

eAppeal User Manual

il.eappeal.net

Revised August 20, 2021

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Version History

| Date | Change Description | User |
|--------------------------------|---|--------------|
| July 27 th 2017 | Added naming convention for Exhibit Documents. | Jignesh Shah |
| December 28 th 2020 | Updated Standards and Requirements for Electronic Filing the Record on Appeal -2021 | Jignesh Shah |
| August 20 th 2021 | Updated new EAppeal -2021 | Jignesh Shah |
| July 4 th 2023 | Implemented Iced Tea Web | Jignesh Shah |

Introduction

eAppeal is web-based software that allows an Illinois Court Clerk's office to automate many of the tasks necessary to create a Record on Appeal submission and to file it electronically.

eAppeal conforms to the Supreme Court of Illinois standard for electronic filing the Record on Appeal (effective 12/28/2020). More information about this standard can be found at:

<http://efile.illinoiscourts.gov/documents/IL-Record-on-Appeal-Standards.pdf>

The first part of the Record on Appeal submission process is to create a Notice of Appeal and submit it electronically to the Reviewing Court. eAppeal supports this process by providing online tools to create a Cover Sheet, attach relevant case documents to the Notice of Appeal, generate a PDF Notice of Appeal with a table of contents, and transmit the Notice of Appeal to the Reviewing Court electronically.

Once a reviewing court case number has been received back from the Reviewing Court, the eAppeal software can then be used to assemble the remainder of the documents (such as the Common Law Record, the Report of Proceedings, Exhibits, Impounded, Sealed, and Supplemental documents), generate PDF documents with a table of contents, and submit these documents electronically to the Reviewing Court.

This user guide will describe the functions of the eAppeal system and how to use them. Local practices, Case Management Systems, and methods of filing electronically will vary among users of the eAppeal system. Because of this, some users may use all of the features of eAppeal but others may choose to use only the parts that best fit their practices.

One of the requirements of the Supreme Court of Illinois standards for electronic filing is that all documents be in searchable PDF format. The eAppeal system generates PDF documents but the user must use software outside of eAppeal (such as Adobe Acrobat) to make PDF documents searchable.

Filing Electronically

The Supreme Court of Illinois standards and requirements for electronic filing include the Electronic Filing Manager (EFM) and Electronic Filing Service Providers (EFSPs). The EFM is the central e-filing service used by all Illinois courts to manage e-filed documents and manages the flow of e-filed documents from users (via their EFSP) to the intended court.

More information about e-filing in Illinois is here:

http://www.illinoiscourts.gov/EBusiness/Electronic_Filing.asp

State of IL approved EFSPs: <http://efile.illinoiscourts.gov/service-providers.htm>

i2File is an electronic filing system offered by Conscisys, the makers of eAppeal. In the “Package and Upload” section of eAppeal, there is a “send to i2File” button. This button will work (without any additional software) to transmit documents to the 2nd Appellate Court until July 1, 2017. After July 1, users will need to use software from one of the approved EFSP providers to transmit the documents to their Appellate Court. Once Conscisys/i2file becomes one of the approved EFPS providers, “send to i2File” button will once again be integrated into the eAppeal software.

The PDF files that are generated by eAppeal are saved in a location called the “Workspace Path” which is defined by your County eAppeal administrator, and can be accessed by other electronic filing systems.

Before Using eAppeal for the first time

Necessary computer hardware and software

- A computer with an internet connection.
- Browser software - eAppeal has been tested using the Chrome, Internet Explorer 11+, and Firefox browsers. The browser must be set to allow the download and running of a JNLP file.
- [Click here](#) to find the instructions and list of software needed to run eappeal program.
- Digital images of case documents in PDF or TIFF format.
- Software to make PDF documents searchable, such as Adobe acrobat. The Supreme Court of Illinois standard for electronic filing specifies that all documents sent to reviewing courts be in searchable PDF format. eAppeal can check if a PDF document is searchable, but does not make it searchable.

Register your County to use eAppeal

Register with the eAppeal support staff for initial access. Once registered, a County Administrator User ID will be issued. Once logged in, the County Administrator may maintain County information and options, and create County Clerk User IDs.

Using eAppeal to Create a Record on Appeal

Before using eAppeal, process the received Notice of Appeal using your County's procedures. Once the Notice of Appeal has been processed and file stamped, create a digital image of the document.

Starting eAppeal

Log in to the computer using local security procedures, open the web browser to access the Internet, and navigate to the eAppeal website: <https://www.eappeal.net/eAppeal/>

You should see the eAppeal Login screen:

IL eAppeal

Conscisys

This is Test System. Click here to go to live system.

This is the newer version. If you face any issue then please Click here to go to the old version

Login

By clicking on Login, you accept [Terms and Conditions](#)

Login [Forgot Password](#)

PREPARATION OF CASE DOCUMENTS FOR E-APPEAL

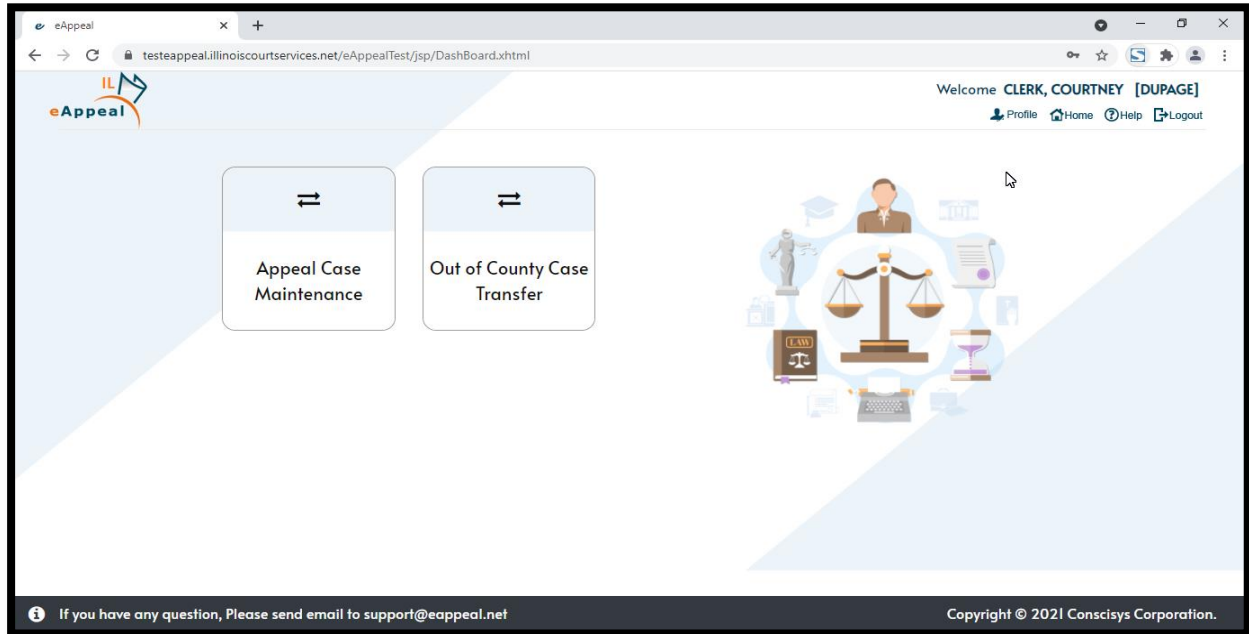
- Case Documents
- Compile common law records & report of proceedings
Circuit Court Clerk
- Electronic Filing Service Provider
- Acquire case documents
Appellate Court Clerk

Supreme Court of Illinois has published the new eAppeal standard effective 01/01/2021. [Click here for the new Appeal standards.](#)

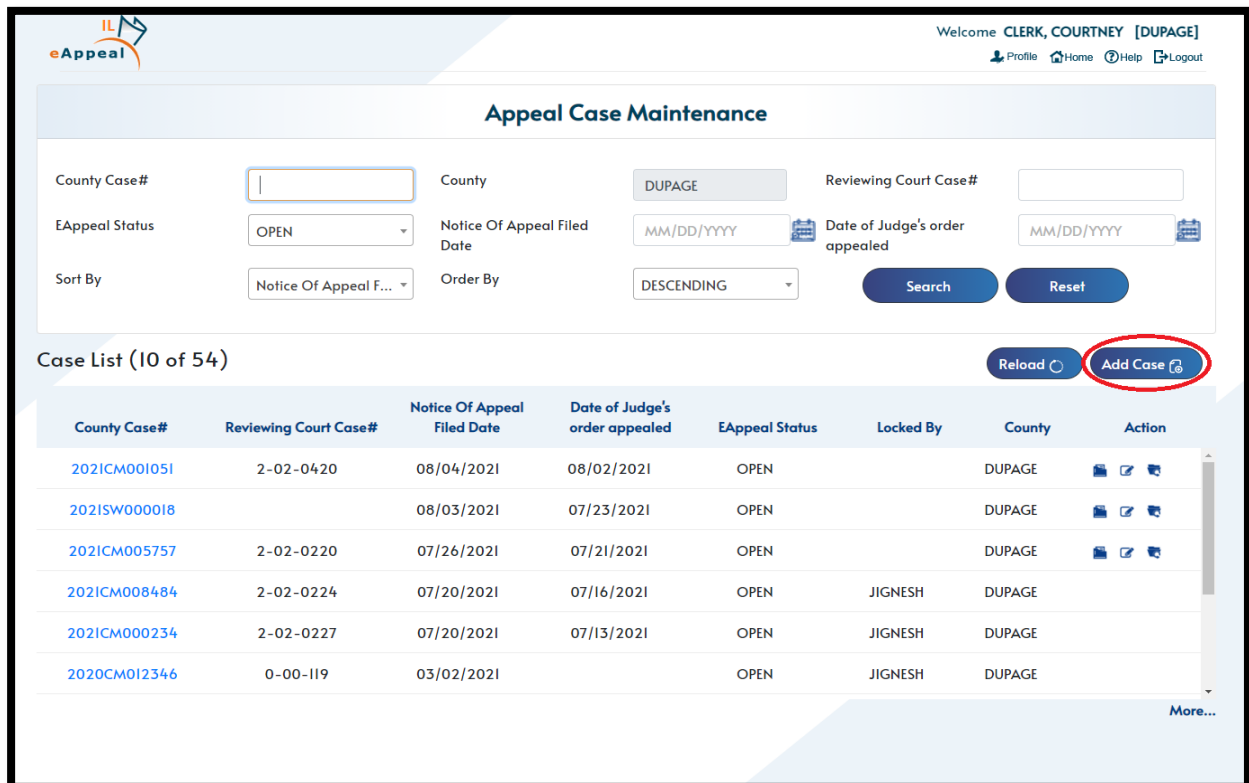
If you have any question, Please send email to support@eappeal.net Copyright © 2021 Conscisys Corporation.

Log in using the User ID and Password provided by eAppeal support or by your local eAppeal Administrator.

Once successfully logged in, you should see below screen.



Once click on Appeal Case Maintenance, you should see the Case List screen:



The above example shows several cases that have been added to eAppeal by other users in this county. If this is the first time that your County is using eAppeal, this list will be empty.

Adding a Case

To add a case to eAppeal, click “Add Case” on the Case List screen (circled on the Case List screen shown above). The “Add/Edit Case” screen will be displayed:

The screenshot shows the 'Add/Edit Case' form with the following fields and values:

- County Case#: [Empty text box]
- Reviewing Court: SECOND DISTRICT APPELLATE COURT
- Reviewing Court Case#: [Empty text box]
- Case Category: [Empty dropdown menu]
- Case Type: [Empty dropdown menu]
- County: DUPAGE
- Plaintiff/Petitioner: [Empty text box]
- Defendant/Respondent: [Empty text box]
- Notice Of Appeal Filed Date: MM/DD/YYYY
- Date of Judge's order appealed: MM/DD/YYYY
- Trial Judge: [Empty text box]
- Deputy Circuit Court Clerk: CLERK COURTNEY
- Appellant is Business?:
- Appellant's First Name: [Empty text box]
- Appellant's Last Name (or business name): [Empty text box]
- Appellant's email (for electronic service): [Empty text box]
- Consolidated Cases Info: [Empty text box]

Buttons: Save, Cancel, Add Another

An Asterisk (*) to the right of a field name indicates that it is required.

The Clerk and County cannot be changed, they are filled in according to your User ID.

Numbers can be entered in date fields or clicking on the calendar icon to the right of date fields allows selection of a day using a calendar.

The screenshot shows the 'Add/ Edit Case' interface. At the top left is the 'eAppeal' logo. At the top right, it says 'Welcome CLERK, COURTNEY [DUPAGE]' with links for Profile, Home, Help, and Logout. The main title is 'Add/ Edit Case'. The form fields are as follows:

- County Case# *: 2021SW000018 (with a 'Retrieve Case Information From CMS' link)
- Reviewing Court *: SECOND DISTRICT APPELLATE COURT (dropdown)
- Reviewing Court Case#: (empty field) (Applicable when NOA is filed for a case)
- Case Category *: Appeal (dropdown)
- Case Type *: Notice of Appeal - Child Custody / Allocation of Parental Responsibilities 311(a) - Civil (dropdown)
- County *: DUPAGE (dropdown)
- Plaintiff/Petitioner *: TEST PLAINTIFF (text input)
- Defendant/Respondent *: TEST RESPONDENT (text input)
- Notice Of Appeal Filed Date *: 08/03/2021 (calendar icon)
- Date of Judge's order appealed: 07/23/2021 (calendar icon)
- Trial Judge *: TEST JUDGE (text input)
- Deputy Circuit Court Clerk *: CLERK COURTNEY (text input)
- Appellant is Business ? *:
- Appellant's First Name: (empty text input)
- Appellant's Last Name (or business name) *: LAST NAME (text input)
- Appellant's email (for electronic service): (empty text input)
- Consolidated Cases Info: (empty text input) with an 'Add Another' button.

At the bottom, there are two buttons: 'Save' (circled in red) and 'Cancel'.

In the example above, the required fields have been entered. When complete, click the “Save” button(circled above). If information is missing or invalid, the screen will display an error message in red to the right of the field in error.

If everything is correct, the case information is saved and the “Case Detail” screen is displayed:

Welcome **CLERK, COURTNEY [DUPAGE]**
Profile Home Help Logout

Case Details

| | | | | | |
|-----------------------------|---------------------------------|---|---|---|--------------------------------------|
| County Case# | 2021SW000018 | County | DUPAGE | Reviewing Court Case# | |
| Case Category | Appeal | Case Type | Notice of Appeal - Child Custody / Allocation of Parental Responsibilities 311(a) - Civil | Deputy Clerk | CLERK COURTNEY |
| Status | OPEN | Plaintiff/Petitioner | TEST PLAINTIFF | Defendant/Respondent | TEST RESPONDENT |
| Notice Of Appeal Filed Date | 08/03/2021 | Date of Judge's order appealed | 07/23/2021 | Trial Judge | TEST JUDGE |
| Reviewing Court | SECOND DISTRICT APPELLATE COURT | Locked | NO | Modified By | COURTNEYCLERK on 08/19/2021 03:34 AM |
| Case Directory | 2021SW000018_2021_08_03_02_30 | | | | |
| Appellant is Business ? | YES | Appellant's Last Name (or business name) | LAST NAME | Appellant's email (for electronic service) | |

Case Documents

No Transactions created for this case

| Document Name | Filing Code | Status | Envelope# | Modified By | Modified Timestamp |
|------------------------------|-------------|------------|-----------|---------------|---------------------|
| NOACoverSheet_Temp.pdf | | INCOMPLETE | | COURTNEYCLERK | 08/19/2021 02:30 AM |
| CommonLawRecord_Temp.pdf | | INCOMPLETE | | COURTNEYCLERK | 08/19/2021 02:30 AM |
| ReportOfProceedings_Temp.pdf | | INCOMPLETE | | COURTNEYCLERK | 08/19/2021 02:30 AM |
| Exhibit_Temp.pdf | | INCOMPLETE | | COURTNEYCLERK | 08/19/2021 02:30 AM |
| ImpoundedRecord_Temp.pdf | | INCOMPLETE | | COURTNEYCLERK | 08/19/2021 02:30 AM |
| SealedRecord_Temp.pdf | | INCOMPLETE | | COURTNEYCLERK | 08/19/2021 02:30 AM |

Work On Case Retrieve Rev. Court Case Number Edit Case Back to Case List

The circled message at the top of the screen is a reminder that although the case has now been entered into the eAppeal system, the Notice of Appeal has not yet been transmitted to the Reviewing Court.

The case information is displayed on the top half of the screen, and the lower half of the screen shows the status of the key components of the appeal. Buttons at the bottom of this screen allow you to “Work on Case”, “Retrieve Reviewing Court Case Number”, and “Edit Case”.

For this demonstration, click the “Back to Case List” button (circled in the lower right of the screen above) and we’ll return to the “Case List” screen:

Appeal Case Maintenance

County Case# County Reviewing Court Case#

EAppeal Status Notice Of Appeal Filed Date Date of Judge's order appealed

Sort By Order By

Case List (10 of 54)

| County Case# | Reviewing Court Case# | Notice Of Appeal Filed Date | Date of Judge's order appealed | EAppeal Status | Locked By | County | Action |
|---------------------|-----------------------|-----------------------------|--------------------------------|----------------|-----------|--------|--------|
| 2021CM001051 | 2-02-0420 | 08/04/2021 | 08/02/2021 | OPEN | | DUPAGE | |
| <u>2021SW000018</u> | | 08/03/2021 | 07/23/2021 | OPEN | | DUPAGE | |
| 2021CM005757 | 2-02-0220 | 07/26/2021 | 07/21/2021 | OPEN | | DUPAGE | |
| 2021CM008484 | 2-02-0224 | 07/20/2021 | 07/16/2021 | OPEN | JIGNESH | DUPAGE | |
| 2021CM000234 | 2-02-0227 | 07/20/2021 | 07/13/2021 | OPEN | JIGNESH | DUPAGE | |
| 2020CM012346 | 0-00-119 | 03/02/2021 | | OPEN | JIGNESH | DUPAGE | |

More...

The new Case now displayed in the list.

Navigating the Case Maintenance Screens

From this Case List screen, you can reach the Case Details screen by clicking on the underlined Case Number at the left of each case line.

In the Case Details screen there are buttons to “Work on Case”, “Edit Case”, and “Retrieve Reviewing Court Case Number”. These same functions can also be reached from this list screen, using the three icons on the right of each Case line (circled above).

Working on the Case

Up until this point, all work in eAppeal has been using screens that are displayed using your computer's internet browser. As we move forward to create the Record on Appeal submission and to file it, the work will be done within an eAppeal program that is downloaded and run from your browser. When it is active, this icon will be in the status bar of your computer:



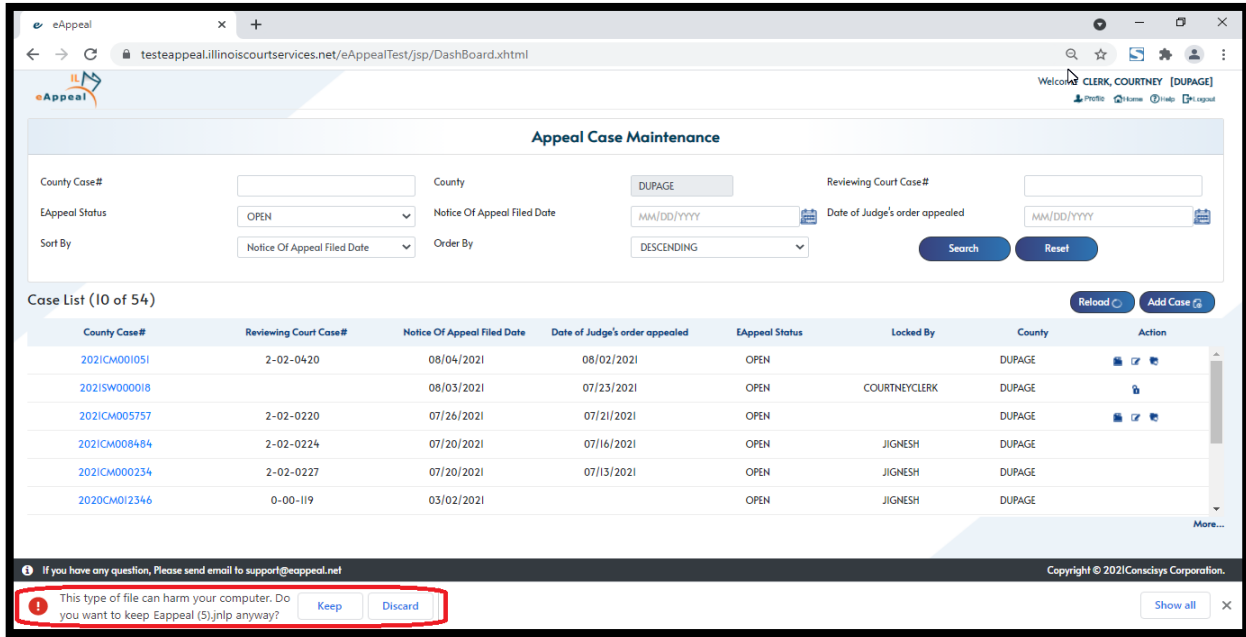
Whenever you “Exit” this eAppeal program, you will be returned to the eAppeal Case or Case List screen in your browser.

Downloading and Running the eAppeal Application

Select “Work on Case”, either by clicking on the “folder” icon on the right side of the Case’s line in the Case List screen, or by clicking the “Work on Case” button in the Case Detail screen.

eAppeal will now download a file named “Eappeal.JNLP” (a Java program). You should allow your browser to download and run the program. Depending on the browser that you are using, you may see different messages. Examples for Chrome, Internet Explorer, and Firefox are shown below.

If you are using Chrome or Firefox or Microsoft edge, you may have a message appears on your screen:



Click "Keep" and then click on the file name box:



When you click on the file name below Iced Tea Web splash screen should be appeared:

The screenshot shows a web browser window with the URL `testeappeal.illinoiscourtservices.net/eAppealTest/jsp/DashBoard.xhtml`. The page title is "Appeal Case Maintenance". The user is logged in as "SHAH, JIGNESH [DUPAGE]". The interface includes a search bar for "County Case#" and "EAppeal Status" (set to "OPEN"). A "Case List (10 of 17)" table is visible, showing columns for "County Case#", "Reviewing Case#", "Date", "Status", "Case Type", and "County". A splash screen for "Iced Tea web" is overlaid on the table, displaying the logo and the text "Iced Tea web".

