

Electronic proposed Orders thru E-file Information

Kane County Civil and Family Divisions accept Proposed Orders thru the State Mandated E-filing system using your existing E-filing account.

When using your Electronic Filing Service Providers (EFSPs) here are some helpful hints to assist in your e-filing.

- Kane County is using an Auto Receipt function, so your order goes directly to the Judge's queue that is assigned in the Case Management System. It is "Receipted" in your history. It also creates a NEW envelope number.
- Kane County has a drop down box in the Select Filing Code field, named **PROPOSED ORDER**. You must choose this to have it routed to the judge.
- The filer is suggested to type the upcoming Court appearance date, or the court date that it was heard in the Filing Description field.
- If you want a copy of the File Stamped/Signed Order via Email, you **MUST** use the Service Contacts/Case Contacts feature through your EFSP. All EFSP's have the functionality to include yourself and the opposing party as a Case Service Contact. When using this you will both receive Signed Orders back from your EFSP provider via email. If you are unsure how to use the Case Service Contacts, please contact your service provider for the functionality as each vendor may be different. Since the applications have this functionality, the clerk will not be sending any orders back via email.