

Office of the Clerk of the Circuit Court of Cook County
Clerk of the Circuit Court (CCC) Portal System
Elevated Access User Agreement

This Clerk of the Circuit Court (“CCC”) Portal System Elevated Access User Agreement must be executed before elevated access is granted to the CCC Portal System. The purpose of the Elevated Access User Agreement is to enhance Court security and to ensure that users are aware of, understand and agree to be bound by the terms of use and responsibilities conferred herein.

You (“User”) confirm that you have read the terms of the CCC Portal System Elevated Access User Agreement and that you agree to be bound by them.

Signature and/or Use of the Services provided by the CCC Portal System shall be interpreted as agreement with the policies and procedures set forth herein.

Reproduction of any portion of the CCC Portal System (“CCC Portal”) is prohibited. Permission to use all documents, related graphics, court forms and any other material from CCC Portal is subject to the Terms of Use, Privacy Policy and Elevated Access User Agreement contained herein.

The User Agrees that he/she is responsible for the following:

1. User agrees to use the CCC Portal for its intended purpose for the filing and transmission of Court Records and Documents through CCC Portal.
2. User is not permitted to commercially use the information contained on the CCC Portal or to transfer it to any third party. Any sublicensing, modifying, publishing, assignment, transfer, sales, or other distribution, text-based, electronic, or other physical or virtual distribution of Materials contained on CCC Portal is prohibited without the prior written consent of the Clerk’s Office.
3. User may not reverse engineer, translate, port, modify, or make derivative works of any Materials on CCC Portal.
4. User may not rent, disclose, publish, sell, assign, lease, sublicense or market any Materials contained on CCC Portal.
5. User may not derive or attempt to derive the source code or structure of all or any portion of the Materials by reverse engineering, disassembly or any other means.
6. User may not use the Materials to operate an information bureau of any kind. The Materials may not be modified or merged with other data or software.
7. User may not alter or remove any copyright notice or proprietary legend contained in or on the Materials on CCC Portal.
8. User shall access and use court records, court documents and data provided and contained within CCC Portal for purposes related to legitimate governmental business needs, as defined as a requirement, duty or obligation for the performance of governmental tasks or responsibilities as authorized or required under the law or by court rule. The User shall not access or use court records or court documents for personal or for non-official use or for use not related to a legitimate government business need, as defined herein.
9. User shall not share or make available login nor password information to any party other than the User.
10. User shall notify the Court when User’s employment duties no longer require elevated access to court records and court documents contained in CCC Portal.
11. User understands that violation of any material terms of the CCC Portal System Elevated Access User Agreement will result in suspension or termination of access to court records and court documents contained in CCC Portal and may subject user to other civil or criminal liability.

USER INFORMATION

Printed Name	Agency/Organization Name	
Email Address	Supervisor’s Name	
Signature		Date