

**IN THE CIRCUIT COURT OF THE FOURTH JUDICIAL CIRCUIT
MARION COUNTY, ILLINOIS**

PRO SE TIME SCHEDULE FOR AN APPEAL

Information regarding the Fifth District Appellate Court, including Local Rules, Online access to appellate court records, the holiday schedule and resources available at the Fifth District Appellate Court can be found at <https://www.illinoiscourts.gov/courts-directory/65/Appellate-Court--5th-District/court/>

DAY ONE (1)	Within thirty (30) days after an appealable Order is signed, file NOTICE OF APPEAL with the Clerk of the Circuit Court.
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WITHIN FIRST TWO (2) WEEKS	Order transcripts directly from the Court Reporter and request preparation of Record on Appeal by letter to the Clerk of the Circuit Court.
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DAY 14 (Two (2) weeks after filing Notice of Appeal)	File Docketing Statement with appropriate requested fee at Appellate Court (Docketing Statement form comes from the Appellate Court).
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DAY 49 (Seven (7) weeks after filing Notice of Appeal)	File all transcripts of proceedings with the Clerk of the Circuit Court.
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DAY 63 (Nine (9) weeks after filing Notice of Appeal)	Record on Appeal is taken to Appellate Court on or before date due according to Supreme Court Rules. This date is in Docketing Order received from the Appellate Court. Case is delivered by the Appeals Clerk from the Clerk of the Circuit Court's Office.
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35 DAYS (Five (5) weeks after filing Notice of Appeal)	File Appellant's Brief (according to the Docketing Order).
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35 DAYS (Five (5) weeks after Appellant's Brief is filed)	Appellee's Brief is filed.
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14 DAYS (Two (2) weeks after Appellee's Brief is filed)	File Appellant's Reply Brief.
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NOTE: Pro se means to appear without an attorney. The time schedule is approximate. For any number of reasons, an appeal may be accelerated at any stage.

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There will be three (3) separate fees involved:

- (1) Comt Reporter for transcripts of the Court proceedings.
- (2) Docketing Statement (Appellate Court).
- (3) Preparation fee to the Clerk of the Circuit Court.***This preparation fee will vary according to the size of the case. See breakdown below.

A problem often encountered by Pro se Litigants is failure to meet the deadlines set by the Supreme Court Rules or by Court Orders. IT IS YOUR RESPONSIBILITY TO KEEP TRACK OF ALL DUE DATES AND COMPLY WITH THEM EXACTLY OR RISK DISMISSAL OF YOUR APPEAL.

Listed below are fees of the CIRCUIT COURT ONLY

Under 100 pages	\$60.00
Over 100 pages	\$100.00
Over 200 pages	Additional fee of \$0.25 per page

For Illinois Standardized Appellate court forms, please visit www.illinoiscourts.gov