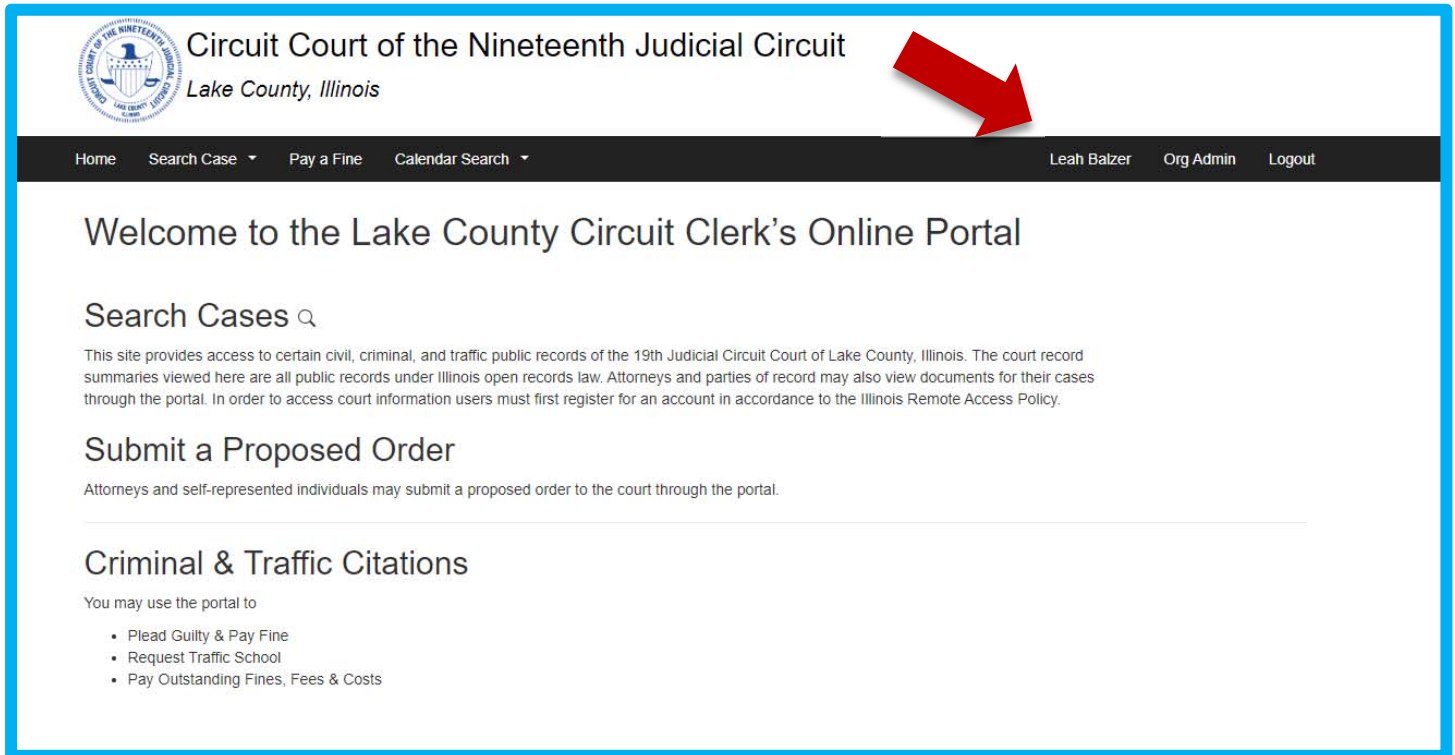



HOW TO ACCESS YOUR CASES

1. Login to your Online Portal Account
2. Click on your Profile Name in the top right of the screen



 **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.

Submit a Proposed Order

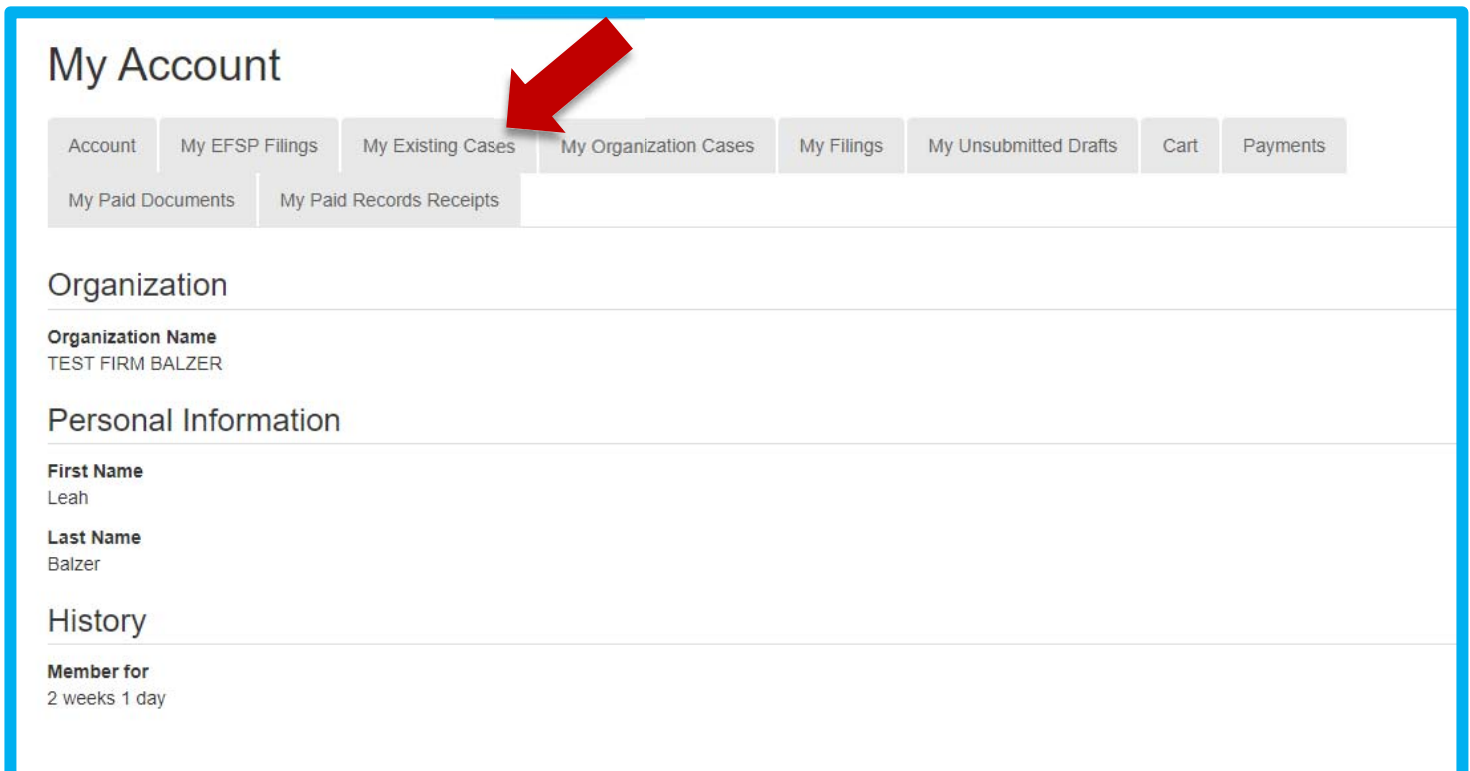
Attorneys and self-represented individuals may submit a proposed order to the court through the portal.

Criminal & Traffic Citations

You may use the portal to

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

3. Click the My Existing Cases tab



My Account

Account My EFSP Filings **My Existing Cases** My Organization Cases My Filings My Unsubmitted Drafts Cart Payments

My Paid Documents My Paid Records Receipts

Organization

Organization Name
TEST FIRM BALZER

Personal Information

First Name
Leah

Last Name
Balzer

History

Member for
2 weeks 1 day

- 4. Cases associated with your account should be listed here
- 5. Click View Case to open the case

Q Case Search

Case Number	Case Name	eFiling Title	Category	Filing Date	Role	Action
22DV00000019	PEOPLE VS CASTRO		Domestic Violence	01/09/2022	ATT P	View Case
20LM00000708	LUDWIG AND COMPANY, INC. VS CASH		Law Magistrate	07/19/2020	ATT C	View Case

Cases Per Page

- 6. Under the documents tab you should be able to view documents and submit proposed orders.

