



Benefits of Standardized Court Forms



Helpful Instructions

Every standardized court form suite comes with three-part instructions:

- The "Getting Started" document says what types of cases that form can be used for and lists the rules and statutes that apply
- The "How To" document gives detailed instructions on completing and filing the form
- Left-hand margin instructions are on the form itself



Easy to Read and Use

All standardized court form suites are written in plain language so they are readable and usable:

- Reviewed by plain language experts at Illinois Legal Aid Online (ILAO)
- Aim to make legal concepts easy to understand
- Available as fillable PDFs, in print, or through ILAO's easy form guided interviews



Uniform

The court forms can be used in every single court in Illinois:

- One form for the legal issue no matter where you are in the state
- Anyone can direct you to the form you need and provide information for you to fill it out
- Legally sufficient forms for the topic



Translated Versions

After publication, forms translated into Spanish and other languages:

- Forms are first translated into Spanish
- After that, forms are translated into Polish, Russian, Arabic, Chinese, and Korean
- Use translated forms to help fill out English forms
- Do not file translated forms with the court



Carefully Created

Created by subject matter experts with input from the public:

- Initially drafted by subject matter experts
- Improved through user testing and public comment
- Published after review by an oversight committee for standardization, legal sufficiency, and clear design



Continuously Improved

Opportunity to submit comments, forms reviewed at least once per year:

- Reviewed at least annually after publication
- Modified after statute or rule changes
- Anyone can suggest comments for improvements through the forms website at illinoiscourts.gov/documents-and-forms/approved-forms/

For more information on standardized court forms:

- email Forms@illinoiscourts.gov;
- call Illinois Court Help at 833-411-1121; or
- go to illinoiscourts.gov/documents-and-forms/approved-forms/

August 2021

ILLINOIS SUPREME COURT COMMISSION

ACCESS

TO JUSTICE

EDUCATION. SUPPORT. EMPOWERMENT.