

## **Registering for Attorney Access for the portal**

From the Circuit Clerk's website, [www.cic.countyofkane.org](http://www.cic.countyofkane.org), go to the **eService's** icon, then **Search Court Records**. On the right hand side of the screen, you will see **Register/Sign In**.

Click on Register and fill out all fields. Once completed, you will receive an email that you are registered and need to **verify** your email address. Click on the link in the email. Once verified, a screen will come up to Request Access, choose attorney, add in ARDC number and Submit.

Your request will be sent to a queue at the Circuit Clerk's end and **you will wait for the APPROVAL process for the Attorney access. You will not be able to see images until approved.** This does not happen automatically or immediately.

Once you receive the email of approval, you may sign in again and be able to view documents. If you are not seeing documents once you have clicked on the View Document button, make sure that your pop-ups are not blocked.