



Clerk of the Circuit Court of Cook County Request Form for CCC Portal Login Access

Instructions

Through the use of the "CCC Portal" application, the Clerk of the Circuit Court of Cook County, Illinois provides electronic access to appropriate court records and documents for authorized entities through login accounts for individual users. **This Request Form is intended for the entire agency, not an individual user.** Use this form to submit requests for new user accounts, changes to existing accounts, or the deactivation of user accounts. This Request Form and all required attachments should be emailed to cmsuseraccess@cookcountycourt.com.

Agency Information

Request Date	Agency Name and Address	
AUTHORIZING AGENCY DIRECTOR/MANAGER		AGENCY ACCOUNT COORDINATOR
Name	Name	
Position/Title	Position/Title	
Phone	Phone	
Email Address	Email Address	

Individual User Accounts

Individual users will have individual logins and passwords for the CCC Portal application. All authorized individual users in your agency who will need to access CCC Portal must register for an applicable user account before this request is submitted.

This form must be accompanied with a completed **User Management Tool – Data Access for CCC Portal** form that lists all users information related to this request. For each new user, a signed copy of an **Individual User Acknowledgement Forms** must be submitted.

Signatures

This Request Form is submitted in connection with and made part of the most recent Master Subscriber Agreement executed by the Applicant. An individual authorized to sign on behalf of and bind the agency in written agreements must sign below.

Signature of Applicant

Date

Printed Name

Title