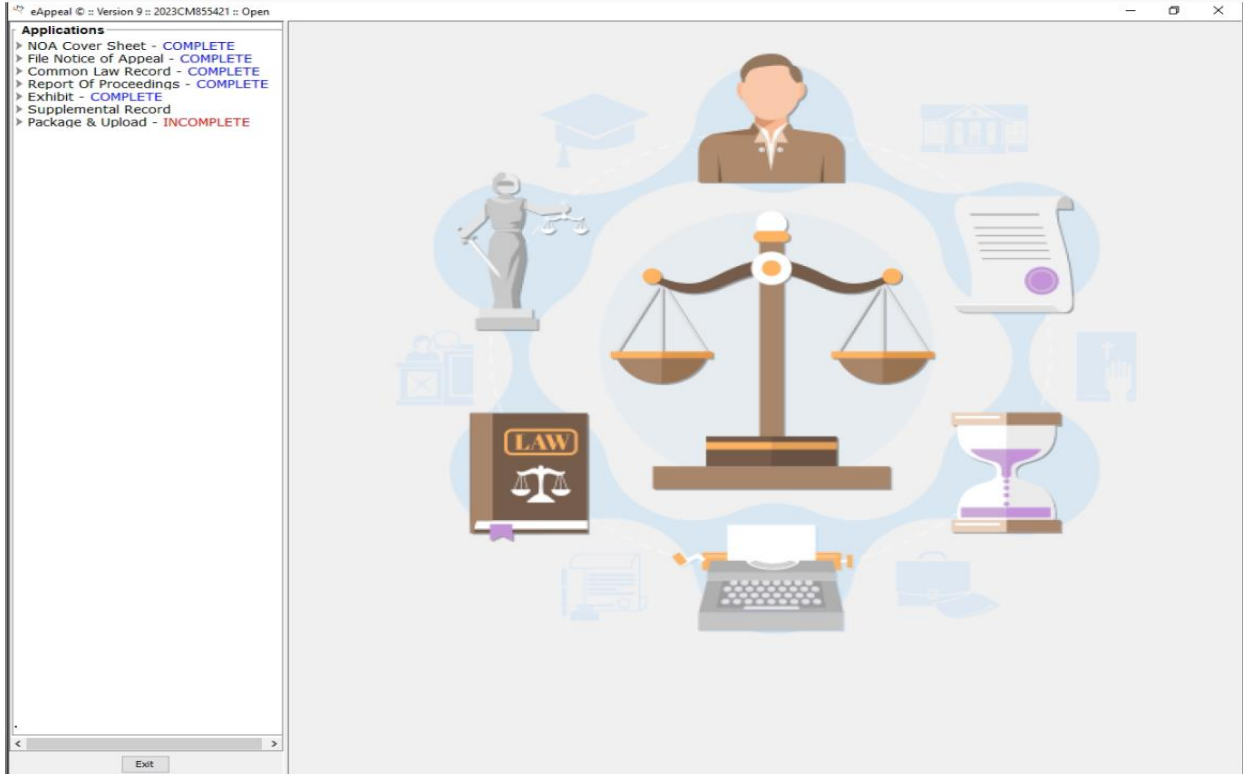
| County Case# | Reviewing Case# | Date | Status | Case Type | County | Action |
|------------------------------|-----------------|------------|--------|-----------|--------|--------|
| 2023CM855421 | 3-12-1212 | | | | DUPAGE | |
| 2022CM755445 | 3-12-1212 | | | | DUPAGE | |
| 2019CH000954 | 3-11-2220 | | | | DUPAGE | |
| 2023CM110519 | | 01/01/2023 | OPEN | CPJRS001 | DUPAGE | |
| 2022CM111889 | 3-12-1212 | 12/28/2022 | OPEN | CPJRS001 | DUPAGE | |
| 2022CM077995 | 3-12-1212 | 12/28/2022 | OPEN | CPJRS001 | DUPAGE | |

In few seconds you should see EAppeal icon below and the software will start soon.

The screenshot displays the 'Appeal Case Maintenance' interface. At the top, there is a navigation bar with the eAppeal logo and user information for 'SHAH, JIGNESH [DUPAGE]'. Below this is a search form with fields for 'County Case#', 'County' (set to 'DUPAGE'), 'Reviewing Court Case#', 'EAppeal Status' (set to 'OPEN'), 'Notice Of Appeal Filed Date' (MM/DD/YYYY), and 'Date of Judge's order appealed' (MM/DD/YYYY). There are 'Search' and 'Reset' buttons. Below the search form is a 'Case List (10 of 17)' table. A large 'eAppeal' logo with the text 'Creating initial configurations...' is overlaid on the table. The footer contains a support email and copyright information.

| County Case# | Reviewing Court Case# | Notice Of Appeal Filed Date | Date of Judge's order appealed | EAppeal Status | Locked By | County | Action |
|--------------|-----------------------|-----------------------------|--------------------------------|----------------|-----------|--------|--------|
| 2023CM855421 | 3-12-1212 | | | | JIGNESH | DUPAGE | 🔒 |
| 2022CM755445 | 3-12-1212 | 01/13/2023 | 01/04/2023 | OPEN | JIGNESH | DUPAGE | 🔒 |
| 2019CH000954 | 3-11-2220 | 01/13/2023 | | OPEN | CPJRS001 | DUPAGE | 🔒 |
| 2023CM110519 | | 01/01/2023 | | OPEN | CPJRS001 | DUPAGE | 🔒 |
| 2022CM111889 | 3-12-1212 | 12/28/2022 | | OPEN | CPJRS001 | DUPAGE | 🔒 |

Once the software starts, you should see the below screen:

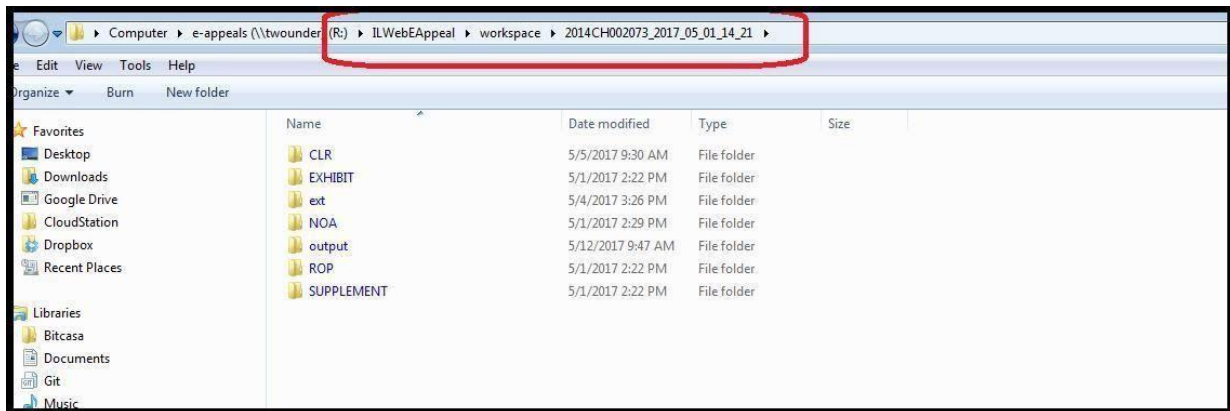


Creation of the Case folder

Creation of the Case folder under workspace happens automatically. This section is for user information only and user does not carry out any this directly. Once the eAppeal.jnlp file runs on the workstation, It will try to access the eAppeal workspace on pre-defined shared network drive . If the configuration is valid, the case folder is created under the workspace. E.g. if your workspace on network drive is R:\ILWebEApeal\Workspace then the

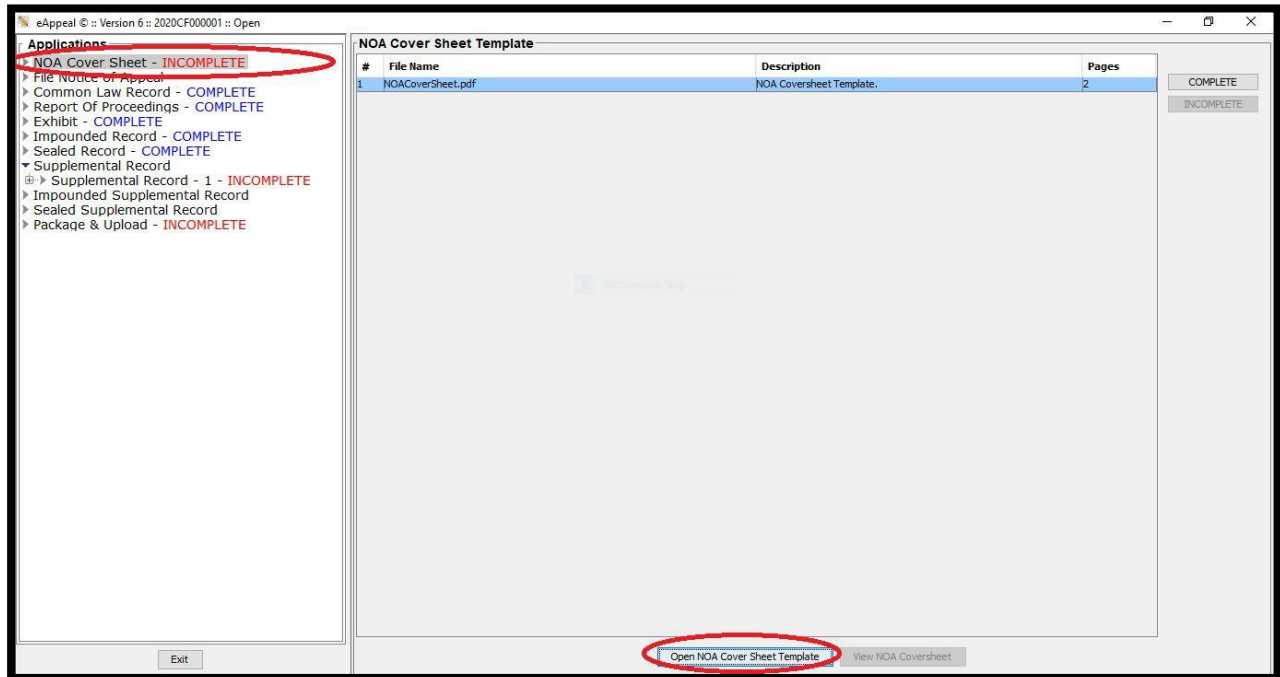
be generated with the name <<Case Number>>+“_” +<<NOA Date>> + “_” + <<HH_MM>> under this folder.

It will also generate the pre-defined folders under the case folder to copy the documents for Notice Of Appeal (NOA folder), Common Law record (CLR folder), Exhibit and Report Of Proceeding (ROP folder).



Creating the Notice of Appeal

You should now see the eAppeal preparation screen, which has menu options on the left side and a workspace display on the right:



To create the Cover Sheet, double-click on “NOA Cover Sheet” (circled at the top left of the screen). And then click on “Open NOA Cover Sheet Template” (circled at the bottom of the screen). It will open a fillable NOA Cover Sheet in your PDF viewer.

An image of a cover sheet is displayed, with some fields filled in from when the case was added to eAppeal:

APPEAL WORKSHEET PAGE 1 OF 1 (Rev. 08/12)

NOTICE OF APPEAL COVERSHEET

| | |
|---|---------------------------------------|
| <p>TEST PLAINTIFF VS TEST DEFENDANT</p> | <p>Circuit Court No. 2016CH000018</p> |
| | <p>Trial Judge TEST JUDGE</p> |

Accelerated , Narrative : _____

Date of Jud/Order Appealed 03/10/2017 Notice of Appeal Filed 03/17/2017 Court Date _____

Filing Fee Paid , Amount _____

Report of Proceedings to be Filed (49-days) 05/05/2017 .

Record on Appeal Due at Appellate Court (63-days) 05/19/2017 .

| | |
|--|---|
| Attorney for Plaintiff - <input type="text" value="Appellee"/> | Attorney for Defendant - <input type="text" value="Appellant"/> |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Any of the blue fields can be entered or updated, but there is no error-checking.

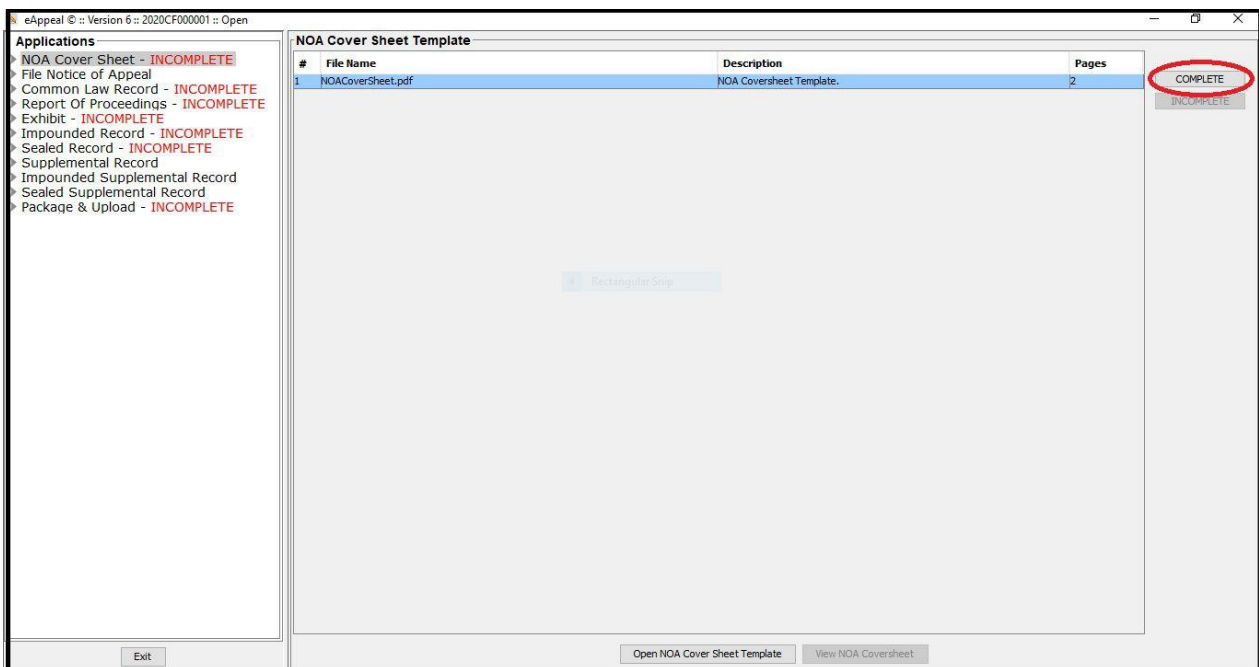
Fields that should be entered on the cover sheet are:

Accelerated Appeal (Yes/No, if yes a narrative should be entered)

Filing Fee Paid (Yes/No) and if yes, an Amount

Appellant's & Appellee's attorney information. A second page is provided if there are more than two attorneys for either the Appellant or Appellee.

When finished with the cover sheet, First save that cover sheet by pressing CTRL + S, and then close the sheet by Clicking the "X" in the upper right of your PDF viewer.



Select complete (circled at the top right of the screen). It will change NOA cover sheet status to complete.

Sending the Notice of Appeal to the Reviewing Court

The final step to file the notice of appeal is to transmit (upload) the PDF NOA document that was generated in the last step to the reviewing court.

Before the PDF file can be transmitted to the reviewing court, you must have:

- 1) Completed the “Notice of Appeal” section, where you used the “Complete” button to create the PDF document that will be sent to the reviewing court.
- 2) The PDF NOA file must be made searchable using software outside of eAppeal such as Adobe Acrobat. This is a requirement of the IL Supreme Court.

Once the above two steps have been completed, you’re ready to transmit the file.

To perform the upload using eAppeal, select “Package & Upload” from the menu on the left side of the screen and select the line “NOACoverSheet.pdf”. To check to see if the PDF document has been made searchable, click the “Is Searchable” button (if it is not searchable, an error dialog box will be displayed). Click the “E-File to Reviewing Court” button, and the file will be transmitted to the reviewing court.

Once the document is sent the NOA is disabled from selection (greyed out), and Transaction ID and Last Transmitted Date/Time entries are created. Each version of the document can be sent to the Reviewing Court only once. To send it again, you must regenerate that portion of the case.

| | Status | Transaction ID | Comment (Right click to edit) | Last Trans. Date/Time |
|---------|------------|----------------|-------------------------------|-----------------------|
| 245.pdf | COMPLETE | 18104964 | 2016L000001 | 03/13/2017 12:42:41 |
| | INCOMPLETE | | 2016L000001 | |
| | INCOMPLETE | | 2016L000001 | |
| | INCOMPLETE | | 2016L000001 | |
| | INCOMPLETE | | 2016L000001 | |

[E-File to Reviewing Court](#)

To perform the upload using another e-filing product, send the PDF file that was stored in the eAppeal Workspace\Case\NOA Path as a result of the “Complete” process (after making the file searchable).

When finished with the “Package & Upload” screen, click the “Exit” button at the bottom of the left side menu, and the Application window will be closed, returning you either to the Case Detail or Case List screen in your browser window, wherever you were when you selected “Work on Case”.

In this example, after transmitting the NOA, I clicked “Exit” and was returned to the Case List screen shown below. The Case that I transmitted is the last one in the list – notice that the “Reviewing Court Case#” is blank (circle). Once the Reviewing Court assigns a case number and transmits it back using the EFM system, it will appear here.

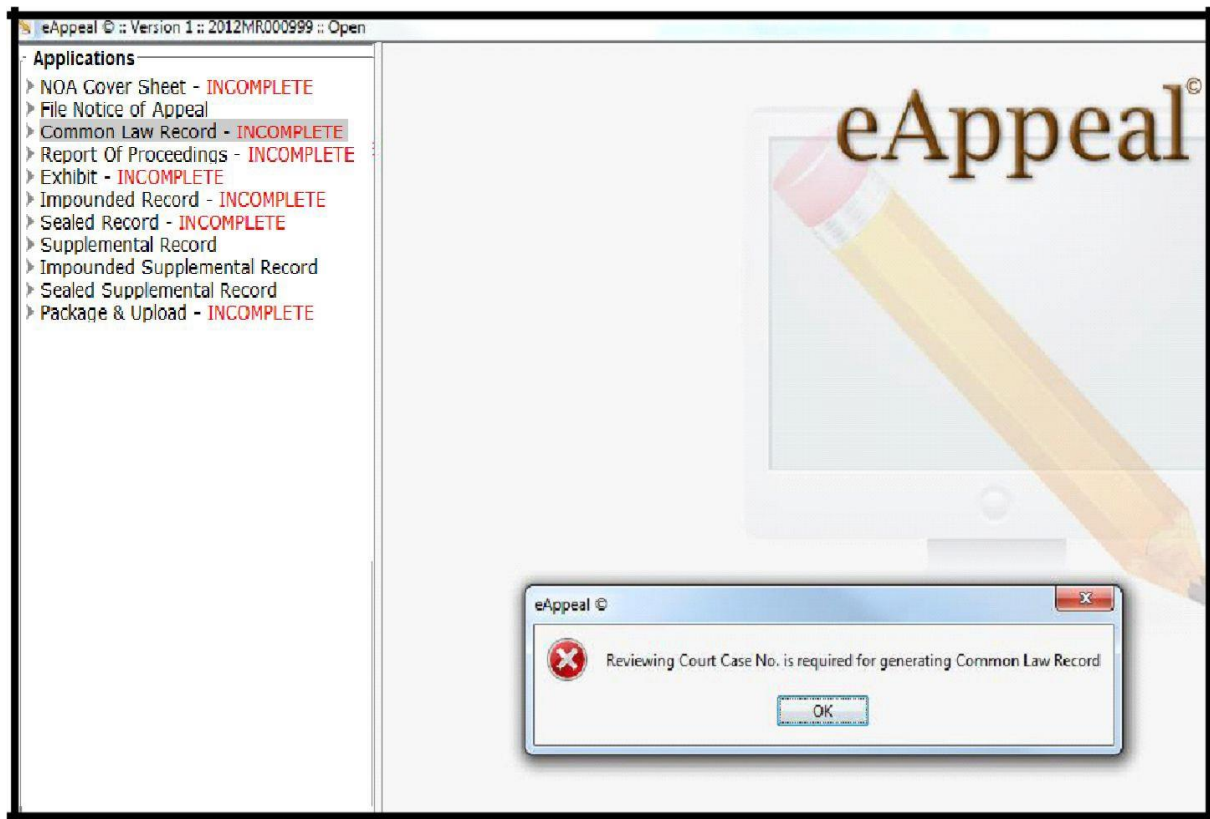
The screenshot displays the 'Appeal Case Maintenance' interface. At the top, there is a navigation bar with the 'eAppeal' logo and user information: 'Welcome CLERK, COURTNEY [DUPAGE]' with links for Profile, Home, Help, and Logout. The main section contains search filters: County Case# (text input), County (DUPAGE), Reviewing Court Case# (text input), EAppeal Status (OPEN), Notice Of Appeal Filed Date (MM/DD/YYYY), Date of Judge's order appealed (MM/DD/YYYY), Sort By (Notice Of Appeal F...), and Order By (DESCENDING). Search and Reset buttons are present. Below the filters is a 'Case List (10 of 54)' with 'Reload' and 'Add Case' buttons. The table below lists several cases, with the 'Reviewing Court Case#' for the second row (202ISW000018) circled in red.

| County Case# | Reviewing Court Case# | Notice Of Appeal Filed Date | Date of Judge's order appealed | EAppeal Status | Locked By | County | Action |
|--------------|-----------------------|-----------------------------|--------------------------------|----------------|---------------|--------|---------|
| 2021CM001051 | 2-02-0420 | 08/04/2021 | 08/02/2021 | OPEN | | DUPAGE | [Icons] |
| 2021SW000018 | | 08/03/2021 | 07/23/2021 | OPEN | COURTNEYCLERK | DUPAGE | [Icon] |
| 2021CM005757 | 2-02-0220 | 07/26/2021 | 07/21/2021 | OPEN | | DUPAGE | [Icons] |
| 2021CM008484 | 2-02-0224 | 07/20/2021 | 07/16/2021 | OPEN | JIGNESH | DUPAGE | |
| 2021CM000234 | 2-02-0227 | 07/20/2021 | 07/13/2021 | OPEN | JIGNESH | DUPAGE | |
| 2020CM012346 | 0-00-119 | 03/02/2021 | | OPEN | JIGNESH | DUPAGE | |

If the Notice of Appeal was Filed Outside eAppeal

The normal work flow when using eAppeal is to build the Notice of Appeal, File the NOA, and then once an Court Case Number has been received back from the reviewing Court, proceed with building the Common Law Record (and if required, a Report of Proceedings, Exhibits, Impounded, Sealed, and Supplemental documents).

If you double-click on the selections below “File Notice of Appeal” in the menu on the left side of the screen, you will receive an error dialog box:



If the Notice of Appeal has already been filed outside eAppeal, use the Edit Case screen to add the Reviewing Court Case Number. Enter the number and click the “Save” button.

