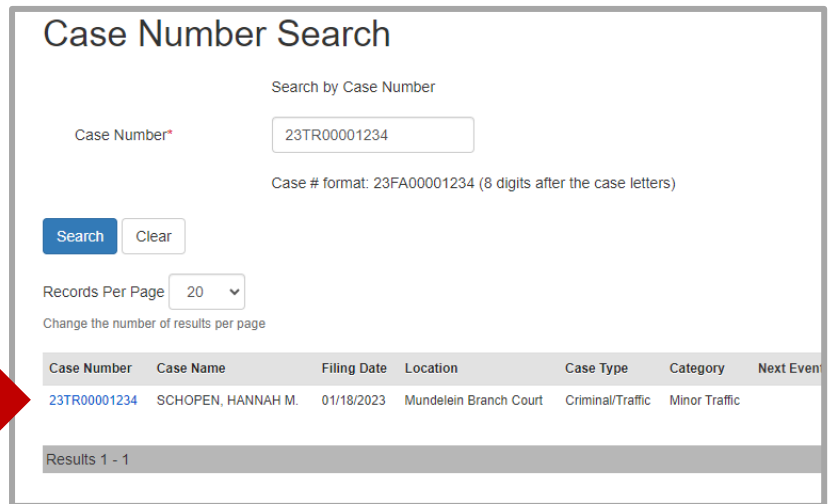


HOW TO SUBMIT A PROPOSED ORDER

1. Login to your Online Portal Account
2. Click Search Case then select by Case Number

3. Enter in your case number in the appropriate 12-14 digit format (see instructions on portal) and click Search

4. Click on the Case Number

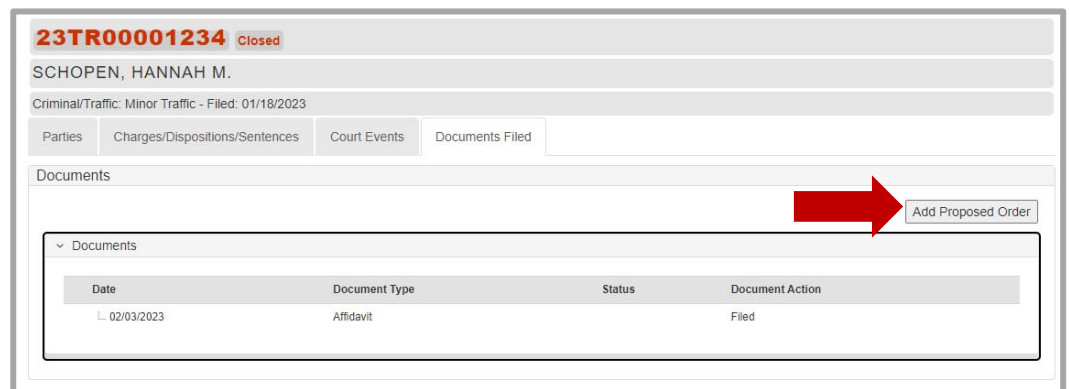


The screenshot shows the 'Case Number Search' interface. At the top, it says 'Search by Case Number'. There is a text input field for 'Case Number*' containing '23TR00001234'. Below it, a note states 'Case # format: 23FA00001234 (8 digits after the case letters)'. There are 'Search' and 'Clear' buttons. A 'Records Per Page' dropdown is set to '20'. Below this is a table with columns: Case Number, Case Name, Filing Date, Location, Case Type, Category, and Next Event. A red arrow points to the first row of the table.

Case Number	Case Name	Filing Date	Location	Case Type	Category	Next Event
23TR00001234	SCHOPEN, HANNAH M.	01/18/2023	Mundelein Branch Court	Criminal/Traffic	Minor Traffic	

5. Click Documents Filed

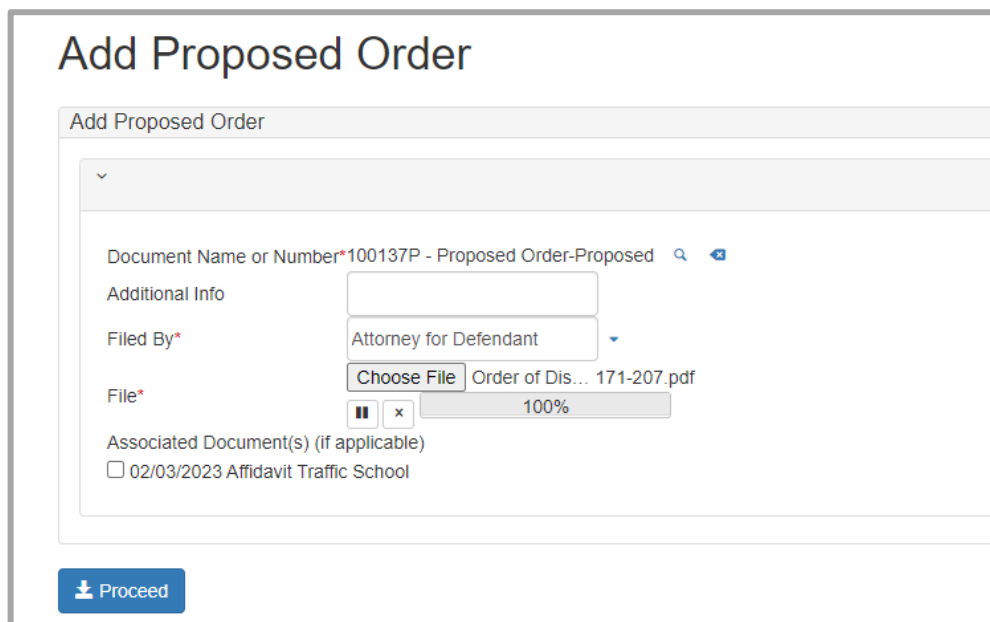
6. Click Add Proposed Order



The screenshot shows the 'Documents Filed' tab for case 23TR00001234. The case name is 'SCHOPEN, HANNAH M.' and the filing date is '01/18/2023'. There are tabs for 'Parties', 'Charges/Dispositions/Sentences', 'Court Events', and 'Documents Filed'. A red arrow points to the 'Add Proposed Order' button. Below is a table of documents.

Date	Document Type	Status	Document Action
02/03/2023	Affidavit		Filed

7. Complete the required fields and upload the order, click Proceed



The screenshot shows the 'Add Proposed Order' form. It has a title bar 'Add Proposed Order'. The 'Document Name or Number*' field contains '100137P - Proposed Order-Proposed'. There is an 'Additional Info' field. The 'Filed By*' dropdown is set to 'Attorney for Defendant'. The 'File*' section has a 'Choose File' button and a preview of a PDF file named 'Order of Dis... 171-207.pdf' with a '100%' zoom level. There is a checkbox for 'Associated Document(s) (if applicable)' with the label '02/03/2023 Affidavit Traffic School'. A 'Proceed' button is at the bottom.