

Mandatory eFiling QUICK REFERENCE GUIDE

INITIATING A NEW CASE

In the "Location" drop-down menu, select Cook County, the Division, and the District (1-6) where your case will be filed (*Example: Cook County – Domestic Relations-District 3 – Rolling Meadows*). In the "Category" field, re-select the Division where the case is being filed; then in the "Case Type" field, choose the specific case type being filed (*Example: "Legal Separation"*).

FILING NEW CASES and SUBSEQUENT FILINGS

• COOK COUNTY ATTORNEYS

Cook County attorneys must input a **Cook County Attorney Code** number in the "Case Cross Reference Number" field in Section 2 on the initial screen.

Select "Cook County Attorney Code" in the drop down menu; click "Add Case Cross Reference Number" and then click "Save Changes."

• SELF-REPRESENTED LITIGANTS

Self-represented litigants must type the number: **99500** in the "Case Cross Reference Number" field in **Section 2 on the initial screen**. Select "Cook County Attorney Code" in the drop down menu, click "Add Case Cross Reference Number"; enter 99500, and then click "Save Changes."

• THE eFILER is the "PARTY RESPONSIBLE FOR THE FEES"

In the "Fees Section," the person who is filing a case or document is considered to be the "Party Responsible for the Fees." When eFiling, you **MUST** select your name as the "Party Responsible for the Fees."

• FILING MULTIPLE DOCUMENTS

Multiple documents with the same case number may be filed in the same transaction, however, each document must be a separate PDF and must be individually uploaded. Select your specific type of filing from the options found in the "Filing Code" field; upload your document; click "Save Changes." To add an additional document, click "Add Another Filing" and repeat the previous steps.

FILING A NEW CASE - CIVIL DIVISION

When the case requires a Return Date, a date must be selected from the pop-up calendar. If you are not sure if a return date is required, click "Validate"; if a return date is required the system will provide you with the first available return date. If a return date is not required the system will place a check in the "Return Date Not Applicable" box.

FILING INTO AN EXISTING CASE and/or FILING AN APPEARANCE

• ENTERING THE CASE NUMBER

When eFiling a subsequent filing, the case number must be entered as follows:

-Single Letter Designation Divisions [County (C); Domestic Relations (D); Law (L); Probate (P)]:

A four (4) digit year; upper case letter for the division designation; and six (6) numbers.

*EXCEPTION: For the Civil Divisions, in place of letter designations, the District number (1-6) is inserted after the four (4) digit year and followed by six (6) numbers.

Example (Law Division case): **2018L000818**

*Example (Civil Division case, District 3):
20183000818

-Double Letter Designation Divisions [Chancery (CH); Order of Protection (OP)]:

A four (4) digit year; two upper case letters for the division designation; and five (5) numbers.

Example (Chancery Division case): **2018CH01247**

-Please note: Law and Domestic Relations cases in the Suburban Districts include the district's number (2-6) after the division letter designation and before five (5) numbers.

Example (Domestic Relations Division, District 4-Maywood): **2018D400012**

- **WHEN FILING AN APPEARANCE, always click "Return Date Not Applicable" in the "Return Date" field.**

SCHEDULING MOTIONS IN DOMESTIC RELATIONS, PROBATE, CHANCERY and LAW DIVISION (Calendar 4 and M1 only)

Use the "Case Cross Reference Number" field to schedule Motions in Domestic Relations, Probate, Chancery and Law (Calendar 4 and M1 only) divisions. To schedule a motion, type the word "Motion" in the "Case Cross Reference Number" field then select the type of motion you are filing from the drop-down menu; click "Add Case Cross Reference"; click "Save Changes."

FILING INTO AN EXISTING CASE in CIVIL and LAW DIVISIONS

In the Civil and Law divisions, the Hearing box may display dates when filing into an existing case. DO NOT choose a Hearing date unless the filing requires it. If you need to know whether a Hearing date is required, call the division or suburban district where the case is being heard or check the Clerk's Office's website: www.cookcountyclerkofcourt.org

SCHEDULING MOTIONS FOR POST JUDGMENT CASES - CIVIL DISTRICTS 1-6

To get a court date for post judgment cases in Civil Municipal Districts 1-6 you must select "Return Date" from the drop-down menu.