



Cook County Sheriff's Office

User Instruction Guide: Introduction

Introduction

The *Cook County Sheriff E-Filing Portal* allows users to remotely request the service of process from the Cook County Sheriff. E-Filing is an option available to all who wish to utilize the Cook County Sheriff's Office to serve process in Cook County.

E-filing with the Sheriff is NOT mandatory, and individuals may continue to file their requests in person at any Cook County Sheriff's Office Civil Process location or by mailing their papers to the Daley Center location, along with payment.

For all cases being heard in Cook County, the user MUST first file their papers with the Cook County Clerk of the Circuit Court before they may be filed with the Cook County Sheriff's Office (CCSO). Any case being heard outside of Cook County (known as Foreign Writ) must be filed with the originating jurisdiction's Clerk of Court, prior to filing with the CCSO.

Enforcement Orders are NOT able to be filed through our E-File Portal at this time; this includes all Orders of Protection, Orders of Possession, and Body Attachment Orders. If you have any questions, please contact the CCSO at the following: 312-603-4925; CCSO.Civilefile @cookcountyil.gov

Cook County Sheriff's Office Locations

Daley Center Courts

Richard J. Daley Center
50 W. Washington St.
Chicago, Illinois 60602

Hours: Monday-Friday, from 8:30AM to 5:00PM

District 4—Maywood Courthouse

1500 Maybrook Drive
Maywood, Illinois 60153

Sheriff's Office Phone Number: (708)-865-6029

Hours: Monday-Friday, from 8:30AM to 5:00PM

District 2—Skokie Courthouse

5600 Old Orchard Road
Skokie, Illinois 60076

Sheriff's Office Phone Number: (847)-470-7280

Hours: Monday-Friday, from 8:30AM to 5:00PM

District 5—Bridgeview Courthouse

10220 S. 76th Ave.
Bridgeview, Illinois 60455

Sheriff's Office Phone Number: (708)-974-6810

Hours: Monday-Friday, from 8:30AM to 5:00PM

District 3—Rolling Meadows Courthouse

2121 W. Euclid Ave.

Rolling Meadows, Illinois 60008

Sheriff's Office Phone Number: (847)-818-2810

Hours: Monday-Friday, from 8:30AM to 5:00PM

District 6—Markham Courthouse

16501 S. Kedzie Parkway
Markham, Illinois 60426

Sheriff's Office Phone Number: (708)-232-4435

Hours: Sunday-Saturday, from 8:30AM to 5:00PM

The following guide provides users with step-by-step instructions for creating an account, filing for service, and paying for service. You may access the *CCSO E-File Portal* at any time, **from any computer**, through the Sheriff's website by clicking the following:

Departments > Courts > Sheriff E-File > Click link or by going to <https://sheriffefile.ccsheriff.org/>

Do NOT access this Portal with a mobile device.