

# Electronic Filing Rejection Standards

## Circuit Courts

Rejection reason	Suggested rejection comment that can be edited	Legal authority	Examples and helpful notes/links
<p>Failure to pay correct fee, include waiver application, or file an appearance.</p>	<p>The fee submitted is incorrect; or, No application for waiver of fees/assessments was submitted.</p> <p>or</p> <p>No entry of appearance has been filed; or, This case was initiated with an incorrect casetype. Please resubmit and <i>[INSERT EXPLANATION SUCH AS ADD A COMPLETED APPLICATION FOR FEE WAIVER OR APPEARANCE OR SELECT CASE TYPE _____, FILING CODE _____, ETC.]</i>.</p>	<p><i>See Ayala v. Goad</i>, 176 Ill. App. 3d 1091 (1988) (once a clerk files a document, it is of record and cannot be returned, even if a fee is not paid, without court order); <i>Coles v. Terrell</i>, 162 Ill. 167 (1896) (once a document is filed and docketed, a clerk has no authority to withdraw it).</p>	<p>Missing appearance of filing party.</p> <p>Case submitted as a Small Claims when it should have been filed as an Arbitration Case with a different filing fee.</p> <p>Odyssey Help Article Link: <a href="https://odysseyfileandservecloud.zendesk.com/hc/en-us/articles/15904028433677-Fees-FAQ">https://odysseyfileandservecloud.zendesk.com/hc/en-us/articles/15904028433677-Fees-FAQ</a></p>
<p>Personal identity information or social security number not redacted</p>	<p>Document(s) contains personal identity information or a social security number. A Notice of Confidential Information Within Court Filing is required.</p> <p>Please resubmit the document(s) and a Notice of Confidential Information Within Court Filing, which can be found at: <a href="https://www.illinoiscourts.gov/Resources/d8309725-df7b-491f-a553-8803f8fc1460/138">https://www.illinoiscourts.gov/Resources/d8309725-df7b-491f-a553-8803f8fc1460/138</a>.</p>	<p>SCR 15 &amp; 138</p>	<p>Be sure to link to the Supreme Court Rule Form available at: <a href="https://www.illinoiscourts.gov/Resources/d8309725-df7b-491f-a553-8803f8fc1460/138.pdf">https://www.illinoiscourts.gov/Resources/d8309725-df7b-491f-a553-8803f8fc1460/138.pdf</a></p>

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Document submitted as ‘Confidential’ (without a court order or basis in law)	<p>Document(s) have been submitted as ‘Confidential,’ but an order has not been entered by the court which directs documents to be filed as ‘Confidential,’ and/or no statutory authorization has been provided.</p> <p>Please resubmit the document(s) as ‘Non-Confidential’ or, submit a copy of the court order authorizing the document(s) to be filed as ‘Confidential.’ If there is no court order, file a Motion with the court to request the document(s) be filed as ‘Confidential.’</p> <p>Information about the statewide Motion form can be found at: <a href="https://www.illinoiscourts.gov/documents-and-forms/approved-forms/circuit-forms/circuit-forms-motion">https://www.illinoiscourts.gov/documents-and-forms/approved-forms/circuit-forms/circuit-forms-motion</a></p>		<p>Be sure to link to standardized Motion form available at:  <a href="https://www.illinoiscourts.gov/documents-and-forms/approved-forms/circuit-forms/circuit-forms-motion">https://www.illinoiscourts.gov/documents-and-forms/approved-forms/circuit-forms/circuit-forms-motion</a></p>
Documents submitted to the wrong court (incorrect county/circuit/appellate district).	Please submit to the appropriate circuit/county/appellate district [ADD CORRECT COURT LOCATION] with the correct location in the title of the document.	<p>SCR 131(b)</p> <p>NOTE: Venue is correct if filed in the appropriate county. Not listing a particular court location within a county is not a valid reason for rejection.</p>	<p>Case transferred to another county.</p> <p>If the circuit/county identified in the header is incorrect, but the case is correctly filed in the correct jurisdiction, the filing should be accepted.</p>
Incorrect case number / case caption (title).	The [CASE NUMBER OR CASE CAPTION] on your document is incorrect. Please [ADD INSTRUCTIONS] and resubmit.	SCR 131(b) and if authorized by local court rule; 705 ILCS 105/27.1b(w) correction of case numbers, not >\$25 in local court rule	<p>Case party designation is reversed.</p> <p>Case caption is correct, but case number is incorrect.</p>