The screenshot shows the 'Add/ Edit Case' interface. At the top left is the 'eAppeal' logo. At the top right, it says 'Welcome CLERK, COURTNEY [DUPAGE]' with links for Profile, Home, Help, and Logout. The main title is 'Add/ Edit Case'. The form fields are as follows:

- County Case# *: 2021SW000018 (with a 'Retrieve Case Information From CMS' link)
- Reviewing Court *: SECOND DISTRICT APPELLATE COURT
- Reviewing Court Case#: (empty field, circled in red) (Applicable when NOA is filed for a case)
- Case Category *: Appeal
- Case Type *: Notice of Appeal - Child Custody / Allocation of Parental Responsibilities 311(a) - Civil
- County *: DUPAGE
- Plaintiff/Petitioner *: TEST PLAINTIFF
- Defendant/Respondent *: TEST RESPONDENT
- Notice Of Appeal Filed Date *: 08/03/2021
- Date of Judge's order appealed: 07/23/2021
- Trial Judge *: TEST JUDGE
- Deputy Circuit Court Clerk *: CLERK COURTNEY
- Appellant is Business? *:
- Appellant's First Name: (empty field)
- Appellant's Last Name (or business name) *: LAST NAME
- Appellant's email (for electronic service): (empty field)
- Consolidated Cases Info: (empty field) with an 'Add Another' button

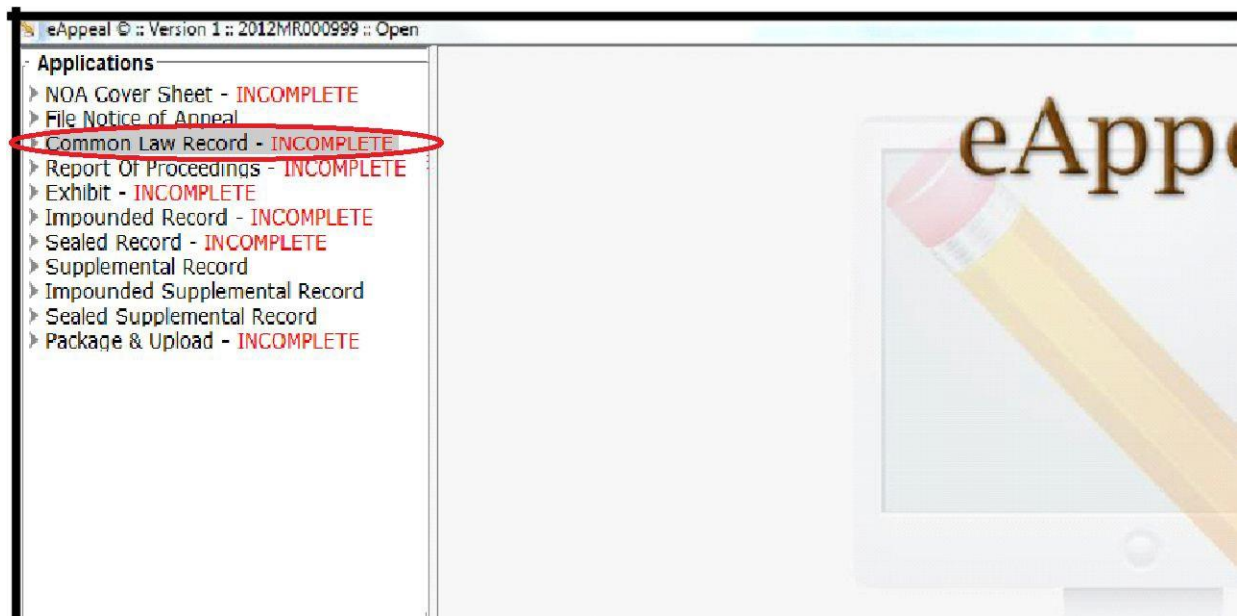
At the bottom, there are two buttons: 'Save' (circled in red) and 'Cancel'.

Common Law Record

Once the Reviewing Court has accepted the appeal and returned a Reviewing Court Case Number, we can use eAppeal to create the Common Law Record (CLR).

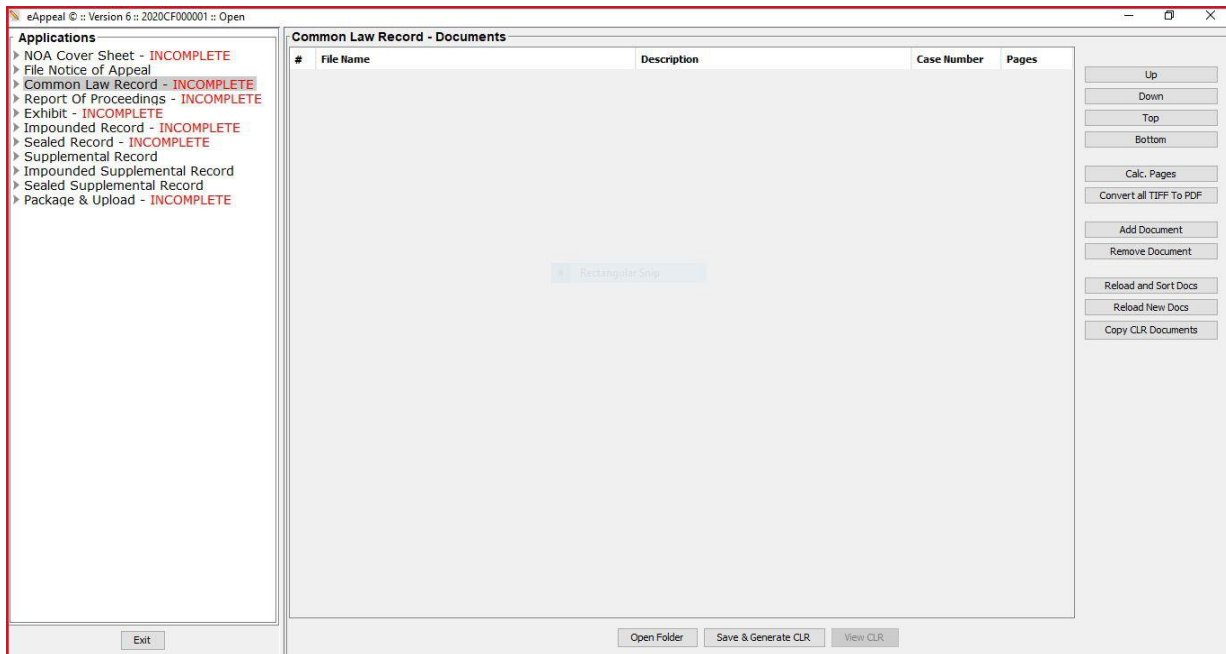
- 1) The eAppeal Common Law Record screen is used to assemble and order imaged documents and generate a single PDF CLR file with a table of contents.
- 2) The PDF CLR file must be made searchable using software outside of eAppeal such as Adobe Acrobat. This is a requirement of the IL Supreme Court.
- 3) The searchable PDF CLR file is transmitted to the Reviewing Court, using the eAppeal Package and Upload feature or any other E-Filing service.

Select “Common Law Record” from the menu on the left side of the screen:



Adding and Ordering Documents

Just as when you created the Notice of Appeal, the workspace section of the screen (in the center) labeled “Common Law Records - Documents” will display all of the documents to be included in the CLR. In the following example, no documents have been added yet:



The sample below shows a case with several documents. Although this example shows the “RecordSheet” file last, the Certificate of Record should always appear first in the CLR.

The screenshot displays the 'Common Law Record - Documents' window in the eAppeal application. On the left, a sidebar lists various applications with their completion status. The main window contains a table of documents, and on the right, there are navigation and action buttons.

| # | File Name | Description | Case Number | Pages |
|----|---|-----------------------------------|-------------|-------|
| 1 | 16_08_2014_COMPLAINT FILED 14781AA.GDI.pdf | COMPLAINT FILED | 20140002068 | |
| 2 | 01_05_2015_ORIGINAL STATUS DATE NOTICE 15005AA.EHC... | ORIGINAL STATUS DATE NOTICE | 20140002068 | |
| 3 | 01_29_2015_SUMMONS ISSUED 15025AA.EWZ.pdf | SUMMONS ISSUED | 20140002068 | |
| 4 | 02_04_2015_APPOINTMENT - OF CASA 15036AA.C7T.pdf | APPOINTMENT - OF CASA | 20140002068 | |
| 5 | 02_04_2015_CONTINUED - ANSWER AND SETTING 15036AA... | CONTINUED - ANSWER AND SETTING | 20140002068 | |
| 6 | 02_20_2015_APPEARANCE FILED 15055AA.DE3.pdf | APPEARANCE FILED | 20140002068 | |
| 7 | 02_20_2015_NOTICE 15051AA.ONJ.pdf | NOTICE | 20140002068 | |
| 8 | 02_26_2015_NOTICE 15057AA.SMU.pdf | NOTICE | 20140002068 | |
| 9 | 02_26_2015_RESPONSE 15057AA.EWV.pdf | RESPONSE | 20140002068 | |
| 10 | 02_18_2015_PROVIDE FINANCIAL-TAX INFORMATION 15078... | PROVIDE FINANCIAL-TAX INFORMATION | 20140002068 | |
| 11 | 04_06_2015_CERTIFICATE OR STATEMENT 151096AA.C7W.pdf | CERTIFICATE OR STATEMENT | 20140002068 | |
| 12 | 04_29_2015_CONTINUED - ANSWER AND SETTING 15120AA... | CONTINUED - ANSWER AND SETTING | 20140002068 | |
| 13 | 06_01_2015_CERTIFICATE OR STATEMENT 15152AA.EJZ.pdf | CERTIFICATE OR STATEMENT | 20140002068 | |
| 14 | 06_30_2015_CERTIFICATE OR STATEMENT 15182AA.AVC.pdf | CERTIFICATE OR STATEMENT | 20140002068 | |
| 15 | 07_01_2015_CONTINUED - ANSWER AND SETTING 15183AA... | CONTINUED - ANSWER AND SETTING | 20140002068 | |
| 16 | 06_05_2015_CONTINUED - ANSWER AND SETTING 15188AA... | CONTINUED - ANSWER AND SETTING | 20140002068 | |
| 17 | 09_08_2015_TRIAL COMPETENCE ORDER 15222AA.F0U.pdf | TRIAL COMPETENCE ORDER | 20140002068 | |
| 18 | 12_07_2015_MISC DOCUMENT SERVED 15341AA.EQ3.pdf | MISC DOCUMENT SERVED | 20140002068 | |
| 19 | 12_07_2015_MISC DOCUMENT SERVED 15341AA.EQ4.pdf | MISC DOCUMENT SERVED | 20140002068 | |
| 20 | 12_07_2015_MISC DOCUMENT SERVED 15341AA.EQ5.pdf | MISC DOCUMENT SERVED | 20140002068 | |
| 21 | 12_07_2015_MISC DOCUMENT SERVED 15341AA.EQ6.pdf | MISC DOCUMENT SERVED | 20140002068 | |
| 22 | 12_07_2015_NOTICE 15341AA.EQ2.pdf | NOTICE | 20140002068 | |
| 23 | 01_19_2016_MISC DOCUMENT SERVED 16019AA.D4F.pdf | MISC DOCUMENT SERVED | 20140002068 | |
| 24 | 01_19_2016_MISC DOCUMENT SERVED 16019AA.D4G.pdf | MISC DOCUMENT SERVED | 20140002068 | |

The sidebar on the left shows the following applications and their status:

- NOA Cover Sheet - COMPLETE
- File Notice of Appeal
- Common Law Record - COMPLETE
- Report Of Proceedings - INCOMPLETE
- Exhibit - INCOMPLETE
- Impounded Record - INCOMPLETE
- Sealed Record - INCOMPLETE
- Supplemental Record
- Impounded Supplemental Record
- Sealed Supplemental Record
- Package & Upload - INCOMPLETE

At the bottom of the window, there are buttons for 'Exit', 'Open Folder', 'Save & Generate CLR', and 'View CLR'. On the right side, there are buttons for 'Up', 'Down', 'Top', 'Bottom', 'Calc. Pages', 'Convert all TIFF To PDF', 'Add Document', 'Remove Document', 'Reload and Sort Docs', 'Reload New Docs', and 'Copy CLR Documents'.

Conventions and rules for naming case documents

1. Allowed file types for generating CLR document are .TIF, .TIFF and .PDF.
2. Document name should be in the below mentioned format

DATE + "_" + DESCRIPTION + "!" + DOCUMENTID + FILE Extension (.TIF, .TIFF, .PDF)

OR

DATE + "_" + DESCRIPTION + FILE EXTENSION (.TIF,.TIFF, .PDF)

Example:

08_17_2011_LEAVE GRANTED!B11230AA.BT3.tiff

12_15_2009_CONTINUED.tiff

3. User will not be allowed upload a PDF and TIFF file with the same name for a case
4. User can edit document description and date or mark a document as Impounded or Sealed by selecting and right clicking on it.

In order to directly mark a document as impounded document, document description should be written in the below mentioned format:

DATE + "_" + DESCRIPTION + "!" + DOCUMENTID + "!IMPOUNDED" + FILE Extension (.TIF, .TIFF, .PDF)

OR

DATE + "_" + DESCRIPTION + "!IMPOUNDED" + FILE EXTENSION (.TIF,.TIFF,.PDF)

In order to directly mark a document as sealed document, document description should be written in the below mentioned format:

DATE + "_" + DESCRIPTION + "!" + DOCUMENTID + "!SEALED" + FILE Extension (.TIF, .TIFF, .PDF)

OR

DATE + "_" + DESCRIPTION + "!SEALED" + FILE EXTENSION (.TIF,.TIFF,.PDF)

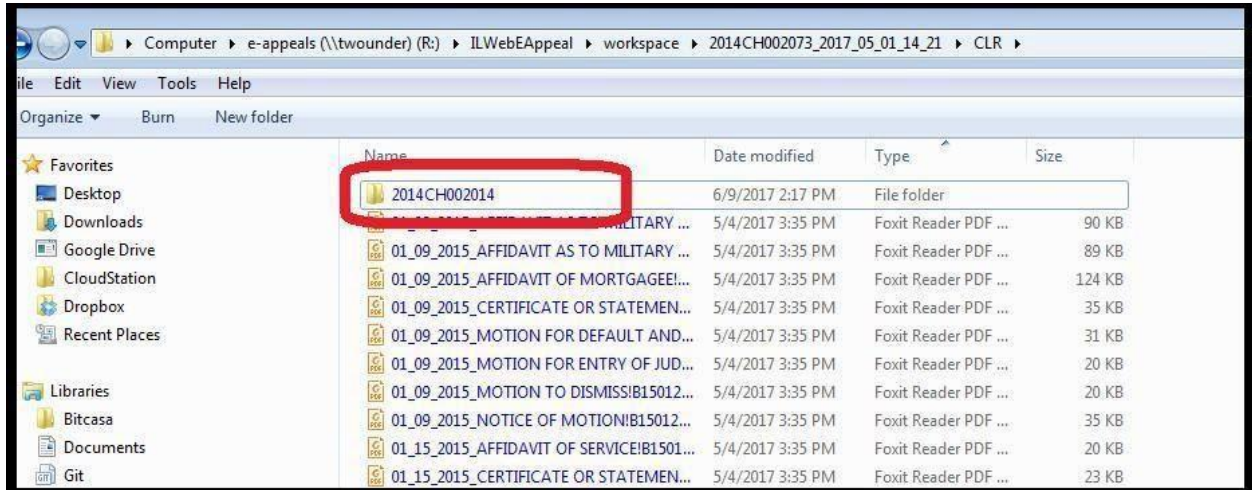
Example:

Impounded document :12_15_2009_CONTINUED!IMPOUNDED.tiff

Sealed document :12_15_2009_CONTINUED!SEALED.tiff

It is not necessary to name the document as described above. But by naming the documents with above format will save a lot of time for the Appeal user as the software will sort the documents for them.

- To add documents on a case consolidated with the current case, the user can create a folder with a consolidated case number as the name of the folder in the CLR folder. Consolidated case documents then need to be added in this new folder.



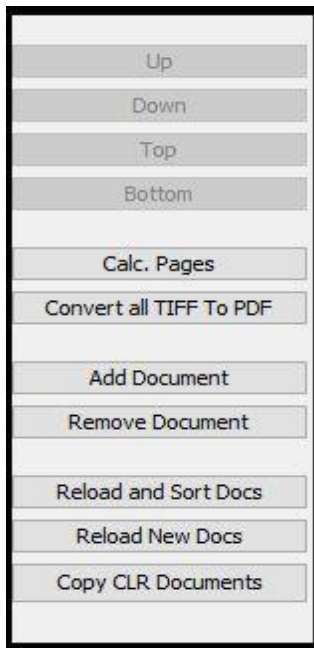
Buttons at the bottom of the screen:



“Save and Generate CLR” button: this is the final step once all documents have been added to the CLR, and will be described with an example later in this section.

The “Open Folder” button will open the workspace folder for this case, and is helpful if you have several documents to add. You open a file manager view and select/copy the document files that you want to add, then press the “Open Folder” button and paste them into the folder. The files will be added to the Workspace\Case Number\CLR folder in file date order.

Buttons on the right edge of the screen



The “Reload and Sort Docs” button will add all files that are in the workspace CLR folder for this case, in the order of their file date. Note that in the example above, the local naming convention for document files is to precede the document name with the date. This allows eAppeal to order the files by date when they are added.

The “Add Document” button allows you to add one document at a time and specify its line number (the line numbers can be seen in the screen above, to the left of each file name).

The “Remove Document” button allows you to remove the selected document from the CLR. If you remove the document from the CLR, it is also removed from the workspace folder for this case.

The order of the documents can also be changed by selecting a document that you want to move, then use the up/down/top/bottom buttons on the right side of the screen to move it.

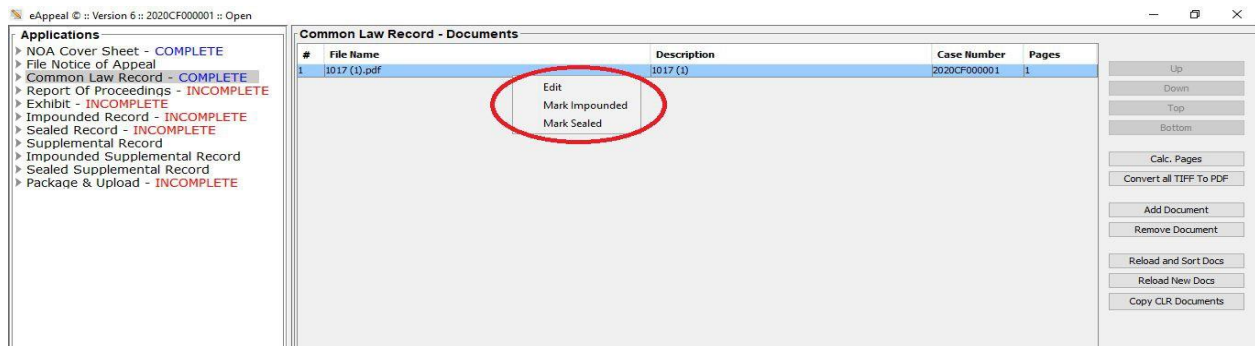
The “Calc Pages” button will calculate the number of pages in each document and display the number in the “Pages” column on the right of the screen (shown in the next sample screen).

The “Convert all TIFF to PDF” button: after adding all documents to the CLR, this button will convert all TIFF files to PDF in one step.

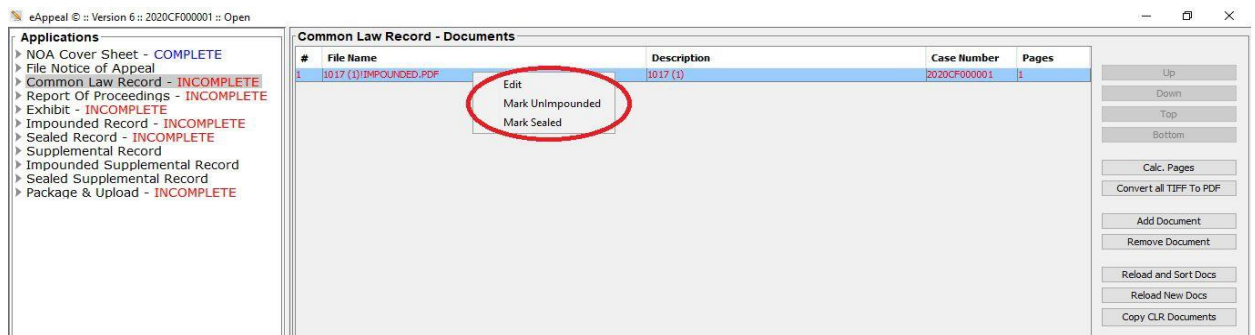
The “Copy CLR” button: This will open a folder of all Cases in the eAppeal Workspace. Select a case, and all CLR documents in that case’s CLR folder will be copied into this case. This button is helpful if the same case is appealed multiple times.

Marking CLR Documents as Impounded or Sealed

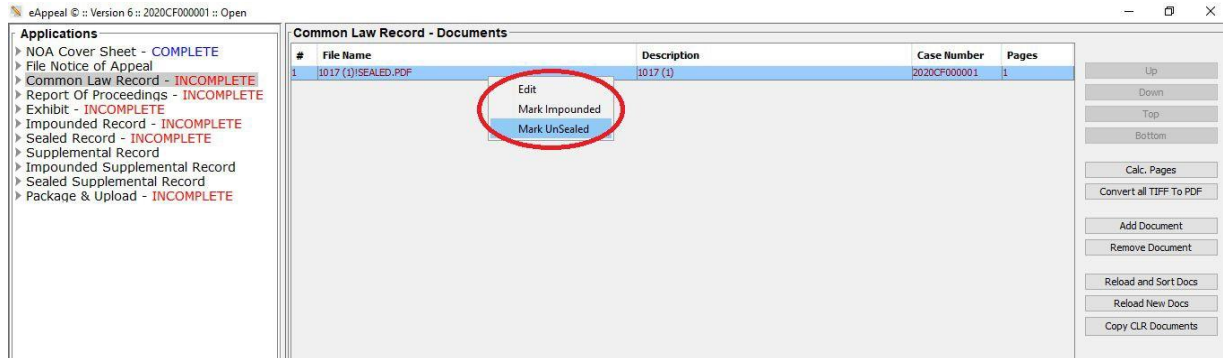
A document in the Common Law Record can be designated as impounded or sealed by right-clicking on the document in the CLR center window. A small dialog box will appear giving the option to “Edit” or “Mark Impounded” or “Mark Sealed (circled below). Choosing “Mark Impounded” will change the color of the document title on the screen to Red and by choosing “Mark Sealed” will change the color of the document title on the screen to Maroon. When a document has been marked as impounded or sealed, the title will appear in the CLR table of contents in different colors (Impounded : Red, Sealed : Maroon), but will not have a hyperlink to the document image. The document image also will not appear in the CLR. If an Impounded document was added in CLR then an entry is created in the “CLR” section of the “Impounded Documents” section. And if a Sealed document was added in CLR then an entry is created in the “CLR” section of the “Sealed Documents” section. When the Impounded or Sealed Documents section is generated (more on this on page XX), the document image (and a hyperlink from the table of contents) will appear.



