

**COOK COUNTY ATTORNEY CODE REQUEST AND
ELECTRONIC CASE MANAGEMENT NOTICE FOR ATTORNEYS AND LAW FIRMS**

To obtain a new attorney code, please proceed to the **New Attorney Code** section, below. You can also change your contact information by proceeding to the **Change of Contact Information** section, below.

Indicate whether this request is for a firm or individual attorney code. If you are requesting a firm attorney code, an attorney in that firm must provide his/her documentation as described below.

Documentation needed: All changes and requests must be accompanied by copies of your current and valid Illinois Attorney Registration & Disciplinary Commission (ARDC) card **AND** your valid government-issued driver's license or identification card. If you are an out-of-state attorney not licensed to practice law in Illinois, please contact (312) 603-5469 for further information.

YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT COPIES OF YOUR ARDC CARD & DRIVER'S LICENSE OR STATE I.D.

Requests, except for those in person, will be processed Monday through Friday, excluding court holidays.

You may submit this request any of the following ways:

1. *Via facsimile:* Fax your completed request and copies of the above supporting documents to (312) 603-3348.
2. *Via email:* Email your completed request and copies of the above supporting documents to attorneycode@cookcountycourt.com.
3. *In person:* Bring your completed request along with the above supporting documents to the Law Division in Room 801 of the Richard J. Daley Center, 50 West Washington Street, Chicago, Illinois 60602 or the Civil Department at any of the Suburban Districts (processed 8:30 am to 4:30 pm).
4. *Via U.S. Mail:* Mail your completed request and copies of the above supporting documents to the Law Division in Room 801 of the Clerk of the Circuit Court of Cook County, Richard J. Daley Center, 50 West Washington Street, Chicago, Illinois 60602.

You will be notified of your attorney code by email.

NEW ATTORNEY CODE

CHANGE OF CONTACT INFORMATION: Cook County Firm or Individual Attorney Code: _____

Status: Firm or Individual

Please print legibly.

Firm Name: _____
(As it will appear on the electronic docket)

Attorney Name: _____
(First, Middle, Last, as it appears on your ARDC card - As it will appear on the electronic docket)

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax Number: _____

Email: _____ ARDC Number: _____

ELECTRONIC CASE MANAGEMENT NOTICES FOR ATTORNEYS AND LAW FIRMS

Select one

I would like to receive electronic case management notices:

at the email address listed above

at the email address for my law firm: _____

NOTE: It is your responsibility to provide a correct email address and/or update your email address as needed. Please add enotice@cookcountycourt.com to your contacts to ensure that your notices are not sent to your spam folder.

****** Please list at least one existing case number (if applicable): Case Number** _____

Office Use Only

Attorney Code: _____

Attorney Notified: _____

Attorney Information Changed

Date: _____

Operator: _____

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