The Cook County Circuit Court Clerk Office's Case Management System utilizes a special **Attorney Code** to identify specific attorneys and firms. This unique, 5-digit Attorney Code is different than the Attorney Registration & Disciplinary Commission (ARDC) number and is required when submitting electronic filings (eFilings) in Cook County, regardless of the Electronic Filing Service Provider (EFSP) the filer chooses to utilize. Please consult with your preferred EFSP to obtain instructions on how to apply your Attorney Code to your electronic filings. If you are an attorney and do not know your Attorney Code, please contact the Cook County Circuit Court Clerk's Office at (312) 603-5030.

## Entering your Attorney Code in the eFileIL filing portal

When eFiling a new case or into an existing case, attorneys <u>must</u> enter their Cook County Attorney Code in the **Case Cross Reference Number** field. If your 5-digit Attorney Code is not entered, your filing may be rejected or increase the duration to clerk acceptance.

Note: If you are not an attorney, you must enter 99500.

- 1. Enter your **5-digit Attorney Code**
- 2. Select Cook County Attorney Code in the Case Cross Reference Type field.
- 3. Click the Add Case Cross Reference Number button
- 4. Click Save Changes

Case Information		
Location		
Cook County - Chancery - District 1 - Chicago		
Category	Case Type	
General Chancery	Dissolution of Partnerships	
		Undo Save Changes
Case Cross Reference Number		
Case type requires a Case Cross Reference number of type "Cook County Attorney Code".		
Case Cross Reference Number	Case Cross Reference Type Cook County Attorney Code	
Case Cross Reference Number	Case Cross Reference Type	
12345	Cook County Attorney Code	Actions -
		Undo Save Chardes

<u>Please note</u>: If an Attorney Code is not entered, you will not be able to proceed with the filing. If you are not an attorney, you must enter 99500 as your Attorney Code.

