



E-FILE FOR EVICTION - MANUAL FOR EXTERNAL USERS

Version 2, August 2025.

Cook County Sheriff's Office
App Dev Unit

Filing for Eviction

Manual for the External Users

1. Go to: <https://sheriffefiletest.ccsheriff.org/>
Do one of the following

- Log In
- or
- Create a new account by following the instructions on the website, and log in.

← → ↻ 🏠 sheriffefiletest.ccsheriff.org 🌐 ⭐ 🔍

CCSO Home Page - Sheriff... Role(s) | Pluralsight

COOK COUNTY
THOMAS J. DART SHERIFF'S OFFICE

HOME REGISTER **LOG IN** 🌐 📱 📺

THIS IS THE CCSO TEST E-FILE SITE WHICH CONTAINS ONLY TEST DATA.

Welcome to the Cook County Sheriff E-File Portal

E-Filing has arrived at the 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.

NOTICE

The Governor's Moratorium on evictions has expired. All filing types are now accepted as they were pre-pandemic. The Illinois Supreme Court has issued an order requiring all forcible services to include an information flyer about rental assistance. An example is available at the following link: <https://www.illinoiscourts.gov/forms/approved-forms/forms-approved-forms-circuit-court-eviction> (click on "Effective September 13, 2021, all residential eviction summons must include a notice about Court-Based Rental Assistance. A sample notice is available here in black and white and color. Check with your local court because they may have additional or different required information (for example, Cook and Winnebago counties)."

Orders of Possession in eviction cases now also require a Verification of Non-Rental Assistance Form available at the following link: <https://www.cookcountysheriff.org/eviction-update/>

If your service was not served due to the COVID-19 threat or due to the Governor's and Chief Judge Evans' orders, you can file the papers again with our office by selecting FEE WAIVER and uploading the proof of service from the Cook County Sheriff's Office Civil Process Look Up for your service. This proof of service will contain the necessary language for the fee waiver to be recorded in our office. Click the link below for the County Sheriff's Office Civil Process Look Up page: <https://civilprocess.ccsheriff.org>

USERNAME OR EMAIL

PASSWORD

REMEMBER ME ☐

LOG IN

User Instruction Guides

Click on the following links to view instructions that will guide you throughout the case filing process:

- Introduction
- Log in and Select Language
- Creating an Account
- Access the New E-File Case Page
- Create New E-File
- Add a Service
- Uploading Documents to Service Requests
- Summary
- Payment
- Receipts
- Full Instruction Guide

E-File Instructional Video

E-File Instructional Video
Cook County Sheriff's PORTAL

10:10

USERNAME OR EMAIL

PASSWORD

REMEMBER ME ☐

By selecting LOG IN, you agree to the terms & conditions below.

[Register as a new user](#)

[Forgot your password?](#)

- After the login process is completed, click on the “E-FILE EVICTION” section. The user may be asked to fill out the “ADD ATTORNEY PROFILE” as a starting page if it has not been done before. Fill out this section.

The screenshot shows a web browser window with the URL `sheriffefiletest.ccsheiff.org/Manage/AddAttorneyProfile`. The page header includes the Cook County Sheriff's Office logo and navigation links: HOME, CREATE E-FILE, E-FILE EVICTION (highlighted with a red circle), and E-FILE CASES. A yellow banner states: "THIS IS THE CCSO TEST E-FILE SITE WHICH CONTAINS ONLY TEST DATA." On the left, a "Manage Account" section contains links for Account Settings, Billing Profiles, and Attorney / Pro Se Profiles. The main content area is titled "ADD ATTORNEY PROFILE" with a sub-header: "An Attorney or Pro Se Profile is Required to Create an E-File Case". The form fields are: COOK COUNTY ATTORNEY NUMBER, ATTORNEY FIRST NAME, ATTORNEY MIDDLE INITIAL, ATTORNEY LAST NAME, FIRM NAME, STREET NUMBER, and STREET DIRECTION (a dropdown menu showing "-- Select --"). On the right, there are links for "User Instruction Guide" and "E-File Instructional Video".

More attorneys can be added to the user’s profile by clicking on the “ACCOUNT SECTION” and by selecting the “Attorney / Pro Se Profiles”. Through this section the user can also activate and de-activate all previously entered attorney accounts.

CCSO Home Page - Sheriff's Office RoleIQ | Pluralight

COOK COUNTY
THOMAS J. DART SHERIFF'S OFFICE

HOME CREATE E-FILE E-FILE EVICTION E-FILE CASES ACCOUNT LOG OFF

THIS IS THE CCSO TEST E-FILE SITE WHICH CONTAINS ONLY TEST DATA.

