

ADDING A NEW USER TO A FIRM'S ACCOUNT

1. Login to the Firm's Admin Account
2. Click on Org Admin



Circuit Court of the Nineteenth Judicial Circuit

Lake County, Illinois



Home Search Case ▾ Pay a Fine Calendar Search ▾

Leah Balzer Org Admin Logout

Welcome to the Lake County Circuit Clerk's Online Portal

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 you have registered you may request access to your cases through [Case Access Request](#) or by emailing ccremoteaccess@lakecountyil.gov for more information.

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

3. Click on Manage People



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Admin

View Organization Cases

Manage People

User Case Associations



4. Click Add user

People

List User Search By Profile

+ Add user

Update options

Unlock the selected users

Update

<input type="checkbox"/>	Last Name	First Name	Username	Organization	Status	Roles	Last access	Operations
<input type="checkbox"/>	Balzer	Leah	CircuitClerkPR@lakecountyil.gov	TEST FIRM BALZER	active	• Attorney Service Firm	3 min 43 sec ago	edit
<input type="checkbox"/>	Smith	Jim	ccremoteaccess@lakecountyil.gov	TEST FIRM BALZER	active	• Attorney Service Firm - User	1 day 23 hours ago	edit

5. Fill in the required information for the new user and select type of user you are adding and click create new account



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People

List User Search By Profile

E-mail *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Confirm e-mail address *

Please re-type your e-mail address to confirm it is accurate.

Status

Blocked

Active

Type of User

Select the appropriate type of user *

Attorney Service Firm
Administrator of an attorney services firm (EFSP)

Attorney Service Firm - User

Organization

Organization Name
TEST FIRM BALZER
This organization name will be saved for this new user.

Personal Information

First Name

Please enter your first name

Last Name *

Please enter your Last Name

Phone *

Please enter your contact Phone Number

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Math question * 2 + 17 =

Solve this simple math problem and enter the result. E.g. for 1+3, enter 4

Create new account

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4. Select the user(s) you are ending

People

List User Search By Profile


+ Add user

Update options

Unblock the selected users

Update

<input type="checkbox"/>	Last Name	First Name	Username	Organization	Status	Roles	Last access	Operations
<input type="checkbox"/>	Balzer	Leah	CircuitClerkPR@lakecountyil.gov	TEST FIRM BALZER	active	• Attorney Service Firm	39 sec ago	edit
<input checked="" type="checkbox"/>	Smith	Jim	ccremoteaccess@lakecountyil.gov	TEST FIRM BALZER	active	• Attorney Service Firm - User	3 weeks 5 days ago	edit



5. Select "Block Selected users" from the update options dropdown.

People

List User Search By Profile


+ Add user

Update options

Unblock the selected users

- Unblock the selected users
- Block the selected users**
- Add a role to the selected users
 - Attorney Service Firm
 - Attorney Service Firm - User
- Remove a role from the selected users
 - Attorney Service Firm
 - Attorney Service Firm - User

<input type="checkbox"/>	Last Name	First Name	Username	Organization	Status	Roles	Last access	Operations
<input type="checkbox"/>	Balzer	Leah	CircuitClerkPR@lakecountyil.gov	TEST FIRM BALZER	active	• Attorney Service Firm	39 sec ago	edit
<input checked="" type="checkbox"/>	Smith	Jim	ccremoteaccess@lakecountyil.gov	TEST FIRM BALZER	active	• Attorney Service Firm - User	3 weeks 5 days ago	edit





6. Click update

Update options

Block the selected users

Update

<input type="checkbox"/>	Last Name	First Name	Username	Organization	Status	Roles	Last access	Operations
<input type="checkbox"/>	Balzer	Leah	CircuitClerkPR@lakecountyil.gov	TEST FIRM BALZER	active	• Attorney Service Firm	9 sec ago	edit
<input type="checkbox"/>	Smith	Jim	ccremoteaccess@lakecountyil.gov	TEST FIRM BALZER	blocked	• Attorney Service Firm - User	3 weeks 5 days ago	edit



7. The users status should now say "blocked"