



## GovQA - Guide for Requestors FOIA and Subpoena Duces Tecum

Cook County Sheriff's Office  
Legal Department  
50 West Washington Street Suite 704  
Chicago, IL 60602  
Phone: 312-603-6444

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 submitted 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**).

**COOK COUNTY**  
THOMAS J. DART SHERIFF'S OFFICE

HOME FAQS MAKE A PAYMENT MY REQUEST CENTER

### Cook County Sheriff Records Request Center

**FOIA Request**  
For Cook County Freedom of Information Act (FOIA) Requests

[Submit a FOIA](#)

**Subpoena Duces Tecum**  
For Cook County Sheriff Subpoena Duces Tecum Requests except Sheriff's Police. For all Sheriff's Police Subpoenas, email [ccspd.records@cookcountyil.gov](mailto:ccspd.records@cookcountyil.gov).

[Submit a Subpoena](#)

**Search FAQs**  
Search for:  Search

**Top FAQs**

- How many days does the public body have to respond to my FOIA request?
- Do I have to create an account to subpoena records?
- For subpoena requests, do I have to attach a copy of the subpoena?
- When does the 5 business day time period start?
- What is a "business day" or "working day"?

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.



### Cook County Sheriff FOIA Request Center

If you have used this service previously, please log in. If this is your first online request, please create an account and provide as much contact information as possible.

By creating an online account with the FOIA Request Center, it will provide additional ways to contact you about your requested records, along with more ways to receive documents.

Should records responsive to your request be available, Cook County Sheriff will notify you via email to the address you have provided. You will be able to log-on to your password protected account and retrieve records.

Email Address:\*

Password:\*

Submit

[Forgot your password?](#)

New User? [Click below to create a new account.](#)

Create Account

If you submit anonymously, you will not receive updates via email and you must maintain the reference number to track the progress of your request through this portal.

Submit Anonymously

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](#).”



### Cook County Sheriff FOIA Request Center

Please complete as much information as possible. It will provide additional ways to contact you about your requested records, along with more ways to receive documents. When you have finished creating your account, you will need to verify your email address to avoid any issues communicating and delivering responsive records.

Email Address:\*

First Name:\*

Last Name:\*

Phone:

Address 1:

Address 2:

City:

State:

Zip:

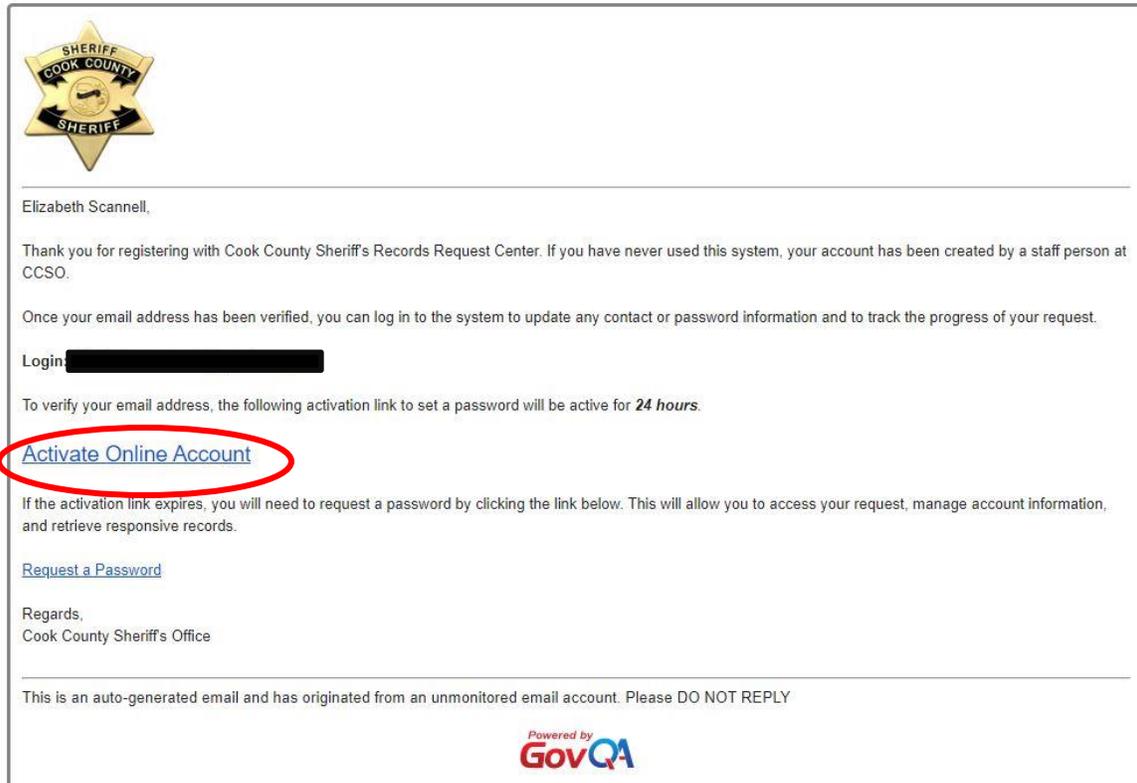
Company Name:

If Applicable

Enter CAPTCHA code:

## 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**.”



## Cook County Sheriff Records Request Center

Create New Password

New Password :\*

Password Confirmation :\*

### Password rules

- 6-20 characters long
- at least 1 uppercase
- at least 1 number

## 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.”**



### Cook County Sheriff Records Request Center

Login

If you have used this service previously, please log in. If this is your first online request, please create an account and provide as much contact information as possible. By creating an account, you will have the ability to track and monitor your public records requests. All communication from the agency will be sent directly to your email account.

