

# HOW TO ACCESS YOUR CASES - Online Portal



Online Portal - Instructions on how to access your cases in your "My Cases" tab and how to submit proposed orders.

## 1 Login to your Online Portal Account and click on your profile name

**Circuit Court of the Nineteenth Judicial Circuit**  
*Lake County, Illinois*

Home Search Case ▾ Pay a Fine Calendar Search ▾ Request Case Access Katie Test-Attorney Logout

### Welcome to the Lake County Circuit Clerk's Online Portal

**Notice:** Due to scheduled maintenance, Lake County Circuit Clerk's Online Portal may be unavailable on Wednesday, June 19, 2024 between 9:00 am and 11:00 am CST.

### Search Cases 🔍

This site provides access to certain civil, criminal, and traffic public records of the 19th Judicial Circuit Court of Lake County, Illinois. The court record summaries viewed here are all public records under Illinois open records law. Attorneys and parties of record may also view documents for their cases through the portal. In order to access court information users must first register for an account in accordance to the Illinois Remote Access Policy. Once registered users can request case access through the Circuit Clerk's Website or contacting [crcremoteaccess@lakecountyil.gov](mailto:crcremoteaccess@lakecountyil.gov)

### Submit a Proposed Order

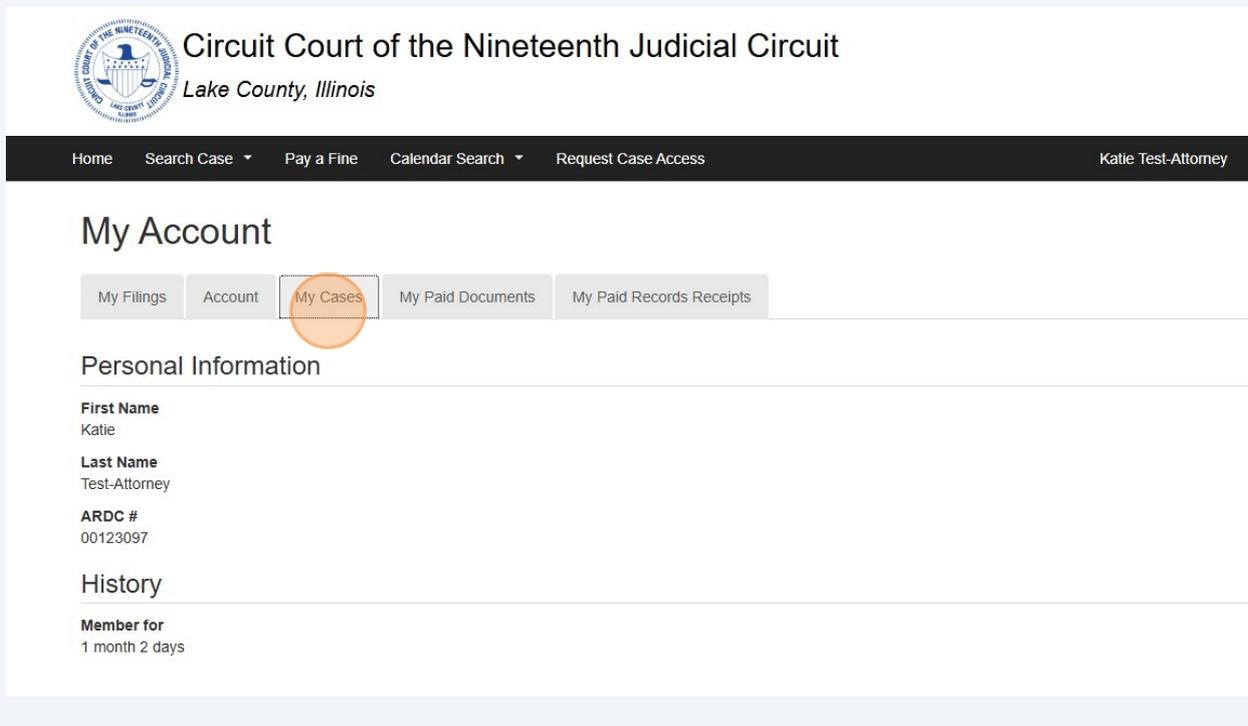
Attorneys and self-represented individuals may submit a proposed order to the court through the portal.

