

COOK COUNTY EFILING INSTRUCTIONS – ADAPTED FROM
The Office of the Clerk of the Circuit Court of Cook County’s
Special Instructions for eFiling in Cook County

Urgent Information

1. When eFiling a new case or subsequent filings, Cook County attorneys must input a Cook County Attorney Code Number in the “Case Cross Reference Number” field in Section 2 on the initial screen. Select “Cook County Attorney Code” in the dropdown, click “Add Case Cross Reference Number” and then click “Save changes.” Failure to add your Cook County Attorney Code Number in the “Case Cross Reference Number” field will cause your filings to be rejected.

Steps:

1. Choose “Cook County Attorney Code” in the dropdown menu.
2. Enter your code.
3. Click “Add to List”.

The screenshot shows a form titled "Case Cross Reference Numbers". It has two main input areas. The first is "Cross Reference Number" with a text box containing "99500" and a dropdown menu set to "2". The second is "Cross Reference Type" with a dropdown menu set to "Cook County Attorney Code" and a small "1" next to it. To the right of the second dropdown is an "Add to list" button with a "3" next to it.

- New attorneys must obtain a Cook County Attorney Number prior to eFiling in Cook County. The form is available on our website at http://www.cookcountyclerkofcourt.org/Forms/pdf_files/351-006.pdf, or in the Law Division, Room 801, Richard J. Daley Center, Chicago.

2. For Domestic Relations Division cases, Probate Division cases, Chancery Division cases and for Law Division cases only if you need to file on Calendar 5 and M1, the “Case Cross Reference Number” field is used to enter your Cook County Attorney Code Number and in addition, the “Case Cross Reference Number” field is also used to schedule Motions. For Law Division filers only need to select a motion type if needed to schedule a Motion on Judge Flannery’s call (the presiding Judge) on Calendar M1 or if needed to file a post judgement (citation, wage deduction, garnishment...) on Calendar 5. To schedule a motion for Domestic Relations, Probate and Chancery type the word “Motion” in the “Case Cross Reference Number” field and then select the type of motion you are filing from the dropdown, click “Add Case Cross Reference,” click “Save changes.” Motion dates cannot be scheduled unless these steps are taken.

Steps:

1. Type “Motion” into the type field.
2. Select the type of Motion you are filing.
3. Click “add to List”.

The screenshot shows the same "Case Cross Reference Numbers" form. The "Cross Reference Number" field now contains "Motion" and "1". The "Cross Reference Type" dropdown is set to "Cook County Attorney Code" with "2" next to it. A dropdown menu is open below the "Cross Reference Type" field, showing options: "Cook County Attorney Code", "Motion to Presiding Judge Calendar M1", and "Post Judgments - Calendar 5". The "Add to list" button with "3" is still visible.

- Filings will be rejected for the following reasons: they are filed without payment of the fees required by statute; the filing does not comply with the requirements set forth in GAO No. 2014-03 (effective July 1, 2018) for filing multiple documents in the same submission; the filing does not comply with the requirements in GAO No. 2014-03 for electronic file formats; are illegible pursuant to Ill.S.Ct.R. 131 (effective January 1, 2016); are filed in the incorrect Division; are marked confidential without submission of a separate order permitting the document to be filed confidentially; the Cook County Attorney Code Number was not entered in the "Case Cross Reference Number" field; a return date is required and no return date was selected; are submitted as an initial filing but is a subsequent filing; and, are filed as a new case but the new case type "Filing Code" was not selected from the available options in the "Filing Codes" field.
- Multiple documents with the same case number may be filed in the same transaction, however each document requires a separate activity code and must be a separate PDF.

Waiving Court Fees

- If a "Waiver" payment type is chosen: Self-Represented litigants must upload either an 'Application for Waiver of Court Fees' form or a copy of the order allowing the fees to be waived; Civil Legal Service Providers must upload a completed CLSP form; government agencies must upload a completed Fee Exempt Reduced Fee Agency Cover Sheet. Forms are available on the Clerk's Office efile portal at www.cookcountyclerkofcourt.org. Filings that omit completed fee waiver forms where a "Waiver" payment type is chosen, will be rejected.

Steps:

- During 'Step 1 – Case Type', select Payment Account "Waiver".
 - During "Step 3 – Documents", upload the required document.
- Government filers who have approved Intergovernmental Billing Agreements must choose "Gov't Billing" as the payment type and must upload a copy of their approved Intergovernmental Billing Agreement with filings that require filing fees. Do not choose "Waiver" as the payment type. To set up a billing arrangement call the Clerk's Office's Accounting Department at 312.603.5035.