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Missing contact information for attorney or self-represented litigant	<p>For attorneys: The document is missing the attorney's <i>[CHOOSE NAME, BUSINESS ADDRESS, E-MAIL ADDRESS, OR TELEPHONE NUMBER]</i>.</p> <p>or,</p> <p>For SRLs: The document is missing the party's <i>[CHOOSE MAILING ADDRESS AND TELEPHONE]</i>.</p> <p>Please correct and resubmit.</p>	<p>SCR 131(d)</p> <p>NOTE: SRLs are only required to provide an e-mail address if they have one</p>	<p>Attorney email is missing or SRL's mailing address is missing.</p>
Incorrect or missing court date on document	<p>This case is scheduled for <i>[INSERT DATE AND TIME OR RANGE OF DATES/TIMES]</i>. Please update your document and resubmit.</p> <p>or,</p> <p>The court is closed on the selected date. Please select a new date and resubmit.</p> <p>or,</p> <p>Contact the circuit clerk's office to obtain a date.</p>		<p>Summons states the return date will be on a Saturday when the court or clerk's office is not open for business.</p>
Illegible, unreadable, or completely blank document	<p>This document cannot be read because <i>[INSERT REASON]</i>. Please correct and resubmit.</p>	<p>SCR 10 and 131</p>	<p>Entire form is blank.</p> <p>Scan is not dark enough.</p> <p>Handwriting is illegible.</p> <p>Additional Resources Odyssey Help Article Link:  <a href="https://odysseyfileandservecloud.zendesk.com/hc/en-us/articles/360049035252-How-Do-I-Convert-My-Documents-to-a-PDF">https://odysseyfileandservecloud.zendesk.com/hc/en-us/articles/360049035252-How-Do-I-Convert-My-Documents-to-a-PDF</a></p>

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Document is not 8.5 x 11	Please re-size your document so that it is 8.5” x 11” and resubmit. For more information, copy and paste this URL into your browser: <a href="https://odysseyfileandservecloud.zendesk.com/hc/en-us/articles/20683222973709-How-To-Resize-Documents-via-Print-To-PDF">https://odysseyfileandservecloud.zendesk.com/hc/en-us/articles/20683222973709-How-To-Resize-Documents-via-Print-To-PDF</a>	SCR 10 (this element excludes uniform citation forms which are authorized under SCR 552)	Not applicable to exhibits or attachments.  Additional Resources Odyssey Help Article Link: <a href="https://odysseyfileandservecloud.zendesk.com/hc/en-us/articles/9673430437901-How-do-I-Print-to-PDF-to-fix-my-documents-that-submission-failed">https://odysseyfileandservecloud.zendesk.com/hc/en-us/articles/9673430437901-How-do-I-Print-to-PDF-to-fix-my-documents-that-submission-failed</a>
Unflattened PDF	The submitted form is still fillable. Please flatten and resubmit. For more information, copy and paste this URL into your browser: <a href="https://ilcourtsaudio.blob.core.windows.net/antilles-resources/resources/803b3dd9-afce-4afc-a274-39cb8e01c2a5/Efile_step_1.pdf">https://ilcourtsaudio.blob.core.windows.net/antilles-resources/resources/803b3dd9-afce-4afc-a274-39cb8e01c2a5/Efile_step_1.pdf</a> .		Fillable form can still be edited.  Additional Resources Odyssey Help Article Link: <a href="https://odysseyfileandservecloud.zendesk.com/hc/en-us/articles/9673430437901-How-do-I-Print-to-PDF-to-fix-my-documents-that-submission-failed">https://odysseyfileandservecloud.zendesk.com/hc/en-us/articles/9673430437901-How-do-I-Print-to-PDF-to-fix-my-documents-that-submission-failed</a>
Multiple documents submitted as one PDF	Multiple documents cannot be submitted in a single .PDF file. Please separate the documents and resubmit each separately. For more information, please copy and paste this URL into your browser: <a href="https://ilcourtsaudio.blob.core.windows.net/antilles-resources/resources/803b3dd9-afce-4afc-a274-39cb8e01c2a5/Efile_step_1.pdf">https://ilcourtsaudio.blob.core.windows.net/antilles-resources/resources/803b3dd9-afce-4afc-a274-39cb8e01c2a5/Efile_step_1.pdf</a> .	Electronic Document Standards (SCR 10)	Exhibits and attachments may be included as part of the PDF for the pleading and not filed as a separate document.  Documents with independent legal significance must be filed separately. Examples would include notices of hearing, affidavits of service, etc.  Additional Resources Odyssey Help Article Link: <a href="https://odysseyfileandservecloud.zendesk.com/hc/en-us/articles/360049035252-How-Do-I-Convert-My-Documents-to-a-PDF">https://odysseyfileandservecloud.zendesk.com/hc/en-us/articles/360049035252-How-Do-I-Convert-My-Documents-to-a-PDF</a>
Single document submitted as multiple PDFs	A single document was submitted in multiple PDF files. Please combine all pages of a single document into one PDF file and resubmit. For more information, please copy and paste this URL into your browser: <a href="https://odysseyfileandservecloud.zendesk.com/hc/en-us/articles/16763939618061-How-to-Separate-a-Court-Packet-into-Separate-PDF-Documents">https://odysseyfileandservecloud.zendesk.com/hc/en-us/articles/16763939618061-How-to-Separate-a-Court-Packet-into-Separate-PDF-Documents</a> .	Electronic Document Standards (SCR 10)	This does not apply to cases where a document must be submitted in multiple PDFs because of the file-size limitations of the EFM.  Additional Resources Odyssey Help Article Link: <a href="https://odysseyfileandservecloud.zendesk.com/hc/en-us/articles/360049035252-How-Do-I-Convert-My-Documents-to-a-PDF">https://odysseyfileandservecloud.zendesk.com/hc/en-us/articles/360049035252-How-Do-I-Convert-My-Documents-to-a-PDF</a>