To change an impounded CLR document to unimpounded, right-click and choose “Mark UnImpounded” (circled below).

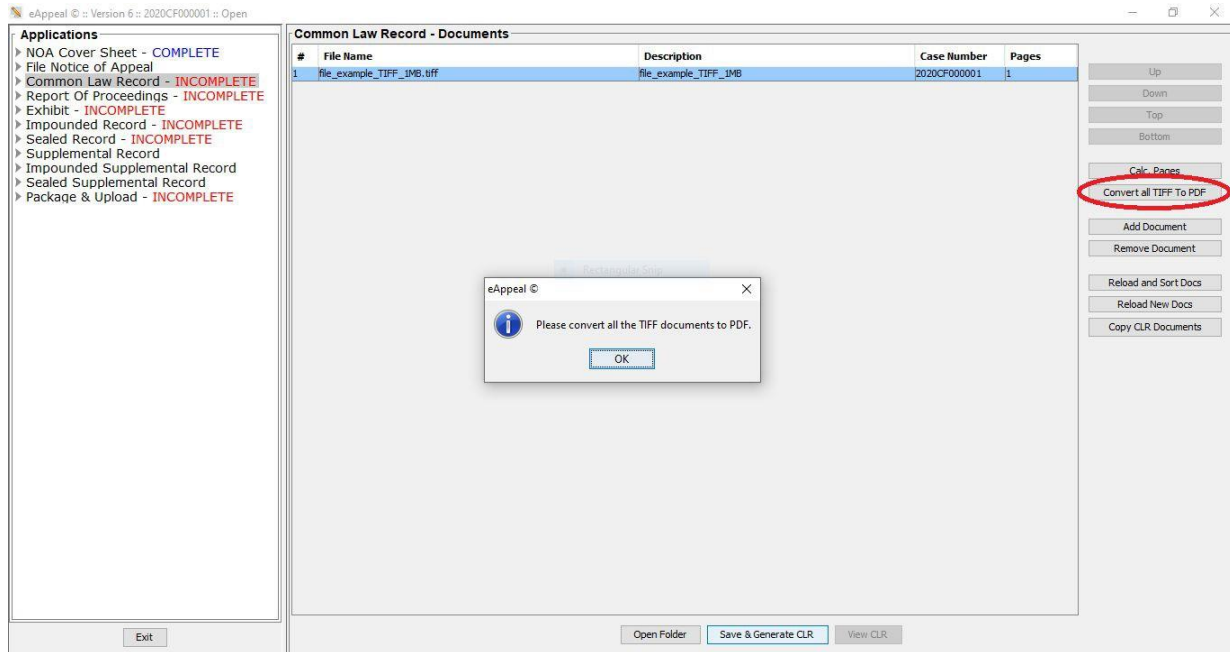


To change an sealed CLR document to unsealed , right-click and choose “Mark Unsealed” (circled below).



Save and Generate

The NOA “Save and Generate” converts TIFF files to PDF automatically, but when creating the CLR, you must use the “Convert TIFF to PDF” button before “Save and Generate”:



Once all of the documents that you want to include in the CLR are in the list and in order, and any TIFF files have been converted to PDF, the final CLR step is to click the “Save and Generate CLR” button (circled below). eAppeal will join all the documents together and generate a single PDF document that includes page numbers and a table of contents with hyperlinks to each

The screenshot shows the eAppeal software interface. On the left, there is a sidebar with a tree view of applications, including 'Common Law Record - COMPLETE'. The main window displays a table titled 'Common Law Record - Documents' with columns for '#', 'File Name', 'Description', 'Case Number', and 'Pages'. The table contains 24 rows of document entries. At the bottom of the window, there are three buttons: 'Open Folder', 'Save & Generate CLR' (which is circled in red), and 'View CLR'. On the right side of the window, there is a vertical toolbar with buttons for 'Up', 'Down', 'Top', 'Bottom', 'Calc. Pages', 'Convert all TIFF To PDF', 'Add Document', 'Remove Document', 'Reload and Sort Docs', 'Reload New Docs', and 'Copy CLR Documents'.

| # | File Name | Description | Case Number | Pages |
|----|--|-----------------------------------|-------------|-------|
| 1 | 16_08_2014_COMPLAINT FILED 147R1AA.GD1.pdf | COMPLAINT FILED | 2014000705R | |
| 2 | 01_05_2015_ORIGINAL STATUS DATE NOTICE B1505AA.EHC... | ORIGINAL STATUS DATE NOTICE | 20140002053 | |
| 3 | 01_29_2015_SUMMONS ISSUED B1505AA.EWC.pdf | SUMMONS ISSUED | 20140002053 | |
| 4 | 01_04_2015_APPOINTMENT - OF CASA B15036AA.CJT.pdf | APPOINTMENT - OF CASA | 20140002058 | |
| 5 | 01_04_2015_CONTINUED - ANSWER AND SETTING B15036AA... | CONTINUED - ANSWER AND SETTING | 20140002058 | |
| 6 | 01_20_2015_APPEARANCE FILED B15056AA.D63.pdf | APPEARANCE FILED | 20140002058 | |
| 7 | 01_20_2015_NOTICE B15051AA.CN1.pdf | NOTICE | 20140002058 | |
| 8 | 01_26_2015_NOTICE B15057AA.EMU.pdf | NOTICE | 20140002058 | |
| 9 | 01_26_2015_RESPONSE B15057AA.EH11.pdf | RESPONSE | 20140002058 | |
| 10 | 01_18_2015_PROVIDE FINANCIAL TAX INFORMATION B15078... | PROVIDE FINANCIAL TAX INFORMATION | 20140002058 | |
| 11 | 04_06_2015_CERTIFICATE OR STATEMENT B15096AA.CZW.pdf | CERTIFICATE OR STATEMENT | 20140002058 | |
| 12 | 04_29_2015_CONTINUED - ANSWER AND SETTING B1520AA... | CONTINUED - ANSWER AND SETTING | 20140002058 | |
| 13 | 04_01_2015_CERTIFICATE OR STATEMENT B15152AA.E1Z.pdf | CERTIFICATE OR STATEMENT | 20140002058 | |
| 14 | 04_30_2015_CERTIFICATE OR STATEMENT B15182AA.AV6.pdf | CERTIFICATE OR STATEMENT | 20140002058 | |
| 15 | 01_01_2015_CONTINUED - ANSWER AND SETTING B15183AA... | CONTINUED - ANSWER AND SETTING | 20140002058 | |
| 16 | 06_05_2015_CONTINUED - ANSWER AND SETTING B1518AA... | CONTINUED - ANSWER AND SETTING | 20140002058 | |
| 17 | 05_08_2015_TRIAL COMPENSANCE ORDER B15152AA.F0U.pdf | TRIAL COMPENSANCE ORDER | 20140002058 | |
| 18 | 11_07_2015_MISC DOCUMENT SERVED B15341AA.EQ3.pdf | MISC DOCUMENT SERVED | 20140002058 | |
| 19 | 11_07_2015_MISC DOCUMENT SERVED B15341AA.EQ4.pdf | MISC DOCUMENT SERVED | 20140002058 | |
| 20 | 11_07_2015_MISC DOCUMENT SERVED B15341AA.EQ5.pdf | MISC DOCUMENT SERVED | 20140002058 | |
| 21 | 11_07_2015_MISC DOCUMENT SERVED B15341AA.EQ6.pdf | MISC DOCUMENT SERVED | 20140002058 | |
| 22 | 11_07_2015_NOTICE B15341AA.EQ2.pdf | NOTICE | 20140002058 | |
| 23 | 01_19_2016_MISC DOCUMENT SERVED B16015AA.D4F.pdf | MISC DOCUMENT SERVED | 20140002058 | |
| 24 | 01_19_2016_MISC DOCUMENT SERVED B16015AA.D45.pdf | MISC DOCUMENT SERVED | 20140002058 | |

document.

While saving and generating, a “progress” dialog box will be displayed while the process is working:



Sending to the Reviewing Court

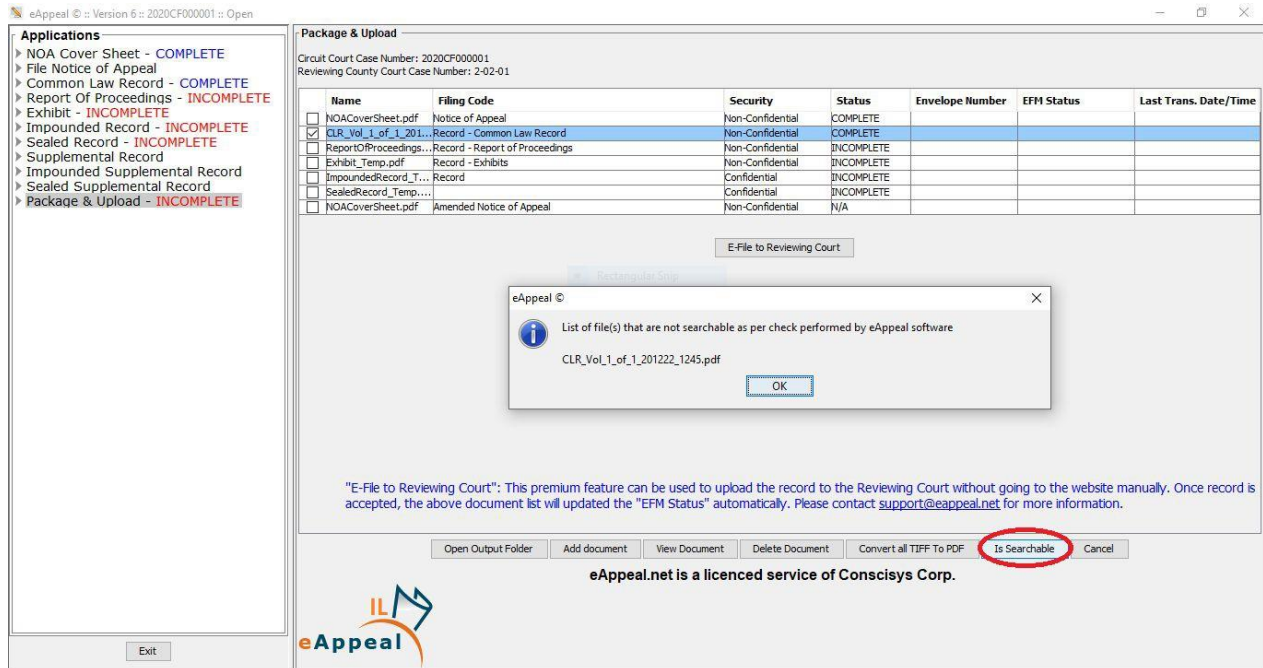
Once complete, the status of the “Common Law Record” in the menu on the left side of the screen will change from red “INCOMPLETE” to blue “COMPLETE”, and the “View CLR” button at the bottom of the screen will become visible. Once it becomes visible, click on the “View CLR” button to display the CLR PDF document. If the CLR PDF document is a single volume (file), it will be displayed. If the CLR PDF document is multiple volumes (more on this in the Multiple Volume Documents section below), a dialog box will be displayed to select a file to display.

Before the CLR can be transmitted to the reviewing court, the PDF CLR file(s) must be made searchable using software outside of eAppeal such as Adobe Acrobat. This is a requirement of the IL Supreme Court.

Once the CLR file has been made searchable, it is ready to be transmitted to the Reviewing Court. eAppeal can be used to perform the upload by selecting “Package & Upload” from the menu on the left side of the screen.

To perform the upload using another e-filing product, send the PDF file that was stored in the eAppeal Workspace\Case\CLR Path as a result of the “Save and Generate CLR” process (after making the file searchable).

On the “Package & Upload” screen, highlight the “Common Law Record” line, and click on the checkbox on the left. The Status of the CLR must be “COMPLETE” (created by the previous “Save and Generate” step) and it must be searchable before it can be transmitted using this screen. To check to see if the PDF document has been made searchable, click the “Is Searchable” button (if it is not searchable, the error dialog box below will be displayed).



If the status is “COMPLETE” and the PDF file is searchable, click the “Send to I2File” button to transmit the CLR to the reviewing court. As with the NOA, once the document is sent the CLR is disabled from selection (greyed out), and Transaction ID and Last Transmitted Date/Time entries are created. Each version of the document can be sent to the Reviewing Court only once. To send it again, you must regenerate that portion of the case.

When finished, click the “Exit” button at the bottom of the left side menu, and the Application window will be closed, returning you either to the Case Detail or Case List screen in your browser window, wherever you were when you selected “Work on Case”.

Multiple Volume Documents

The county eAppeal administrator can define the maximum file size limit of the CLR and ROP files (up to 150mb, as per the IL Supreme Court standards). If the document exceeds that size, it will be split into multiple parts. When the "Save & Generate" button on the CLR and ROP screens is pressed, multiple CLR or ROP documents may be created depending on the total size of the documents added. The output file names will follow a pattern of CLR_N_OF_X followed by timestamp, where N = the sequence number and X = the total number of volumes (see the example below).

In a multi-volume document, a complete table of contents is repeated in each volume. However, the table of contents in each volume contains hyperlinks only to documents in that volume.

Each volume is a PDF document that can be viewed and must be made searchable before sending to the Reviewing Court. The searchable volumes/files can then be sent to the Reviewing Court from the eAppeals "Package & Upload" screen by placing a check next to each one that should be sent, or using any other E-Filing service.

Package & Upload

Circuit Court Case Number: 2020CF000001
Reviewing County Court Case Number: 2-02-01

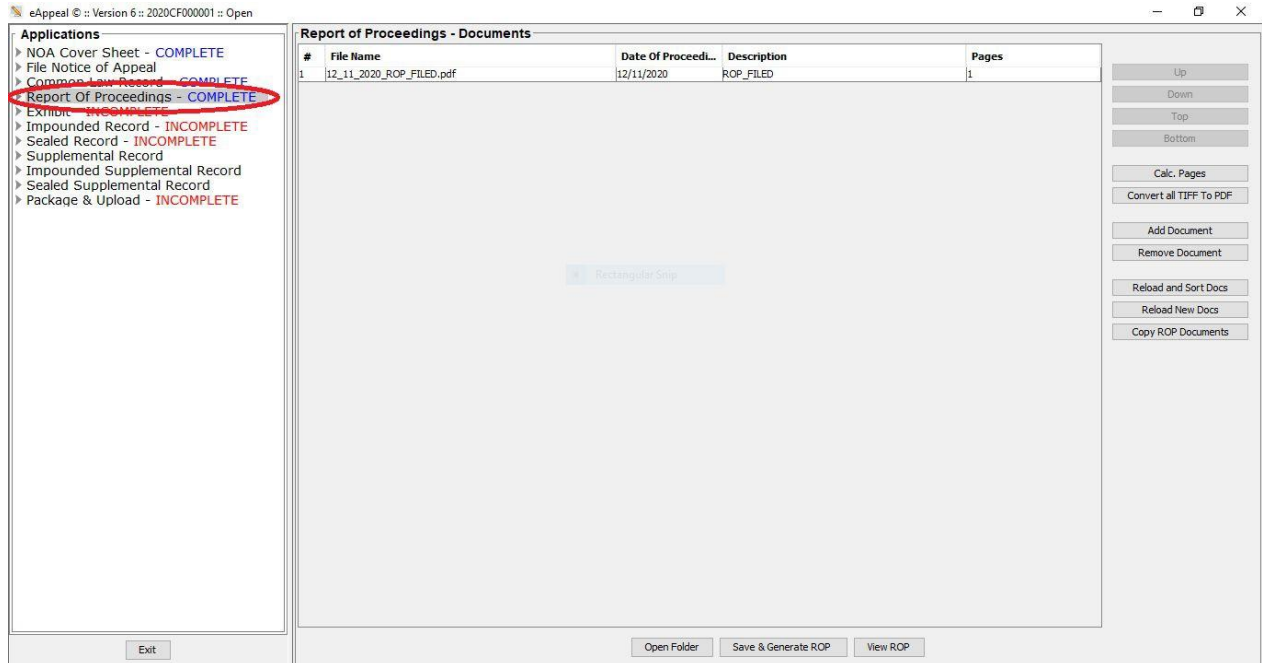
| | Name | Filing Code | Security | Status |
|-------------------------------------|------------------------|--------------------------------|------------------|------------|
| <input type="checkbox"/> | NOACoverSheet.pdf | Notice of Appeal | Non-Confidential | COMPLETE |
| <input checked="" type="checkbox"/> | CLR_Vol_1_of_2_201... | Record - Common Law Record | Non-Confidential | COMPLETE |
| <input checked="" type="checkbox"/> | CLR_Vol_2_of_2_201... | Record - Common Law Record | Non-Confidential | COMPLETE |
| <input type="checkbox"/> | ReportOfProceedings... | Record - Report of Proceedings | Non-Confidential | INCOMPLETE |
| <input type="checkbox"/> | Exhibit_Temp.pdf | Record - Exhibits | Non-Confidential | INCOMPLETE |
| <input type="checkbox"/> | ImpoundedRecord_T... | Record | Confidential | INCOMPLETE |
| <input type="checkbox"/> | SealedRecord_Temp.... | | Confidential | INCOMPLETE |
| <input type="checkbox"/> | NOACoverSheet.pdf | Amended Notice of Appeal | Non-Confidential | N/A |

[E-File to Reviewing Court](#)

Report of Proceedings (ROP)

eAppeal can be used to create and transmit a Report of Proceedings to the Reviewing Court in much the same way that you processed the Common Law Record.

The eAppeal Report of Proceedings screen (shown below) is used to assemble and order imaged documents (including converting TIFFs to PDF) and generate a single PDF ROP file with a table of contents. The buttons on this screen function the same as those on the CLR screen.



The concepts of multiple volumes, Impounded documents and Sealed documents when creating an ROP are the same as with the CLR.

The PDF ROP file(s) must be made searchable using software outside of eAppeal such as Adobe Acrobat. This is a requirement of the IL Supreme Court.

The searchable PDF ROP file(s) is transmitted to the Reviewing Court, using the eAppeal "Package & Upload" screen or any other E-Filing service.

Exhibits

eAppeal can be used to create and transmit an Exhibit section to the Reviewing Court in much the same way that you processed the Common Law Record.

The eAppeal Exhibit screen is used to assemble and order images of exhibit documents and photographs (including converting TIFFs to PDF) and will generate a single PDF Exhibit file with a table of contents.

For detailed information about the Supreme Court standards regarding exhibits, including details about acceptable formats, sizes and receipts of photographic, documentary, descriptive, and physical exhibits, refer to:

<http://efile.illinoiscourts.gov/documents/IL-Record-on-Appeal-Standards.pdf>

eAppeal © :: Version 6 :: 2020CF000001 :: Open

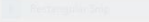
Applications

- ▶ NOA Cover Sheet - COMPLETE
- ▶ File Notice of Appeal
- ▶ Common Law Record - COMPLETE
- ▶ Report Of Proceedings - COMPLETE
- ▶ **Exhibit - INCOMPLETE**
- ▶ Impounded Record - INCOMPLETE
- ▶ Sealed Record - INCOMPLETE
- ▶ Supplemental Record
- ▶ Impounded Supplemental Record
- ▶ Sealed Supplemental Record
- ▶ Package & Upload - INCOMPLETE

Exit

Exhibit - Documents

| # | File Name | File Date | Description | Exhibit# | Party | Pages |
|---|--|------------|-------------|----------|-------|-------|
| 1 | 12_11_2020_ADDRESS[#E][#P]020346AA-AA8.pdf | 12/11/2020 | ADDRESS | | | |



Physical Exhibit

Up

Down

Top

Bottom

Calc. Pages

Convert all TIFF To PDF

Add Document

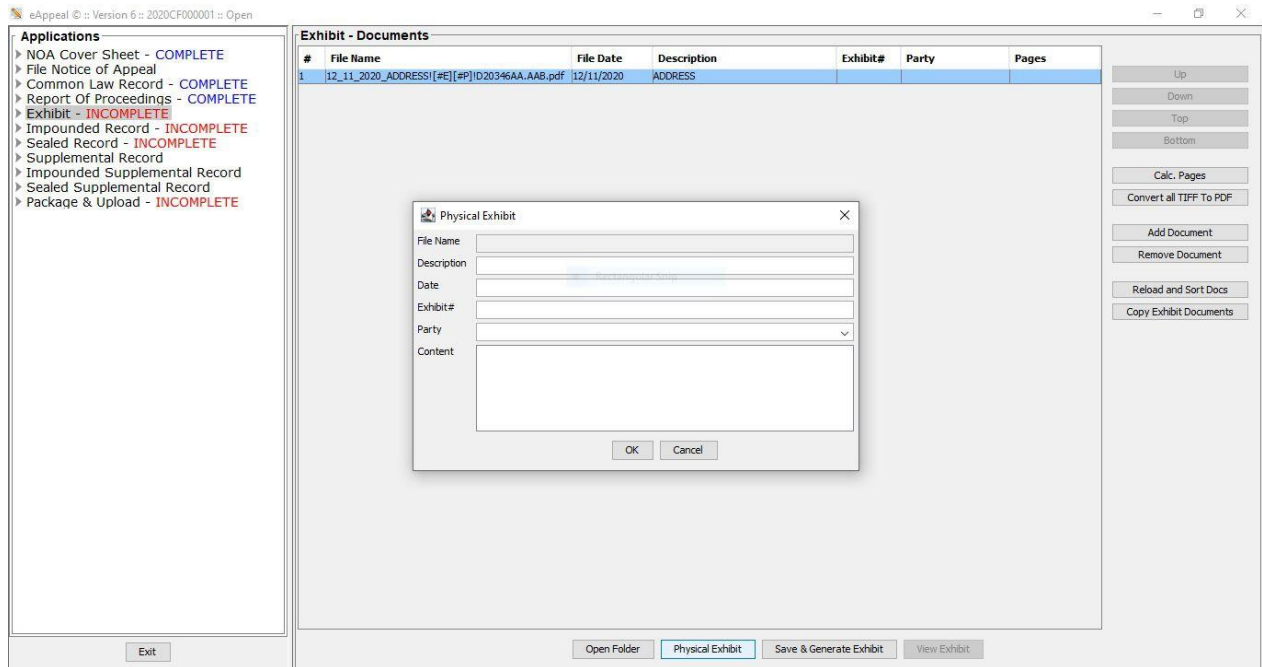
Remove Document

Reload and Sort Docs

Copy Exhibit Documents

The buttons on this screen function the same as those on the CLR and ROP screens, with one exception – the “Physical Exhibit” button (circled above).

Images of Exhibit documents are added to the Exhibit section. The “Physical Exhibit” button will open a window that is used to describe a physical object that is stored by the court, the fields entered in the window will be added as a line item in the Exhibit section:



The concepts of multiple volumes, Impounded documents and Sealed documents when creating an Exhibit are the same as with the CLR.

