

# Fast Facts: eCourt Portal for Attorneys

## 19th Judicial Circuit Court

October 1, 2023



### eCourt is Coming!

The 19<sup>th</sup> Judicial Circuit and its justice partners (including the Circuit Clerk, the Public Defender, and the State’s Attorney, among others) will start using a new eCourt system on **October 30th, 2023**. This system replaces the Court’s legacy CRIMS system and integrates the case management systems of participating agencies for increased efficiency and streamlined customer service.

<b>What is the eCourt Portal?</b>	<p>The eCourt Portal is a web-based, user-friendly application which provides access to 19<sup>th</sup> Circuit Court cases and Court Calls (calendars). It will also facilitate the online payment of fees.</p> <p>It is available 24 x 7, year-round.</p> <p>The general public will use the eCourt Portal to access cases and pay court ordered fines and fees.</p> <p>Attorneys will have a special level of access to their own cases.</p>
<b>When will the eCourt Portal be available?</b>	<p>The eCourt Portal will be available starting Monday, October 30, 2023, in conjunction with the new eCourt system.</p>
<b>Does the eCourt Portal contain historical cases or does it contain “day forward” cases as of the date the Court starts using the eCourt system?</b>	<p>Historical cases from the CRIMS system will be converted to the new eCourt system.</p> <p>This means that the eCourt Portal will contain cases from the CRIMS system <b>and</b> new cases filed in the new eCourt system on and after October 30, 2023.</p> <p>Please note that remote access to restricted case types is prohibited by public access rules.</p>
<b>How will attorneys use the eCourt Portal?</b>	<p>Once registered, attorneys will use the eCourt Portal to:</p> <ul style="list-style-type: none"><li>• Access basic case information</li><li>• Download court documents</li></ul>

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	<ul style="list-style-type: none"> <li>• Submit proposed orders to the court</li> </ul>
<p><b>When should I register for access to the eCourt Portal?</b></p>	<p>Registration is available now! You are encouraged to register as soon as possible, and prior to <b>Monday, October 23</b>, to minimize delay in accessing your cases. Registration forms received after this date will be processed as time and resources permit.</p>
<p><b>How do I register for access to the eCourt Portal?</b></p>	<p>Registration forms can be found at this link: <a href="https://www.lakecountycircuitclerk.org/new-online-portal-registration">NEW ONLINE PORTAL REGISTRATION (lakecountycircuitclerk.org)</a></p>
<p><b>Once I complete the registration form, how do I login to the eCourt Portal for the first time as a new user?</b></p>	<p>Registration forms are being accepted now, however access to Portal will not be available until the system is live on October 30<sup>th</sup>. Soon thereafter, you will receive an email from the Site Administrator (<a href="mailto:noreply@ecourt.com">noreply@ecourt.com</a>). Use the one-time login link in the email to log into the eCourt Portal for the first time and change your password.</p> <p>Please be sure to check your junk folder for the Site Administrator email after October 30, 2023, in case it was redirected.</p>
<p><b>How long will the eCourt Portal registration process take?</b></p>	<p>In addition to the attorney name, ARDC number (in 8-digit format), and a valid email address, the registration form will provide a place to list active and ongoing cases for which the attorney is requesting access. An Excel spreadsheet can be uploaded to include additional cases if access to more than 10 active cases is needed.</p> <p>The number of cases you are requesting access to will influence how long the entire registration process will take.</p> <p>The Clerk of Circuit Court is committed to providing access to attorneys submitting complete registration forms. Our goal is to provide access to active cases included on your registration form on October 30<sup>th</sup>. We</p>

