p> <p>The appellate court clerk will send a Notice of Decision to tell you when the court makes its decision and you will be able to pick up a copy of the decision from the clerk.</p>	
<p>Petition for Rehearing</p> <p>Rules 11, 12, and 367</p>	<p>If you disagree with the appellate court's decision, you may ask for a rehearing in a petition describing the errors that you believe the appellate court made. The petition must be filed with the clerk of the appellate court within 21 days after the filing of the appellate court's written decision.</p> <p>The petition must be no more than 27 pages (or alternatively 8,000 words) and must include a certificate of compliance with Rules 341(a) and (b). The cover of your petition must be light green.</p> <p>You must file 9 copies of the petition with the clerk of the appellate court and send 3 copies (or 1 copy if serving via email) to each of the other parties. All filed petitions need a proof of service attached to the back of the petition.</p> <p>If you do not file your petition for rehearing on time, the appellate court cannot consider your petition.</p>	<p>Appellate Decision + 21 days</p>
<p>Petition for Leave to Appeal to the Illinois Supreme Court</p> <p>Rules 11, 12, 315, and 341</p>	<p>You may also file a petition for leave to appeal (a "PLA"). This will ask the Illinois Supreme Court to look at the appellate court's decision. The PLA must describe the errors that you believe the appellate court made.</p> <p>You must file your PLA with the clerk of the Illinois Supreme Court no more than 35 days after the appellate court makes its decision.</p> <p>However, if you have asked the appellate court for a rehearing and it was denied you must file your PLA no more than 35 days after the appellate court denies your rehearing.</p>	<p>Appellate Decision or Rehearing Denial + 35 days</p>

The PLA must be no more than 20 pages (or alternatively no more than 7,000 words), not including the appendix.

You must file **20 copies** of the PLA with the clerk of the Illinois Supreme Court and send **3 copies** (or 1 copy if serving via email) to each of the other parties. All filed PLAs need a proof of service attached to the back of the petition.

When you file your PLA, you must pay a \$50 filing fee to the clerk of the Illinois Supreme Court. This fee is in addition to any fees paid in the circuit or appellate courts.

Questions Commonly Asked by Pro Se Litigants

1. Are there special rules for the court where I live?

There are five Districts of the Appellate Court in Illinois and each one has different rules. You must follow the rules of your district when writing your notice of appeal. If you don't know which district you are in, view [this map](#) to find out.

Be sure to check your district's local rules to see if there are any special requirements for notices of appeal. Click on your district's number to read its rules:

- [District 1](#)
- [District 2](#)
- [District 3](#)
- [District 4](#)
- [District 5](#)

2. Is the circuit court's decision in effect while my appeal is pending?

Yes. If you wish to halt enforcement of the circuit court's judgment while your appeal is pending, you must comply with [Rule 305](#).

3. What are the filing fees in the appellate court?

Every appellant must pay a \$50.00 docket fee and all other parties must pay a \$30.00 appearance fee. If you cannot afford the fee, you may file a motion with the clerk of the appellate court asking to have the fee waived.

You must pay the fee no later than the time you file your docketing statement or notice of appearance (the docketing statement serves as an appellant's notice of appearance). However, if you want a fee waiver, you must file your motion before filing your docketing statement or notice of appearance.

You may also file a petition in the circuit court for a waiver of the fees for preparing the record on appeal. You can access the form fee waiver petition [here](#). If the circuit court has already granted a [Rule 298](#) fee waiver petition during your case, that fee waiver will also apply to fees for preparing the record on appeal.

4. What is a motion and are there rules for filing one in the appellate court?

Any time you want to make a request to the appellate court you must do so in writing, and that written request is called a "motion." [Rule 361](#) describes the rules for filing a motion in the appellate court.

Often a motion will ask for an exception to a Rule. When you write your motion, you will need to tell the court exactly what it is that you want and why you think the court should grant your motion.

The Rules require that you file an original copy and 3 more copies of any motion with the clerk of the appellate court. Any documents, including motions, filed in the appellate court must be accompanied by a document, called a “proof of service,” that states how the opposing party was served.

You must also submit a proposed order along with your motion. The proposed order must be a separate document and should not be attached to the motion itself.

The local rules for your appellate district may have different requirements for what must be included in your motion.

5. Can I respond to a motion?

Yes. You can file a written response to the motion with the clerk of the appellate court. Generally, you must file the response within 10 days after the motion was filed.