Manage Account

Account Settings
Billing Profiles
Attorney / Pro Se Profiles

ATTORNEY PROFILES

Add Attorney Profile Add Pro Se Profile

Add a Pro Se profile if you are opting to legally represent yourself for some E-File cases rather than hire an attorney.

Aneta Kurniega Attorney Code: 1234 Attorney Name: Aneta M Kurniega Firm Name: AK Test Law Firm Firm Phone: 7737182872 Firm Address: 1234 N Sunny St, Testville, IL 60656 Deactivate	Charles Martinez Attorney Code: 345 Attorney Name: Charles Martinez Firm Name: Test Law Firm Firm Phone: 7737205954 Firm Address: 234 N Test Dr, Test City, IL 60658 Deactivate
C.L. Attorney Code: 345 Attorney Name: C.L. Firm Name: Test Law Firm 1 Firm Phone: 3125029799 Firm Address: 454 S Any Ave, Chicago, IL 60635 Deactivate	Carter Olson Attorney Code: 456 Attorney Name: Carter Olson Firm Name: Test Law Firm 2 Firm Phone: 7738827404 Firm Address: 246 E Spring Ln, Chicago, IL 60636 Deactivate
John Peak (inactive) Attorney Code: 123 Attorney Name: John Mark Test Firm Name: Test Attorney Firm Phone: 7731112222 Firm Address: 123 N Summer Ave, Testville, IL 60656 Activate	Maria Summer (inactive) Attorney Code: 234 Attorney Name: Maria Sandra Summer Firm Name: Summer Attorney Firm Phone: 7732222222 Firm Address: 234 S Spring Ave, Testing City, IL 60630 Activate
William Fall (inactive) Activate	

User Instruction Guides

Click on the following links to view instructions that will guide you throughout the case filing process:

- Introduction
- Log In and Select Language
- Creating an Account
- Access the New E-File Case Page
- Create New E-File
- Add a Service
- Uploading Documents to Service Requests
- Summary
- Payment
- Receipts
- Full Instruction Guide

E-File Instructional Video

E-File Instructional Video

COOK COUNTY SHERIFF'S OFFICE E-FILE PORTAL

3. Proceed to creating a new Eviction Case. Follow the steps below.

a. Click on the "E-FILE EVICTION"

CCSO Home Page - Sheriff's Office RoleIQ | Pluralight

COOK COUNTY
THOMAS J. DART SHERIFF'S OFFICE

HOME CREATE E-FILE **E-FILE EVICTION** E-FILE CASES ACCOUNT LOG OFF

THIS IS THE CCSO TEST E-FILE SITE WHICH CONTAINS ONLY TEST DATA.

Manage Account

Account Settings
Billing Profiles
ATTORNEY PROFILES

User Instruction Guides

Click on the following links to view instructions that will guide you throughout the case filing process:

- Introduction
- Log In and Select Language
- Creating an Account
- Access the New E-File Case Page
- Create New E-File

b. Fill out this section and click on the “Create” button at the end of the process.

THIS IS THE CCSO TEST E-FILE SITE WHICH CONTAINS ONLY TEST DATA.

1 2 3 4

CREATE NEW EVICTION CASE EVICTION ENFORCEMENT DETAILS SUMMARY AUTHORIZE PAYMENT VIA LEXISNEXIS

CREATE NEW EVICTION CASE

CASE NUMBER

PLAINTIFF TYPE -- Select --

DOCUMENT TYPE EVICTION

SELECT ATTORNEY PROFILE Aneta Kurniaga

ORDER ISSUED DATE

POST CARD (\$0.50 FEE) No

EMERGENCY EVICTION No

FEE WAIVER No

Create

User Instruction Guides
Click on the following links to view instructions that will guide you throughout the case filing process:
Introduction
Log In and Select Language
Creating an Account
Access the New E-File Case Page
Create New E-File
Add a Service
Uploading Documents to Service Requests
Summary
Payment
Receipts
Full Instruction Guide

E-File Instructional Video

E-File Instructional Video SHERIFF'S PORTAL
Cook County Sheriff

c. Next, the following page will pop out. The user should select whether he/she wants to file for a residential or for a commercial eviction. Click on one of blue buttons.

THIS IS THE CCSO TEST E-FILE SITE WHICH CONTAINS ONLY TEST DATA.

