

General Information

The General Order on Electronic Case Filing has been revised to require the electronic filing of sealed/restricted documents in civil cases only, Administrative Records, State Court Records, and Ex Parte motion/documents.

You will not have the ability to view a sealed document after it is filed. A Notice of Electronic Filing will be sent to opposing counsel who will not be able to view the document you have filed. Therefore, service to opposing counsel must be made using non-electronic means.

Sealed cases must be filed traditionally in paper format.

Ex Parte Motions/Documents

At the time of filing, please call the Clerk’s Office at 312-435-5698 and inform the docket clerk that you need access to file an ex parte document. A Notice of Electronic Filings **will not** be sent to opposing counsel. You **will not** have the ability to view the document after it is filed; only chambers will be able to view the document.

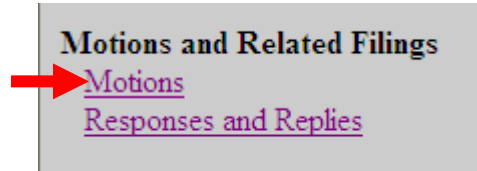
For instructions on filing a	Refer to page
Sealed motion	2
Sealed reply to motion	4
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File a Sealed Motion

1. Click **Civil** on the menu bar.



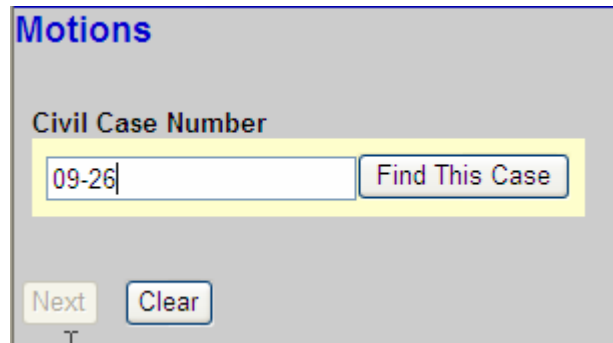
2. Click **Motions**.



3. Enter the case number.

4. Click **Find This Case**.

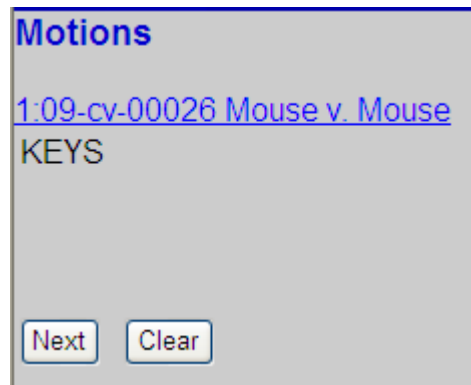
5. Click **Next**.

A screenshot of a web form titled 'Motions'. It contains a text input field labeled 'Civil Case Number' with the value '09-26' entered. To the right of the input field is a button labeled 'Find This Case'. Below the input field are two buttons: 'Next' and 'Clear'.

6. Verify that the case title and case number are correct.

A. Click **Next** if correct.

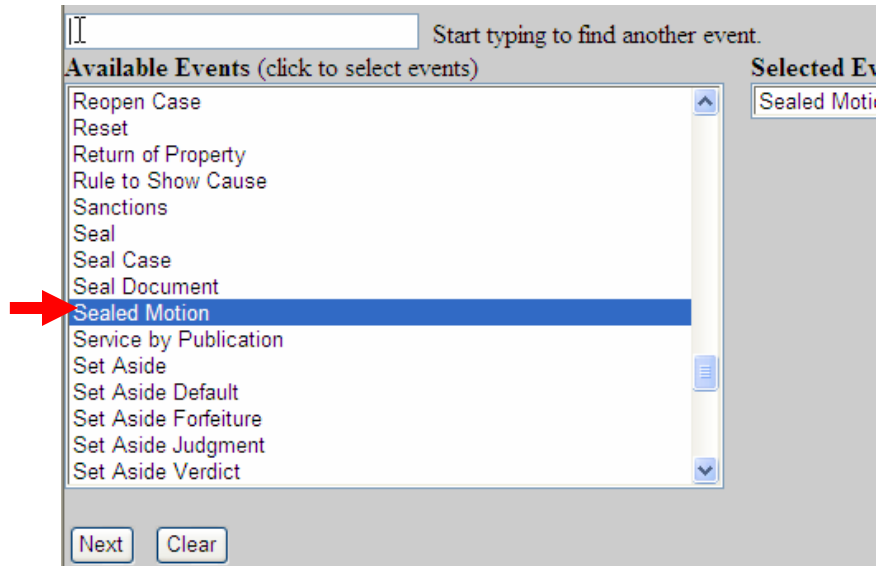
B. Click **Back** and re-enter if incorrect.