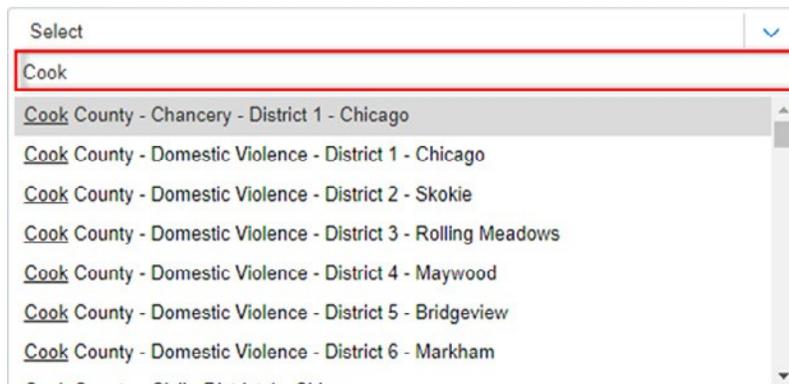
Initiating a New Case

- When eFiling, the first dropdown the eFiler sees is the location. The location dropdown will list each district and the location of each district (i.e. Cook County – Civil – District 2 – Skokie. If you do not know the correct district to file in please visit our website, www.cookcountyclerkofcourt.org for village and municipal boundaries for each of the courthouse locations.

Steps:

During "Step 1 – Case Type," select the appropriate jurisdiction. You can type in your jurisdiction in the type field to find it more quickly:

Jurisdiction



Select

- Cook
- Cook County - Chancery - District 1 - Chicago
- Cook County - Domestic Violence - District 1 - Chicago
- Cook County - Domestic Violence - District 2 - Skokie
- Cook County - Domestic Violence - District 3 - Rolling Meadows
- Cook County - Domestic Violence - District 4 - Maywood
- Cook County - Domestic Violence - District 5 - Bridgeview
- Cook County - Domestic Violence - District 6 - Markham
- Cook County - Civil - District 1 - Chicago

8. All new cases must also upload a completed Cover Sheet for the Division where the case will be heard.

Steps:

1. During "Step 3 – Documents," include the civil case cover sheet as part of the Complaint and upload as a single PDF. **Please note:** This will result in a file stamp on the first page of the cover sheet only. If you wish to have a file stamp on the first page of the Complaint, you can submit the Cover Sheet as a separate lead document using filing code, "Exhibits Filed".
2. Select the document category from the dropdown menu.
3. Title your document.

Lead Document (Max File Size 25 MB ; File Name Not To Exceed 50 characters)

1 No file chosen

[Civil Case Cover Sheet.PDF](#) [Download Original](#)

Document Category

Non-Confidential **2**

Document Description (Title of Document - Maximum 200 characters)

Civil Case Cover Sheet **3**

9. For Civil cases, the amount claimed or the "Ad Damnum" amount must be entered in the Fees Section in order to get the appropriate filing fee. If the Ad Damnum is not entered correctly and the wrong fee is paid, the filing will be rejected.

Steps:

1. During "Step 3 – Documents", upload your documents.
2. After uploading documents, enter the Amount in Controversy.

Case Details

STEP 1 - Case Type STEP 2 - Parties **STEP 3 - Documents** STEP 4 - Service Contact STEP 5 - Review & Submit

What documents are you filing? Your Current Envelope Size: 11.442 KB Max Envelope Size: 50 MB
Max File Size Per Document: 25 MB

Filing Code	Filing Type	File Size	Description	Actions
Breach Of Contract - Other	File	11.442 KB	Breach of Contract	

Responsible for Filing Fees

Select **2**

Send Accepted Notifications To: (Optional Field. Add email address for each recipient you want to receive accepted notifications.)

example@example.com, example@example.com (Maximum character limit is 160 characters.)

Amount in Controversy **3**

5000.00

- For Mortgage Foreclosure cases, after you select the filing type and you have uploaded your documents, "Add Optional Services and Fees" must be selected in order to select the appropriate tier for the Mortgage Foreclosure case. Selecting the appropriate tier must be completed prior to proceeding. If the wrong tier is selected and the wrong fee is paid, the filing will be rejected.
- When filing Foreign Judgments, Counterclaims, Administrative Review cases and for Civil Division cases when there is more than one (1) defendant the filer must click on the "Optional Services" so the correct mailing fees can be paid.

