

ADDING E-CITATION TO LONG FORM COMPLAINT

1



Login

- Open your web browser and go to the Long-Form Complaint System
 - <https://sw.illinoiscourtservices.net/login>
- Enter your username and password, then select Login.

2



Start a New Complaint

- From the dashboard, select Long-Form Complaints.
- Choose Create E-Complaint and Enter Defendant/Party Information
- In the Complaint Information section, complete all required fields (for example: Name, Date of Birth, Address).
- Verify the information for accuracy before moving on.

3



Add Counts That Are Not From an e-Citation

Add any counts that are not associated with an e-citation ticket.

4



Attach the e-Citation

- Click the Add e-Citation button (A pop-up window will appear)
- The system will attempt to find any tickets already linked to the defendant.
 - To search by ticket number manually, type the ticket (complaint) number in the Complaint Number text box and click Search LEADER.
 - If the ticket still cannot be found, click Add E-Ticket Manually in the corner of the pop-up window

5



When the ticket is successfully attached

- The tickets, along with their related complaints/counts, will be added to the long-form complaint.
- The ticket will also be removed from LEADER so records clerks do not add it to a transmittal.

