

User Instruction Guide: Create New E-File Case

## **Create New E-File Case**

CREATE NEW CASE	
COUNTY	Cook County Case
CASE NUMBER	
PLAINTIFF FIRST NAME	
PLAINTIFF LAST NAME	
DOCUMENT TYPE	CHANCERY ~
SELECT ATTORNEY PROFILE	~
NEXT COURT DATE	
CIRCUIT COURT FILE DATE	
FEE WAIVER	No
Create	

If you require service in Cook County but filed your papers in another county (other than Cook County), select "Out of County Case" in the County Case drop-down bar. It is auto-selected to "Cook County Case" and will need to be changed if applicable.

- 1. The fields required to be entered at this stage are:
  - a. Case Number
    - *i.* You must enter your case number exactly as it is assigned by the Clerk of Court, excluding any spaces and/or punctuation
  - b. Plaintiff First and Last Name (required)





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- *i.* Punctuation should not be included. For example, the last name O'Malley should be entered as OMALLEY
- *ii.* Do NOT put a period in a name or title, including the titles JR/SR/ESQ etc.
- b. Document Type (i.e. Chancery, Law, Levy, etc.)
  - *i.* Select the type by using the drop-down bar
- c. Next Court Date
  - *i.* Must be a future date
  - ii. This can be your next scheduled court date, your return date, or the final date the papers are valid (i.e. a 30-day paper is valid for 30 days from the file date)
- d. Circuit Court File Date
  - *i.* Must be the same date or date prior or to the day you are entering a new case in the portal
- e. Fee Waiver (any case is eligible for a fee waiver)
  - *i.* The option of attaching a fee waiver is auto selected to "No." You must have a document to attach in order to select "Yes" for the fee waiver option.
  - *ii.* If you do NOT have a fee waiver, you do NOT need to attach any documents at this point in the E-Filing process
  - iii. Even if you are receiving a fee waiver, you MUST submit your card information and create a billing profile to submit a case for filing; the card will NOT be charged
  - *iv.* If you do not have a credit card, but do have a fee waiver, you can process it in-person at any Cook County Sheriff Civil Process location
  - v. If you have a fee waiver that has been granted by your court, you must click the "Yes" option for Fee Waiver for the Fee Waiver Document input to appear
  - vi. Select "Browse..." to choose the PDF file of your fee waiver to attach

Fee waivers must be signed by the court. Any fee waiver without proper signatures will be rejected, and your request for service will not be attempted. Submitting a false fee waiver may subject you to penalties and/or criminal prosecution. If you have any questions, please contact the CCSO at the following: 312-603-4925; CCSO.CivilEfile @cookcountyil.gov

2. Once ALL fields have been completed, click the "Create" button.