



Uploading Documents to Service Requests

SERVICE DOCUMENT UPLOAD - ONLY PDF LESS THAN 10MB

DOCUMENT #1

DOCUMENT #2

DOCUMENT #3

Users can upload up to three documents per case. Once all fields are completed and at least one document is uploaded for each service and service type, click the "Submit" button.

Uploaded documents must be a PDF file type and may not exceed 10MB in size. If larger than 10MB, the document will be rejected, and an error will occur. Documents must be uploaded in order: Document #1 > Document #2 > Document #3

- Users can check this in the Properties section of their file by:
Searching your file > Right-click on file > Click on Properties >View Size
- If you cannot shrink the file size below 10MB you must file in person or through the mail.

Please review the document requirements for each filing type through the following link:

<http://www.cookcountysheriff.org/courts/civil-services/documents-required-for-service-of-process/>