

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

<p style="text-align: right; margin: 0;">Plaintiff/Petitioner</p>		<p>No. _____</p>
<p>v.</p>		
<p style="text-align: right; margin: 0;">Defendant/Respondent</p>		

PRO SE ELECTRONIC NOTICE REGISTRATION

Complete the OPT-IN, OPT-OUT or CHANGE OF EMAIL ADDRESS sections of this form and then sign the AFFIRMATION at the bottom. You must read the Clerk's Office Electronic Notice Policy.

OPT-IN

You may OPT-IN to electronic notice for this case by using this form or by completing the OPT-IN section on the Cover Sheet or Appearance form. (If you already filed your Cover Sheet or Appearance form, then use this form to opt-in.)

I have read and agree to the terms of the *Clerk's Office Electronic Notice Policy* and choose to OPT-IN to electronic notice for this case at the email address provided by me below.

I understand that I will receive case notices for this case from the Clerk's Office exclusively at the email address I provide. By opting-in to this electronic notice, I will not receive any postcard notices via regular U.S. Mail for this case. The electronic notifications will replace the U.S. Mail postcard notices for this case only. *(If you have other cases in which you want to receive email notices, please complete a separate form for each case.)*

The email address at which to send me electronic case notices for this case is: *(PLEASE PRINT CLEARLY)*

Please print same email address a second time for accuracy:

OPT-OUT

Use this section if you previously opted-in to email notices but changed your mind and would like to instead receive statutorily-required U.S. Mail postcard notices.

I choose to opt-out of receiving email notifications from the Office of the Clerk of the Circuit Court of Cook County for this case. I understand that I will instead receive statutorily-required notices by postcard at the address listed for me in this case once the Clerk's Office processes this opt-out request.

CHANGE OF EMAIL ADDRESS

Use this section if you previously opted-in to email notices but would like them sent to new or different email address.

I am replacing an existing email address in the Clerk’s system. Please remove my old email address in this case, which was _____

and replace it with my new email address for future electronic notices in this case:

New email address: *(PLEASE PRINT CLEARLY)*

Please print new email address a second time for accuracy:

AFFIRMATION

I affirm that the information provided by me, above, is true and accurate. I have read the *Clerk’s Office Electronic Notice Policy* and I agree to the terms and conditions of the Policy. I understand that the above request is for this case only and will not become active until after it has been processed by the Clerk’s Office.

Check one:

Pro se Plaintiff/Petitioner: _____,
 (print your name)

Pro se Defendant/Respondent: _____,
 (print your name)

Signature of *Pro se* Requestor (required)

Atty. No. 99500

Name: _____

My street address to the left is new. Please update the Clerk’s Office records with this new street address.

Address: _____

City/State/Zip Code: _____

Telephone No.: _____