### Criminal & Traffic Citations

You may use the portal to

- Plead Guilty & Pay Fine
- Request Traffic School
- Pay Outstanding Fines, Fees & Costs

## 2 Click "My Cases"



Circuit Court of the Nineteenth Judicial Circuit  
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### My Account

My Filings Account **My Cases** My Paid Documents My Paid Records Receipts

#### Personal Information

**First Name**  
Katie

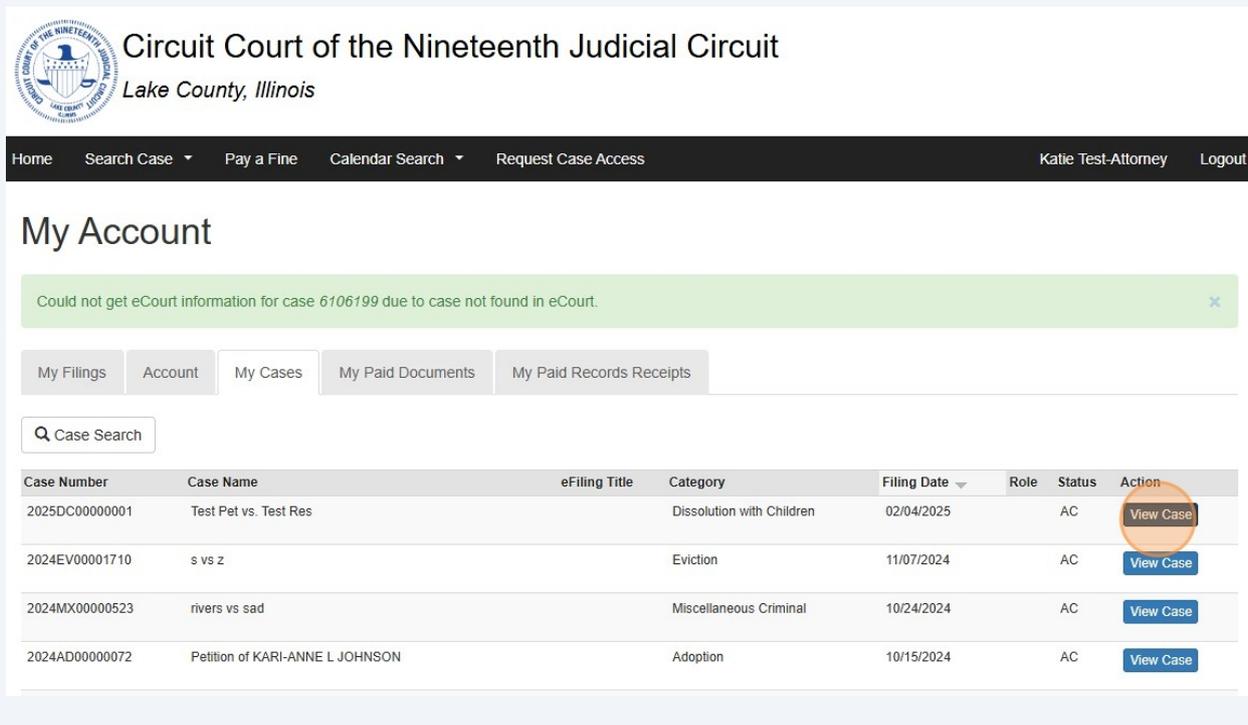
**Last Name**  
Test-Attorney

**ARDC #**  
00123097

#### History

**Member for**  
1 month 2 days

## 3 Cases associated with your account show here - then click "View Case"



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### My Account

Could not get eCourt information for case 6106199 due to case not found in eCourt. ✕

My Filings Account My Cases My Paid Documents My Paid Records Receipts

Case Search

Case Number	Case Name	eFiling Title	Category	Filing Date	Role	Status	Action
2025DC00000001	Test Pet vs. Test Res		Dissolution with Children	02/04/2025		AC	<b>View Case</b>
2024EV00001710	s vs z		Eviction	11/07/2024		AC	<b>View Case</b>
2024MX00000523	rivers vs sad		Miscellaneous Criminal	10/24/2024		AC	<b>View Case</b>
2024AD00000072	Petition of KARI-ANNE L JOHNSON		Adoption	10/15/2024		AC	<b>View Case</b>

4 Click the "Documents Filed" tab

The screenshot shows the website for the Circuit Court of the Nineteenth Judicial Circuit, Lake County, Illinois. The user is logged in as 'Katie Test-Attorney'. The case number is 2025DC0000001, which is active. The case title is 'Test Pet vs. Test Res' and the family type is 'Dissolution with Children'. The 'Documents Filed' tab is highlighted with an orange circle. Below the tabs, the 'Parties' section is visible, containing a table with the following data:

