



**In The Circuit Court  
For The Seventh Judicial Circuit of Illinois  
Sangamon County, Springfield, Illinois**

**PRO SE TIME SCHEDULE FOR AN APPEAL**

DAY ONE (1)	Within thirty (30) days after an appealable Order is signed, file NOTICE OF APPEAL with the Clerk of the Circuit Court.
WITHIN FIRST TWO (2) WEEKS	Order transcripts directly from the Court Reporter and request preparation of Record on Appeal by letter to the Clerk of the Circuit Court.
DAY 14 (Two (2) weeks after filing Notice of Appeal)	File Docketing Statement with appropriate requested fee at Appellate Court (Docketing Statement form comes from the Appellate Court).
DAY 49 (Seven (7) weeks after filing Notice of Appeal)	File all transcripts of proceedings with the Clerk of the Circuit Court.
DAY 63 (Nine (9) weeks after filing Notice of Appeal)	Record on Appeal is taken to Appellate Court on or before date due according to Supreme Court Rules. This date is in Docketing Order received from the Appellate Court. Case is delivered by the Appeals Clerk from the Clerk of the Circuit Court's Office.
35 DAYS (Five (5) weeks after filing Notice of Appeal)	File Appellant's Brief (according to the Docketing Order).
35 DAYS (Five (5) weeks after Appellant's Brief is filed)	Appellee's Brief is filed.
14 DAYS (Two (2) weeks after Appellee's Brief is filed)	File Appellant's Reply Brief.

NOTE: Pro se means to appear without an attorney. The time schedule is approximate. For any number of reasons, an appeal may be accelerated at any stage.

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There will be three (3) separate fees involved:

- (1) Court Reporter for transcripts of the Court proceedings.
- (2) Docketing Statement (Appellate Court).
- (3) Preparation fee to the Clerk of the Circuit Court.\*\*\*This preparation fee will vary according to the size of the case. See breakdown below.

The problem often encountered by Pro se Litigants is failure to meet the deadlines set by the Supreme Court Rules or by Court Orders. **YOU MUST KEEP TRACK OF ALL DUE DATES AND COMPLY WITH THEM EXACTLY OR RISK DISMISSAL OF YOUR APPEAL.**

**\*\*\*THESE ARE THE CLERK OF THE CIRCUIT COURT'S FEES ONLY!**

Under 100 pages	\$25.00
Over 100 pages	\$60.00
Over 200 pages	\$60.00 plus \$.10 per page over 200

Please send Docketing Statement to:

Appellate Court  
Fourth District  
Supreme Court Building  
Springfield, IL 62706