The PDF Exhibit file(s) must be made searchable using software outside of eAppeal such as Adobe Acrobat. This is a requirement of the IL Supreme Court.

The searchable PDF ROP file(s) is transmitted to the Reviewing Court, using the eAppeal “Package & Upload” screen or any other E-Filing service.

Conventions and rules for naming exhibit documents

Like with Common Law Record documents, It is not necessary to name the document as described below. But by naming the documents with above format will save lot of time for the Appeal user as the software will sort the documents for them and populate Party and Exhibit number information.

Format for Exhibit document name:

Non Impounded or non Sealed document

MM_DD_YYYY_ + DESCRIPTION + “!” + [#E“EXHIBIT NO”] + [#P”PARTY”] + FILE EXTENSION

Example :

01_20_2015_EXHIBIT![#E1][#PPLAINTIFF].PDF

Impounded document

MM_DD_YYYY_ + DESCRIPTION + “!IMPOUNDED” + “!” + [#E“EXHIBIT NO”] + [#P”PARTY”] + FILE EXTENSION

Example : 01_20_2015_EXHIBIT!IMPOUNDED![#E1][#PPLAINTIFF].PDF

Sealed document

MM_DD_YYYY_ + DESCRIPTION + “!SEALED” + “!” + [#E“EXHIBIT NO”] + [#P”PARTY”] + FILE EXTENSION

Example : 01_20_2015_EXHIBIT!SEALED![#E1][#PPLAINTIFF].PDF

If an Exhibit doesn't have arguments (such as Party, Exhibit NO), then the file name will be like,

01_20_2015_EXHIBIT.PDF (or) 01_20_2015_EXHIBIT!IMPOUNDED.PDF (or)

01_20_2015_EXHIBIT!SEALED.PDF

If an Exhibit has one or more arguments (such as Party, Exhibit NO), then the first argument must begin with “!”:

01_20_2015_EXHIBIT!IMPOUNDED![#PPLAINTIFF].PDF

01_20_2015_EXHIBIT!SEALED![#PPLAINTIFF].PDF

01_20_2015_EXHIBIT!IMPOUNDED![#E1][#PPLAINTIFF].PDF

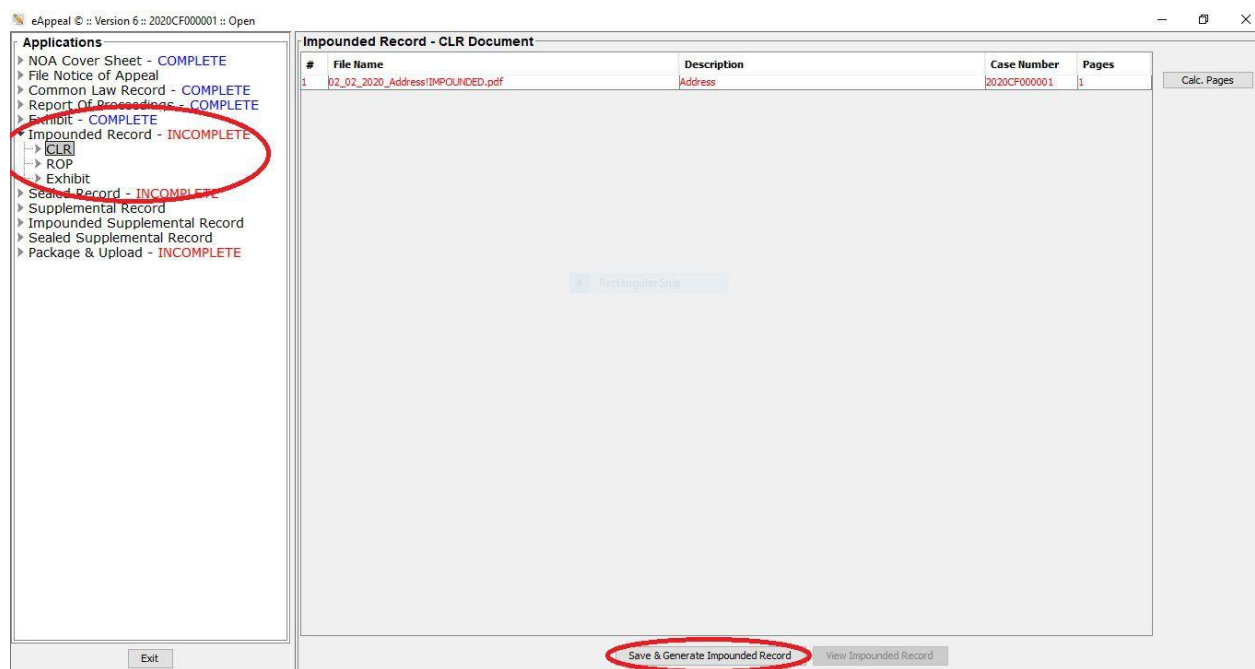
01_20_2015_EXHIBIT!SEALED![#E1][#PPLAINTIFF].PDF

01_20_2015_EXHIBIT![#E1].PDF

01_20_2015_EXHIBIT![#E1][#PPLAINTIFF].PDF

Impounded Record

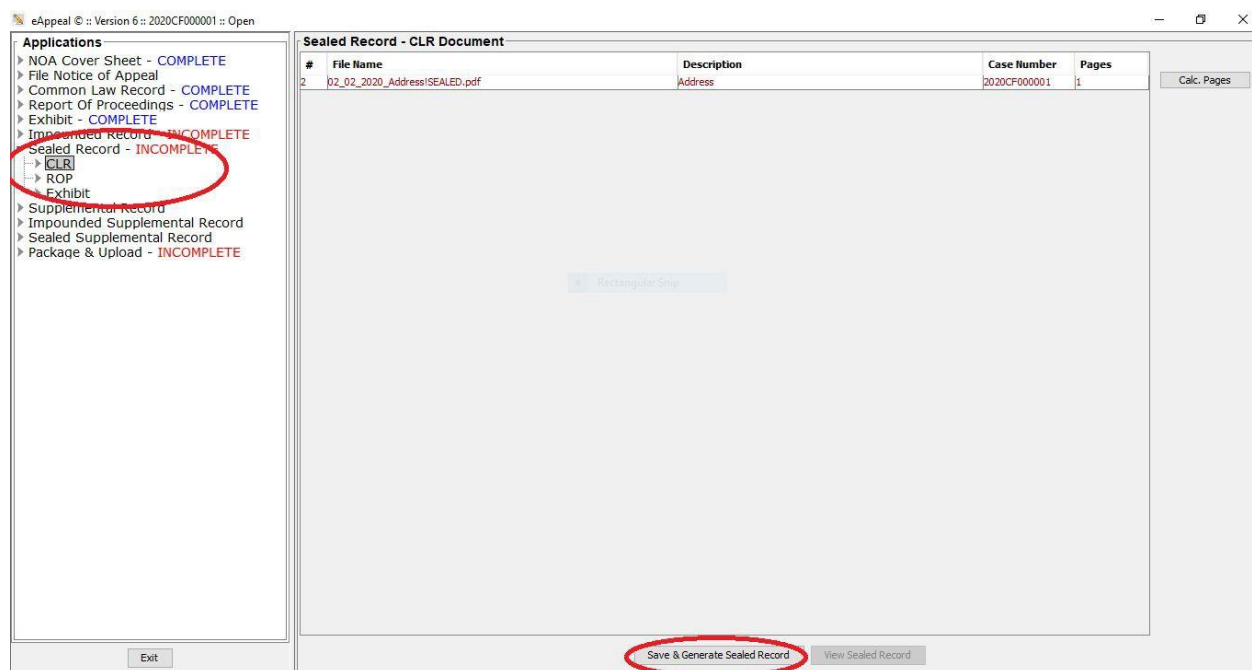
An Impounded Record section is created if any items in the Common Law Record, the Report of Proceedings, or the Exhibit sections were marked as Impounded . The items that were marked as Impounded appear in red both on the eAppeal screens and in the Table of Contents where they originally appeared, the Table of Contents entry will not have a hyperlink to the document image, and the document image will not appear in the section. Instead, the document image is moved to the Impounded Record section (into the appropriate subsection – CLR, ROP, or Exhibit) and an entry is created in the Impounded Record Table of Contents with a hyperlink to the document image. Clicking on the “▶” to the left of “Impounded Record” will display the CLR, ROP, and Exhibit headings within the Impounded Record, and double-clicking any of these headings will display the work screen to add or order documents, or to generate the Impounded Record section.



The “Save and Generate Impounded Record” button at the bottom of the screen (circled above) will join all the documents together and generate a single PDF Impounded Record document that includes page numbers and a table of contents with hyperlinks to each document.

Sealed Record

A sealed Record section is created if any items in the Common Law Record, the Report of Proceedings, or the Exhibit sections were marked as sealed. The items that were marked as sealed appear in red both on the eAppeal screens and in the Table of Contents where they originally appeared, the Table of Contents entry will not have a hyperlink to the document image, and the document image will not appear in the section. Instead, the document image is moved to the sealed Record section (into the appropriate subsection – CLR, ROP, or Exhibit) and an entry is created in the sealed Record Table of Contents with a hyperlink to the document image. Clicking on the “▶” to the left of “sealed Record” will display the CLR, ROP, and Exhibit headings within the sealed Record, and double-clicking any of these headings will display the work screen to add or order documents, or to generate the sealed Record section.

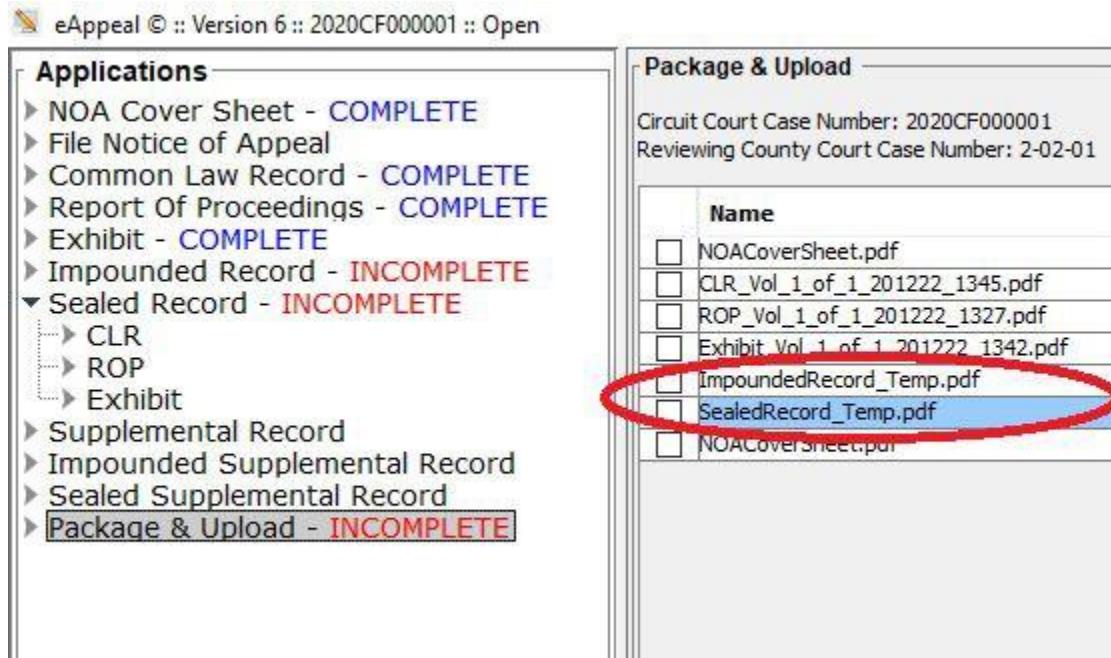


The “Save and Generate Sealed Record” button at the bottom of the screen (circled above) will join all the documents together and generate a single PDF Sealed Record document that includes page numbers and a table of contents with hyperlinks to each document.

If any changes are made to the CLR, ROP, or Exhibit sections regarding Impounded and sealed documents (marking a document as Impounded, unimpounded, sealed or unsealed), the Sealed Record and Impounded Record section will need to be regenerated.

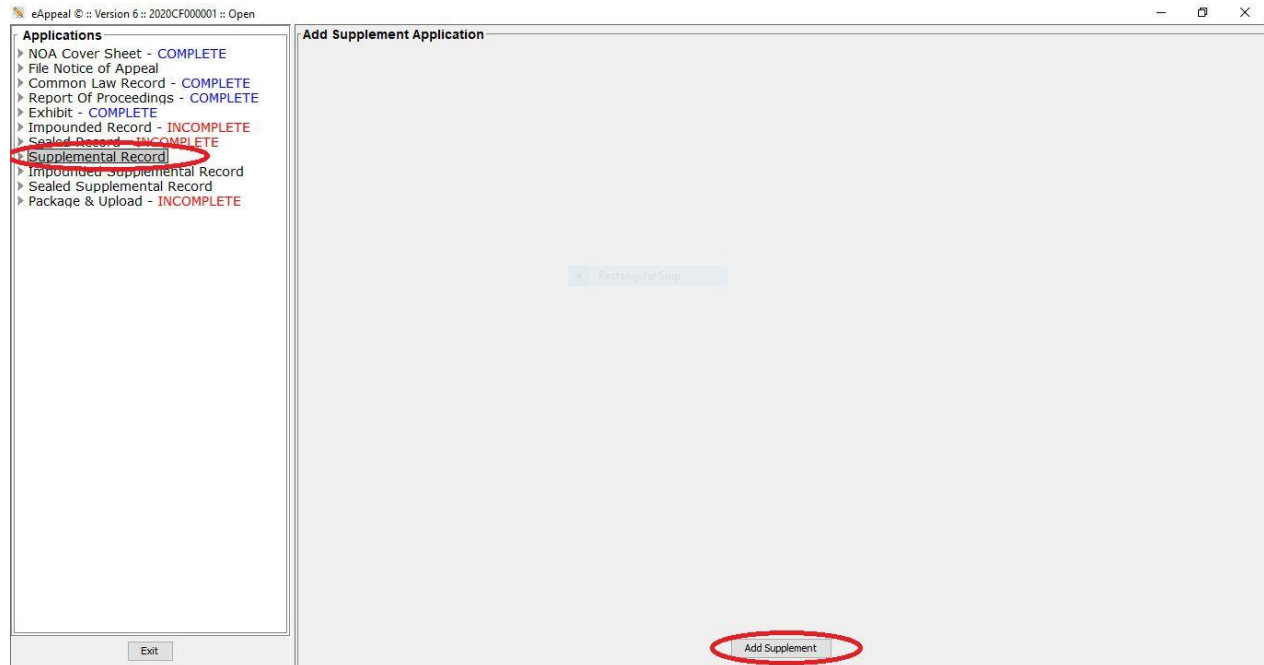
After generating, the PDF Impounded Record file(s) and Sealed Record file(s) must be made searchable using software outside of eAppeal such as Adobe Acrobat. This is a requirement of the IL Supreme Court.

The searchable PDF Impounded Record and Sealed record are transmitted to the Reviewing Court, using the eAppeal “Package & Upload” screen or any other E-Filing service. If a Impounded Record or Sealed Record file exists for the case, it is added as an item in the “Package & Upload” screen:

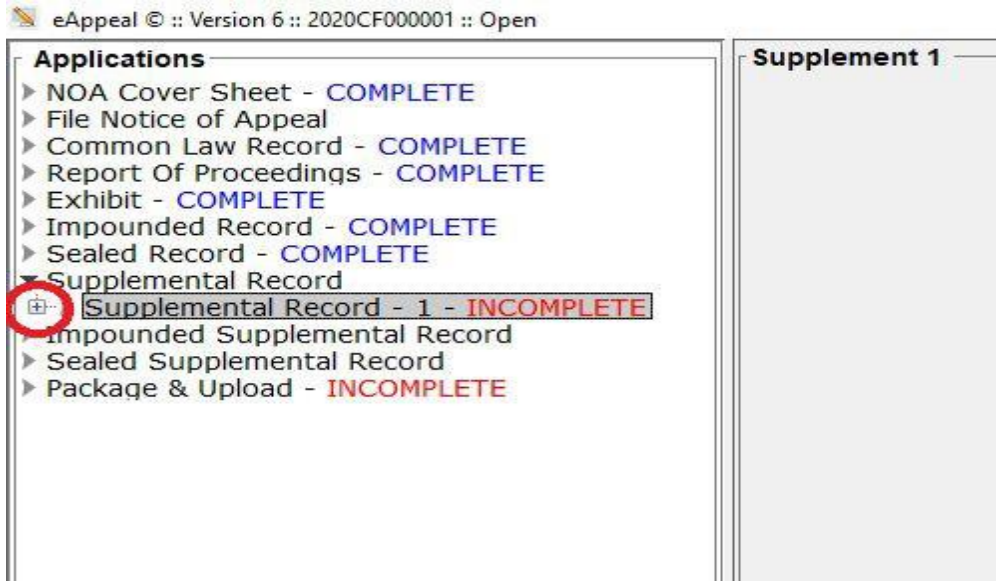


Supplemental Record(s)

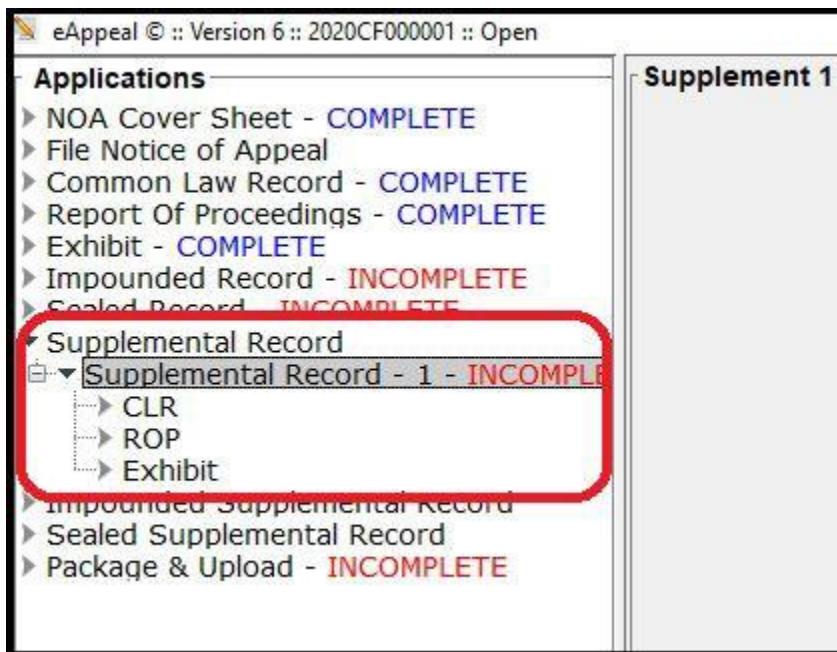
To create a Supplemental Record using eAppeal, double-click on “Supplemental Record” in the menu on the left side of the screen, and the work window in the center will be titled “Add Supplement Application”:



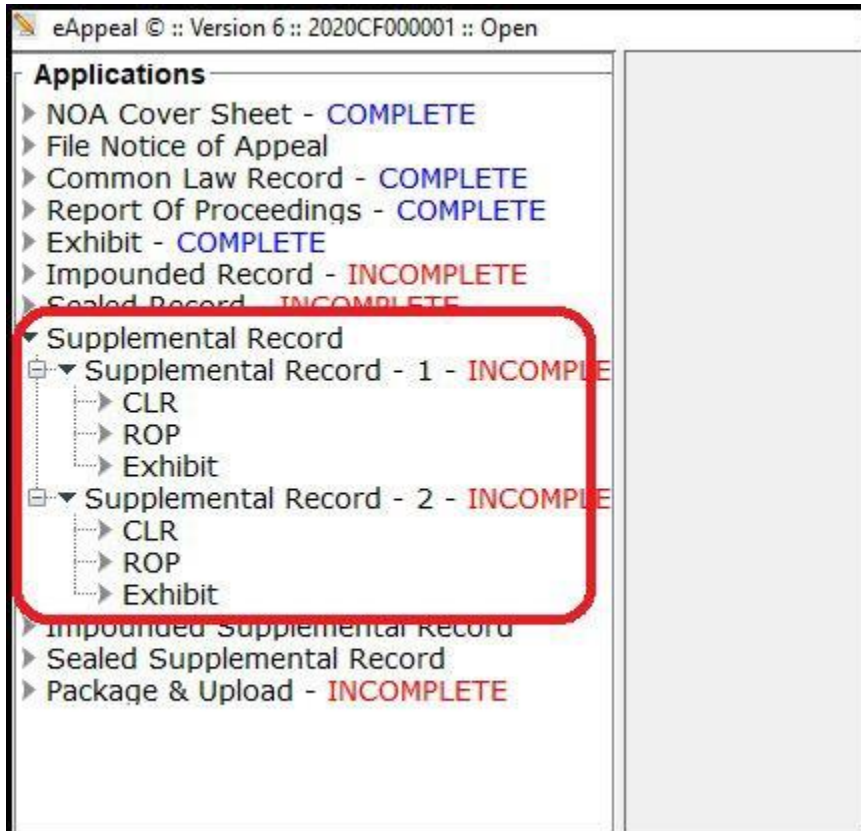
Click the “Add Supplement” button at the bottom of the screen (circled above), and the work screen will be displayed for Supplement 1:



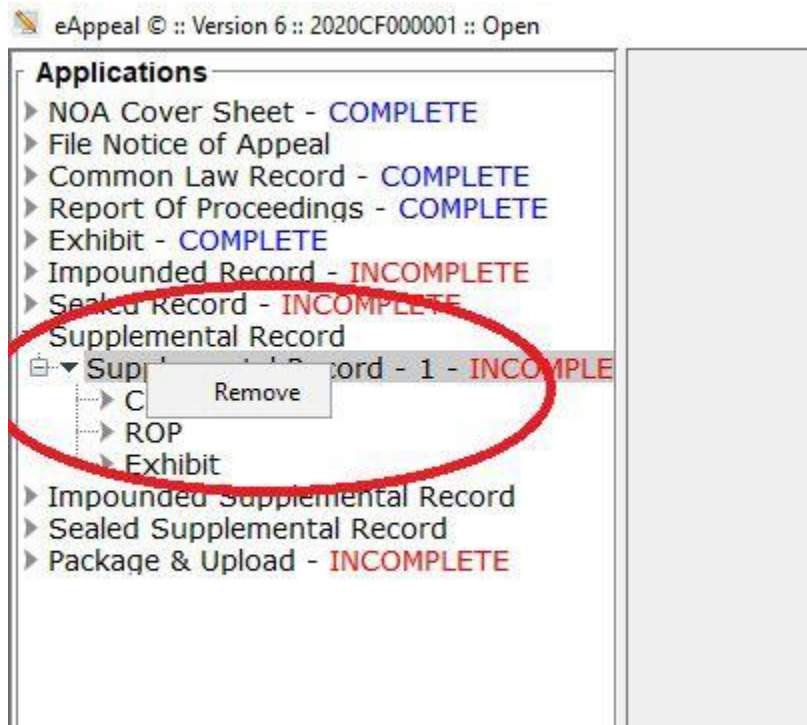
Clicking on the “+” to the left of “Supplemental Record – 1” (circled above) will display the CLR, ROP, and Exhibit headings within the Supplement, and double-clicking any of these headings will display the work screen to add or order documents, or to generate the Supplemental Record section:



