

## DOROTHY BROWN, CLERK OF THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

Richard J. Daley Center  
 50 W. Washington Street  
 Chicago, Illinois 60602  
 (312) 603-5030  
 Hours: 8:30 a.m. - 4:30 p.m.

## Record Search Request Form

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 \$9.00 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 \$9.00 per certification, if certification is requested (certification of entire file is one certification stamp and one \$ 9.00 fee); and (4) mailing fee of \$15.00 plus the cost of postage. 705 ILCS 105/27.2a.<sup>1</sup> Only include payment of \$9.00 record search fee at this time. If 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 any regular or certified copies and mailing fee, if any. 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 #: (\_\_\_\_\_) \_\_\_\_\_

Your Name: \_\_\_\_\_

Your Address: \_\_\_\_\_

Your Signature: \_\_\_\_\_ Dated: \_\_\_\_\_, \_\_\_\_\_

**INTERNAL OFFICE USE ONLY**

# of Additional Years Searched: \_\_\_\_\_ # of Regular Copies: \_\_\_\_\_ # of Certified Copies: \_\_\_\_\_

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

<sup>1</sup>Fees subject to change by State law or County Ordinance. If you pick-up your documents in person, you will not be charged the \$15.00 mailing fee. If you perform the search yourself using the public access terminal 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 \$9.00 record search fee at this time. If 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 any regular or certified copies and mailing fee, if any. If payment is not received, you will be billed for this amount.

## ARCHIVES

*Criminal Felony (1871<sup>2</sup>-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) 869-3140

*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) 603-5534.

*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 LL01, Chicago, Illinois 60602; (312) 603-2945.

## 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

<sup>2</sup> Records are maintained in Archives beginning shortly after the Great Chicago Fire of October 8, 1871.