

RECORD SEARCH REQUEST FORM
IRIS Y. MARTINEZ, CLERK OF THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

Richard J. Daley Center
50 West Washington Street
Chicago, Illinois 60602
(312) 603-5030

Hours: 8:30 a.m. - 4:30 p.m.

Please complete the form below to request copies of records maintained by the Office of the Clerk of the Circuit Court of Cook County. Pursuant to State law and County Ordinance, you will be required to pay statutory fees in advance of the records being provided to you. These fees include (1) record search fee(s) of \$6.00 per year searched; (2) copying fees of \$2.00 for the first page, \$.50 each for pages 2-19, and \$.25 each for the remaining pages; (3) certification fees of \$6.00 per certification, if certification is requested; and (4) the cost of postage. 705 ILCS 105/27.2a¹. Only include payment of the \$6.00 record search fee at this time. If your request is by mail, payment may be made by check or money order, payable to the Clerk of the Circuit Court. Please include on the face of your check or money order all of the following: Driver's License Number, Telephone Number and Case or Ticket Number. **DO NOT MAIL CASH.** At the conclusion of the search, a Deputy Clerk will notify you of the remainder due. **FULL PAYMENT FOR THE SEARCH IS DUE AT THE CONCLUSION OF THE SEARCH,** as well as payment for the cost of postage. If payment is not received, you will be billed for this amount.

Please complete all known information:

Case Number: _____

Division/Department/District where case was filed: _____

Name of Plaintiff(s): _____

Name of Defendant(s): _____

Filing Date: _____ Disposition Date: _____

Years to be searched: _____

Please complete all information:

Regular Copy or Certified Copy requested of the following document(s): Entire File, or

_____ Your Telephone No.: _____

Your Name: _____

Your Address: _____

Your Email Address: _____

Your Signature: _____ Dated: _____

Internal Office Use Only

No. of Additional Years Searched: _____ No. of Regular Copies: _____ No. of Certified Copies: _____

Instruct customer to proceed to cashier for payment, or telephone customer with remaining amount due.

¹ Fees subject to change by State law or County Ordinance. If you pick-up your documents in person, you will not be charged for the cost of postage. If you perform the search yourself using the data access terminals located in each Division or by looking in case files, you will not be charged the record search fee.

Please send the completed form to one of the following addresses.

If you are making a request to more than one address, use a separate form for each address. Only include payment of the \$6.00 record search fee at this time. If your request is by mail, payment may be made by check or money order, payable to the Clerk of the Circuit Court. Please include on the face of your check or money order all of the following: Driver's License Number, Telephone Number and Case or Ticket Number. **DO NOT MAIL CASH.** At the conclusion of the search, a Deputy Clerk will notify you of the remainder due. **FULL PAYMENT FOR THE SEARCH IS DUE AT THE CONCLUSION OF THE SEARCH,** as well as payment for the cost of postage. If payment is not received, you will be billed for this amount.

ARCHIVES

Criminal Felony (1871¹ - 1983), Domestic Relations Division/Dissolution of Marriage (1871-1986), Law Division (1871-21 years before present date), Probate Division/Wills (1871-1975), Chancery Division/Name Changes (1871-1991), County Division (1871-1974), Child Support Division (1954-1983), Naturalization (1871-1929):

Richard J. Daley Center, 50 W. Washington Street, Room 1113 Chicago, Illinois 60602; (312) 603-6601

DISTRICT ONE (Chicago)

Misdemeanor Criminal (present up to 15 years ago): Richard J. Daley Center, 50 W. Washington Street, Room 1006, Chicago, Illinois 60602; (312) 603-4641.

Felony Criminal (present up to 15 years ago): 2650 S. California, Room 526, Chicago, Illinois 60608; (773) 674-3147

Domestic Relations Division/Dissolution of Marriage (present - 1986): Richard J. Daley Center, 50 W. Washington Street, Room 802, Chicago, Illinois 60602; (312) 603-6300.

Law Division (present up to 21 years ago): Richard J. Daley Center, 50 W. Washington Street, Room 801, Chicago, Illinois 60602; (312) 603-5426.

Probate Division/Wills (present - 1975): Richard J. Daley Center, 50 W. Washington Street, Room 1202, Chicago, Illinois 60602; (312) 603-6441.

Chancery Division/Name Changes (present to 1991): Richard J. Daley Center, 50 W. Washington Street, Room 802, Chicago, Illinois 60602; (312) 603-5133.

County Division (present - 1974): Richard J. Daley Center, 50 W. Washington Street, Room 1202, Chicago, Illinois 60602; (312) 603-5710.

Civil Division (present - 1983): Richard J. Daley Center, 50 W. Washington Street, Room 601, Chicago, Illinois 60602; (312) 603-5116 or 5122.

Child Support Division (present - 1983): 28 N. Clark Street, Room 200, Chicago, IL 60602; (312) 345-4015.

First Municipal Chicago Traffic Division (present year up to 15 years ago): Richard J. Daley Center, 50 W. Washington Street, Room LL-01, Chicago, Illinois 60602; (312) 603-2000.

SUBURBAN DISTRICTS 2-6

Refer to the dates in the Archives section, above, to determine whether to send your request to Archives or a Suburban District.

DISTRICT TWO (Skokie): 5600 Old Orchard Road, Room 136, Skokie, Illinois 60077; (847) 470-7250

DISTRICT THREE (Rolling Meadows): 2121 Euclid Avenue, Room 121, Rolling Meadows, Illinois 60008; (847) 818-3000

DISTRICT FOUR (Maywood): 1500 Maybrook Avenue, Room 236, Maywood, Illinois 60153; (708) 865-6040

DISTRICT FIVE (Bridgeview): 10220 South 76th Avenue, Room 121, Bridgeview, Illinois 60455; (708) 974-6500

DISTRICT SIX (Markham): 16501 South Kedzie Parkway, Room 119, Markham, Illinois 60428; (708) 210-4551

¹ Records are maintained in Archives beginning shortly after the Great Chicago Fire of October 8, 1871.