6. Can I file a motion if the appellate court has not received a copy of the notice of appeal from the circuit court?

Yes, you may still file a motion in the appellate court if you have a file-stamped copy of your notice of appeal. After you show a file-stamped copy of your notice of appeal, the appellate clerk’s office will give your appeal a case number and then process your motion.

7. How do I serve documents?

Motions and other documents filed in the appellate court must be “served on,” or sent to, the other parties in your case. If the other party has an attorney, you must serve that party’s attorney.

[Rule 11](#) describes the kinds of service that are allowed. Once you have performed service, you must file a proof of service with the clerk of the appellate court. The proof of service lays out (i) what documents you served (e.g., your motion or brief), (ii) to whom you sent the documents (e.g., the appellee’s attorney), (iii) the date you sent the documents, and (iv) how you sent them (e.g., by USPS first class mail).

[Rule 12](#) describes the requirements for proofs of service. If you are filing the documents without an attorney, generally, you will need to have your signature notarized on the proof of service.

8. I filed my notice of appeal in the circuit court but it was late – what can I do?

You may file a motion for leave to file a late notice of appeal with the clerk of the appellate court.

This motion must comply with the rules for filing motions set forth in [Rule 361](#) and summarized in the answer to question #4 above. You must attach your notice of appeal to the

motion and pay any filing fee. A proposed order must be with the motion, but it is not attached to the motion.

In civil cases, you must follow [Rule 303\(d\)](#) and paragraph 3 and subsection (c) of [Rule 606](#). A motion for leave to file a late notice of appeal must be filed with the clerk of the appellate court no later than 30 days after the time for filing the notice of appeal has passed or no later than 60 days after the date of the judgment you are appealing.

In criminal cases, you must follow [Rule 606](#). A motion for leave to file a late notice of appeal in criminal cases must be filed with the clerk of the appellate court no later than 6 months after the time to file an appeal has passed or no more than 7 months after the date of judgment you are appealing.

9. Will the circuit court send the record to the appellate court once it is ready?

No. The clerk of the circuit court will tell the appellant when the record is ready. The appellant must either pick up the record or arrange for someone else to pick up the record and then file it with the appellate court. If it is past the due date for filing the record on appeal, then the appellant must file a motion for leave to file the record on appeal immediately. The record stays with the appellate court until the court decides the motion. If the appellate court allows you to file the record after the filing deadline, the record is considered “filed” as of the date the court grants your motion.

10. If the record is missing a key item, can I add it?

Yes. If the other party to your appeal or the circuit court agrees, you may correct any part before or after the record has been delivered to the clerk of the appellate court. Any additions to the record must be documents that were reviewed by the circuit court, and the circuit court clerk must prepare these additions. You must first file a motion with the clerk of the appellate court for leave to supplement the record before the appellate court will consider any material.

11. How can I submit a report of proceedings if there was no court reporter present during my case?

If there was no court reporter preparing a transcript, you may prepare either an “Agreed Statement of Facts” or a “Bystander’s Report” to show the appellate court what occurred during your case.

If you and the appellee(s) can agree on the material facts of your case, then you may submit an “Agreed Statement of Facts” following [Rule 323\(d\)](#). You do not need to have the Agreed Statement of Facts certified by the circuit court.

Alternately, you may file a “Bystander’s Report” following [Rule 323\(c\)](#). You must send a copy of this report to all parties to the case no later than 28 days after filing your notice of appeal. The other parties then have 14 days to send you suggested changes to the report, or a different report altogether. You must turn in the proposed report to the circuit court within 21 days after you sent it to the other parties. For more information on how to send the report to the other parties, see question #7. The circuit court will then certify the report and hold hearings, if necessary, to resolve any disputes between the parties.

12. I need more time to file my record or file my brief. What should I do?

You may file a motion for more time with the clerk of the appellate court asking for a date when your record or brief can be filed. Please refer to question #4 (above) for how to file motions in the appellate court.

13. How long does the appeals process take?

It can take anywhere from several months to years to complete an appeal. The issues involved, how long it took the parties to submit the record and their briefs to the appellate court, and how many cases the appellate court has to hear all impact the amount of time the appellate court needs to decide your case.

14. How will I know when the court has made a decision on my appeal?

The clerk of the appellate court will issue a Notice of Decision to tell all of the parties when the court has made its decision. Once the appellate court has made its decision, you can pick up a copy of the decision from the appellate court clerk.