1 2 3 4

CREATE CASE EVICTION ENFORCEMENT DETAILS SUMMARY AUTHORIZE PAYMENT VIA LEXISNEXIS

Enforcement

Enforcement ID	Defendant	Enforcement Notes	Documents
No services added to this case.			

Add Residential Eviction Add Commercial Eviction

User Instruction Guides
Click on the following links to view instructions that will guide you throughout the case filing process:
Introduction
Log In and Select Language
Creating an Account
Access the New E-File Case Page
Create New E-File
Add a Service
Uploading Documents to Service Requests
Summary
Payment
Receipts
Full Instruction Guide

E-File Instructional Video

E-File Instructional Video SHERIFF'S PORTAL
Cook County Sheriff

Residential Eviction Page:


Fill out the form and hit the “Save Enforcement” button

The screenshot displays the Cook County Sheriff's Office E-File portal. A modal window titled "EVICTION ENFORCEMENT DETAILS" is open, showing the "RESIDENTIAL EVICTION" form. The form includes fields for the defendant's name (First, Middle, Last, Title), enforcement address (Street Number, Street Direction, Street Name, Street Type, APT / UNIT #, City, State, ZIP), and a section for enforcement notes. Below the notes is a document upload section with three options: "CERTIFIED COPY OF ORDER OF POSSESSION", "VERIFICATION OF NON-RENTAL ASSISTANCE", and "SUPPLEMENTAL DOCUMENTS (OPTIONAL)". Each option has a "Choose File" button and a "No file chosen" status. At the bottom of the modal is a blue "Save Enforcement" button. The background shows the portal's navigation bar with links like HOME, CREATE E-FILE, E-FILE EVICTION, E-FILE CASES, ACCOUNT, and LOG OFF. A sidebar on the right contains "User Instruction Guides" and an "E-File Instructional Video".

Commercial Eviction Page:




Fill out the form and hit the “Save Enforcement” button

The screenshot displays the Cook County Sheriff's Office E-File portal. A modal window titled "EVICTION ENFORCEMENT DETAILS" is open, showing the "COMMERCIAL EVICTION" form. The form includes fields for the business name, registered agent, and care of, as well as enforcement address (Street Number, Street Direction, Street Name, Street Type, APT / UNIT #, City, State, ZIP). It also has a section for enforcement notes and a document upload section with three options: "CERTIFIED COPY OF ORDER OF POSSESSION", "VERIFICATION OF NON-RENTAL ASSISTANCE", and "SUPPLEMENTAL DOCUMENTS (OPTIONAL)". Each option has a "Choose File" button and a "No file chosen" status. At the bottom of the modal is a blue "Save Enforcement" button. The background shows the portal's navigation bar with links like HOME, CREATE E-FILE, E-FILE EVICTION, E-FILE CASES, ACCOUNT, and LOG OFF. A sidebar on the right contains "User Instruction Guides" and an "E-File Instructional Video".

- 

COOK COUNTY
 THOMAS J. DART SHERIFF'S OFFICE

[HOME](#)
[CREATE E-FILE](#)
[E-FILE EVICTION](#)
[E-FILE CASES](#)
[ACCOUNT](#)
[LOG OFF](#)

Select Language




THIS IS THE CCJSO TEST E-FILE SITE WHICH CONTAINS ONLY TEST DATA.

1

2

3

4

CREATE CASE
 EVICTION ENFORCEMENT DETAILS
 SUMMARY
 AUTHORIZE PAYMENT VIA LEXISNEXIS

Enforcement

Enforcement ID	Defendant	Enforcement Notes	Documents	
395406	Mr John J Test, 789 W Any Ave, 1a, Testing Town, IL 60630		Certified Copy of Order of Possession Verification of Non-Rental Assistance Supplemental Documents	<div>Remove</div>


[View Complete Eviction Disclosure Form \(Required\)](#)

User Instruction Guides

Click on the following links to view instructions that will guide you throughout the case filing process:

 - [Introduction](#)
 - [Log In and Select Language](#)
 - [Creating an Account](#)
 - [Access the New E-File Case Page](#)
 - [Create New E-File](#)
 - [Add a Service](#)
 - [Uploading Documents to Service Requests](#)
 - [Summary](#)
 - [Payments](#)
 - [Receipts](#)
 - [Full Instruction Guide](#)

E-File Instructional Video



- COOK COUNTY**
THOMAS J. DART SHERIFF'S OFFICE

HOME CREATE E-FILE E-FILE EVICTION E-FILE CASES ACCOUNT LOG OUT

EVICTION DISCLOSURE

Please fill out the following information and ensure that all contact information is correct.

