



Account Creation for First Time Users



Welcome to the Cook County Sheriff E-File Portal

Cook County Sheriff's Office. We are dedicated to providing the public with the best possible experience and service. The E-File Portal will allow users to electronically file many types of documents with our office without the need to travel to a courthouse.

USERS MAY REGISTER BY SELECTING THE "REGISTER" TAB ALONG THE TOP BANNER, ON THE RIGHT-HAND SIDE OF THE SITE (CIRCLED ABOVE.)

USERS MAY ALSO REGISTER BY SELECTING THE "REGISTER AS A NEW USER" BUTTON BELOW THE LOG-IN FIELDS (CIRCLED ABOVE.)

a. Users may access their account by entering either User Name or Email

b. If a user forgets their password at any time, he/she may click "Forgot your password?" to reset their password to access the previously registered account (circled above.)

IF YOU WOULD LIKE THE SITE TO REMEMBER YOUR USERNAME AND LOG-IN FOR YOU, CLICK THE SMALL BOX NEXT TO "REMEMBER ME" (CIRCLED ABOVE.)

1. Once the user has accessed the *Registration Page*, he/she must enter the following user log-in information:
 - a. *User Name or Email Address*
 - b. *Password*
2. Passwords must be at least 8 characters and contain at least 3 of the following:
 - a. *Upper case letters (A-Z)*
 - b. *Lower case letters (a-z)*
 - c. *Numbers (0-9)*
 - d. *Special characters (e.g. \$#!@*)*

Recent Press Releases

Sheriff Dart Reminds Public of Prescription Take Back Day, L Webpage with Helpful Resour

This Saturday, April 27, Cook County re environment and fight the opioid crisis Enforcement Administration's (DEA) Na Back Day and safely disposing of their e unwanted prescription medications. Th partners with the DEA in its local presc

Illinois Senate Passes Bill see Assaults, Public Indecency to Settings

A bill seeking to address assaults and p working in correctional settings – includ deputies, attorneys and civilians – passe vote of 57-0 last Thursday, Cook County, announced today. SB 416, which was pr sponsored by Sen. [...]

Sheriff's Police Conducting Er



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3. Once the user has accessed the *Registration Page*, he/she must enter the following contact information. All fields are required:
 - a. *First Name*
 - b. *Last Name*
 - c. *Email Address*
 - d. *Phone Number*
 - e. *Address*
 - f. *City*
 - g. *State*
 - h. *Zip Code*
4. A confirmation email will be sent to the user at the registered email address. Click the link within the email to confirm your account and log-in. Use this account log-in for all future E-Filing with the Cook County Sheriff's Office.
5. Once an account has been created, select the "ACCOUNT" tab in the right-hand corner. This will transfer you to your *Manage Account page*, where the Account Settings, Billing Profiles, and Attorney Profiles information will be stored. To create an E-File Case, you must complete steps 6 and 7. If you attempt to click *Create E-File* without completing these two steps, the site will automatically go to the *Manage Account page* to ensure this information is entered.

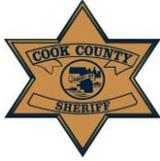
Manage Account



CHANGE YOUR ACCOUNT SETTINGS

[Change your password](#)

6. Add a Billing Profile. Click "Billing Profiles Button" to add. All fields are required:
 - a. *First Name*
 - b. *Last Name*
 - c. *Email Address*
 - d. *Phone Number*
 - e. *Street Address Main*
 - f. *Unit/Apt.*
 - g. *City*
 - h. *State*
 - i. *Zip Code*



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Select the "Create Billing Profile on Lexis Nexis" button to add your payment card information to pay for E-Filing Cases. **Note:** You have the option to delete a billing profile and create new billing profiles.

Billing Address	Payment Information
<p>Address Type</p> <p><input checked="" type="radio"/> Domestic (US and Puerto Rico) <input type="radio"/> Military (APO/FPO) <input type="radio"/> International (including Canada, Mexico)</p> <p>Billing First Name* <input type="text"/></p> <p>Billing Last Name* <input type="text"/></p> <p>Billing Zip Code* <input type="text"/></p> <p>Billing Address Line1* <input type="text"/></p> <p>Billing Address Line2 <input type="text"/></p> <p>Billing City* <input type="text"/></p> <p>Billing State* <input type="text" value="IL"/></p> <p>E-mail* <input type="text"/></p> <p>Confirm E-mail* <input type="text"/></p> <p>Phone Number* <input type="text" value="(999) 999-9999"/></p>	<p>Payment Type</p> <p><input checked="" type="radio"/> Credit Card</p> <p>Card Number* <input type="text"/></p> <p>Expiration Month* <input type="text"/></p> <p>Expiration Year* <input type="text"/></p> <p>Security Code* <input type="text"/></p> <p>We've provided this sample credit card to assist you in finding the security code.</p>  <p>Captcha* </p> <p>Enter Captcha <input type="text"/></p>
Previous Page	Continue

7. Add an Attorney or Pro Se Profile. Click the following button applicable to the profile you would like to create.

ATTORNEY PROFILES

All fields are required for "Attorney Profile":

- | | |
|--------------------------------|----------------------|
| a. Cook County Attorney Number | g. Street Name |
| b. Attorney First Name | h. Unit/Suite # |
| c. Attorney Last Name | i. Street Type |
| d. Firm Name | j. City |
| e. Street Number | k. State |
| f. Street Direction | l. Zip Code |
| | m. Firm Phone Number |



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All fields are required for "Pro Se Profile":

- a. Full Name
- b. Street Number
- c. Street Direction
- d. Street Name
- e. Unit/Suite #
- f. Street Type
- g. City
- h. State
- i. Zip Code

Users have the option to deactivate an Attorney Profile, as well as activate an Attorney Profile that has been deactivated.

Now you are ready to begin. There are four stages of the process:

STAGE ONE: Create New E-File Case

STAGE TWO: Add Service(s)

STAGE THREE: Summary

STAGE FOUR: Pay Via LexisNexis

