

Procedures for Filing Reimbursement Claims Against the State of Illinois

1. Complete the attached Court of Claims complaint form in its entirety, including your Social Security Number or your Federal Employee Identification Number (F.E.I.N.).
2. Sign the Claimant's signature line of the complaint form. Please print your name in the space that says Claimant.
3. Collate the original complaint form, along with documents that substantiate your claim. **Make five additional copies of the complaint form and attach the supporting documentation to each one of the complaint forms (original plus five copies of each document) and mail to:**

Illinois Court of Claims
630 S. College St.
Springfield, IL 62756

No filing fee is required for Reimbursement Claims.