

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ILLINOIS

GENERAL ORDER 24-0030

The full Court met in executive session on April 25, 2024 and approved proposed amendments to Local Rule 3.1 – Designation Sheet. The proposed amendments were published with comments due on July 5, 2024. Neither the Rules Advisory Committee nor the Public submitted comments.

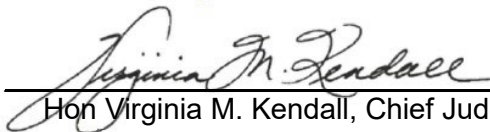
The Rules Committee considered the proposed amendments and the report of the Rules Advisory Committee at its meeting on October 17, 2024. The Rules Committee approved the recommendations from the Rules Advisory Committee and recommended that the full Court adopt Local Rule 3.1 as proposed.

The full Court considered the recommendation of the Rules Committee at its meeting on Thursday, October 24, 2024, and agreed to adopt Local Rule 3.1 as proposed.

By direction of the full Court,

IT IS HEREBY ORDERED that Local Rule 3.1 be implemented as published by the Rules Committee as attached (additions shown thus, deletions shown ~~thus~~). The Rule is effective immediately, pending the approval of the Seventh Circuit Judicial Council.

ENTER:
FOR THE COURT



Hon Virginia M. Kendall, Chief Judge

Dated at Chicago, Illinois this 31st day of October 2024

LR 3.1 Designation Sheet

(a) Plaintiff's Counsel to File Designation Sheet. At the time of filing a case, plaintiff's counsel, or if the case is filed pro se, the plaintiff shall file with the original papers a completed designation sheet (civil cover sheet). If the case is filed by a person in custody, the staff law clerk or prisoner correspondence clerk shall complete the designation sheet.

(b) List of Associated Bankruptcy Matters. Pursuant to [LR 40.3.1](#), the person filing the petition for withdrawal of reference, report and recommendation, appeal, motion for leave to appeal, or application for a writ shall complete the designation sheet required by [LR 3.1](#) and shall include on the sheet a list of any associated bankruptcy cases, adversary proceedings, non-core proceedings, appeals or motions for leave to appeal, or application for a writ from such proceedings previously assigned to one or more district judges.

(c) Identification of Multidistrict Litigation Proceedings. Where a case is filed as a tag-along to a multidistrict litigation (MDL) proceeding that is before a judge of this Court, the person filing the designation sheet shall, at the same time, file an affidavit identifying the number assigned to the MDL proceeding by the Judicial Panel on Multidistrict Litigation and the name of the presiding judge.

Amended February 25, 2005; April 2, 2012

LR 3.1 Designation Sheet

(a) Plaintiff's Counsel to File Designation Sheet. At the time of filing a case, plaintiff's counsel, or if the case is filed pro se, the plaintiff shall file with the original papers a completed designation sheet (civil cover sheet). **If any litigant is using a pseudonym, the designation sheet must disclose the litigant's true name. The designation sheet required by the preceding sentence will be filed under seal.** If the case is filed by a person in custody, the staff law clerk or prisoner correspondence clerk shall complete the designation sheet.

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Amended February 25, 2005; April 2, 2012; **XX**

LR 3.1 Designation Sheet

(a) Plaintiff's Counsel to File Designation Sheet. At the time of filing a case, plaintiff's counsel, or if the case is filed pro se, the plaintiff shall file with the original papers a completed designation sheet (civil cover sheet). If any litigant is using a pseudonym, the designation sheet must disclose the litigant's true name. The designation sheet required by the preceding sentence will be filed under seal. If the case is filed by a person in custody, the staff law clerk or prisoner correspondence clerk shall complete the designation sheet.

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Amended February 25, 2005; April 2, 2012; October 24, 2024