Type	Name	Represented By
PET - filed on 02/04/2025		
Petitioner	Pet, Test	Roberts, Douglas R
Respondent	Res, Test	

5 Click "View" to view and then download the documents

The screenshot shows the same website as above, but with the 'Documents Filed' tab selected. The 'Documents-Invite' section is visible, containing a table with the following data:

Filed Date	Document Type	Document Action
03/13/2025	Minute Record	<a href="#">View</a>
02/26/2025	Agreed Parentage Order	<a href="#">View</a>
02/19/2025	Appearance (No Fee: fee exempted by rule/statute)	<a href="#">View</a>
02/04/2025	Petition	

The 'View' button for the first document is highlighted with an orange circle. Below the table, there is a link to 'Back to Top'.

# 6

## HOW TO ADD A PROPOSED ORDER - Click "Add Proposed Order"

The screenshot shows a web interface for a case titled "Test Pet vs. Test Res". The case number is 2025DC00000001, which is highlighted in green and labeled as "Active". The page has a navigation bar with links for Home, Search Case, Pay a Fine, Calendar Search, and Request Case Access. The user is identified as Katie Test-Attorney. Below the case information, there are tabs for Parties, Judgment, Events, and Documents Filed. The "Documents-Invite" section contains a table of documents and a button labeled "Add Proposed Order" which is circled in orange.

Filed Date	Document Type	Document Action
03/13/2025	Minute Record	<a href="#">View</a>
02/26/2025	Agreed Parentage Order	<a href="#">Filed View</a>
02/19/2025	Appearance (No Fee: fee exempted by rule/statute)	<a href="#">View</a>
02/04/2025	Petition	

# 7

## Select the type of order in the drop down

The screenshot shows the "Add Proposed Order" form for the Circuit Court of the Nineteenth Judicial Circuit in Lake County, Illinois. The form includes fields for Case Number (2025DC00000001), Document Name or Number (100170P - Agreed Order (Proposed)), Additional Info, Filed By, File (with a "Choose File" button), and Associated Document(s). The "Document Name or Number" dropdown menu is highlighted with an orange circle.

**Circuit Court of the Nineteenth Judicial Circuit**  
Lake County, Illinois

Home Search Case Pay a Fine Calendar Search Request Case Access Katie Test-Attorney

### Add Proposed Order

Add Proposed Order

Case Number 2025DC00000001

Document Name or Number\* 100170P - Agreed Order (Proposed)

Additional Info

Filed By\*

File\* Choose File No file chosen

Associated Document(s) (if applicable)

Proceed

8 Select the "Filed By" in the drop down

Circuit Court of the Nineteenth Judicial Circuit  
Lake County, Illinois

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### Add Proposed Order

Add Proposed Order

Case Number 2025DC00000001

Document Name or Number\*100170P - Agreed Order (Proposed) 🔍

Additional Info

Filed By\* 

File\* Choose File No file chosen

Associated Document(s) (if applicable)

Proceed

9 Upload your file

Circuit Court of the Nineteenth Judicial Circuit  
Lake County, Illinois

Home Search Case Pay a Fine Calendar Search Request Case Access Katie Test-Attorn

### Add Proposed Order

Add Proposed Order

Case Number 2025DC00000001

Document Name or Number\*100170P - Agreed Order (Proposed) 🔍

Additional Info

Filed By\* Petitioner

File\* Choose File No file chosen

Associated Document(s) (if applicable)

Proceed

10 Click "Proceed"

### Add Proposed Order

Add Proposed Order

Case Number 2025DC00000001

Document Name or Number 100170P - Agreed Order (Proposed)

Additional Info

Filed By\* Petitioner

File\*  TEST - Pet 1.pdf

Associated Document(s) (if applicable)

 Proceed

11 If you are uploading additional orders on the SAME CASE - Click "Start Another Submission"



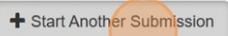
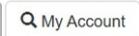
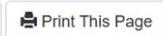
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### Receipt

Your case is being sent to CMS

Filing Sent	
Filing Title	File_14
Status	Submitted
Filing Date	03/18/2025 08:43:54 am
Filed By	Katie Test-Attorney
JTI Ref. No.	dd9060802d77
Received By	Lake County Portal

 Start Another Submission  My Account  Print This Page