



Clerk Iris Y. Martinez  
Office of the Clerk of the Circuit Court of  
Cook County, Illinois

### External Agency Request Form

Date of Request: \_\_\_\_\_

1.) **Agency Information:** \_\_\_\_\_

Representatives Name: \_\_\_\_\_ Agency Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone Number: \_\_\_\_\_

2.) **Type of Request:** Please select the following box that corresponds with your request.

Viewing Physical Document

Emailed Document - Please Fill Out Section 3

Terminal Usage

Interview - Please Fill Out Section 4

3.) **Document Requested:**

Division/Dept.: \_\_\_\_\_ Case Number (s): \_\_\_\_\_

Parties in the Case: \_\_\_\_\_

4.) **Interview:**

In- person Interview:  TV  Radio  Print  Digital  Event

Telephone Interview

Online Interview

Email Interview

5.) **Interview Information:**

a.)  Live  Recorded Session Length of Interview: \_\_\_\_\_

b.) Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

c.) Preferred Date (s), Time (s), and Time zone: \_\_\_\_\_