

## Cook County E-Filing Tips

The eFileLL e-filing system integration with the Cook County case management system is ongoing, and not yet perfect. In the meantime, please keep in mind the following tips and workarounds related to case searches, date selection, and the use of case cross reference numbers.

**Searching For A Case** - At this time, the Cook County case management system will only allow e-filing service providers to search for a case by case number. The advanced case search by party name will not work (except for in cases assigned to the County Division).

**Scheduling of Motions** - The scheduling of motions is dependent upon real-time calls into the Cook County CMS (Case Management System). This capability is only available from 8:30am to 11:59pm Central Time on court business days.

**Selecting Return Dates and Scheduling Hearing Dates** - The logic the court uses to allow you to select or verify a Return Date on your filing, or Schedule a Hearing Date requires a real-time query into the Cook County CMS (Case Management System). As such, if the CMS is unavailable at the time of your filing for any reason, the e-filing system will be unable to obtain and verify return dates or schedule hearing dates.

To submit your filing, you may select the Return Date Not Applicable option. To schedule a hearing, you may come back later (as long as your filing status is still Pending), you may open your filing and use the Schedule a Hearing Date link at a later time.

### Required Uses of the Case Cross Reference Number Feature

Any time you select a Cook County court for filing, an additional feature will appear allowing the filer to enter Case Cross Reference Numbers. Cook county requires this feature be used for the purposes described below.

**Expungement Case Type** - If you are filing an expungement, the court requires you provide the arrest number. You can provide this using the Case Cross Reference Number feature by selecting a Type of Arrest Number, and entering the arrest number in the number field.

**Ad-Damnum (Amount Claimed) Requirement** - At this time, the e-filing system doesn't provide a specific field to identify the Ad-Damnum or Amount Claimed. This will be added in the near future. In the meantime, the Court asks that filers use the following work-around.

- Use the Case Cross Reference Number feature and select a Type of Amount Claimed and enter the amount in the associated number field.
- Then, in the Security and Optional Services section, you must select the Optional Service option matching the range of your claim amount so that the proper filing fee is calculated.

**Motion Types in the Domestic and Probate Divisions** - When filing or scheduling motions, a type is required. The Court asks that you use the Case Cross Reference Number feature and select a Type of Motion, then enter a description of your motion type in the Number field.

**Property Identification Numbers (PINs)** - These PINs are necessary for tax cases within the County Division. The Court asks that you use the Case Cross Reference Number feature and select a Type of Property ID, then enter the property ID Number field. The Court requests that the filer enter the first ten (10) PINS.

**Local / County Attorney Code** - The Cook County's CMS (Case Management System) requires the filer identify their locally defined, or county defined, attorney code. The Court asks that you use the Case Cross Reference Number feature and select a Type of Attorney Code, then enter the attorney number / code into the Number field.