A screenshot of a web page titled 'Motions'. It displays the search results for the case number '09-26'. The results show the case title '1:09-cv-00026 Mouse v. Mouse KEYS' in blue text. At the bottom of the page are two buttons: 'Next' and 'Clear'.

File a Sealed Motion (continued)

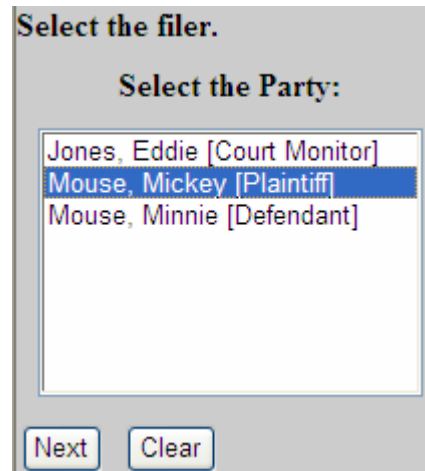
7. Select **Sealed Motion**.

8. Click **Next**.



9. Select the party.

10. Click **Next**.



11. **READ** this notice and then click **Next** and continue filing the document.

IMPORTANT: This event is for SEALED documents ONLY.

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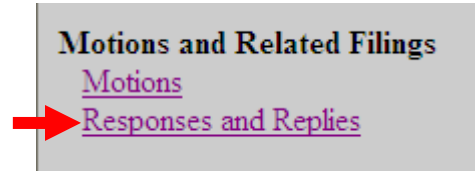
Next Clear

File a Sealed Reply to Motion

1. Click **Civil** on the main menu.



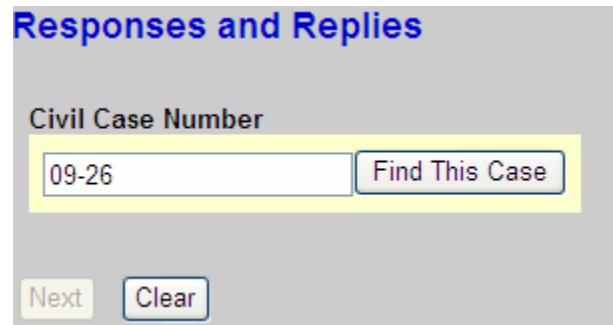
2. Click **Responses and Replies**.



3. Enter the case number.

4. Click **Find This Case**.

5. Click **Next**.

A screenshot of the 'Responses and Replies' search interface. The title 'Responses and Replies' is at the top in blue. Below it is the label 'Civil Case Number'. A text input field contains '09-26'. To the right of the input field is a button labeled 'Find This Case'. Below the input field and button are two buttons: 'Next' and 'Clear'.

6. Verify that the case title and case number are correct.

- A. Click **Next** if correct.

- B. Click **Back** and re-enter if incorrect.

A screenshot of the case details page. The title 'Responses and Replies' is at the top in blue. Below it is the case number '1:09-cv-00026' followed by the case name 'Mouse v. Mouse'. Below the case name is the word 'KEYS'. At the bottom of the page are two buttons: 'Next' and 'Clear'.

