

BULK FILING INTAKE FORM

BUNDLE NO. _____

DATE: _____

ATTORNEY CODE: _____

COMPANY NAME: _____

COMPANY TELEPHONE NUMBER: _____ **Ext.** _____

COMPANY EMAIL: _____

COMPANY CONTACT PERSON: _____

FILING CATEGORY
(Alias, New Suit, Post Judgment): _____

NUMBER OF BUNDLES: _____ of _____

NUMBER OF ITEMS IN BUNDLE: _____

RETURN DATE: _____

CHECK NUMBER: _____

PLEASE NOTE: RETURN DATES

When selecting a return date, consider the Clerk’s Office estimated Pick-up Date Guidelines and the standards for return dates listed below:

- **Eviction and Forcible Cases:** the return date is 14 calendar days from the date of filing.
- **All cases \$10,000 and less:** the return date is a minimum of 28 calendar days from the date of filing.
- **All cases over \$10,000:** the return date is a minimum of 21 calendar days from the date of filing.

Please submit this intake form with each bundle submitted for bulk filing to:

CIVIL DIVISION – BULK FILING
Richard J. Daley Center
50 West Washington, Room 604
Chicago, Illinois 60602