The Sheriff’s Office utilizes GovQA to manage Freedom of Information Act requests and subpoenas duces tecum for all records office-wide. This document serves to assist you in submitting your FOIA or subpoena request, monitoring any updates, and downloading responsive documents.

**Creating an Account**

Select “Submit a FOIA” or “Submit a Subpoena” based on your purpose (Circled in RED below).

If you already have an account, simply log in and skip to “Create a Request” below. If you need to create a new account, instructions are described on the next page.
Create an Account (Continued)

Click “Create Account” to set up an account in order to submit your request. FOIA requestors may elect to submit their requests anonymously. Subpoenas must be submitted with an identified point of contact.

You will be taken to the page below and provided fields to type in certain information. Fields with an (*) sign must be provided. Enter the code at the bottom of the screen for authentication and click “Submit.”
Create an Account (Continued)

Check the email account for the email address you provided. GovQA will send you an email titled “Welcome to the Records Request Center.” Check your SPAM folder to ensure the message didn’t redirect from your inbox. Click “Activate Online Account” to be taken back to the records portal.

Note that if you submit a FOIA request or subpoena via email or mail, CCSO staff will enter your submission into GovQA for you. If you received the email above without interacting with the GovQA portal, it is because your request has been entered into and is being handled through GovQA. You will be prompted to Create a New Password for your account. Once you have selected one, click “Submit.”
Create a Request

You can now create a request in GovQA. You can use this same portal every time you need to submit a FOIA or subpoena to the CCSO. Log in using the page below and the password you selected, and click "Submit."

The screen below will be identical to yours if you are submitting a FOIA. Subpoena Duces Tecum require additional fields, including a court case number, party affiliation, and attachments for the subpoena itself and any court order.
Create a Request (Continued)

Complete the required fields and provide as much information as possible regarding your request. The CCSO is a complex organization with various departments, and providing as much specificity as possible will allow us to assist you quickly and efficiently. Attach any additional documents, correspondence, or court orders under the “Attach a File” option circled below. Once you have provided all the information, click “Submit.”

Once your request is submitted, the Request Center will provide you with a confirmation and Reference Number. The same will be emailed to your email address on file. At any time you may click the “FOIA Request Center” link in the confirmation email to be taken back to the GovQA portal to monitor your request.
Obtaining the Requested Records

When records are ready to be released to you, or at any time when CCSO staff contact you through the GovQA portal, you will receive an email. You may receive correspondence requesting additional information or containing referrals. You may reply directly to the email, or log into the portal to respond.

When records have been released to you, click the “FOIA Request RXXXXXX” link included in the email.

You will be prompted to log in. If you forgot your password, you can reset it.
Obtaining the Requested Records (Continued)

After you log in, the documents available to you will be listed on the page. Click “Download All” to download them directly to your computer. Please note that if there is a fee associated with your FOIA or subpoena, payment must be received by the CCSO before records will be released.

Should you have any questions, please contact the CCSO Legal Department at 312-603-6444.