CASE NUMBER <input type="text" value="123ABCD654X"/>	ATTORNEY INFORMATION AK Test Law Firm - Aneta Kurnaga - 1234 N Sunny St, Ia, Testville, IL 60656	
ATTORNEY CONTACT NUMBER <input type="text" value="1234567890"/>	ATTORNEY EMAIL <input type="text" value="att@aktest.com"/>	
PLANTIFF STREET ADDRESS <input type="text" value="123 Main St"/>	PLANTIFF UNIT # <input type="text" value="Apt 101"/>	PLANTIFF CITY <input type="text" value="Chicago, IL"/>
PLANTIFF STATE -- Select --	PLANTIFF ZIP <input type="text" value="60601"/>	PLANTIFF CONTACT NUMBER <input type="text" value="3125551234"/>
		PLANTIFF EMAIL <input type="text" value="plaintiff@example.com"/>

NOTES PLEASE REFERENCE AUTOMATED INSTRUCTIONS RELATED TO THE IMPROVEMENT OF YOUR EVICTIONS

-- Select --

EVICTION TYPE
-- SELECT --

To the best of your knowledge, please list all occupants of the property. This information is important for officer safety and for possible referral for services and will not be used to delay the scheduling of your eviction.

Last Name	First Name	Phone #	Age	This Person is Disabled or Has Mental Health Conditions
+ Add Occupant				

ARE THERE ANY ANIMALS ON THE PROPERTY THAT OFFICERS SHOULD BE AWARE OF?

-- Select --

IS THERE ANYTHING ON SITE THAT MAY COMPROMISE OFFICER SAFETY?

-- Select --

PLEASE TYPE YOUR NAME TO SIGN DISCLOSURE

NOTE: RESIDENTIAL EVICTIONS WILL NOT OCCUR WHEN A HEAT INDEX WARNING IS IN EFFECT, THE TEMPERATURE IS BELOW 15° F, OR REGARDLESS OF OUTSIDE TEMPERATURE, IF EXTREME WEATHER CONDITIONS ENDANGER THE HEALTH AND WELFARE OF THOSE BEING EVICTED. YOU WILL BE CONTACTED AT LEAST ONE BUSINESS DAY BEFORE THE EVICTION DATE AT THE NUMBER PROVIDED ABOVE OR THE NUMBER LISTED ON YOUR COURT ORDERS. YOU CAN TRACK YOUR EVICTION ONLINE AT [HTTPS://CCOCVCO.NVSHERRIF.ORG/](https://ccocvco.nvsherrif.org/). IF NO ONE IS PRESENT WHEN THE SHERIFF ARRIVES THE EVICTION CAN BE DELAYED. IF THE DEFENDANT FILES A MOTION, YOUR EVICTION CAN ALSO BE DELAYED UNTIL IT EXPIRES OR THE JUDGE ORDERS OTHERWISE. FOR OFFICER SAFETY, PLEASE DO NOT TELL OCCUPANTS WHEN THE SHERIFF HAS GIVEN YOU NOTICE OF THE UPCOMING EVICTION.

[Save](#)

Useful features on this page to know:

- When the field: “Would you like to receive automated notifications related to the enforcement of your eviction?” is answered as “YES”, the person selected in the green section will be receiving updates on the eviction via email, text message or phone call depending on the selection. See the image below:

The screenshot shows the 'EVICTION DISCLOSURE' form. A red box highlights the question 'WOULD YOU LIKE TO RECEIVE AUTOMATED NOTIFICATIONS RELATED TO THE ENFORCEMENT OF YOUR EVICTION?' with the answer 'Yes' selected. A green box highlights the section for selecting recipients and notification methods, including 'WHO SHOULD RECEIVE THE PRE-EVICTION NOTIFICATION?', 'WHO WILL BE AT THE PROPERTY WHEN THE SHERIFF ARRIVES TO DO THE EVICTION?', 'PRE-EVICTION NOTIFICATION METHOD (CHECK ALL THAT APPLY)', and 'DAY-OF NOTIFICATION METHOD (CHECK ALL THAT APPLY)'. Below these sections is a disclaimer about data charges and a table for listing occupants.

Please fill out the following information and ensure that all contact information is correct.

