

Marion County Circuit Clerk
100 E Main Street
Salem, IL 62881



E-Business Registration Form

Complete and sign, then mail to the court at the address above

In order to enable online case file access, e-mail communications from the court and electronic service from other counsel, you need to register your e-mail address and ARDC attorney number with the court.

This information makes it possible for your Judici.com account to be tied to your profile in the court's system, so Judici will know the cases on which you can e-file or see documents.

Registration

Items marked with an asterisk (*) are required and must match what you provide when obtaining your Judici.com account. Other items are only needed if you've never filed in the court before.

Attorney name*		Firm name		
Illinois Attorney Registration & Disciplinary Commission ID*		Address*		
E-mail address*		Address		
Phone*	Fax	City*	State*	Zip*

By providing the above e-mail address, the undersigned consents to:

- Receive electronic service via e-mail (e-service) on any Judici e-filing made on a case on which they are listed as attorney of record in the court's case management system.
- Receive communications from the court via e-mail produced by Circuit Clerk staff (e.g. hearing notices), if the court opts to communicate in this manner.
- Advise the court (in person or in writing) of any change of their e-mail address, and update their Judici user account accordingly. Failure to keep both the court and Judici updated will prevent the use of most e-business services, including e-filing and online case file access.
- Receive correspondence regarding the e-business services offered by the court.

Attorney signature: _____ Date: _____

Next steps

- The court will ensure that their system reflects the above info, then copy this form to Judici Support.
- If you don't already have a Judici account, Judici Support will create one for you using the above information. You'll be e-mailed a link which will let you reset your password.
- Your account will have a free trial subscription to **Courtlook** (including online case file access).
- You'll automatically be signed up for **Judici E-Filing**, once the state approves it and training occurs.
- **If you'd like to pay filing fees using a pre-paid paydown account at the court**, send a business check made out to Marion County Circuit Clerk to the address above. This is highly recommended, because it simplifies the payment process and lets you avoid credit card convenience fees.