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	<p>ask for your patience as we process the registration forms and complete system administration set-up.</p> <p>You can access all public case and court call information on the eCourt Portal. Once you see hyperlinks to your cases under the “My Cases” view in eCourt Portal, you will know that your registration process is complete and access granted.</p>
<p><b>Why is there is separate form for firms and solo practitioners?</b></p>	<p>The registration form for a firm will allow an office administrator or attorney to request eCourt Portal access, and list actives cases for all attorneys in the firm. The registration form for solo practitioners is simplified for a single attorney.</p>
<p><b>What will happen if I do not register for attorney access to the eCourt Portal?</b></p>	<p>You will be able to see only cases and court call information available to the general public. eCourt Portal registration will provide you with special access to your cases in eCourt.</p> <p>You will not be able to submit proposed orders without registering.</p>
<p><b>Will case information be available to view and documents available for download on my cases from the eCourt Portal?</b></p>	<p>Yes, you can view case information and download documents on your cases free of charge.</p>
<p><b>Will case information be available to attorneys to view and documents available for download on cases other than their own?</b></p>	<p>Yes, attorneys may download documents on public cases on which they are not the attorney-of-record, however, fees will apply. The fee schedule and payment capabilities are available from within the eCourt Portal.</p>
	<p>Yes. The eCourt Portal is a web-based, mobile friendly application. It will <b>replace</b> the mobile app as of October</p>

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<p><b>Will the eCourt Portal replace the mobile app we use currently?</b></p>	<p>30th. The eCourt Portal contains historical cases from CRIMS as well as new eCourt cases.</p>
<p><b>How will attorneys submit a proposed order through the eCourt Portal?</b></p>	<p>Please be advised that you <b>must be registered</b> and have an eCourt Portal account to submit a proposed order. <b>Only proposed orders will be submitted via the eCourt Portal.</b> (All other civil filings will continue to be eFiled through eFileIL.)</p> <p>Attorneys will access the “Documents Filed” tab on the case and select the “Add Proposed Order” button. A list of document descriptions will appear in the drop-down menu. Select the description of the proposed order you are uploading. Follow the prompts and upload the proposed order in Word or .pdf format.</p> <p><b>Note:</b> You will receive an email only if your proposed order is being returned as “not accepted” by the judge. Check the eCourt Portal for a signed copy of the order.</p> <p>This will replace the email process that civil practitioners used previously to submit proposed orders.</p> <p><b>Informational Video on eCourt:</b> For attorneys, training was conducted and recorded on September 6 at the courthouse. Access the recording through the link below. <a href="https://www.youtube.com/watch?v=OWZau4lg6Mo&amp;t=1s">https://www.youtube.com/watch?v=OWZau4lg6Mo&amp;t=1s</a></p> <p>The training link can also be found on the LCBA website (link at the top) at <a href="https://www.lakebar.org/page/19thJCAO">https://www.lakebar.org/page/19thJCAO</a></p>
<p><b>How will the registration process work if I have dual roles (for instance, serve as a municipal prosecutor and are in private practice)?</b></p>	<p>Municipal prosecutors and others with dual roles will need only complete a single registration form (as part of a firm or solo practitioner, as applicable). You will be given system permissions that permit access to your cases, for both roles.</p>

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<p><b>When will I see my new cases in eCourt Portal?</b></p>	<p>If you have registered, a case will be visible from the “My Cases” view on the eCourt Portal once an appearance is filed on the case in eCourt.</p> <p>For some, such as municipal prosecutors, this does not occur until the defendant appears in court. Prior to an appearance being entered, you can see all cases scheduled for a particular Court Call (by date and courtroom) on the eCourt Portal. There are a variety of sort options to assist in locating cases of interest on a Court Call.</p>
<p><b>Where can I find more information about the eCourt Portal or to get help?</b></p>	<p>Please first review the informational videos (links provided above). If you have questions thereafter, assistance is available by submitting an email request to: <a href="mailto:circuitclerk@lakecountyil.gov">circuitclerk@lakecountyil.gov</a></p> <p>We anticipate a high volume of emails upon our October 30<sup>th</sup> go-live to the new system, so your patience is appreciated!</p>