Email Address:\*

[Redacted]

Password:\*

.....

[Forgot your password?](#)

By logging in, you agree to GovQA's [Privacy Policy](#) and [Terms of Use](#).

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.



### Cook County Sheriff FOIA Request Center

Request Type:

FOIA Request

Contact E-Mail:

[Redacted]

Please note that the Sheriff's Office is an independent entity from the Chicago Police Department ("CPD"). [Click here to submit a FOIA request to CPD.](#)

FOIA is not the appropriate venue to obtain a complete criminal background history. In order to get a complete criminal background report you should contact the Illinois State Police Bureau of Identification [here](#).

Requester Affiliation:\*

-- Please Choose --

Name of Requester:

Please provide a contact name if using a Corporate or Company email account.

Is your FOIA request for a Commercial Purpose?:\*

Yes  
 No

*"Commercial purpose" means the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. (5 ILCS 140/2) (from Ch. 116, par. 202)*

CCSO Department:\*

-- Select one --

## 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**.”

CCSO Department:\*  
CCSO Policies and Procedures

Summarize the Record(s) Requested:\*  
Requesting information for a FOIA request

Please be specific with your request to narrow our search and respond to you quickly and efficiently.

Preferred Method to Receive Records:\*

Electronic via Records Center  
 Inspect On-site  
 Pick-up Copies  
 Regular Mail

Please note not all documents are available in electronic format. If the document(s) requested are not available electronically, we will make them available for inspection or by paper copy.

If you have any documents that may assist in responding to your request, please attach here:

Attach a File:

Enter CAPTCHA code:  


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.

FOIA Request :: R003814-011420  

Cook County Sheriff's Office  
to me 

Tue, Jan 14, 4:46 PM   



Dear Elizabeth Scannell,

Thank you for your interest in public records of the Cook County Sheriff's Office. Your request was received in this office on 1/14/2020 and given the reference number R003814-011420 for tracking purposes.

Your request will be forwarded to the relevant department(s) to locate the information you seek and to determine the volume and any costs associated with satisfying your request. You will be contacted about the availability and/or provided with copies of the records in question.

To monitor the progress or update this request please log into the [FOIA Request Center](#)

Powered by  
**GovQA**

## 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.

[Records Center] FOIA Request :: R003814-011420 Inbox x

**Cook County Sheriff's Office** 11:43 AM (5 hours ago) ☆ ↶ ⋮  
to me ▾

--- Please respond above this line ---



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RE: PUBLIC RECORDS REQUEST of January 14, 2020, Reference # R003814-011420.

Dear Elizabeth Scannell,

Thank you for contacting the Cook County Sheriff's Office ("CCSO") pursuant to the Illinois Freedom of Information Act ("FOIA"), 5 ILCS 140/1 et seq. (2012).

Your request mentioned:  
**Requesting information for a FOIA request**

The Cook County Sheriff has reviewed its files and has located responsive records to your request. Please log in to the FOIA Request Center at the following ~~link to retrieve the~~ appropriate responsive documents. Private information is redacted in accordance with FOIA.

[FOIA Request - R003814-011420](#)

If you have any questions, or wish to discuss this further, please contact me.

Sincerely,

Elizabeth Scannell  
Cook County Sheriff's Office  
FOIA Officer/Legal Department

DATA DISCLAIMER:  
The CCSO strives to provide accurate and complete information. Although the data provided has been produced and processed from sources believed to be reliable, no warranty is made regarding the accuracy, adequacy, completeness, legality, reliability or usefulness of any information. This disclaimer applies to both isolated and aggregate uses of the

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.

**COOK COUNTY**  
THOMAS J. DART SHERIFF'S OFFICE

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### Cook County Sheriff FOIA Request Center

Request Type:	FOIA Request
Contact E-Mail:	[REDACTED]
Reference No:	R003814-011420
Status:	Full Release
Balance Due:	\$0.00
Payments:	\$0.00

UPLOAD DATE

Files:	UPLOAD DATE	FILE NAME	DOWNLOAD ALL
	02/05/2020	COOK COUNTY SHERIFF REDIRECT 2016.pdf	

Please note that the Sheriff's Office is an independent entity from the Chicago Police Department ("CPD"). Click [here](#) to submit a FOIA request to CPD.

FOIA is not the appropriate venue to obtain a complete criminal background history. In order to get a complete criminal background report you should contact the Illinois State Police Bureau of Identification [here](#).

**Name of Requester:**  
Elizabeth Scannell  
*Please provide a contact name if using a Corporate or Company email account.*

**Requester Affiliation:**  
Private Citizen

**Is your FOIA request for a Commercial Purpose?:**  
No  
*"Commercial purpose" means the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. (5 ILCS 140/2) (from Ch. 116, par. 202)*

**CCSO Department:**

**Search I**  
Search for:

**Top FAQ**  
How many requests?  
Do I have  
For subpoena  
When does  
What is a

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