15. What can I do if I don't agree with the court's decision?

You may file a Petition for Rehearing in the appellate court, and you may also file a Petition for Leave to Appeal to the Illinois Supreme Court. You may file both a Petition for Rehearing and a Petition for Leave to Appeal. If you file a Petition for Rehearing, you cannot file a Petition for Leave to Appeal until after the appellate court has denied your Petition for Rehearing.

16. I received a letter addressed to the clerk of the circuit court stating that the appellate court issued the mandate, but there was no mandate attached to the letter. What is the mandate?

The mandate is a copy of the order that moves the case to the circuit court. The appellate court will send a letter and the actual mandate to the clerk of the circuit court. Only a copy of the letter that was sent to the clerk of the circuit court is sent to all parties. If you would like a copy of the mandate, you must contact the clerk of the circuit court.

Checklist for Filings in the Appellate Court

1. The Notice of Appeal must contain:
 - A case caption ([Rule 303\(b\)\(1\)](#))
 - If you appeal a child custody case, the cover sheet must state in bold at the top of the page ([Rule 311\(a\)\(1\)](#)): THIS APPEAL INVOLVES A QUESTION OF CHILD CUSTODY, ALLOCATION OF PARENTAL RESPONSIBILITIES, ADOPTION, TERMINATION OF PARENTAL RIGHTS OR OTHER MATTER AFFECTING THE BEST INTERESTS OF A CHILD
 - If you appeal a delinquent minor case, the cover sheet must state in bold type at the top of the page ([Rule 660A](#)): THIS APPEAL INVOLVES A DELINQUENT MINOR PROCEEDING UNDER THE JUVENILE COURT ACT
 - Identification of the judgment appealed from and the relief sought in the reviewing court ([Rule 303\(b\)\(2\)](#))
 - A copy of the circuit court's findings, if you are appealing the circuit court's holding that a state or federal statute is unconstitutional (Rules [18](#) and [303\(b\)\(3\)](#)) (*Note that if you are arguing that a statute, ordinance, administrative regulation, or other law is unconstitutional or preempted by federal law, you must file and serve a notice in accordance with [Rule 19](#) on the Attorney General, State's Attorney, municipal counsel, or agency attorney, as the case may be.*)
 - The signature and address of appellant (the party filing the appeal) or appellant's attorney ([Rule 303\(b\)\(4\)](#))

2. The Docketing Statement must contain ([Rule 312\(a\)](#)):
 - A case caption
 - Whether the appeal is a cross-appeal
 - If any party is a corporation or association, the identity of any affiliate, subsidiary, or parent group
 - The full name and address of the parties and any lawyers on appeal
 - The name and contact information of court reporting staff
 - If you appeal a child custody case, the cover sheet must state in bold at the top of the page ([Rule 311\(a\)\(1\)](#)): THIS APPEAL INVOLVES A QUESTION OF CHILD CUSTODY, ALLOCATION OF PARENTAL RESPONSIBILITIES, ADOPTION, TERMINATION OF PARENTAL RIGHTS OR OTHER MATTER AFFECTING THE BEST INTERESTS OF A CHILD
 - If you appeal a delinquent minor case, the cover sheet must state in bold type at the top of the page ([Rule 660A](#)): THIS APPEAL INVOLVES A DELINQUENT MINOR PROCEEDING UNDER THE JUVENILE COURT ACT
 - A statement of the issues to be discussed in the appeal
 - Certification of appellant

3. The Record on appeal must include:
 - The judgment appealed from ([Rule 321](#))
 - The notice of appeal ([Rule 321](#))
 - The entire *original* common law record, which includes every document filed, every judgment and order entered, and any documentary exhibits offered and filed

by any party in the circuit court ([Rule 321](#)). (*The clerk of the circuit court keeps these records*).

- A report of proceedings (e.g., a transcript) including evidence, oral rulings of the trial judge, a statement by the trial judge of the reasons for the court’s decision, and any other proceedings that should be incorporated in the record on appeal ([Rule 323\(a\)](#)).
 - If a court reporter was present during proceedings in the circuit court, you must order a copy of the transcript.
 - If no court reporter was present, you must prepare a bystander’s report ([Rule 323\(c\)](#)) or an agreed statement of facts ([Rule 323\(d\)](#)).