Additional Supplements can be added by clicking on the top-level “Supplemental Record” in the menu on the left side of the screen to display the “Add Supplement Application”, and click the “Add Supplement” button at the bottom of the screen. The example below shows a case with a 2nd Supplemental record:



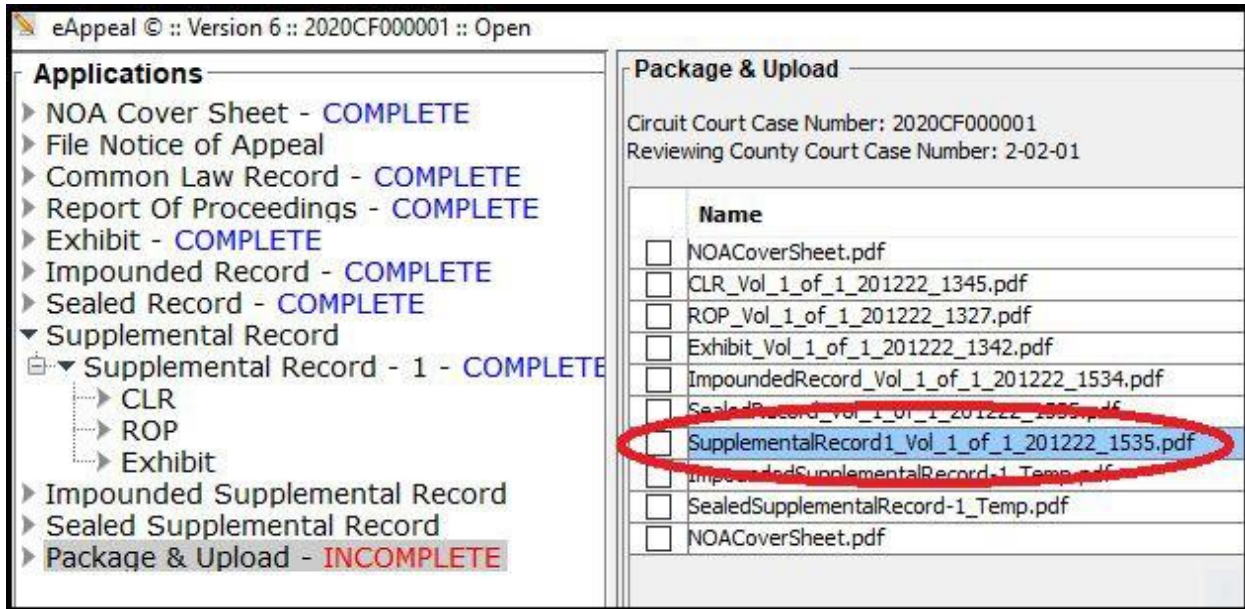
Supplemental Records can be removed, but only if they do not contain documents and have not been generated. To remove, right-click on the Supplemental Record title (in this case, “Supplemental Record – 1”) and choose “Remove”:



The “Save & Generate Supplement” button will join all the documents together and generate a single PDF Supplemental Record document that includes page numbers and a table of contents with hyperlinks to each document. The button can be used from the Supplement Screen or from the CLR, ROP, or Exhibit screens within the Supplement.

After generating, the PDF Supplemental Record file(s) must be made searchable using software outside of eAppeal such as Adobe Acrobat. This is a requirement of the IL Supreme Court.

Each searchable PDF Supplemental Record is transmitted to the Reviewing Court, using the eAppeal “Package & Upload” screen or any other E-Filing service. If a Supplemental Record exists for the case, it is added as an item in the “Package & Upload” screen:

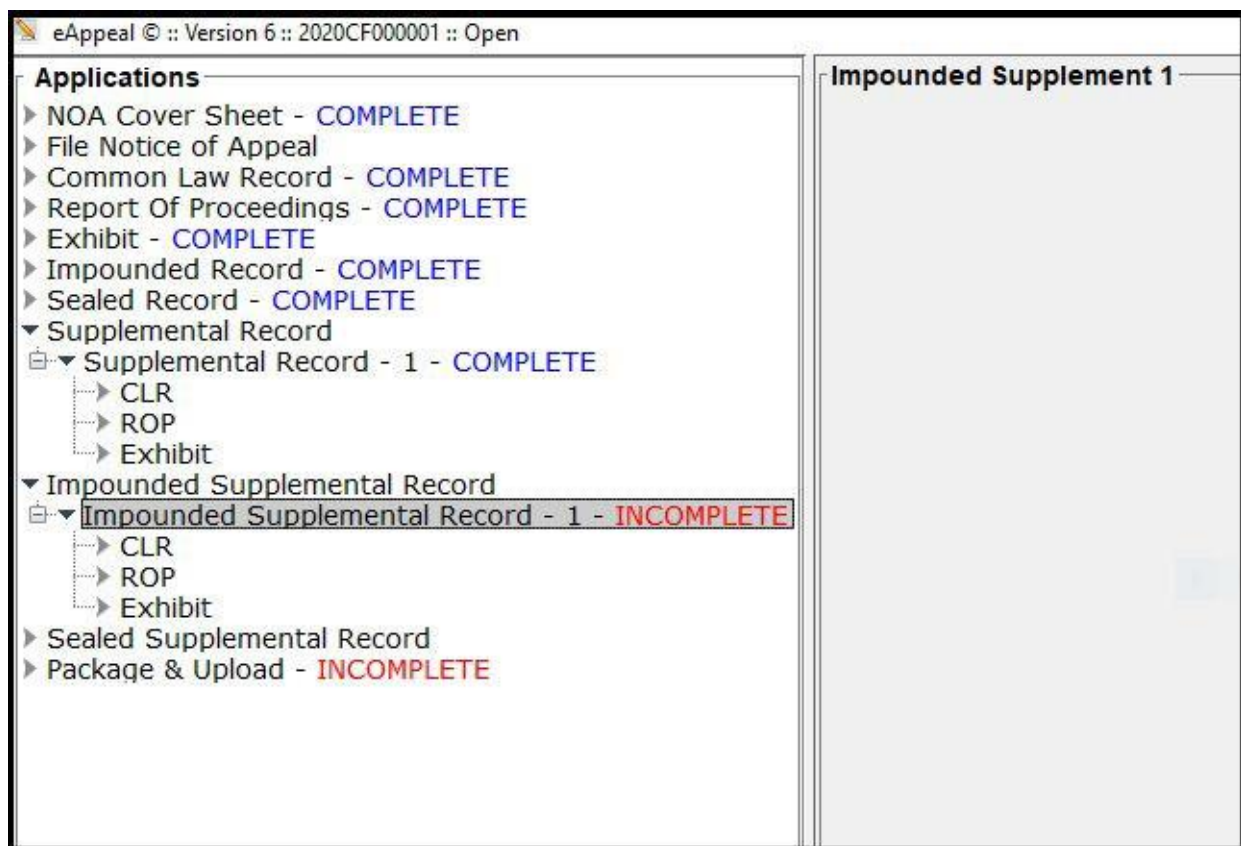


Impounded Supplemental Record(s)

Like the Impounded Record section, the Impounded Supplemental Record section is created if any items in a Supplemental Common Law Record, Report of Proceedings, or Exhibit are marked as Impounded . If multiple Supplemental Records exist that contain documents marked as “Impounded ”, corresponding Impounded Supplemental Records are created. If a Supplemental Record is removed, the corresponding Impounded Supplemental Record is also removed.

The items that were marked as Impounded appear in red both on the eAppeal screens and in the Table of Contents where they originally appeared, the Table of Contents entry will not have a hyperlink to the document image, and the document image will not appear in the section.

Instead, the document image is moved to the Impounded Supplemental Record section (into the appropriate subsection – CLR, ROP, or Exhibit) and an entry is created in the Impounded Supplemental Record Table of Contents with a hyperlink to the document image.

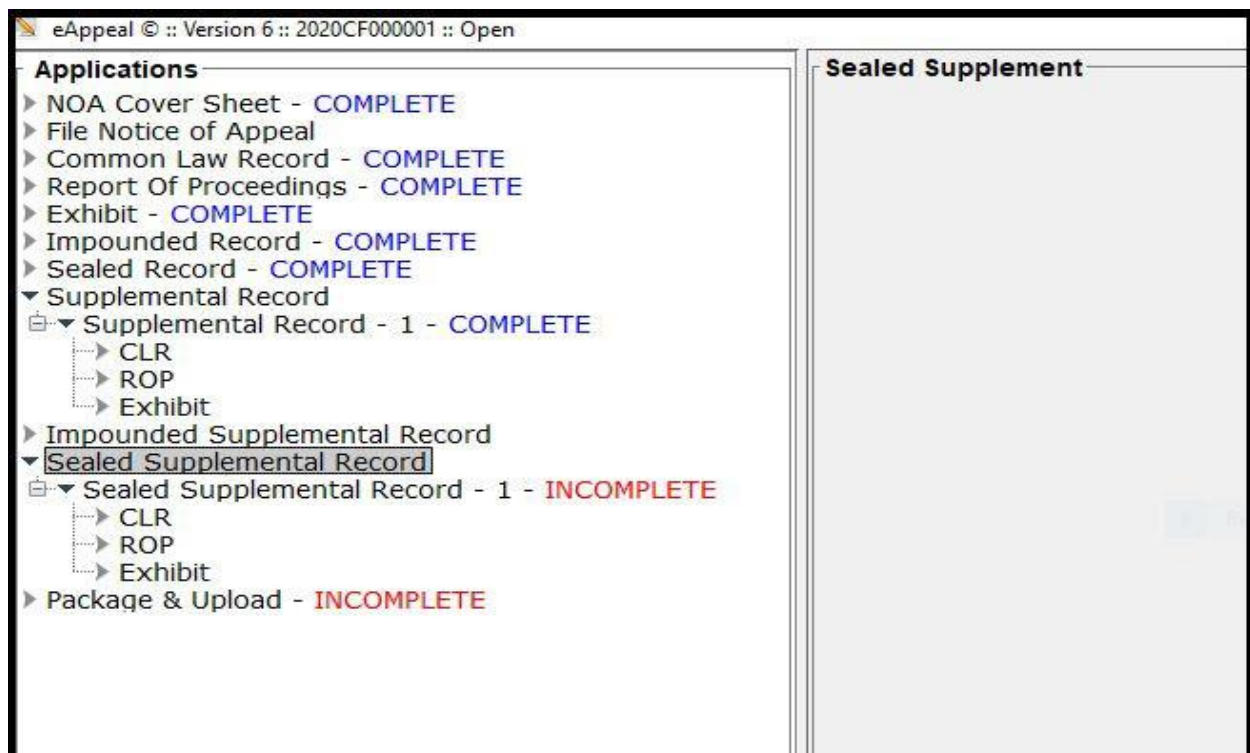


The “Save & Generate Impounded Supplement” button will join all the documents together and generate a single PDF Impounded Supplemental Record document that includes page numbers and a table of contents with hyperlinks to each document. The button can be used from the Impounded Supplement Screen or from the CLR, ROP, or Exhibit screens within the Impounded Supplement.

Sealed Supplemental Record(s)

Like the Sealed Record section, the Sealed Supplemental Record section is created if any items in a Supplemental Common Law Record, Report of Proceedings, or Exhibit are marked as Sealed . If multiple Supplemental Records exist that contain documents marked as “Sealed ”, corresponding Sealed Supplemental Records are created. If a Supplemental Record is removed, the corresponding Sealed Supplemental Record is also removed.

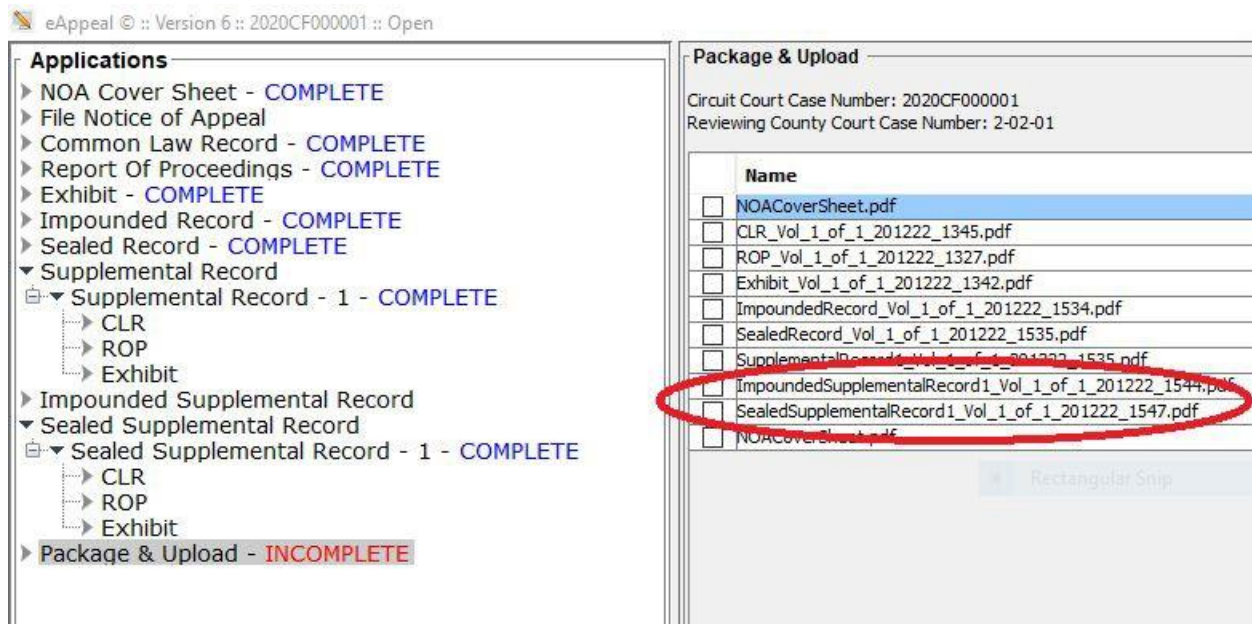
The items that were marked as Sealed appear in red both on the eAppeal screens and in the Table of Contents where they originally appeared, the Table of Contents entry will not have a hyperlink to the document image, and the document image will not appear in the section. Instead, the document image is moved to the Sealed Supplemental Record section (into the appropriate subsection – CLR, ROP, or Exhibit) and an entry is created in the Sealed Supplemental Record Table of Contents with a hyperlink to the document image.



The “Save & Generate Sealed Supplement” button will join all the documents together and generate a single PDF Sealed Supplemental Record document that includes page numbers and a table of contents with hyperlinks to each document. The button can be used from the Sealed Supplement Screen or from the CLR, ROP, or Exhibit screens within the Sealed Supplement.

After generating, the PDF Impounded Supplemental Record file(s) or Sealed Supplemental Record file(s) must be made searchable using software outside of eAppeal such as Adobe Acrobat. This is a requirement of the IL Supreme Court.

Each searchable PDF Impounded Supplemental Record or Sealed Supplemental Record are transmitted to the Reviewing Court, using the eAppeal “Package & Upload” screen or any other E-Filing service. If a Impounded Supplemental Record or Sealed Supplemental Record exists for the case, it is added as an item in the “Package & Upload” screen:



Status of Sent Documents

If the eAppeals “Package and Upload” screen was used to send documents to the Reviewing Court, the status of those transactions can be seen on the Case Details screen:

The screenshot shows the eAppeal interface. At the top left is the eAppeal logo. At the top right, it says "Welcome CLERK, COURTNEY [DUPAGE]" with links for Profile, Home, Help, and Logout. The main section is titled "Case Details" and contains a table with the following information:

| | | | | | |
|-----------------------------|---------------------------------|---|---|---|--------------------------------------|
| County Case# | 2021SW000018 | County | DUPAGE | Reviewing Court Case# | |
| Case Category | Appeal | Case Type | Notice of Appeal - Child Custody / Allocation of Parental Responsibilities 311(a) - Civil | Deputy Clerk | CLERK COURTNEY |
| Status | OPEN | Plaintiff/Petitioner | TEST PLAINTIFF | Defendant/Respondent | TEST RESPONDENT |
| Notice Of Appeal Filed Date | 08/03/2021 | Date of Judge's order appealed | 07/23/2021 | Trial Judge | TEST JUDGE |
| Reviewing Court | SECOND DISTRICT APPELLATE COURT | Locked | NO | Modified By | COURTNEYCLERK on 08/19/2021 03:34 AM |
| Case Directory | 2021SW000018_2021_08_03_02_30 | | | | |
| Appellant is Business ? | YES | Appellant's Last Name (or business name) | LAST NAME | Appellant's email (for electronic service) | |

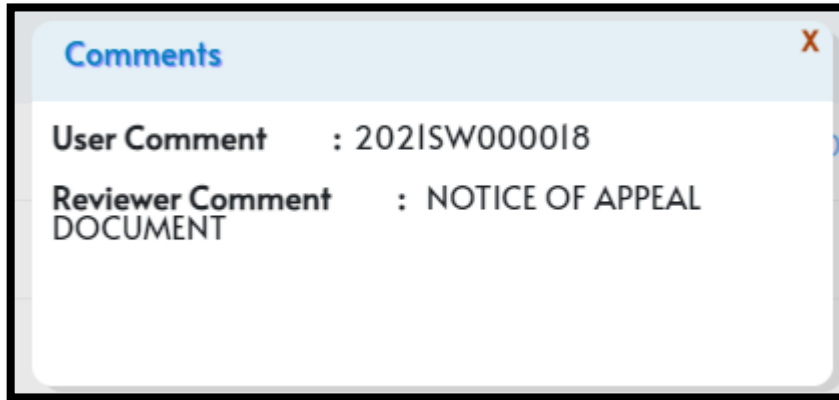
Below the Case Details section is the "Case Documents" section, which includes a "Reload" button and a table of documents:

| Document Name | Filing Code | Status | Envelope# | Modified By | Modified Timestamp |
|------------------------------|------------------|------------|-------------------|---------------|---------------------|
| NOACoverSheet.pdf | Notice of Appeal | COMPLETE | 245357 - ACCEPTED | COURTNEYCLERK | 08/20/2021 01:05 AM |
| CommonLawRecord_Temp.pdf | | INCOMPLETE | | COURTNEYCLERK | 08/19/2021 02:30 AM |
| ReportOfProceedings_Temp.pdf | | INCOMPLETE | | COURTNEYCLERK | 08/19/2021 02:30 AM |
| Exhibit_Temp.pdf | | INCOMPLETE | | COURTNEYCLERK | 08/19/2021 02:30 AM |
| ImpoundedRecord_Temp.pdf | | INCOMPLETE | | COURTNEYCLERK | 08/19/2021 02:30 AM |
| SealedRecord_Temp.pdf | | INCOMPLETE | | COURTNEYCLERK | 08/19/2021 02:30 AM |

At the bottom of the Case Documents section are five buttons: "Update Transaction Details", "Work On Case", "Retrieve Rev. Court Case Number", "Edit Case", and "Back to Case List".

Clicking the “Update Transaction Details” button will refresh the latest status and reviewer comment for all documents sent to the Reviewing Court on that case.

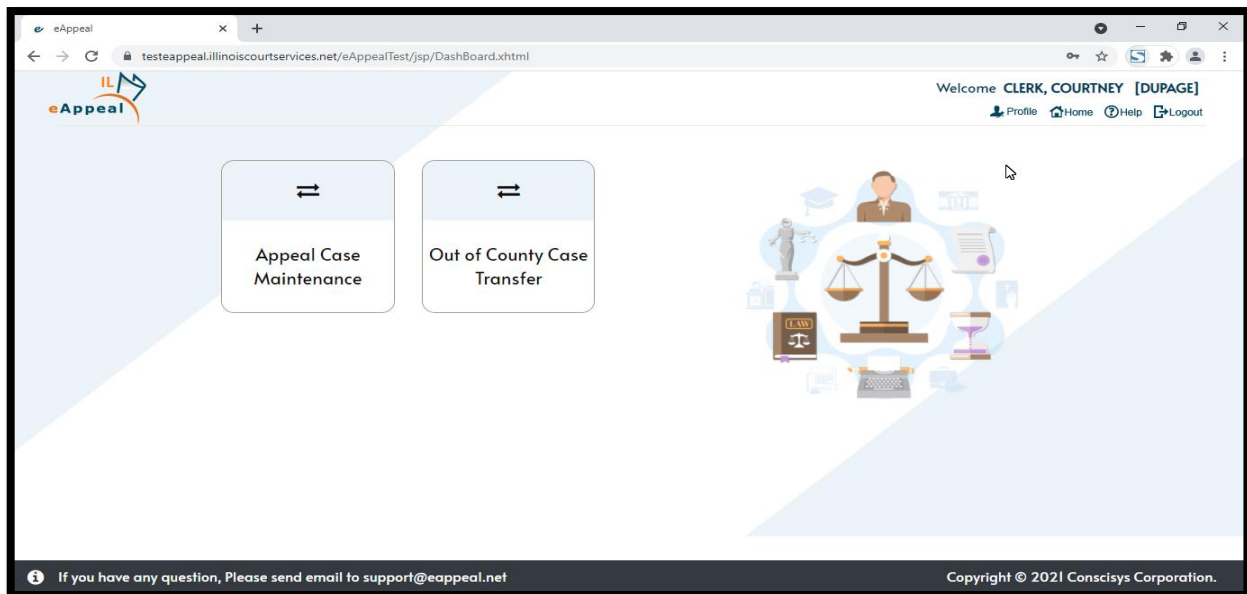
If you click on the “Envelope#” next to a document, a popup will be displayed:



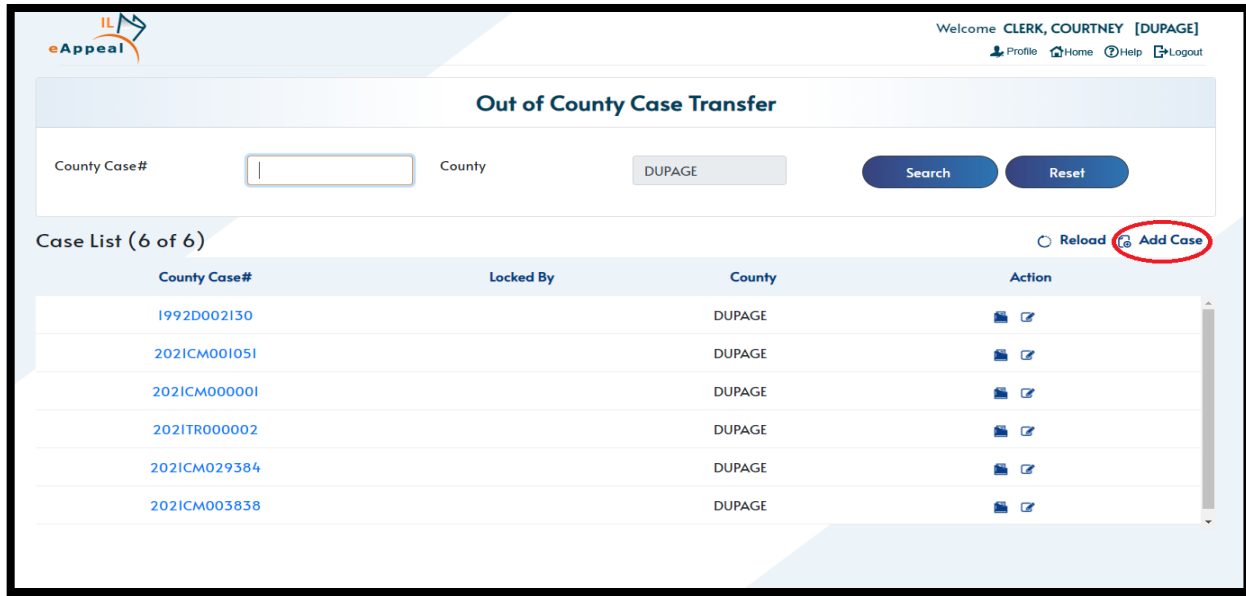
A User Comment, a Reviewer Comment, or both will be displayed. The User Comment is a comment sent along with document from the Package & Upload screen and the Reviewer Comment is a comment entered by the reviewer while accepting or rejecting a transaction.

