

### **Correct Case Format When Entering Information in All Certified Providers**

- Do not use dashes in the case number when entering case information (16-L-5000)
- Do not put spaces in between the year of the case and the case category along with the number (16 L 5000)
- Use capital letters for the case category ( 16L5000)
- Only use the last two digits of the year for the case (16 not2016)
- Use four digits for the case number after the case category (Example: 16**L0005**)
- Please use capital letters when entering all parties
- Please make sure your email address is on all pleadings

We will not reject the pleading because of the above but it duplicates the case in the EFM if it is entered in different formats.

If you have found duplicate cases in the EFM please email Court System Administrator, Connie Warner at [connie.warner@co.st-clair.il.us](mailto:connie.warner@co.st-clair.il.us) so that the cases can be corrected. This process can only be done by the EFM not by the Circuit Clerk's Office.

We appreciate your patience and your assistance with this matter.