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Document submitted as an attachment when it should be a lead document	The document was submitted as an attachment. Please resubmit it as a lead document. For more information, please copy and paste this URL into your browser: <a href="https://ilcourtsaudio.blob.core.windows.net/antilles-resources/resources/b4b23276-5e31-4831-a5e8-a696e621b95f/Efile_step_7.pdf">https://ilcourtsaudio.blob.core.windows.net/antilles-resources/resources/b4b23276-5e31-4831-a5e8-a696e621b95f/Efile_step_7.pdf</a> .		Additional Resources Odyssey Help Article Link: <a href="https://odysseyfileandservecloud.zendesk.com/hc/en-us/articles/12425415714701-What-is-a-Lead-Document">https://odysseyfileandservecloud.zendesk.com/hc/en-us/articles/12425415714701-What-is-a-Lead-Document</a>
Document submitted as an exhibit in a different transaction or envelope.	An exhibit or attachment was submitted separately from the document it supports. Exhibits and attachments must accompany the document they support. For example, exhibits to an answer must be filed with the answer either in the same envelope or in the same PDF file as the answer.		Exhibits must be attached or in the same envelope as the document in which they are referenced.  Additional Resources Odyssey Help Article Link: <a href="https://odysseyfileandservecloud.zendesk.com/hc/en-us/articles/360054625091-Does-my-document-need-to-be-a-lead-document-or-an-attachment">https://odysseyfileandservecloud.zendesk.com/hc/en-us/articles/360054625091-Does-my-document-need-to-be-a-lead-document-or-an-attachment</a>
Documents for different cases submitted in the same envelope/transaction	Documents for different cases must be submitted in separate envelopes/transactions. Please resubmit in separate envelopes.	Electronic Document Standards (SCR 10)	Additional Resources Odyssey Help Article Link: <a href="https://odysseyfileandservecloud.zendesk.com/hc/en-us/articles/4411780603917-What-s-the-difference-between-an-envelope-number-and-a-case-number">https://odysseyfileandservecloud.zendesk.com/hc/en-us/articles/4411780603917-What-s-the-difference-between-an-envelope-number-and-a-case-number</a>
Missing required information in summons or notice	The Summons or Notice of Hearing does not contain the required information.  <i>[INSERT WHAT IS MISSING]</i> <i>EXAMPLES INCLUDE:</i> Missing remote/in-person hearing information: Include the court address and courtroom, as well as any information necessary for case participants to access the applicable technology platform to appear remotely.  Missing information for eviction cases: Court Based Rental Assistance Program Flyer must be included.	SCR 101 & 45  Supreme Court Order M.R. 30370 for Court-Based Rental Assistance Program (entered Sept. 20, 2022)	Clerks should provide a link to relevant information – such as to the Court Based Rental Assistance Program Flyer or remote court hearing information (for example, Zoom Meeting ID or link).
Local rule requirement	The document does not meet the requirements <del>in</del> of Local Rule _____ <i>[ENTER LOCAL RULE LINK HERE]</i> .  <i>[DESCRIBE THE SPECIFIC ISSUE TO BE CORRECTED ALONG WITH LINK TO LOCAL RULE]</i>	Local Rules	Clerks should provide a link to the local rules referenced in the rejection and explain how filers can correct the error.

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Filer's request	Submission rejected per <i>[ENTER NAME]</i> 's request on <i>[ENTER DATE]</i> . <i>[ENTER SPECIFIC REASON FOR FILER'S REQUEST]</i>		Duplicate filing.
Judge's request	Submission rejected per Judge <i>[ENTER NAME]</i> 's request on <i>[ENTER DATE]</i> . <i>[ENTER SPECIFIC REASON FOR JUDGE'S REQUEST]</i>		For example, submissions which do not correlate to the judge's schedule or docket capacity limits.
Rejection by clerk (see comments)	<i>[INSERT SPECIFIC REASON FOR REJECTION AND HOW TO CORRECT]</i>	This reason should be used in rare circumstances only when none of the above specified reasons are applicable. Include a detailed rejection comment detailing the issue and how the error can be corrected.	
File failed virus scan [NOT FOR CLERK USE]			Used by Tyler's EFM to send automatic rejections (called submission failures) to the filer.
EFM System Error	The document was unable to be processed after acceptance due to a system error or error in the document.  The document may need to be printed and scanned for filing.	The document is corrupted and is automatically assigned to an error queue.	Used by Tyler's EFM to send automatic rejections (called submission failures) to the filer.  A document is accepted and file-stamped, it is moved to an error queue for an unknown document error; or, the applied file stamp does not appear on the final document imported to the CMS or provided to the filer.