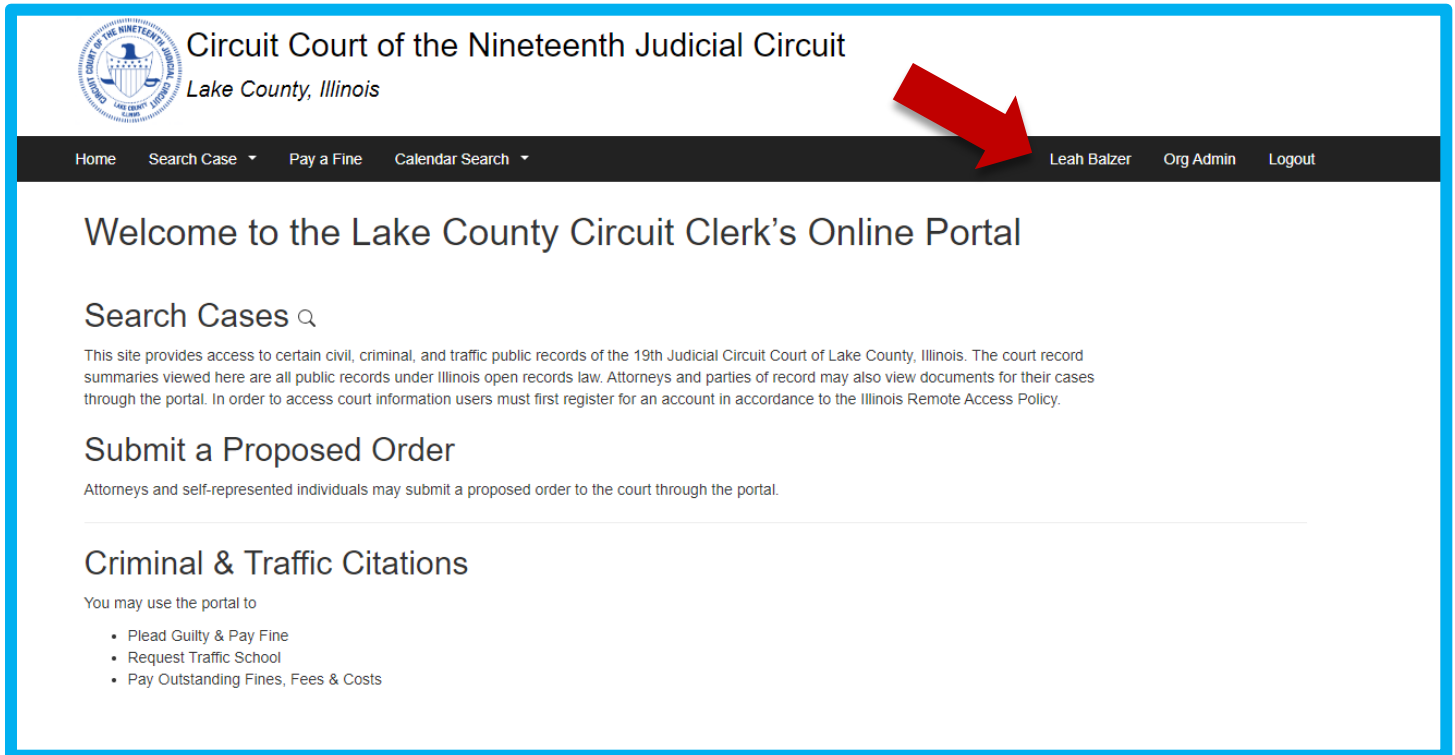



HOW TO ACCESS YOUR CASES

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

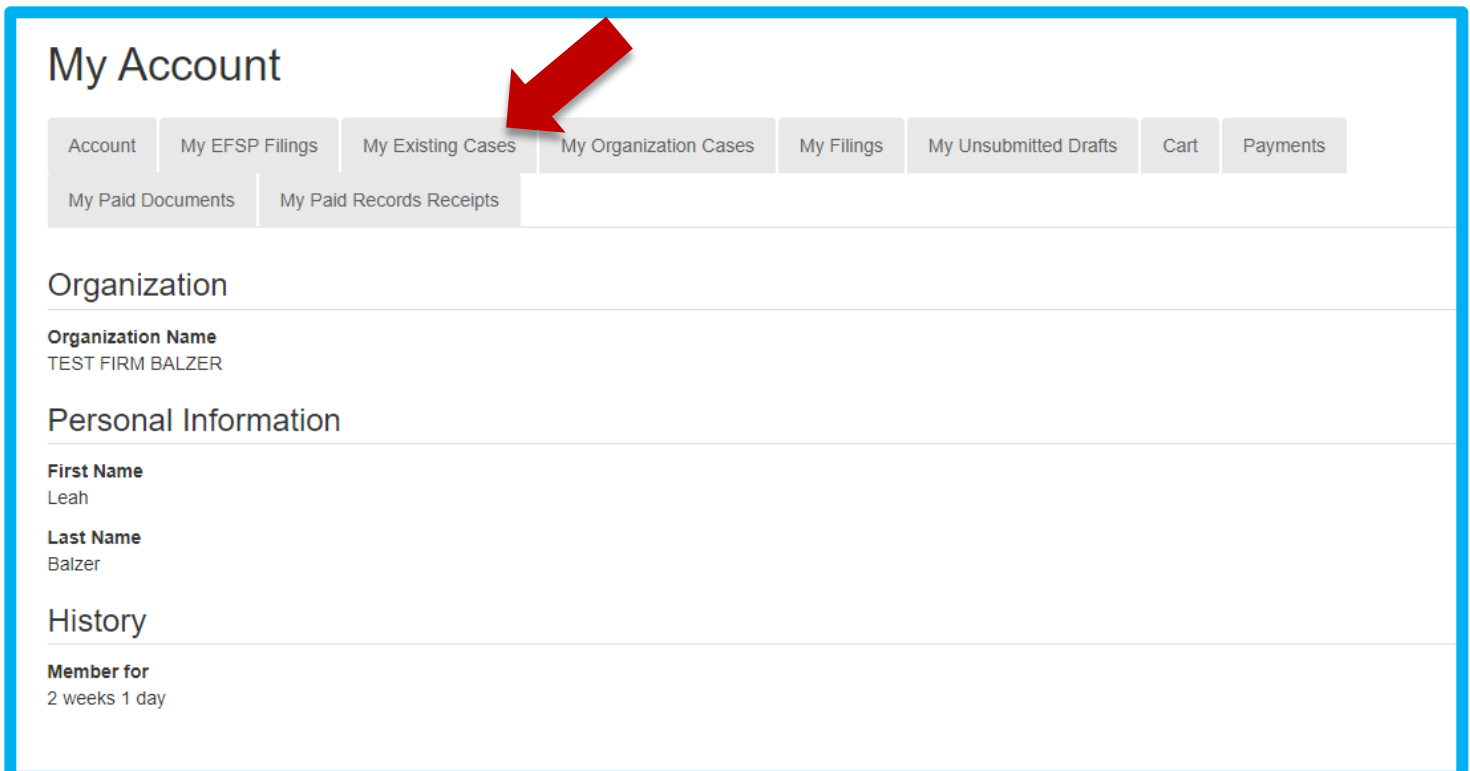
Attorneys and self-represented individuals may submit a proposed order to the court through the portal.

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

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.

VIEW & DOWNLOAD DOCUMENTS

You must access the case through My Existing Cases to be able to view and download documents.

1. On the documents tab if the filed document is available to view and download you will see a blue View under Document Action.
2. Click on view to open the document

23LA00000470 Active

MCDANIEL VS YORDANOV

Civil: Law > \$50,000

Parties Judgment Events **Documents Filed**

Documents-Invite [Add Proposed Order](#)

Documents

Filed Date	Document Type	Document Action
11/16/2023	Order	Filed View
11/16/2023	Civil and Family Reassignment Order	Filed View
11/16/2023	Minute Record	View
11/14/2023	Order	Filed View
11/14/2023	Minute Record	View
11/09/2023	Minute Record	View
10/30/2023	Order	View
09/21/2023	Order	Filed
09/14/2023	Order	Filed View
07/14/2023	Summons	Issued View

3. From the Document Viewer you can click on the download button

23LA00000470: Order on 11/16/2023

Page 1 of 1

FILED

11/16/2023 10:15 AM

Erin Cartwright Weinstein
Clerk of the Court
Lake County, Illinois

IN THE CIRCUIT COURT NINETEENTH JUDICIAL CIRCUIT
LAKE COUNTY, ILLINOIS

JEAN McDANIEL, EDWARD McDANIEL,)
and MEGAN McDANIEL, as parent and)
next of friend of OLIVER LAVATY,)
a minor,)

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)

