



Payment

The *E-File Cases Page* lists all cases entered under this log-in, separated into five categories:

All E-File Cases
Drafts
Unpaid
In Progress
Complete
Voided Payment

- Drafts** – some of the fields in this case have been left blank and need to be filled in before a payment can be submitted. If the case is incomplete, there will be no price displayed under “Total Amount.” Click “Edit” to fill in these fields and complete the case.
- Unpaid**—all information is complete, but the fee has not been paid.
- In Progress**—all information is complete, and the fee is in progress to be paid to the CCSO
- Complete**—all information is complete, and the fee has been paid.
- Voided Payment**—all information has been entered; however, the user wishes to no longer pay for the case filed

Users may search their cases by utilizing the search tool.

- When you are ready to pay for a case, select the checkbox(es) next to the cases in the “Unpaid” category that you wish to submit payment for.
- Select your Payment Profile using the drop-down tool.
- Click “Authorize Payment Via LexisNexis” (circled below.)

PAYMENT PROFILE



Once authorized, you will be brought to the “In Progress” section, as your case is now in being reviewed internally and in progress of being paid.

The information you have entered in this portal will be received by CCSO and reviewed internally. Please check that your information and documentation is accurate before submitting. Incomplete or inaccurate information or documentation will cause your filing to be rejected. If your filing is rejected, you will receive an email stating why. If correct, service will be initiated. You may check the status of your service on <https://civilprocess.ccsheriff.org> using your Case Number or Sheriff Number. If you have any questions, please contact the CCSO at the following: 312-603-4925; CCSO.CivilEfile @cookcountyil.gov