HOW TO SUBMIT A PROPOSED ORDER

- 1. On the documents tab click "Add Proposed Order"

23TR00001234 Closed

SCHOPEN, HANNAH M.

Criminal/Traffic: Minor Traffic - Filed: 01/18/2023

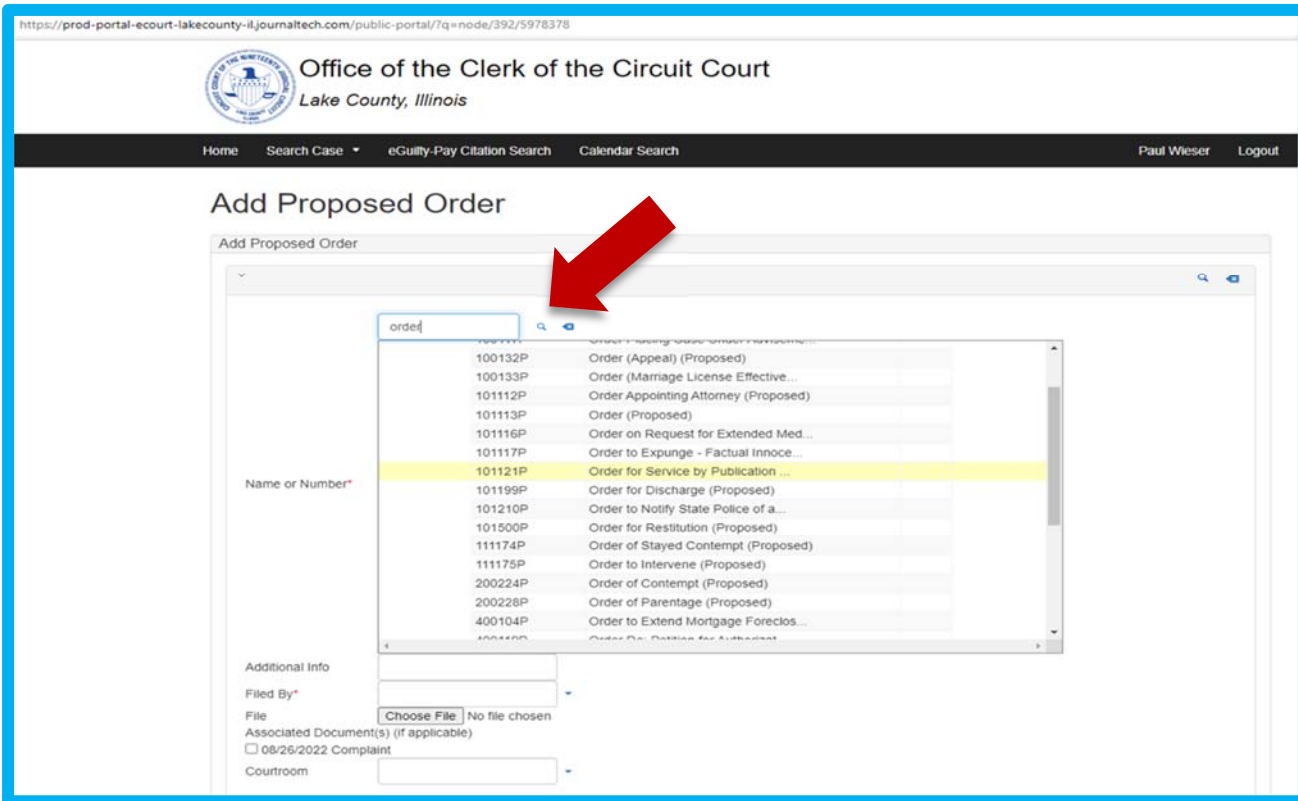
Parties Charges/Dispositions/Sentences Court Events Documents Filed

Documents

[Add Proposed Order](#)

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

2. Select the type the type Proposed Order your are submitting by clicking on the magnifying glass next to the Document Name or Number and searching the available orders. If you cannot find the specific order you may use the generic Proposed Order (#100137P)



3. Select the Filed by role
4. Click Choose File and upload the order
5. Click Proceed to submit the order to the court