Steps:

- During "Step 3 – Documents", after uploading your document(s), select the checkbox for "Mail Fee"
- Enter the number of defendants.

Optional Services

	Copies	Court Service	Unit Cost	Total Fee
<input checked="" type="checkbox"/> 1	4 2	Mail Fee	15.47	61.88
<input type="checkbox"/>		Copy Fees	0.00	0.00

- When filing a Name Change case, enter the current name as the Plaintiff's name and the new name being requested as the Defendant's name.

Steps:

During "Step 2 – Parties", add the current name as the Plaintiff and the new name as the Defendant:

List of Parties

Total Case Parties: 2

Sending Party	Party Type	Name	Actions
<input type="checkbox"/>	Plaintiff	Emma Hartfield	
<input type="checkbox"/>	Defendant	Emma Driver	

Filing Into an Existing Case

- When eFiling subsequent filings, the case number must be entered as follows: a four (4) digit century, upper case letter(s) for the division designation (except for Civil Municipal Division cases in districts 1-6 where there is no letter designation at all), followed by six (6) numbers if the letter designation is one (1) letter like this: 2018L000818. For cases that have two (2) letter division designations such as Chancery (CH) and Orders of Protection (OP) the division designation is followed by five (5) numbers like this 2018CH01247. Law Division and Domestic Relations cases in Suburban Districts 2-6 case numbers have the Suburban District's number following the division designation like this: 2018D400012. If you do not know your case number or need assistance finding your case number please visit our website, www.cookcountyclerkofcourt.org.

Steps:

When searching for an existing case to file into, enter the case number as described above:

Is this filing for an existing case?

Yes

Jurisdiction

Cook County - Civil - District 1 - Chicago

Search Method: Case Number Organization Person Name

2018L000818

Go

14. When filing an Appearance, the "Return Date Not Applicable" must be checked. This does not pertain to the return date already issued on the summons. The system will then generate the status date.

Steps:

1. During "Step 3 – Documents", after attaching your document(s), select the checkbox for "Not applicable for this filing" if you do not want a return date.

Return Date

 Not applicable for this filing. Out of State service is required for this filing.

MM/DD/YYYY

Request Return Date

Selecting a Court Date

15. A return date from the pop-up calendar must be chosen when the case requires a "Return Date" (A return date is required if a summons is being issued.) If a court date is required on the filing as well, the system will generate the court date after the filing is accepted. If you are not sure if a return date is required, click "Validate" and if a return date is required the system will provide you with the first available return date, and if a return date is not required the system will place a check in the "Return Date Not Applicable" box.

Steps:

1. During "Step 3 – Documents", after attaching your document(s), enter a return date and click "Verify Return Date".

Return Date

 Not applicable for this filing. Out of State service is required for this filing.

08/16/2018

Date must be verified.

Verify Return Date

- In the Civil Division and Law Division, the hearing box may display dates when filing into an existing case. DO NOT choose a hearing Date unless the filing requires it. If you have questions whether a hearing date is required call the Division or Suburban District where the case is being heard. Contact information is available on the Clerk's Office's website www.cookcountyclerkofcourt.org.
- To get a court date for post judgment cases in Civil Municipal Districts 1-6 you must select "Return Date" to get a court date. For Citations and Summons, only select the Return Date for cases in Municipal Civil Division. All other areas of law select the date in the "Request Hearing Date" section.

Steps:

- During "Step 3 – Documents", after attaching your document(s), select the checkbox for "Not applicable for this filing" if you do not want a return date.
- Select the checkbox to indicate whether "Out of State service" is required for this filing.
- Select the return date on the calendar
- Click "Request Return Date".

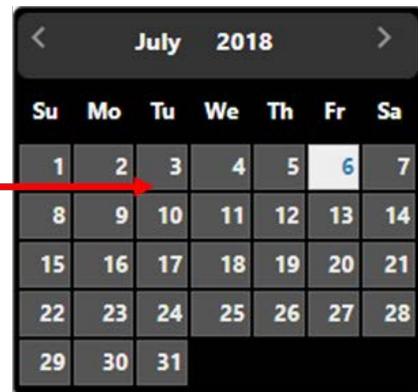
Return Date

Not applicable for this filing.

