



# A Guide to Certificates of Good Conduct

## Where can I go for free help if I have a criminal record?

Call Cabrini Green Legal Aid (CGLA) at **312-738-2452** or visit [cglanet.org](http://cglanet.org) for free legal help to assist you with overcoming certain barriers to finding a job or home.

## How do I file for a Certificate of Good Conduct?

To start a case to request a Certificate of Good Conduct, the person who wants the Certificate (petitioner) must fill out and file the following documents in the Circuit Clerk's office:

- Request for Certificate of Good Conduct
- Notice of Court Date for Request for Certificate of Good Conduct
- Order Granting Request for Certificate of Good Conduct (proposed)

The forms needed for a Certificate of Good Conduct are on our website [cookcountyclerkofcourt.org](http://cookcountyclerkofcourt.org), in our offices, and on the Illinois Supreme Court's website [illinoiscourts.gov](http://illinoiscourts.gov).

Information on how to e-file court documents can be found at [efileillinoiscourts.gov](http://efileillinoiscourts.gov). If you are unable to e-file, you can file in person in one of our offices by using an [Exemption from E-Filing](#) form.

For more information on Certificates of Good Conduct, go to the Illinois Supreme Court's website at <https://bit.ly/3wSWIIV>.



## How do I go to my court date for my Certificate for Good Conduct request?

Most court cases are being done remotely on Zoom or by phone. You might not need to go to the courthouse to appear for your court date. Ask our office for the information you need to appear for court on Zoom or by phone when you file. The information is also available on the Circuit Court's website [cookcountycourt.org/HOME/Zoom-Links](http://cookcountycourt.org/HOME/Zoom-Links).

If you need help using Zoom to appear for your court date, there are a limited number of Zoom stations with court staff available to help at courthouses throughout Cook County.

## What is a Certificate of Good Conduct?

A court order saying you have been rehabilitated from past criminal conduct, removing certain barriers to employment or housing resulting from a criminal record. A Certificate of Good Conduct does not pardon, expunge, or seal a criminal record, and it does not guarantee that you will be hired or approved for housing.

You can apply for a Certificate of Good Conduct after one year if your most serious crime was a misdemeanor and after two years if your most serious crime was a felony so long as you were not convicted of any of the following:

- Aggravated driving under the influence
- Aggravated domestic battery
- Arson or aggravated arson
- Kidnapping or aggravated kidnapping
- Convictions resulting in registration under (1) Sex Offender Registry, (2) Arsonist Registration Act, or (3) Murder and Violent Offender Against Youth Registration Act
- Federal or out of state convictions unless you are removing a specific legal restriction
- Juvenile cases, civil cases, and minor traffic cases