CASE NUMBER 123ABCTestAK	ATTORNEY INFORMATION AK Test Law Firm - Aneta Kumiega - 1234 N Sunny St, 1a, Testville, IL 60556		
ATTORNEY CONTACT NUMBER (773) 718-2672	ATTORNEY EMAIL aneta.kumiega@ccsheriff.org		
PLAINTIFF STREET ADDRESS 2345 N. Summer Ln	PLAINTIFF UNIT # 12	PLAINTIFF CITY Chicago	
PLAINTIFF STATE Illinois	PLAINTIFF ZIP 60530	PLAINTIFF CONTACT NUMBER (312) 502-9799	PLAINTIFF EMAIL colin.luce@ccsheriff.org

WOULD YOU LIKE TO RECEIVE AUTOMATED NOTIFICATIONS RELATED TO THE ENFORCEMENT OF YOUR EVICTION?
Yes

WHO SHOULD RECEIVE THE PRE-EVICTION NOTIFICATION?
-- Select --

PRE-EVICTION NOTIFICATION METHOD (CHECK ALL THAT APPLY)
Nothing selected

WHO WILL BE AT THE PROPERTY WHEN THE SHERIFF ARRIVES TO DO THE EVICTION?
-- Select --

DAY-OF NOTIFICATION METHOD (CHECK ALL THAT APPLY)
Nothing selected

****Data charges may apply. By opting into the CCSENS, you are agreeing to receive telephone calls, emails, and/or text messages as indicated on the Opt-in Form. Data rates may apply depending on, and as provided in, your current phone, internet, or text agreement with your carrier providing you with telephone, email, or text message services. You are solely responsible for all fees incurred through your wireless phone or internet service for data rates associated with receiving any phone calls, emails and/or text messages.****

EVICTION TYPE
-- SELECT --

To the best of your knowledge, please list all occupants of the property. This information is important for officer safety and for possible referral for services and will not be used to delay the scheduling of your eviction.

Last Name	First Name	Phone #	Age	This Person is Disabled or Has Mental Health Conditions
+ Add Occupant				

- f. Next, click on the “Proceed to Payment Authorization” button and then click on the “Finalize / Authorize Payment” button. See the screenshots below.

Useful features on this page to know:

- See the second screenshot in this section. At this stage, the user can either continue the process and submit a payment or file another eviction and finalize the payment later.

THIS IS THE CCSO TEST E-FILE SITE WHICH CONTAINS ONLY TEST DATA.

1 CREATE CASE 2 EVICTION ENFORCEMENT DETAILS 3 SUMMARY 4 AUTHORIZE PAYMENT VIA LEXISNEXIS

Enforcement

Enforcement ID	Defendant	Enforcement Notes	Documents	
395406	Mr John J Test, 789 W Any Ave, 1a, Testing Town, IL 60630		Certified Copy of Order of Possession Verification of Non-Rental Assistance Supplemental Documents	Remove

[View/Complete Eviction Disclosure Form \(required\)](#)

Proceed to Payment Authorization

User Instruction Guides
Click on the following links to view instructions that will guide you throughout the case filing process:
[Introduction](#)
[Log in and Select Language](#)
[Creating an Account](#)
[Access the New E-File Case Page](#)
[Create New E-File](#)
[Add a Service](#)
[Uploading Documents to Service Requests](#)
[Summary](#)
[Payment](#)
[Receipts](#)
[Full Instruction Guide](#)

E-File Instructional Video
[E-File Instructional Video](#)
 Cook County Sheriff's Office
 PORTAL

THIS IS THE CCSO TEST E-FILE SITE WHICH CONTAINS ONLY TEST DATA.

1 CREATE CASE 2 OCCUPANT DETAILS 3 SUMMARY 4 AUTHORIZE PAYMENT VIA LEXISNEXIS

Case Number: 1234BC7estAK
 Plaintiff: Kumiega, Aneta
 Document Type: EVICTION
 Cost of Eviction Enforcement: \$60.50
 Lexisnexis Fee: \$1.27
 Total Amount: \$61.77

File Another Eviction **Finalize / Authorize Payment**

User Instruction Guides
Click on the following links to view instructions that will guide you throughout the case filing process:
[Introduction](#)
[Log in and Select Language](#)
[Creating an Account](#)
[Access the New E-File Case Page](#)
[Create New E-File](#)
[Add a Service](#)
[Uploading Documents to Service Requests](#)
[Summary](#)
[Payment](#)
[Receipts](#)
[Full Instruction Guide](#)

E-File Instructional Video
[E-File Instructional Video](#)
 Cook County Sheriff's Office
 PORTAL

g. When the “Finalize / Authorize Payment” button is selected, the user will be directed to this page (see the screenshot below).