- 4. Briefs on appeal must include:
 - A colored cover sheet, as specified in [Rule 341\(d\)](#), containing:
 - The case number in the reviewing court and the name of that court
 - The name of the circuit court
 - The name of the case as it appeared in the circuit court
 - The status of each party in the appellate court (e.g., plaintiff-appellant)
 - The name of the trial judge
 - The names and addresses of any attorneys (and their law firm) representing you or, if you do not have an attorney, your name and address
 - If you appeal a child custody case, the cover sheet must state in bold at the top of the page ([Rule 311\(a\)\(1\)](#)): THIS APPEAL INVOLVES A QUESTION OF CHILD CUSTODY, ALLOCATION OF PARENTAL RESPONSIBILITIES, ADOPTION, TERMINATION OF PARENTAL RIGHTS OR OTHER MATTER AFFECTING THE BEST INTERESTS OF A CHILD
 - If you appeal a delinquent minor case, the cover sheet must state in bold type at the top of the page ([Rule 660A](#)): THIS APPEAL INVOLVES A DELINQUENT MINOR PROCEEDING UNDER THE JUVENILE COURT ACT
 - If you are seeking oral argument, you must note this on the cover of your brief*** ([Rule 352\(a\)](#))
 - A statement of “Points and Authorities” consisting of the headings of the points and subpoints in your argument, with a citation under each heading to the authorities relied upon or distinguished, and a reference to the page of the brief on which each heading and authority may be found ([Rule 341\(h\)\(1\)](#))
 - An introductory paragraph ([Rule 341\(h\)\(2\)](#)) stating:
 - The nature of the action
 - The judgment appealed from
 - Whether the judgment is based upon a jury verdict
 - Whether any question is raised on the pleadings and, if so, the nature of the question
 - A statement of the issue(s) presented for review ([Rule 341\(h\)\(3\)](#))
 - A statement of jurisdiction ([Rule 341\(h\)\(4\)](#))
 - A copy of any statutes, constitutional provisions, treaties, ordinances, or regulations at issue in the appeal ([Rule 341\(h\)\(5\)](#))

- A statement of the facts of the case, without argument, and with citation to the corresponding pages of the record on appeal ([Rule 341\(h\)\(6\)](#))
 - A statement of the applicable standard of review for each issue, with citation to authority ([Rule 341\(h\)\(3\)](#))
 - Argument, with citation to legal authorities and to the pages of the record relied upon ([Rule 341\(h\)\(7\)](#)). ***If you are the appellant and do not raise a point of argument in your opening brief, you may not raise it in the reply brief, in oral argument, or on petition for rehearing. If you are the appellee and do not raise a point of argument in your response brief, you may not raise it in oral argument or on petition for rehearing. (Generally, appellees do not get to file reply briefs).***
 - A conclusion stating the relief you are seeking, followed by the names of your attorney, or your name, as on the cover of the brief ([Rule 341\(h\)\(7\)](#))
 - A certificate of compliance with the requirements of Rule 341(a) and (b) ([Rule 341\(c\)](#))
 - A proof of service ([Rule 12](#))
 - An appendix ([Rule 342](#)) containing:
 - A complete table of contents, with page references, of the record on appeal
 - A copy of the judgment appealed from
 - Any opinion, memorandum, or findings of fact made by the circuit court
 - Any pleadings or other materials from the record pertinent to the appeal
 - The notice of appeal
5. A Petition for Rehearing must include ([Rule 367\(b\)](#)):
- A brief statement of the points you believe were overlooked or misunderstood by the appellate court
 - References to portions of the record and briefs relied upon in the petition
 - Citation to legal authorities in support of your argument
 - A proof of service ([Rule 12](#))
6. A Petition for Leave to Appeal to the Illinois Supreme Court must include:
- A colored cover sheet, as specified in [Rule 330\(a\)](#), containing:
 - The case number in the reviewing court and the name of that court ([Rule 330\(a\)](#))
 - The name of the appellate court whose decision is being reviewed ([Rule 330\(a\)](#))
 - The name of the case as it appeared in the appellate court ([Rule 330\(a\)](#))
 - The status of each party in the reviewing court (e.g., plaintiff-appellant) ([Rule 330\(a\)](#))
 - The name of the trial court judge, trial court case number, circuit court, and county where your case was originally filed ([Rule 330\(a\)](#))
 - The title of the document being filed (e.g. “Petition for Leave to Appeal”) ([Rule 330\(a\)](#))
 - The names and addresses of any attorneys (and their law firm) representing you or, if you do not have an attorney, your name and address

