

12/21/2005 FILED

IN THE CIRCUIT COURT
THIRD JUDICIAL CIRCUIT
MADISON COUNTY, ILLINOIS

10

DEC 14 2005

CLERK OF CIRCUIT COURT
THIRD JUDICIAL CIRCUIT
MADISON COUNTY ILLINOIS

GENERAL ADMINISTRATIVE ORDER
2005-F-30

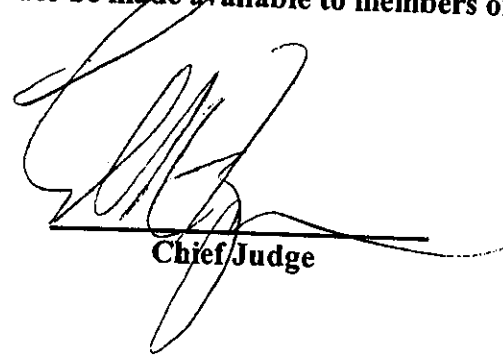
To facilitate the Court policy of document scanning of files, effective immediately the following guidelines must be followed by all users of this court when filing court pleadings in the Clerk of the Circuit Court's office.

1. The document shall consist of one or more individual sheets measuring 8.5 inches by 11 inches, not permanently bound and not a continuous form. All exhibits attached to motions, petitions or the like shall conform to the 8.5 inch by 11 inch standard. Discovery and depositions shall not be attached as exhibits, except as required by Statute or Supreme Court Rule.
2. The original document filed with the Clerk of the Circuit Court shall not have attachments that are duplicates or reproductions of previously filed documents unless required by Statute or Supreme Court Rule.
3. The Document shall contain no staples and shall have the case number printed on each page. Each page of the document shall be numbered "Page 1 of ___". Each page thereafter shall be numbered consecutively or sequentially.
4. Documents shall be on white paper and shall have a margin of at least one-half inch on the top, the bottom and each side.

It is further ordered that this order be filed in the Office of the Circuit Clerk of Madison County, Illinois and said order be made available to members of the bar and public.

DATED:

Dec 14 2005


Chief Judge