

**IN THE CIRCUIT COURT
TWENTY-FOURTH JUDICIAL CIRCUIT**

**IN RE: REJECTION OF PLEADINGS BY CIRCUIT) GENERAL
 CLERKS' OFFICES IN THE COUNTIES OF) ADMINISTRATIVE
 THE 24th JUDICIAL CIRCUIT) ORDER 24-13**

Illinois Supreme Court Rule 9 was amended effective September 1, 2024, to include Rule 9(f) which provides that "[d]ocuments filed electronically may be rejected by the clerk as authorized by the Electronic Filing Rejection Standards for circuit courts ..., as published on the illinoiscourts.gov website." *ILSCR 9(f), eff. Sept. 1, 2024.*

The Illinois Supreme Court's Electronic Filing Rejection Standards for Circuit Courts contains various reasons that the Circuit Clerks' Offices can reject electronic filings. In addition to the various reasons for rejection addressed by the Illinois Supreme Court, said Rejection Standards authorize rejections based on noncompliance with local rules.

For the purpose of uniformity and clarity within the counties of the 24th Judicial Circuit, it has been determined that local rule requirements for all circuit court filings should be set forth in a General Administrative Order pursuant to the authorization of Illinois Supreme Court Rule 9(f) and the Electronic Filing Rejection Standards for Circuit Courts.

All pleadings, motions, or other documents filed with the Circuit Court of the 24th Judicial Circuit shall:

- 1) Contain the correct circuit in the heading;
- 2) Contain the correct county in the heading; and
- 3) Be signed by the pleader or movant.

In the event an electronically filed document is not in compliance with the above-mentioned requirements, the Circuit Clerk's Office may reject the document and provide a comment back to the filer that "The document does not meet the requirements of General Administrative Order 24-13 of the 24th Judicial Circuit." The Circuit Clerk shall then describe the specific issue to be corrected along with a link to the cited Administrative Order, which may be found at <https://24thcircuit.illinoiscourts.gov/admin-orders/>.

Any electronic filing that cannot be rejected pursuant to the Illinois Supreme Court's Electronic Filing Rejection Standards for Circuit Courts or this General Administrative Order 24-13 shall be accepted for filing by the Circuit Clerk's Office.

This Order shall be effective immediately.

Dated this 13 day of December, 2024.



Daniel J. Emge,
Chief Circuit Judge