Out of County Case Transfer

Go to Home Page.



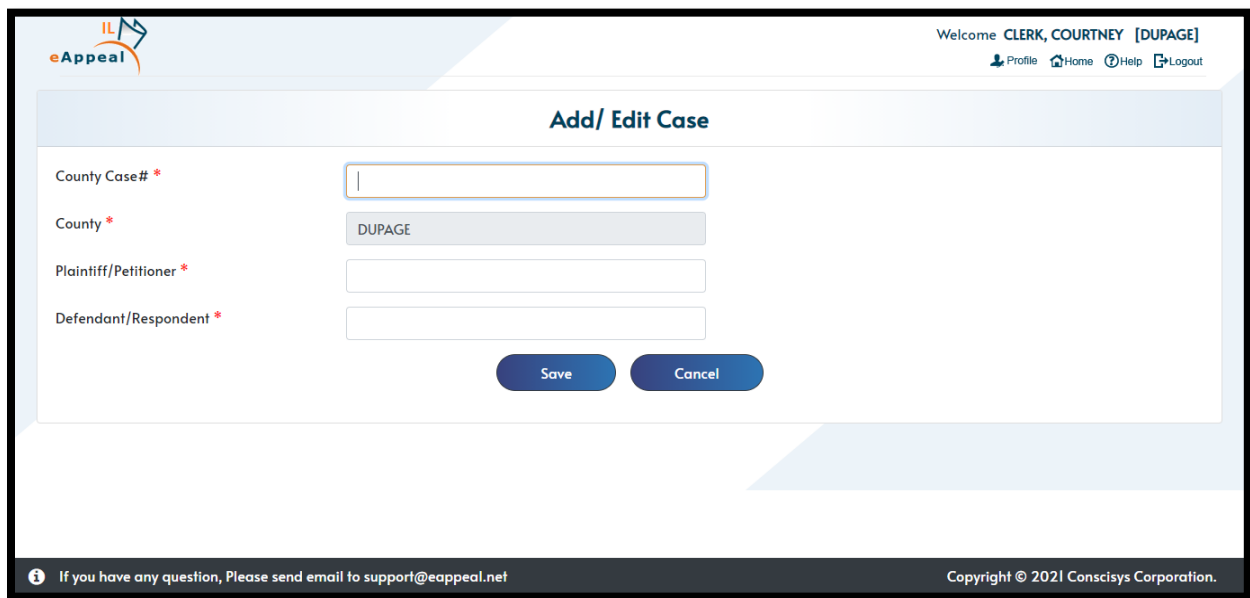
Once click on Out of County Case Transfer, you should see the Out of County Case List screen:



The above example shows several out of county cases that have been added to eAppeal by other users in this county. If this is the first time that your County is using eAppeal, this list will be empty.

Adding Out of County Case

To add an out of county case to EAppeal, click “Add Case” on the out of county Case List screen (circled on the out of county Case List screen shown above). The “Add/Edit Case” screen will be displayed:



An Asterisk (*) to the right of a field name indicates that it is required.

County cannot be changed, they are filled in according to your User ID.

The screenshot displays the 'Add/ Edit Case' interface. At the top left is the 'eAppeal' logo. At the top right, it says 'Welcome CLERK, COURTNEY [DUPAGE]' with links for Profile, Home, Help, and Logout. The main form area has a title 'Add/ Edit Case' and four input fields: 'County Case# *' (1992D002130), 'County *' (DUPAGE), 'Plaintiff/Petitioner *' (LORETTA M REMLEY), and 'Defendant/Respondent *' (CHARLES W REMLEY). Below these fields are 'Save' and 'Cancel' buttons. The 'Save' button is circled in red. At the bottom, there is a footer with an information icon, the text 'If you have any question, Please send email to support@eappeal.net', and 'Copyright © 2021 Conscisys Corporation.'

In the example above, the required fields have been entered. When complete, click the “Save” button (circled above). If information is missing or invalid, the screen will display an error message in red to the bottom of the field in error.

If everything is correct, the case information is saved and the “Case Detail” screen is displayed:

Case Details

| | | | | | |
|---|---------------------------------|--------------------------------|----------------|---|--------------------------------------|
| County Case# | 2021CH000001 | County | DUPAGE | Reviewing Court Case# | |
| Case Category | | Case Type | | Deputy Clerk | CLERK COURTNEY |
| Status | TRANSFER | Plaintiff/Petitioner | TEST PLAINTIFF | Defendant/Respondent | TEST RESPONDENT |
| Notice Of Appeal Filed Date | 08/20/2021 | Date of Judge's order appealed | | Trial Judge | |
| Reviewing Court | SECOND DISTRICT APPELLATE COURT | Locked | NO | Modified By | COURTNEYCLERK on 08/20/2021 04:31 AM |
| Case Directory | 2021CH000001_2021_08_20_04_31 | | | | |
| Appellant is Business ? | NO | Appellant's First Name | | Appellant's Last Name (or business name) | |
| Appellant's email (for electronic service) | | | | | |

Case Documents Reload

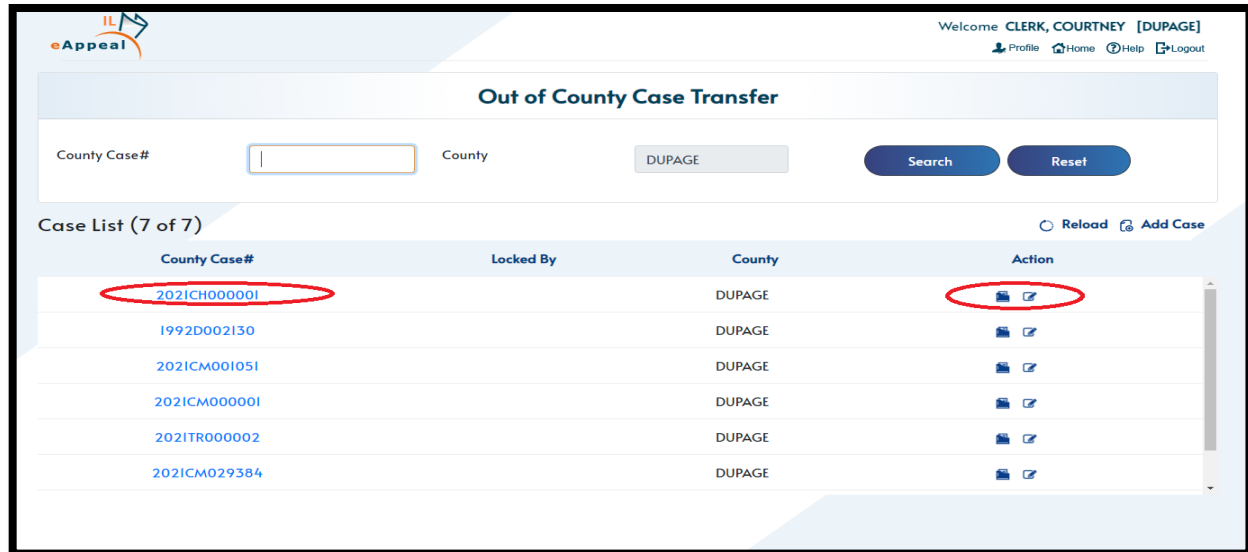
Case information saved successfully

| Document Name | Filing Code | Status | Envelope# | Modified By | Modified Timestamp |
|--------------------------|-------------|------------|-----------|---------------|---------------------|
| CaseRecord_Temp.pdf | | INCOMPLETE | | COURTNEYCLERK | 08/20/2021 04:31 AM |
| ImpoundedRecord_Temp.pdf | | INCOMPLETE | | COURTNEYCLERK | 08/20/2021 04:31 AM |
| SealedRecord_Temp.pdf | | INCOMPLETE | | COURTNEYCLERK | 08/20/2021 04:31 AM |

Work On Case Edit Case **Back to Case List**

The case information is displayed on the top half of the screen, and the lower half of the screen shows the status of the key components of the appeal. Buttons at the bottom of this screen allow you to “Work on Case” and “Edit Case”.

For this demonstration, click the “Back to Case List” button (circled in the lower right of the screen above) and we’ll return to the “Out of County Case List” screen:



The new out of county Case now displayed in the list.

Navigating the Out of County Case Maintenance Screens

From this Case List screen, you can reach the Case Details screen by clicking on the underlined Case Number at the left of each case line.

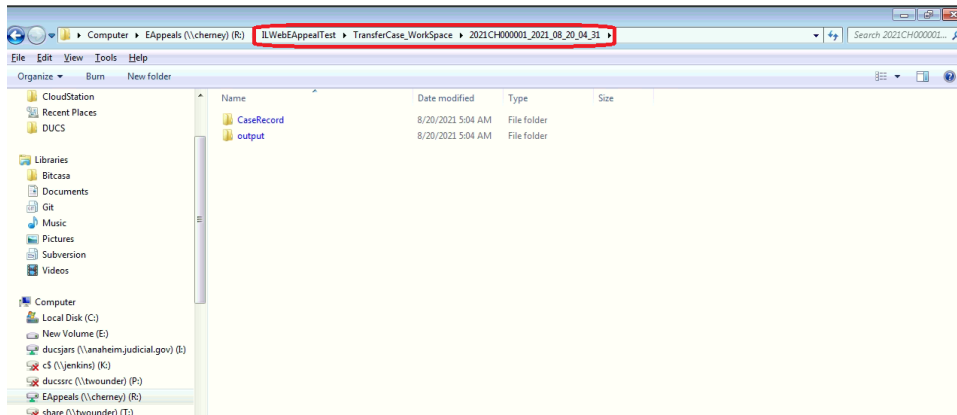
In the Case Details screen there are buttons to “Work on Case” and “Edit Case”. These same functions can also be reached from this list screen, using the two icons on the right of each Case line (circled above).

Creation of the Case folder

Creation of the Case folder under workspace happens automatically. This section is for user information only and user does not carry out any this directly. Once the eAppeal.jnlp file runs on the workstation, It will try to access the eAppeal workspace on pre-defined shared network drive . If the configuration is valid, the case folder is created under the workspace.

E.g. If your workspace on network drive is R:\ILWebEAppeal\TransferCase_WorkSpace then the be generated with the name <<Case Number>>+“_” +<<Case Creation Date>> + “_” + <<HH_MM>> under this folder.

It will also generate the pre-defined folders under the case folder to copy the documents for Case Record.

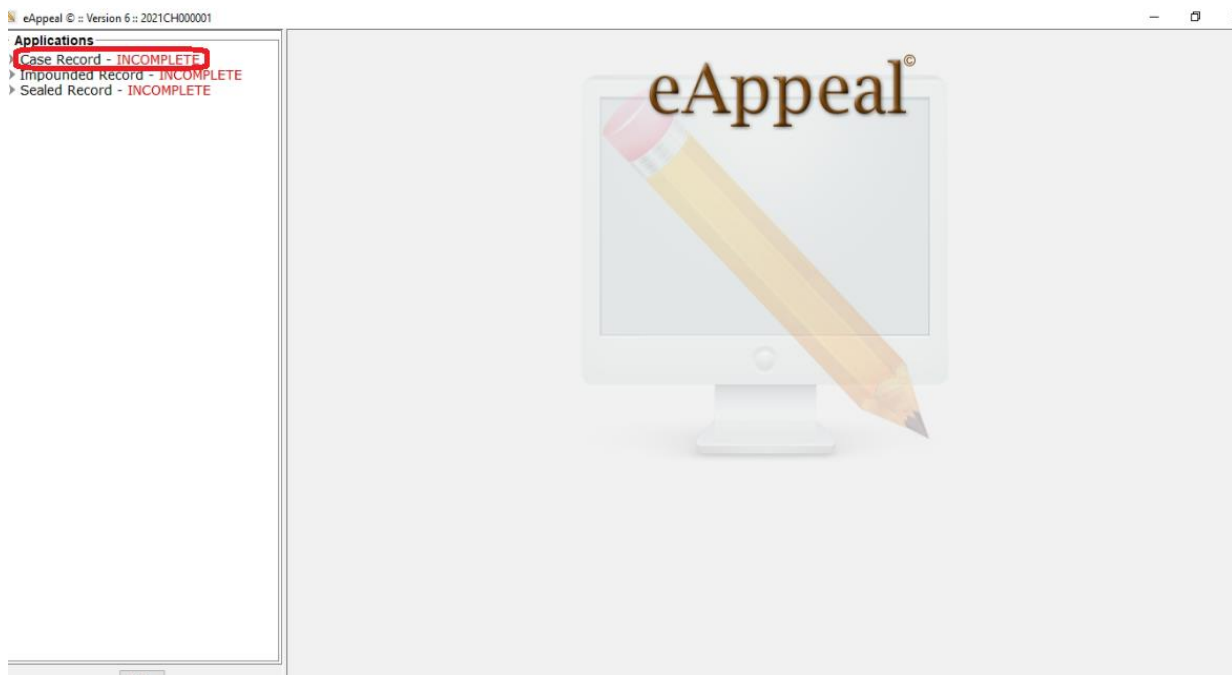


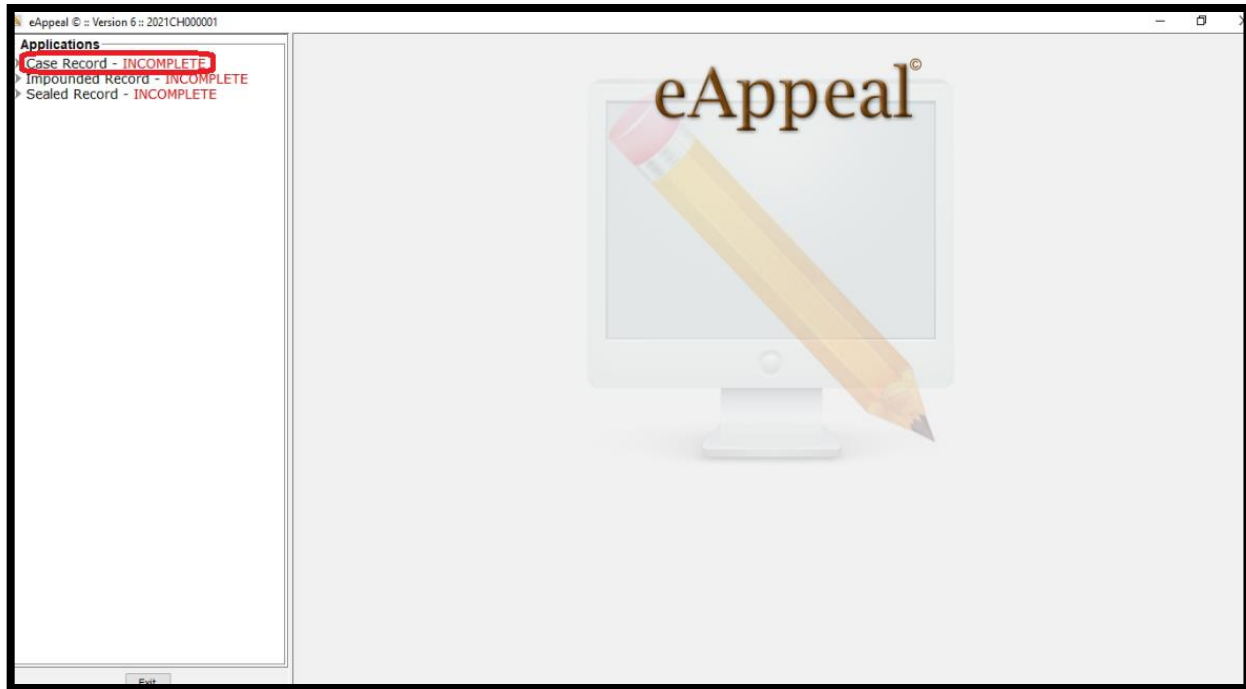
Case Record

we can use eAppeal to create the Case Record (CR).

- 1) The eAppeal Case Record screen is used to assemble and order imaged documents and generate a single PDF Case Record file with a table of contents.
- 2) The PDF Case Record file must be made searchable using software outside of eAppeal such as Adobe Acrobat. This is a requirement of the IL Supreme Court.

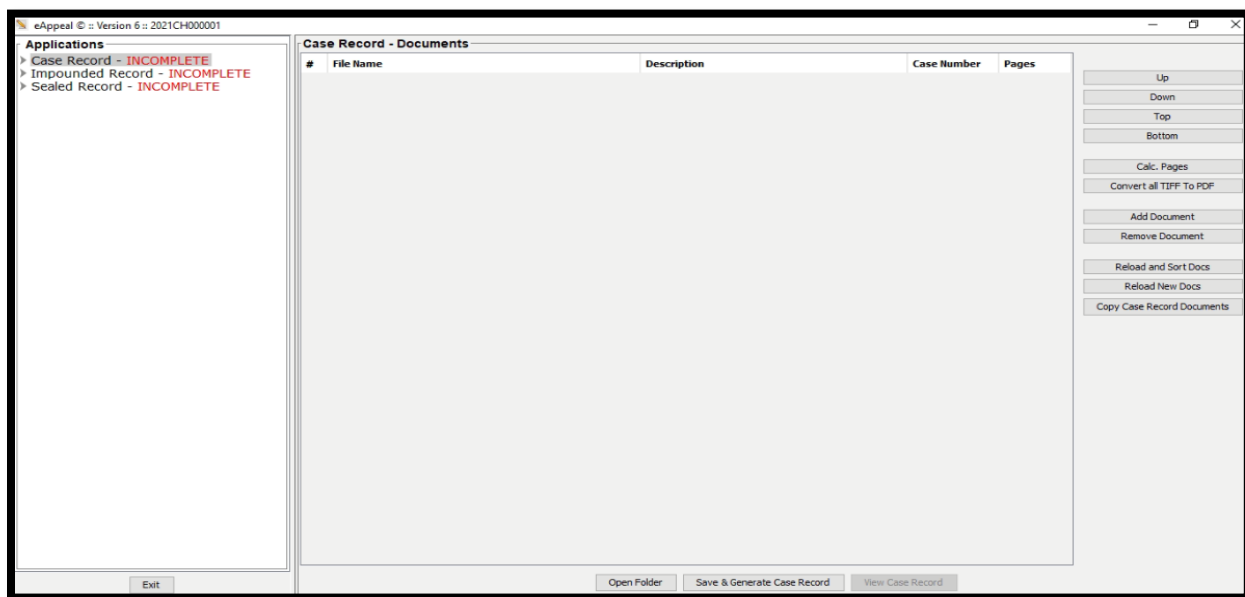
Select “Case Record” from the menu on the left side of the screen:



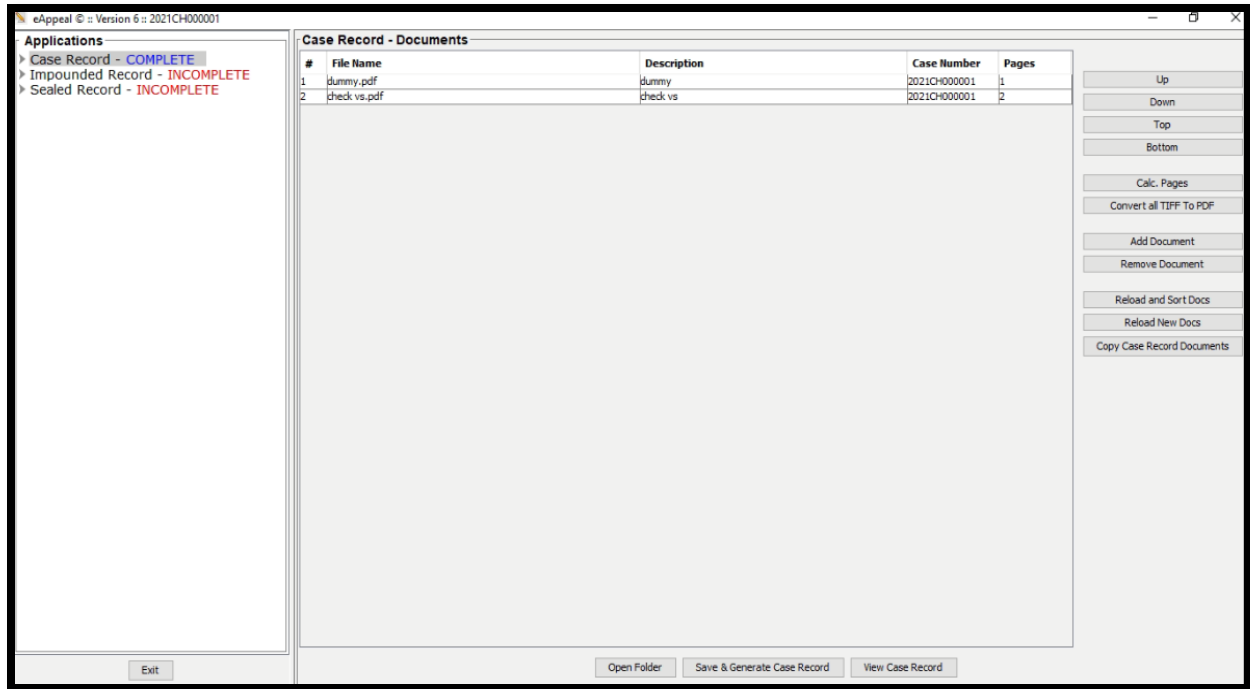


Adding and Ordering Documents

The workspace section of the screen (in the center) labeled “Case Record - Documents” will display all of the documents to be included in the Case Record. In the following example, no documents have been added yet:



The sample below shows a case with several documents.



