

COOK COUNTY ATTORNEY CODE REQUEST AND OPT IN/OPT OUT FOR ELECTRONIC CASE MANAGEMENT NOTICE FOR ATTORNEYS AND LAW FIRMS

To obtain a new attorney code, please proceed to the **New Attorney Code** section, below. You can also change your contact information, including opting-in or out of electronic (email) case management notice for an existing attorney code, by proceeding to the **Change of Contact Information** section, below.

Indicate whether this request is for a firm or individual attorney code. If you are requesting a firm attorney code, an attorney in that firm must provide his/her documentation as described below.

Documentation needed: All requests must be accompanied by copies of your current and valid Illinois Attorney Registration & Disciplinary Commission (ARDC) card **AND** your valid government-issued driver's license or identification card. If you are an out-of-state attorney not licensed to practice law in Illinois, please contact (312) 603-5469 for further information.

YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT YOUR ARDC INFORMATION.

Requests, except for those in person, will be processed from 9:00 a.m. to 3:00 p.m., Monday through Friday, excluding court holidays. REQUESTS RECEIVED AFTER 3:00 p.m. WILL BE PROCESSED ON THE FOLLOWING BUSINESS DAY.

You may submit this request any of the following ways:

1. *Via facsimile:* Fax your completed request and copies of the above supporting documents to (312) 603-3348.
2. *Via email:* Email your completed request and copies of the above supporting documents to attorneycode@cookcountycourt.com.
3. *In person:* Bring your completed request along with the original supporting documents to the Law Division in Room 801 of the Richard J. Daley Center, 50 West Washington Street, Chicago, Illinois 60602 or the Civil Department at any of the Suburban Districts (processed 8:30 a.m. to 4:30 p.m.).
4. *Via U.S. Mail:* Mail your completed request and copies of the above supporting documents to the Law Division in Room 801 of the Clerk of the Circuit Court of Cook County, Richard J. Daley Center, 50 West Washington Street, Chicago, Illinois 60602.

Please select the method you wish to be notified of your attorney code: Email Fax Mail

Select one.

NEW ATTORNEY CODE

CHANGE OF CONTACT INFORMATION: Cook County Firm or Individual Attorney Code: _____

Status: Firm Individual

Please print legibly.

Firm Name: _____
(As it will appear on the electronic docket)

Attorney Name: _____
(First, Middle, Last, as it appears on your ARDC card - As it will appear on the electronic docket)

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: (_____) _____ Fax Number: (_____) _____

Email: _____ ARDC Number: _____

ELECTRONIC (EMAIL) CASE MANAGEMENT NOTICE REQUEST FOR ALL CASES: (OPT IN/OPT OUT)

I have read and agree to the terms of the *Clerk's Office Electronic Case Management Notice Policy* and elect to **opt in** to electronic case management notice for all cases at the email address registered to this attorney code, or **opt out** of previous election of electronic case management notice.

REQUESTOR (required):

Date: _____ Requestor ARDC Number: _____

Requestor Name: _____ Requestor Signature: _____
(Please print)

Office Use Only Attorney Code: _____ Attorney Notified
 Attorney Code information changed. Operator: _____

IMPORTANT NOTICE

TO COMPLETE THE eNOTICE OPT-IN PROCESS, YOU MUST CONFIRM YOUR EMAIL ADDRESS!

- When you opt-in for eNotice, you will receive an email from enotice@cookcountycourt.com within twenty-four (24) hours if you registered during business hours. If you did not register during regular business hours, and have not received your confirmation email within 3-4 days from the time you submitted your registration, please check your email spam folder.
- Please add enotice@cookcountycourt.com to your contacts so the confirmation email is not sent to your spam folder. **YOU MUST REPLY** to this email by providing your Cook County Attorney Code Number and the zip code you submitted on your Cook County Attorney Code Request Form.
- If you do not receive a confirmation email, please call (312) 603-5469 to have another email sent to you. If you have any additional questions, please call (312) 603-5469. Thank you.

DOROTHY BROWN, CLERK OF THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS