



Clerk of the Circuit Court of Cook County

Record Request Form

Child Support Division
Correspondence Room 200
28 North Clark Street
Chicago, Illinois 60602
(312) 345-4045

Your request is subject to approval under the applicable provisions of the constitution and statutes of the state of Illinois, the Illinois Supreme Court Rules, and the local policy and procedures.
PLEASE DO NOT SEND ANY PREPAYMENT! After we receive your request you will be notified of the cost.
 All Government agencies must submit their request on Government Letterhead.

Requestor Information

Name of Requestor: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Day or Work Phone: _____

Case Number: _____

Petitioner Name(s): _____

Name used when case was filed

Respondent Name(s): _____

Name used when case was filed

Petitioner SS# _____ - _____ - _____

Check here for list of payment

Respondent SS# _____ - _____ - _____

Records Requested: _____

Please complete this form as fully as possible and mail to the address above.

The requestor will be responsible for statutory fees (see Section 27.2a of the Clerk's Act (705 ILCS 105/27.2a) which can include but are not limited to, the following: search fees; copying charges; certification charges (if necessary); and postage. Prior to processing the request, the requestor will be *notified* of the charges and expected to remit advance payment. **PLEASE DO NOT SEND ANY PREPAYMENT.**

Signature of requestor

Date

Fee Schedule (See 705 ILCS 105/27.2a)

Record Searches
\$9.00 per year and
division or district

Certified Copies
\$9.00 per certified document

Copies
First page at \$2.00
Next 19 pages at \$.50
Remaining pages at \$.25

This request may take 4 to 6 weeks for processing.