



Iris Y. Martinez  
Clerk of the Circuit Court

Criminal Division  
George Leighton Criminal Court Building  
2650 S. California 5th Floor  
Chicago, Illinois 60608  
773-674-3152  
773-674-3153

### REQUEST TO WITHDRAW RECORDS

Defendant's Name

Case Number

Agency or Law Firm Name

Attorney/Paralegal/Clerk

Address

Suite or Room

City/State/Zip

Telephone w/extension

Date of Withdrawal: \_\_\_\_\_

Date to Be Returned (2 weeks from Date of Withdrawal): \_\_\_\_\_

I, the undersigned, have received the court records as indicated below and agree to return the records on the date indicated above as the Date to Be Returned.

Appellate Number	Number of Volumes	CLR	SCLR	ROP	SROP	Exhibits	Supp Exhibits

**Attorney Registration Card**  
**Agency ID Card**  
**Driver's License**  
**State ID Card**

Recipient's Name

Recipient's Signature

Employee's Signature

Attorney Signature Upon Return

#### Mission Statement

CCCR 0127 (4-14-21)

The mission of the Office of the Clerk of the Circuit Court of Cook County is to provide the citizens of Cook County and the participants in the judicial system an efficient, technological and transparent court system. The Office of the Clerk of the Circuit Court of Cook County will provide all services, information and court records with exceptional service and a workforce that represents the communities of Cook County.