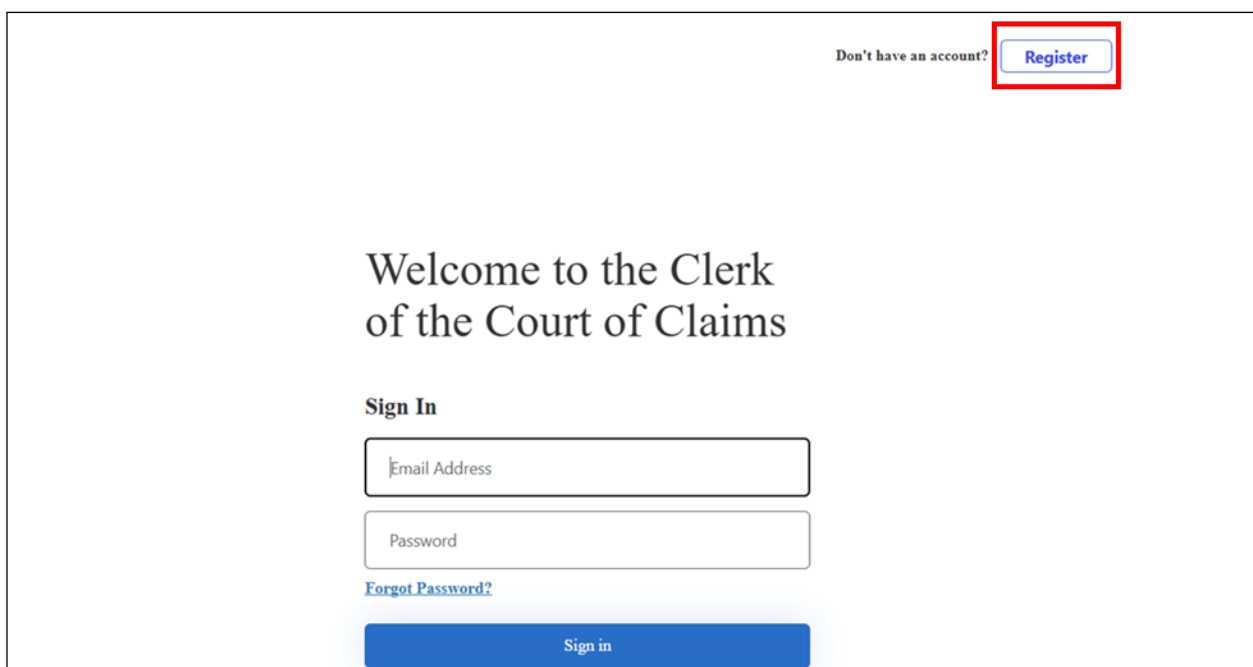


### Follow These Steps for New User Registration-Self Represented Litigant

1. Go to <https://www.ilsos.gov/departments/court-of-claims.html>, and select link to “File or Access a Claim”.



2. Select “Register” to create a new profile.




### 3. Select "Self-Represented"


### Registration

Select an account type to start the registration process.

If you have never registered to eFile with the Clerk of the Court, please proceed by clicking the appropriate option below




**Attorney**



**Self-Represented**

### 4. Enter your name, mailing address, email address, and contact information.


Illinois Secretary of State Court of Claims

[← Back to User Type](#)

#### Self-Represented Registration

##### Contact Information

Prefix	First Name*	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name*		Suffix
<input type="text"/>		<input type="text"/>
Phone Number*		
<input type="text"/>		
Primary Email Address (user, eFile & eService notifications)*		
<input type="text"/>		
<a href="#">+ Add another email for eFiling and eService notifications</a>		

##### Address Information

Address 1\*

Address 2

5. Review and agree to the “Terms and Conditions” and select “Submit Registration”.

Primary Email Address (user, eFile & eService notifications)\*  
Jdoe@gmail.com

+ Add another email for eFiling and eService notifications

✓ Address Information

Address 1\*  
345 Monroe

Address 2

City\* State\* Zip\*  
Chicago IL 97158

☒ I agree to the [Terms & Conditions](#) and to receive service email notifications \*

[Back](#) [Submit Registration](#)

6. A confirmation page will appear, directing you to check your email for your login credentials.

✓

**Thank you for registering**

Your registration will be processed and once approved, you will receive a welcome email with instructions on how to proceed.

\*Please note that you will not be able to eFile until you receive this confirmation/welcome email.

[Back to homepage](#)