The screenshot shows the 'Add Proposed Order' form on the Office of the Clerk of the Circuit Court website. A search dropdown menu is open, displaying a list of order types. A red arrow points to the magnifying glass icon next to the search input field. The dropdown list includes the following items:

Order Number	Order Description
100132P	Order (Appeal) (Proposed)
100133P	Order (Marriage License Effective...
101112P	Order Appointing Attorney (Proposed)
101113P	Order (Proposed)
101116P	Order on Request for Extended Med...
101117P	Order to Expunge - Factual Innoce...
101121P	Order for Service by Publication ...
101199P	Order for Discharge (Proposed)
101210P	Order to Notify State Police of a...
101500P	Order for Restitution (Proposed)
111174P	Order of Stayed Contempt (Proposed)
111175P	Order to Intervene (Proposed)
200224P	Order of Contempt (Proposed)
200228P	Order of Parentage (Proposed)
400104P	Order to Extend Mortgage Foreclos...

Below the dropdown, the form includes fields for 'Additional Info', 'Filed By*' (set to 'Attorney for Defendant'), 'File' (with a 'Choose File' button and a file named 'Order of Dis... 171-207.pdf'), and 'Associated Document(s) (if applicable)' (with a checkbox for '02/03/2023 Affidavit Traffic School').

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

The screenshot shows the 'Add Proposed Order' form with the following details:

- Document Name or Number*: 100137P - Proposed Order-Proposed
- Filed By*: Attorney for Defendant
- File*: Order of Dis... 171-207.pdf (uploaded)
- Associated Document(s) (if applicable): 02/03/2023 Affidavit Traffic School

A blue 'Proceed' button is located at the bottom left of the form.