Conventions and rules for naming case documents

1. Allowed file types for generating Case Record document are .TIF, .TIFF and .PDF.
2. Document name should be in the below mentioned format

DATE + "_" + DESCRIPTION + "!" + DOCUMENTID + FILE Extension (.TIF, .TIFF, .PDF)

OR

DATE + "_" + DESCRIPTION + FILE EXTENSION (.TIF,.TIFF, .PDF)

Example:

08_17_2011_LEAVE GRANTED!B11230AA.BT3.tiff

12_15_2009_CONTINUED.tiff

3. User will not be allowed upload a PDF and TIFF file with the same name for a case
4. User can edit document description and date or mark a document as Impounded or Sealed by selecting and right clicking on it.

In order to directly mark a document as impounded document, document description should be written in the below mentioned format:

DATE + "_" + DESCRIPTION + "!" + DOCUMENTID + "!!IMPOUNDED" + FILE Extension (.TIF, .TIFF, .PDF)

OR

DATE + "_" + DESCRIPTION + "!!IMPOUNDED" + FILE EXTENSION (.TIF,.TIFF,.PDF)

In order to directly mark a document as sealed document, document description should be written in the below mentioned format:

DATE + "_" + DESCRIPTION + "!" + DOCUMENTID + "!SEALED" + FILE Extension (.TIF, .TIFF, .PDF)

OR

DATE + "_" + DESCRIPTION + "!SEALED" + FILE EXTENSION (.TIF,.TIFF,.PDF)

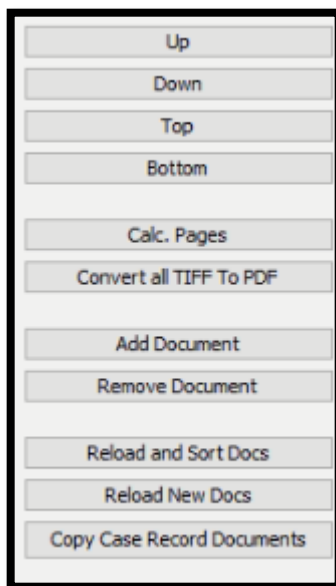
Example:

Impounded document :12_15_2009_CONTINUED!IMPOUNDED.tiff

Sealed document :12_15_2009_CONTINUED!SEALED.tiff

5. To add documents on a case consolidated with the current case, the user can create a folder with a consolidated case number as the name of the folder in the CLR folder. Consolidated case documents then need to be added in this new folder.

Buttons on the right edge of the screen:



The "Reload and Sort Docs" button will add all files that are in the workspace Case Record folder for this case, in the order of their file date. Note that in the example above, the local naming convention for document files is to precede the document name with the date. This allows eAppeal to order the files by date when they are added.

The "Add Document" button allows you to add one document at a time and specify its line number (the line numbers can be seen in the screen above, to the left of each file name).

The "Remove Document" button allows you to remove the selected document from the Case

Record. If you remove the document from the Case Record, it is also removed from the workspace folder for this case.

The order of the documents can also be changed by selecting a document that you want to move, then use the up/down/top/bottom buttons on the right side of the screen to move it.

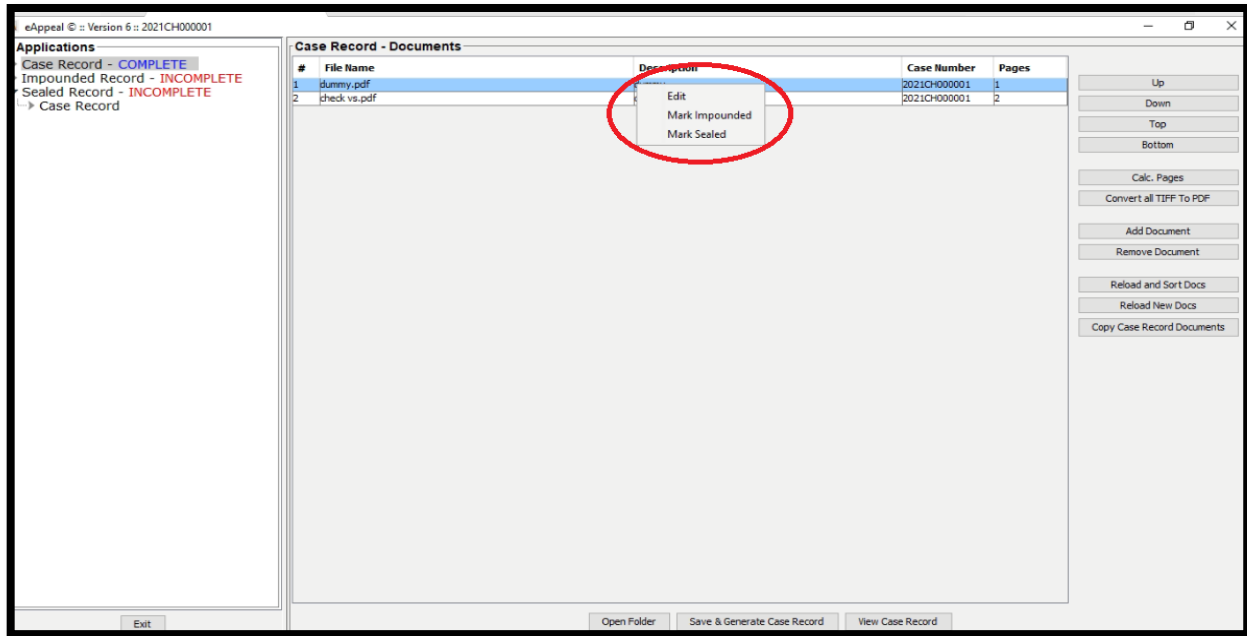
The “Calc Pages” button will calculate the number of pages in each document and display the number in the “Pages” column on the right of the screen (shown in the next sample screen).

The “Convert all TIFF to PDF” button: after adding all documents to the Case Record, this button will convert all TIFF files to PDF in one step.

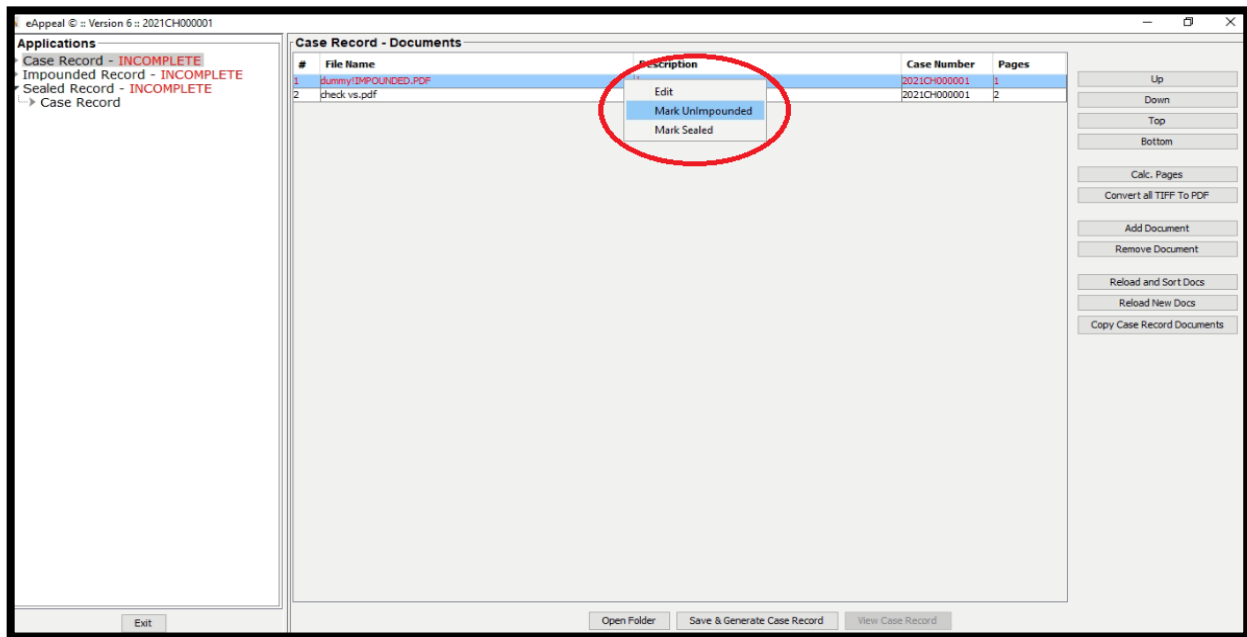
The “Copy Case Record Documents” button: This will open a folder of all Cases in the eAppeal Workspace. Select a case, and all Case Record documents in that case’s Case Record folder will be copied into this case. This button is helpful if the same case is appealed multiple times.

Marking Case Record Documents as Impounded or Sealed

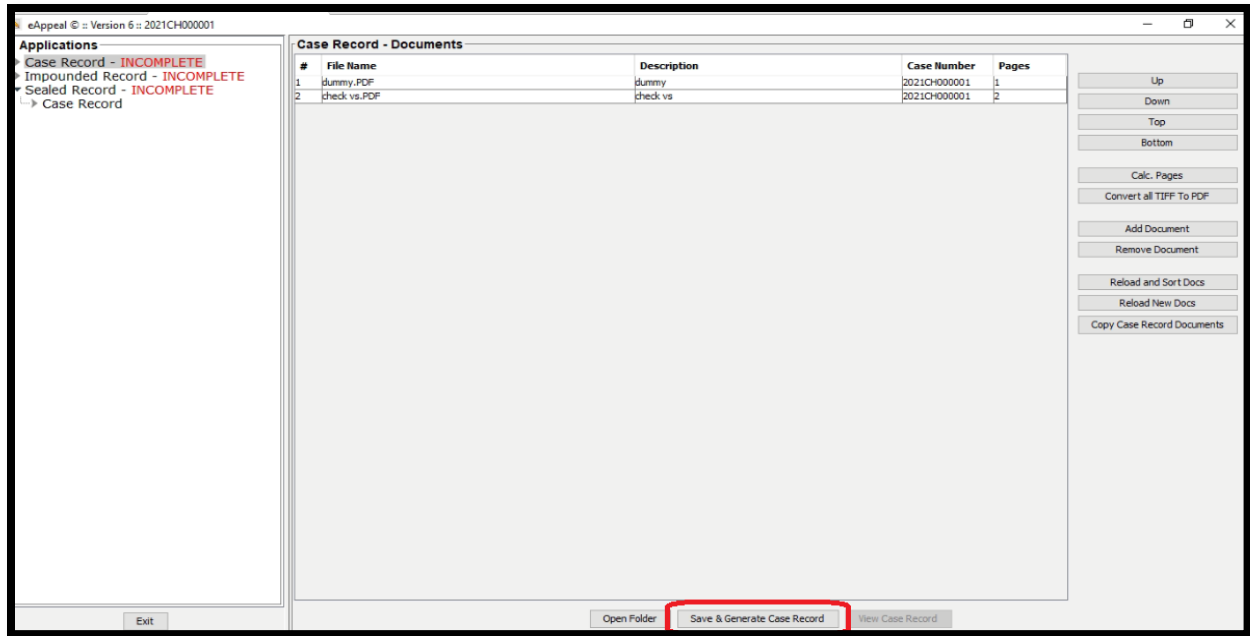
A document in the Case Record can be designated as impounded or sealed by right-clicking on the document in the Case Record center window. A small dialog box will appear giving the option to “Edit” or “Mark Impounded” or “Mark Sealed (circled below). Choosing “Mark Impounded” will change the color of the document title on the screen to Red and by choosing “Mark Sealed” will change the color of the document title on the screen to Maroon. When a document has been marked as impounded or sealed, the title will appear in the Case Record table of contents in different colors (Impounded : Red, Sealed : Maroon), but will not have a hyperlink to the document image. The document image also will not appear in the Case Record. If an Impounded document was added in Case Record then an entry is created in the “Case Record” section of the “Impounded Documents” section. And if a Sealed document was added in Case Record then an entry is created in the “Case Record” section of the “Sealed Documents” section. When the Impounded or Sealed Documents section is generated (more on this on page XX), the document image (and a hyperlink from the table of contents) will appear.



To change an impounded Case Record document to unimpounded, right-click and choose “Mark UnImpounded” (circled below).

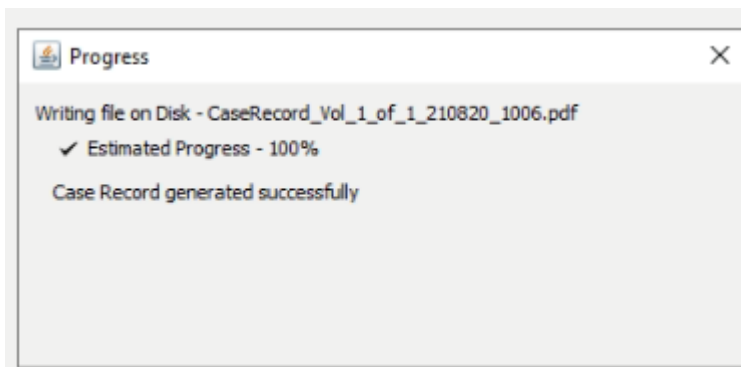


To change an sealed Case Record document to unsealed , right-click and choose “Mark Unsealed” (circled below).



Once all of the documents that you want to include in the Case Record are in the list and in order, and any TIFF files have been converted to PDF, the final Case Record step is to click the “Save and Generate Case Record” button (circled below). eAppeal will join all the documents together and generate a single PDF document that includes page numbers and a table of contents with hyperlinks to each document.

While saving and generating, a “progress” dialog box will be displayed while the process is working:



Multiple Volume Documents

The county eAppeal administrator can define the maximum file size limit of the CLR and ROP files (up to 40mb, as per the IL Supreme Court standards). If the document exceeds that size, it will be split into multiple parts. When the “Save & Generate” button on the Case Record screen is pressed, multiple Case Record documents may be created depending on the total size of the documents added. The output file names will follow a pattern of CR_N_OF_X followed by timestamp, where N = the sequence number and X = the total number of volumes (see the

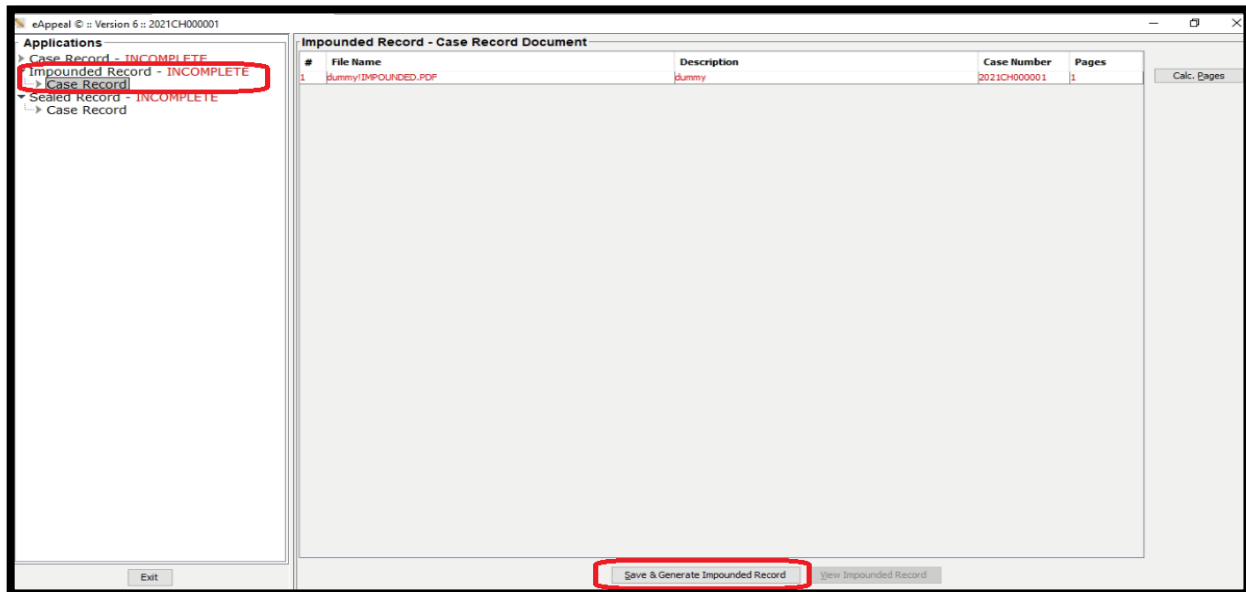
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example below).

In a multi-volume document, a complete table of contents is repeated in each volume. However, the table of contents in each volume contains hyperlinks only to documents in that volume.

Each volume is a PDF document that can be viewed and must be made searchable before sending to the Reviewing Court. The searchable volumes/files can then be sent to the Reviewing Court from the eAppeals “Package & Upload” screen by placing a check next to each one that should be sent, or using any other E-Filing service.

Impounded Record

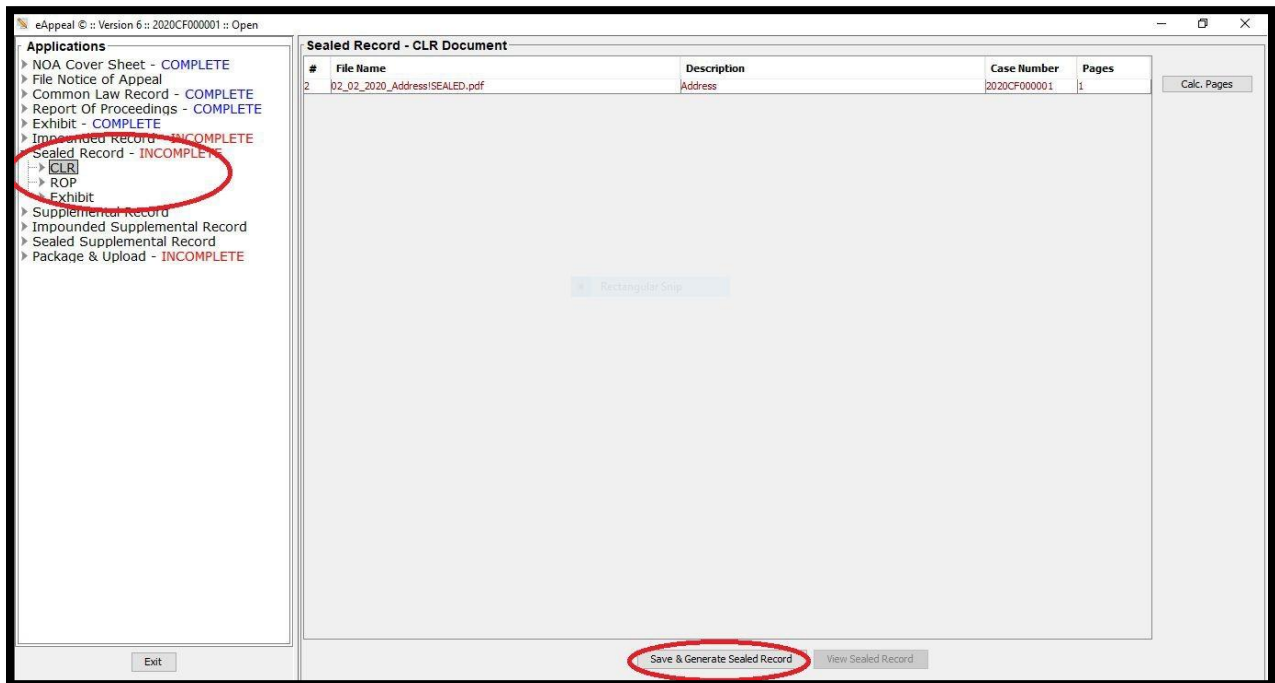
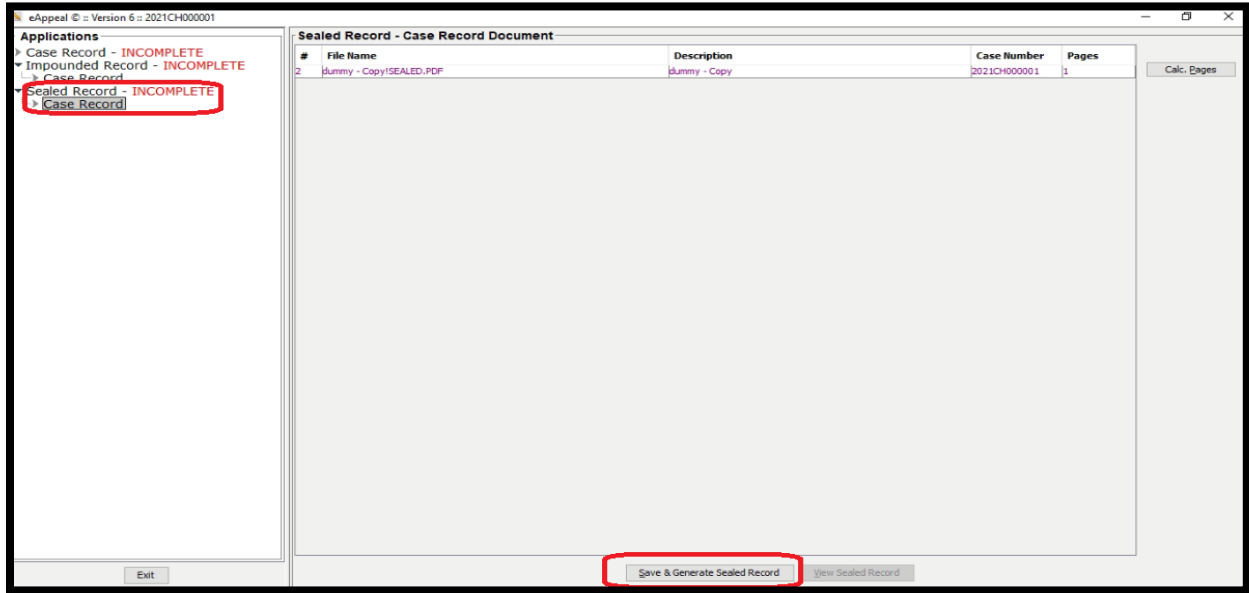


An Impounded Record section is created if any items in the Common Law Record, the Report of Proceedings, or the Exhibit sections were marked as Impounded . The items that were marked as Impounded appear in red both on the eAppeal screens and in the Table of Contents where they originally appeared, the Table of Contents entry will not have a hyperlink to the document image, and the document image will not appear in the section. Instead, the document image is moved to the Impounded Record section (into the appropriate subsection – Case Record) and an entry is created in the Impounded Record Table of Contents with a hyperlink to the document image. Clicking on the “▶” to the left of “Impounded Record” will display the Case Record headings within the Impounded Record, and double-clicking any of these headings will display the work screen to add or order documents, or to generate the Impounded Record section.

The “Save and Generate Impounded Record” button at the bottom of the screen (circled above) will join all the documents together and generate a single PDF Impounded Record document that includes page numbers and a table of contents with hyperlinks to each document.

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Sealed Record



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