File a Sealed Reply Motion (continued)

7. Click **Sealed Reply**, then click **Next**.

Available Events (click to select an event)

- Memorandum in Opposition to Motion
- Memorandum in Support of Motion
- Objections
- Reply
- Reply to Response to Motion
- Response
- Response in Opposition to Motion
- Response in Support of Motion
- Response to Motion
- Rule 12 Statement
- Rule 56 Statement
- Sealed Reply**
- Sealed Response to Motion
- Statement In Support
- Sur-Reply

Selected Event
Sealed Reply

Next Clear

8. Select the party.

9. Click **Next**.

Select the filer.

Select the Party:

- Jones, Eddie [Court Monitor]
- Mouse, Mickey [Plaintiff]**
- Mouse, Minnie [Defendant]

[Add/Create New Party](#)

Next Clear

10. **READ** this notice and then click **Next** and continue filing the document.

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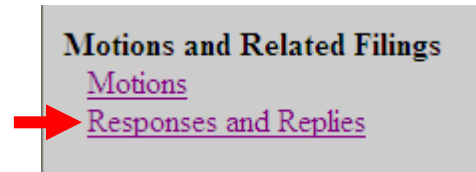
Next Clear

File a Sealed Response

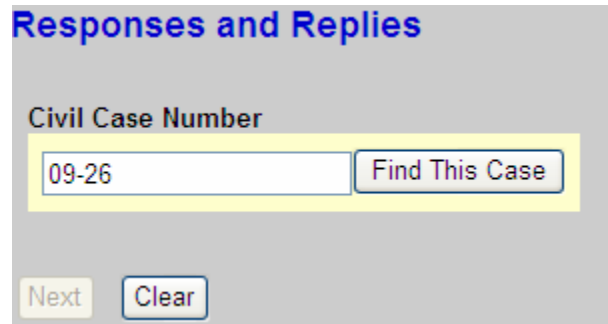
1. Click **Civil** on the main menu.



2. Click **Responses and Replies**.



3. Enter the case number.
4. Click **Find This Case**.
5. Click **Next**.



6. Verify that the case title and case number are correct.
 - A. Click **Next** if correct.
 - B. Click **Back** and re-enter if incorrect.



File a Sealed Response (continued)

7. Select **Sealed Response** and click **Next**.

Available Events (click to select an event)

Available Events	Selected Event
Memorandum in Opposition to Motion	Sealed Response
Memorandum in Support of Motion	
Objections	
Reply	
Reply to Response to Motion	
Response	
Response in Opposition to Motion	
Response in Support of Motion	
Response to Motion	
Rule 12 Statement	
Rule 56 Statement	
Sealed Reply	
Sealed Response	
Statement In Support	
Sur-Reply	

Next Clear

8. Select the party.

9. Click **Next**.

Select the filer.

Select the Party:

Jones, Eddie [Court Monitor]	Add/Create New Party
Mouse, Mickey [Plaintiff]	
Mouse, Minnie [Defendant]	

Next Clear

10. **READ** this notice and then click **Next** and continue filing the document.

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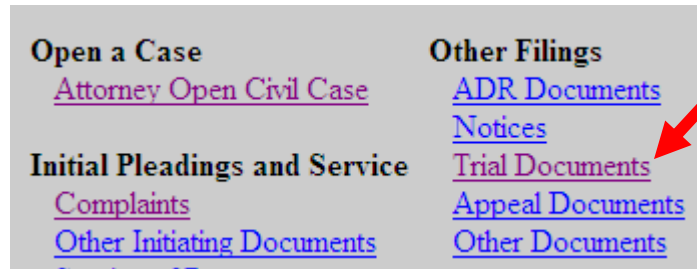
Next Clear

File a Sealed Exhibit

1. Click **Civil** on the main menu.



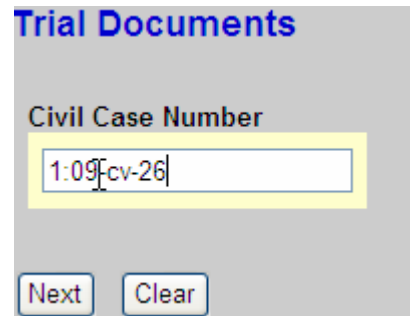
2. Click **Trial Documents**.



