

UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF ILLINOIS

**PROPOSAL TO AMEND  
LOCAL RULE 3.1**

On April 25, 2024, the full Court approved a proposal to amend Local Rule 3.1 *Designation Sheet* from the Civil Rules of this Court as attached (additions shown thus, and deletions shown ~~thus~~):

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**COMMENT:** By direction of the full Court and pursuant to 28 U.S.C. §2071(e) regarding appropriate public notice and opportunity for comment, the Clerk is directed to: (a) cause notice of the proposal to amend Local Rule 3.1 to be published in the *Chicago Daily Law Bulletin*, (b) cause notice of the proposal to amend and requests for comment to be posted on the web site for the United States District Court Northern District of Illinois, (c) cause notice of the proposal to amend to be posted in the Courthouses at Chicago and Rockford, (d) indicate in such notice a final date for receipt of comments, which date shall be sixty days from the first date of publication in the *Law Bulletin*, (e) collect and distribute among the members of the Advisory Committee for Local Rules all comments received, and (f) following receipt of a copy of the report and recommendation of the Advisory Committee, distribute copies of the comments together with copies of the report and recommendation among the members of the Court for consideration at a regular meeting of the full Court.

ENTER:  
FOR THE COURT



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Hon Rebecca R. Pallmeyer, Chief Judge

Dated at Chicago, Illinois this 26th day April 2024

## LR 3.1 Designation Sheet

**(a) Plaintiff's Counsel to File Designation Sheet.** At the time of filing a case, plaintiff's counsel, or if the case is filed pro se, the plaintiff shall file with the original papers a completed designation sheet (civil cover sheet). If the case is filed by a person in custody, the staff law clerk or prisoner correspondence clerk shall complete the designation sheet.

**(b) List of Associated Bankruptcy Matters.** Pursuant to [LR 40.3.1](#), the person filing the petition for withdrawal of reference, report and recommendation, appeal, motion for leave to appeal, or application for a writ shall complete the designation sheet required by [LR 3.1](#) and shall include on the sheet a list of any associated bankruptcy cases, adversary proceedings, non-core proceedings, appeals or motions for leave to appeal, or application for a writ from such proceedings previously assigned to one or more district judges.

**(c) Identification of Multidistrict Litigation Proceedings.** Where a case is filed as a tag-along to a multidistrict litigation (MDL) proceeding that is before a judge of this Court, the person filing the designation sheet shall, at the same time, file an affidavit identifying the number assigned to the MDL proceeding by the Judicial Panel on Multidistrict Litigation and the name of the presiding judge.

Amended February 25, 2005; April 2, 2012

## LR 3.1 Designation Sheet

**(a) Plaintiff's Counsel to File Designation Sheet.** At the time of filing a case, plaintiff's counsel, or if the case is filed pro se, the plaintiff shall file with the original papers a completed designation sheet (civil cover sheet). If any litigant is using a pseudonym, the designation sheet must disclose the litigant's true name. The designation sheet required by the preceding sentence will be filed under seal. If the case is filed by a person in custody, the staff law clerk or prisoner correspondence clerk shall complete the designation sheet.

**(b) List of Associated Bankruptcy Matters.** Pursuant to [LR 40.3.1](#), the person filing the petition for withdrawal of reference, report and recommendation, appeal, motion for leave to appeal, or application for a writ shall complete the designation sheet required by [LR 3.1](#) and shall include on the sheet a list of any associated bankruptcy cases, adversary proceedings, non-core proceedings, appeals or motions for leave to appeal, or application for a writ from such proceedings previously assigned to one or more district judges.

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Amended February 25, 2005; April 2, 2012; ~~XX~~