- The user should select the case he/she wants to pay for
- Select payment profile or create a new payment profile
- Authorize payment via LexisNexis.

THIS IS THE CCSO TEST E-FILE SITE WHICH CONTAINS ONLY TEST DATA.

Unpaid

Select the checkbox next to the cases in the "Unpaid" category that you wish to submit payment for, and click "Pay Via LexisNexis".

Select	Date E-File Created	Case Number	Document Type	Plaintiff	Payment Status	Total Amount
<input type="checkbox"/>	07/12/2023	AKTest712	EVICTON	AKTestBusiness	Unpaid	\$60.50

[Delete Case](#)

PAYMENT PROFILE Card Last Four: 0248 [Authorize Payment Via LexisNexis](#)

Search by Case Number or Plaintiff

Download Summary

SUMMARY TYPE Billing

START DATE

END DATE

[Download Summary](#)

h. In the last step, the Eviction Case will go to the “In Progress” queue. This concludes the E-File Eviction process for the external users.

THIS IS THE CCSO TEST E-FILE SITE WHICH CONTAINS ONLY TEST DATA.

In Progress

Payment does not confirm service. The information you have entered in this portal will be received by CCSO and reviewed internally. If correct, service will be initiated. You may check the status of your service on <https://civilprocess.ccsosheriff.org> using your case number. If you have any issues or questions, you may call CCSO civil process for a service status at (312) 603-4925.

Date E-File Created	Case Number	Document Type	Plaintiff	Status	Total Amount
07/12/2023	AKTest712	EVICTON	AKTestBusiness	Submitted for Processing	\$60.50
07/11/2023	123ABCTestAK	EVICTON	Kumiega, Aneta	Submitted for Processing	\$60.50
06/01/2023	1234abcd	EVICTON	Serrato, Linda	Submitted for Processing	\$0.00
06/01/2023	234567	EVICTON	Test, Joan	Submitted for Processing	\$0.00
06/01/2023	123abc	EVICTON	Testing, John	Submitted for Processing	\$0.00

[1](#)

User Instruction Guides

Click on the following links to view instructions that will guide you throughout the case filing process:

- [Introduction](#)
- [Log in and Select Language](#)
- [Creating an Account](#)
- [Access the New E-File Case Page](#)
- [Create New E-File](#)
- [Add a Service](#)
- [Uploading Documents to Service Requests](#)
- [Summary](#)
- [Payment](#)
- [Receipts](#)
- [Full Instruction Guide](#)

E-File Instructional Video

[E-File Instructional Video](#) **SHERIFF'S PORTAL**

4. Additional things to know.

- All submitted cases can be accessed by clicking on the “E-FILE CASES” tab. The users can go there to finish the submission process, finish payment process, check the case status or to delete the draft cases.

THIS IS THE CC30 TEST E-FILE SITE WHICH CONTAINS ONLY TEST DATA.

All E-File Cases

- Drafts
- Unpaid
- In Progress
- Complete
- Voided Payment

Search by Case Number or Plaintiff

Download Summary

SUMMARY TYPE: Billing

START DATE

END DATE

Download Summary

Select	Date E-File Created	Case Number	Document Type	Plaintiff	Payment Status	Total Amount
View Case	07/12/2023	AKTest712	EVICTON	AKTestBusiness	In Progress	\$60.50
View Case	07/11/2023	123ABCTestAK	EVICTON	Kumiega, Aneta	In Progress	\$60.50
View Case	06/01/2023	1234abcd	EVICTON	Serrato, Linda	Fee Waiver Approved	\$0.00
View Case	06/01/2023	345abc	EVICTON	Testing Sales	Unpaid	
View Case	06/01/2023	2345ak	EVICTON	Test, Joan	Sent to Star	\$0.00
View Case	06/01/2023	123abc	EVICTON	Testing John	Sent to Star	\$0.00

User Instruction Guides

Click on the following links to view instructions that will guide you throughout the case filing process:

- Introduction
- Log in and Select Language
- Creating an Account
- Access the New E-File Case Page
- Create New E-File
- Add a Service
- Uploading Documents to Service Requests
- Summary
- Payment
- Receipts
- Full Instruction Guide

E-File Instructional Video

E-File Instructional Video
Cook County Sheriff's Office
SHERIFF'S G PORTAL

This page concludes the instruction manual for the Eviction E-File process for the external users.