3. Enter the case number.

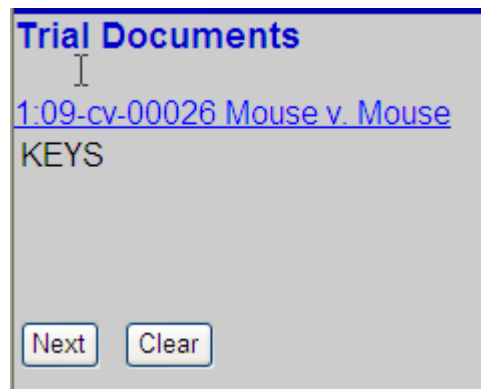
4. Click **Find This Case**.

5. Click **Next**.



6. Verify that the case title and case number are correct.

- A. Click **Next** if correct.
- B. Click **Back** and re-enter if incorrect.



File a Sealed Exhibit (continued)

7. Select **Sealed Exhibit**.

8. Click **Next**.

The screenshot shows a web interface for filing documents. At the top, it says "Trial Documents" and "1:09-cv-00026 Mouse v. Mouse". Below that is a "KEYS" section with an empty input field. The main section is titled "Available Events (click to select an event)" and contains a list of options: Exhibit, Exhibit List, Proposed Jury Instructions, Proposed Voir Dire, Sealed Exhibit (highlighted in blue with a red arrow pointing to it), Trial Brief, and Witness List. To the right of this list is a "Selected Event" box containing "Sealed Exhibit". At the bottom of the interface are "Next" and "Clear" buttons.

9. **READ** this notice and then click **Next** and continue filing the document.

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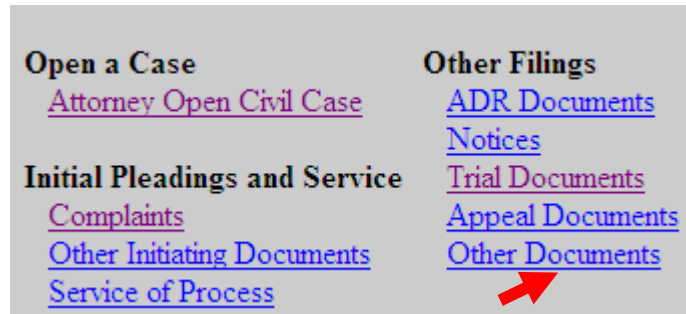
File a State Court Record

A Notice of Electronic Filing will be sent to opposing counsel. Courts users and case participants only will be able to view the document.

1. Click **Civil** on the main menu.



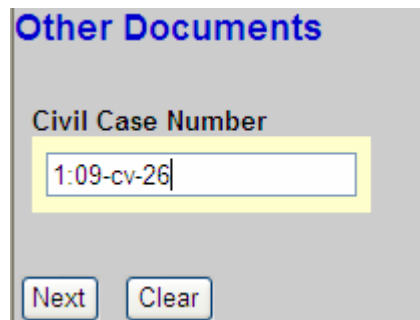
2. Click **Other Documents**.



3. Enter the case number.

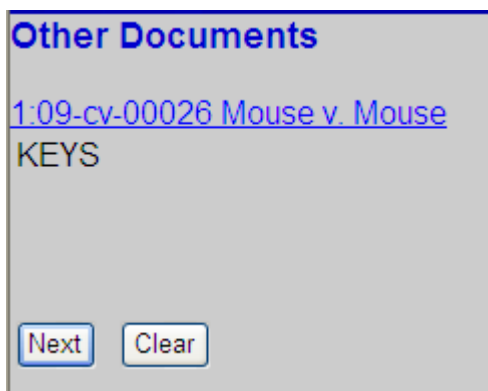
4. Click **Find This Case**.

