



HON. DOROTHY BROWN
CLERK OF THE CIRCUIT COURT OF COOK COUNTY

EFFECTIVE MONDAY, SEPTEMBER 9, 2019

Attorneys in Cook County eFiling Tax Objection Case Types in the County Division Must Enter Cook County Attorney Code (CCAC)/Firm Number

Attorneys that are eFiling either a new case or into an existing case **MUST** enter their **5-digit Cook County Attorney Code (CCAC)/Firm Number** in the **Case Cross Reference field***, WHEN:

- The location is “County Division”
- The case category is “Tax” and
- The case type is “Objection, Rate or Valuation”

***This is a mandatory field for these case types to complete the eFiling process.**

How to Enter your Cook County Attorney Code/Firm Number in eFileIL Portal

1. Enter your Cook County Attorney Code (CCAC)/Firm Number in the Case Cross Reference Number field.
2. Select Cook County Attorney Code in the Case Cross Reference Type field.
3. Click the Add Case Cross Reference Number button.
4. Click Save Changes

The screenshot shows the eFileIL portal interface. The 'Case Information' section includes fields for Location (Cook County - Chancery - District 1 - Chicago), Category (General Chancery), and Case Type (Dissolution of Partnerships). Below this is the 'Case Cross Reference Number' section, which contains a message: 'Case type requires a Case Cross Reference number of type "Cook County Attorney Code"'. There are two rows of input fields for Case Cross Reference Number and Case Cross Reference Type. The first row has a yellow background and is highlighted with a red circle '1' around the number field and a red circle '2' around the type dropdown. The second row has a white background and contains the value '12345' in the number field and 'Cook County Attorney Code' in the type dropdown. A red circle highlights the 'Add Case Cross Reference Number' button. At the bottom right, a red circle highlights the 'Save Changes' button.