

## eFileIL Electronic Document Standards (Pursuant to Supreme Court Rule)

Pursuant to Supreme Court Order M.R. 18368, the following e-filing standards apply to eFileIL and re:SearchIL.

Supreme Court of Illinois Orders, Rules, Standards, and resources.

M.R. 18368 Order (Jan. 22, 2016)	<a href="#">Mandatory Electronic Filing In Civil Cases</a>
M.R. 18368 Order (May 30, 2017)	<a href="#">Amendments to Statewide E-filing Order</a>
M.R. 18368 Order (Jan. 31, 2019)	<a href="#">Electronic Filing in Civil and Criminal Cases</a>
M.R. 18368 Order (Dec. 19, 2019)	<a href="#">Electronic Filing and Document Access</a>
M.R. 18368 Order (Dec. 18, 2020)	<a href="#">Electronic Filing and Remote Access to Documents</a>
eFileIL website	<a href="#">eFileIL   Office of the Illinois Courts</a>
Trial Court Public Facing Codes	<a href="#">eFileIL Trial Court Public Facing Codes   Illinois Courts</a>
Supreme Court Rules	<a href="#">Supreme Court Rules   Office of the Illinois</a>
Supreme Court Rule 8	<a href="#">Rule 8 Case &amp; Document Accessibility</a>
Supreme Court Rule 9	<a href="#">Rule 9 Electronic Filing of Documents</a>
Record on Appeal Standards	<a href="#">Standards and Requirements for Electronic Filing the Record on Appeal (windows.net)</a>
Remote Access Policy	<a href="#">Remote Access Policy (windows.net)</a>
re:SearchIL	<a href="#">re:SearchIL (tylerhost.net)</a>

**Note:** see Record on Appeal Standards for document format and file size standards for e-filing the record on appeal to the reviewing courts.

### **1. File Size for Illinois Reviewing Courts**

The maximum file size for an envelope e-filed through eFileIL to the Supreme Court and Appellate Court Districts is 150mb.

### **2. File Size for Illinois Trial Courts**

The maximum file size for a document e-filed through eFileIL is 25mb., with a maximum envelope size of 50mb.

### **3. Electronic Document Format**

When possible, the following parameters apply to e-filed documents submitted through eFileIL:

- a. Optical Character Recognition (OCR) PDF.
- b. Minimum 300 dpi (dots per inch), Maximum 600 dpi – scanned in black / white mode.
- c. Page Size: 8½ x 11 inches.
- d. 12 pt. font
- e. First page, top margin of each e-filed document should be two inches.
- f. A one-inch page margin on all sides (top, bottom, right and left sides).
- g. The OCR PDF document should be created directly from the program creating that document, rather than from a scanned image of the document.

### **4. Hyperlinks, Security, or Embedded Video or Audio in e-Filed Documents**

Hyperlinks to external material contained within an e-filed document are for convenience purposes only and the hyperlinked material is not considered a part of the filing. E-filed documents cannot contain any security or encryption. Embedded audio or video files in PDF document are not allowed.

**5. Filing of Multiple Documents**

- a. Documents with different case numbers must be filed in separate transactions / envelopes.
- b. Multiple documents within a single transaction/envelope, combined into a single PDF shall not be accepted. All documents must be submitted as an individual PDF.

**6. Photographs or Graphics**

Photographs or graphics shall be permitted to be e-filed. If the graphic or photograph is in color, it shall be filed in color, if possible. Graphics or photographs larger than 8 ½ x 11 inches shall not be e-filed and the filer should contact the court clerk for alternative filing procedures.