5. Click **Next**.



6. Verify that the case title and case number are correct.

- A. Click **Next** if correct.
- B. Click **Back** and re-enter if incorrect.



File a State Court Record (continued)

7. Select **State Court Record**.
8. Click **Next**.
9. Continue filing the document.

Other Documents
[1:09-cv-00026 Mouse v. Mouse](#)
KEYS

Available Events (click to select an event)

Available Events	Selected Event
Petition (NOT Motion)	State Court Record
Pretrial Memorandum	
Proposed Pretrial Order	
Report of Rule 26(f) Planning Meeting	
Request for Clerk of Court to Refund Filing Fee	
Request for Default	
Request for Early Settlement Conference	
Response to Order to Show Cause	
Restricted Document	
Satisfaction of Judgment (Full/Partial)	
Sealed Document	
Settlement Agreement	
State Court Record	
Statement	
Status Report	

Next Clear

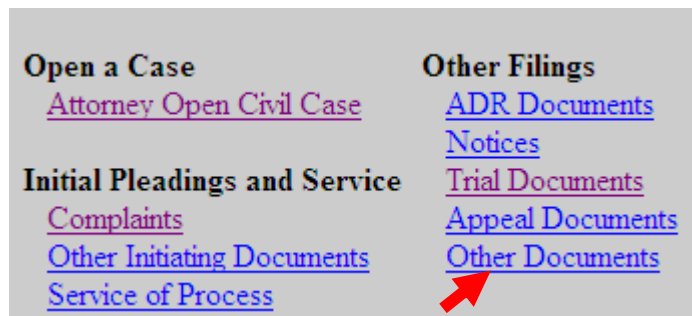
File an Administrative Record

A Notice of Electronic Filing will be sent to opposing counsel. Courts users and case participants only will be able to view the document.

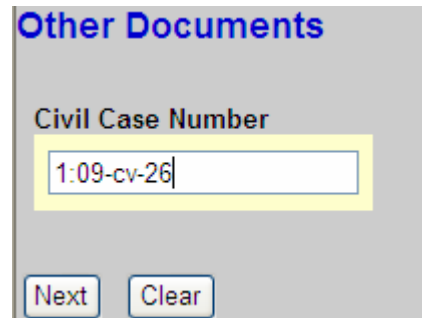
1. Click **Civil** on the main menu.



2. Click **Other Documents**.

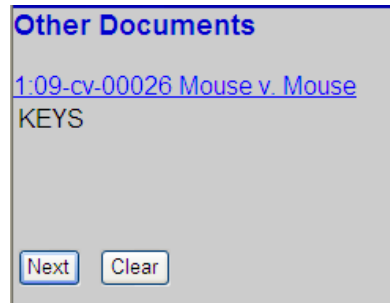


3. Enter the case number.
4. Click **Find This Case**.
5. Click **Next**.



File an Administrative Record (continued)

6. Verify that the correct case title and case number are correct.
 - A. Click **Next** if correct.
 - B. Click **Back** and re-enter if incorrect.



The screenshot shows a web form titled "Other Documents". At the top, it displays the case number "1:09-cv-00026" and the case name "Mouse v. Mouse" in blue text. Below this, the word "KEYS" is written in black. At the bottom of the form, there are two buttons: "Next" and "Clear".

7. Select **Administrative Record**.
8. Click **Next**.
9. Continue filing the document.



The screenshot shows the "Other Documents" form with the "Available Events" dropdown menu open. A red arrow points to the "Administrative Record" option, which is highlighted in blue. The dropdown menu lists several event types: "Administrative Record", "Affidavit", "Amended Document (NOT Motion)", "Appendix", "Bill of Costs", "Certificate", and "Certificate of Good Standing Request". To the right of the dropdown, the "Selected Event" field contains the text "Administrative Record".