

Illinois Supreme Court [Rule 10-101](#) Standardized Court Forms Guidance for Circuit Clerks and Courts

1. Standardized court forms *may* be used by any litigant or lawyer. All courts *must* accept standardized court forms.
 - a. Courts should accept all non-standardized court forms submissions because litigants or lawyers can use any document or form they create or choose (except in the statutorily required circumstances where standardized court forms are required: fee and assessment waivers, financial affidavits, eviction orders, e-filing exemptions, and interim fee award orders).
 - b. Courts should accept any standardized court form that is submitted.
2. Once a standardized court form is published for a particular legal remedy, *courts* may not maintain, create, disseminate, require, promote, or encourage use of another form seeking that same legal remedy.
 - a. Courts also may not use a standardized court form in a manner contrary to its intended use or require use of a modified standardized court form (for example, requiring additional portions of a form to be completed in contradiction of the form's instructions).
 - i. Litigants and lawyers may add additional materials to standardized court forms as long as the form is not altered.
 - ii. Courts may supplement standardized court form *orders* (but not other forms).
 - b. The ATJ Commission will circulate lists naming the published standardized court forms and the current version numbers/dates to ensure that you have the most recent forms (see accompanying attachment).
 - c. Please discard and stop using old version of forms upon the publication of updated forms.
3. All courts must promote and encourage the use of standardized court forms in English and any available translated versions. Forms must be available in electronic and paper formats in the courthouse and online.
 - a. For electronic formats: Consider linking to the standardized court forms landing page (rather than to individual form links) to ensure the most recent form is being accessed:
<https://www.illinoiscourts.gov/documents-and-forms/approved-forms/>.
 - i. That website has the currently published forms as well as links to any form suites with automated interviews to help will completing the forms.
 - ii. Consider allowing litigants to fill out forms and e-file them from the same computer stations in the courthouse.
 - b. For paper formats: Not everyone has access or skills to use electronic formats, so paper versions are still necessary.
 - i. For people filling out forms at the courthouse, consider making laminated or bound copies of the Getting Started and How To documents that stay at the courthouse and can be used by any litigant (to save money on printing copies).
 - ii. Consider printing “on demand” rather than pre-printing in bulk to avoid wasting paper if forms are updated and can no longer be used.
4. Courts and clerk offices and their websites must use the promotional materials designed and distributed by the Illinois Supreme Court Commission on Access to Justice to promote standardized court forms to litigants or lawyers.
 - a. Please post the Forms Flyer created by the ATJ Commission and use the embedded icon on your websites.

