

FREQUENTLY ASKED QUESTIONS:

- Q. Why do we have to follow this mandatory formbook?
A. To ensure consistency across the State of Illinois and to adhere to the AOIC Plain Language Initiative.
- Q. Why do we have the Assistant State's Attorney title but not the Assistant Public Defender title?
A. It should not be pointed out that the defendant is indigent.
- Q. Why do we use Attorney Mike Smith on the title page and Mr./Ms. throughout the transcript?
A. Attorney Mike Smith will be referred to as "Attorney Mike Smith" instead of Mr. Mike Smith, Attorney at Law. Following this is in line with the idea of simplicity. We will maintain the use of Mr. and Ms. throughout the transcript instead of using "Attorney Smith" as we have always done.
- Q. Do we use Mr. or Ms. for non-attorneys on the title page?
A. No. They will simply be listed with their first and last names (ex. JOE SMITH), followed by Mr. or Ms. (MR. SMITH) throughout the body of the transcript.
- Q. What do we do if the caption is longer than what is allowed in the caption?
A. Just raise the caption one or two lines to ensure everything fits and is aligned.
- Q. Why do we use Pro Se when it should be Self-Represented Litigant?
A. We have changed anything that reflects Pro Se to now read Self-Represented Litigant.
- Q. How can we identify what is bolded and what is capitalized in the formbook?
A. Any text in the formbook that is bolded and capitalized is referred to as CAPPED or **BOLDED**.

NOTED CHANGES:

1. The case number on the title page will now consist of a four-digit year, 2025 CF 1234.
2. In "D" cases, please see that the caption is now "and" instead of "vs."
3. JD cases, please see that the caption is now "In the Interest of:."
4. Single spaces on title page for appearances.
5. Self-Represented Litigant instead of using Pro Se.
6. Self-Represented Litigant takes stand on own behalf (in narrative form).
7. Additional parentheticals added.
8. Acknowledgment Receipt 2025 to be signed, returned to Court Reporting Supervisor/Administrator, and uploaded to WebHR.