

**APPEAL TO THE THIRD DISTRICT APPELLATE COURT  
FROM THE CIRCUIT COURT OF THE TWELFTH JUDICIAL CIRCUIT  
WILL COUNTY, ILLINOIS**

\_\_\_\_\_  
**Plaintiff/Appell**

vs

CASE NO: \_\_\_\_\_

\*Any and all case numbers listed will be prepared & charged accordingly.

\_\_\_\_\_  
**Defendant/Appell**

**REQUEST FOR THE PREPARATION OF TRANSCRIPTS & REPORT OF PROCEEDINGS  
IN ACCORDANCE WITH PRETRIAL FAIRNESS ACT**

Appellant's Name: _____	Appellant's Attorney: _____
Address: _____	Address: _____
City/State/Zip: _____	City/State/Zip: _____
Telephone: _____	Telephone: _____
E-mail: _____	E-mail: _____
<input type="checkbox"/> Self-Represented Litigant (SRL)	<input type="checkbox"/> A.R.D.C. #: _____

**A REQUEST IS HEREBY MADE** to Court Reporting Services for the 12<sup>th</sup> Judicial Circuit Court of Will County for preparation of Report of Proceedings for the following dates, to be filed with the Office of the Circuit Clerk of Will County for the above case(s) within 21 days of filing of the Notice of Appeal.

(Request shall be made within 5 days of filing of the Notice, copies to (1) Court Reporting Services of Will County (2) Circuit Clerk of Will County.)

**REQUESTED DATES:**

_____	heard in courtroom _____	before Honorable Judge _____
_____	heard in courtroom _____	before Honorable Judge _____
_____	heard in courtroom _____	before Honorable Judge _____

**FEES DUE TO THE COURT REPORTER**

Pursuant to 705 ILCS 70/5, Court Reporting Services employees are entitled to retain the approved fees collected for transcripts as approved by the Uniform Schedule of Charges for Transcripts.

**DESIGNATION OF RECORD**

Upon receipt of the Report of Proceedings, the Clerk of the Circuit Court of Will County shall prepare the Record on Appeal and file with the 3<sup>rd</sup> District Appellate Court in accordance with Illinois Supreme Court Rule 328 & 604(h) for completion of the Supporting Record. Supporting Record is to be prepared and filed by Appellant's Attorney in compliance with Supreme Court Rule 328.

**FEES DUE TO THE CLERK**

Pursuant to 705 ILCS 105/27.2, the Clerk of the Circuit of Will County charges fees for the preparation of the Report of Proceedings in the Supporting Record on Appeal. The cost is determined by the number of pages the court record contains. **The preparation fees are as follows: pages 1-100/\$50.00, pages 101-200/\$50.00, & pages 201 and up \$.25 per page.** Forms of payment accepted by the Office of the Circuit Clerk of Will County: Cash, Attorney's Check, Money Order, Certified Check, Debit/Credit Cards. (\*For Debit/Credit Card transactions additional vendor fees do apply.) I understand and agree that once a Request for the Preparation of Report of Proceedings for Pretrial Fairness Act is submitted, the Appellant/Appellant's Attorney, unless the Office of the State Appellate Defender is Appointed, is responsible for the costs associated with preparing the transcripts and Report of Proceedings, regardless of whether the Appeal is successful, dismissed, the time is extended, or a party elects to not transmit the Report of Proceedings to the Supporting Record to the Appellate Court. The Clerk of the Circuit Court of Will County reserves the right to send this case to collections or pursue a claim to recover the costs and expenses, including reasonable attorney's fees, related to the preparation and transmission of the Record on Appeal.

\_\_\_\_\_  
(Signature)