Out of State service is required for this filing.

MM/DD/YYYY

Request Return Date



General Information

- eFilers must clear their internet browser's cache/cookies/browsing history prior to eFiling. Failure to do so may prohibit your documents from being filed properly.
- Changes made in each section of the eFile application must be saved prior to proceeding to the following section. For multiple filings, changes must be saved after each filing is added prior to clicking 'Add Another Filing'.
- The information that will show on the electronic docket regarding which party filed a document comes from the "Fees Section" field labeled "Party Responsible for the Fees," therefore, if you are filing you must select yourself as the "Party Responsible for the Fees."

Steps:

During "Step 3 – Documents", select the correct party from the dropdown:

Responsible for Filing Fees

Mary Doe

Select

Mary Doe

Doe corp

- Each time a document is uploaded you need to select whether the document is "Confidential" or "Non-Confidential." If you select Confidential you must also upload a copy of an order allowing the document to be filed confidentially. If you do not have an order allowing the document to be filed confidentially, you must

select Non-confidential. If Confidential is selected, and the court order is not included, the filing will be rejected. Documents that may be filed confidentially pursuant to rule or statute are exempt from this requirement, such as Notices of Confidential Information Within Court Filing.

Steps:

During "Step 3 – Documents", select the correct Document Category from the dropdown:

Document Category

Non-Confidential

Select

Non-Confidential

Confidential

Self-Represented Litigant Information

22. When eFiling a new case or subsequent filings, self-represented litigants must type this number "99500" in the "Case Cross Reference Number" field in Section 2 on the initial screen. Select "Cook County Attorney Code" in the dropdown, click "Add Case Cross Reference Number" and then click "Save Changes". Failure to type 99500 in the "Case Cross Reference Number" field will cause your filings to be rejected.

Steps:

1. Choose "Cook County Attorney Code" in the dropdown menu.
2. Enter 99500.
3. Click "Add to List".

Case Cross Reference Numbers

Cross Reference Number: 99500 **2**

Cross Reference Type: Cook County Attorney Code **1**

Add to list **3**

23. When filing a new case you need to upload a completed "Summons" for every defendant on the case. Once your new case is accepted you need to print out each "Summons" and copies of the FILED stamped documents that are returned from the Clerk's Office for each defendant. Then, take the documents to the Sheriff's Office location where your case is being heard so the Sheriff can serve the Summonses on each defendant. Note, the Sheriff's Office charges a fee for service of each Summons.

Steps:

1. During "Step 3 – Documents", upload the summons as a separate lead document.
2. Select the document category from the dropdown menu.
3. Title your document.

Lead Document (Max File Size 25 MB ; File Name Not To Exceed 50 characters)

Choose File No file chosen **1**

Summons.DOCX [Download Original](#)

Document Category

Non-Confidential



Document Description (Title of Document - Maximum 200 characters)

Summons for Defendant **3**

24. If you are filing a "Small Claims" case in the Civil Municipal Divisions/Districts 1 – 6 you have the option of choosing the Sheriff's office to personally serve each defendant on your case, or you can choose to serve each defendant on the case using certified mail. A "Small Claims" case is where the amount in controversy is \$10,000.00 or less. If you choose to use the Sheriff's office for service, follow the instructions in #23. If you choose to use certified mail service follow these instructions. After you upload your "Lead Document" click "Add Optional Services and Fees" and select "Certified Mail" in the "Enter a Quantity" box, then select the number of defendants that are on your case in order to pay the correct fee.

Attorney Information

25. The system only allows an attorney to select one litigant to represent per case; not multiple litigants. However, if you represent more than one litigant in a case make sure that the documents that are submitted properly reflect all the litigants you are representing.

Request a Hearing Date

26. Best practice is to file Motion and Notice of Motion/Hearing as separate lead documents in the same transaction/envelope. Once submitted, Request Hearing Date in your transaction summary. On the Notice of Hearing, the filer should leave blanks for the date and time, but be sure to include the room number. Once the clerk accepts the documents, the date and time will be stamped on the documents. Verify the hearing date on the docket to compare with the hearing date stamped on the document(s). The docket will reflect the correct date.

Steps:

1. Upon successful submission of a filing in a jurisdiction that supports Scheduling Hearing Dates, the button to schedule a hearing date will appear on the confirmation screen containing the envelope number.

