

Freedom of Information Act Requests (“FOIA” Requests):

Members of the public may make requests for inspection or for copies of the office’s public records under the Illinois Freedom of Information Act (“FOIA”), 5 ILCS 140/1 *et seq.* This Act provides that some records are exempt from inspection and copying.

To make a request for inspection or for copies of office records, please make a written request to:

Mr. Paul Castiglione
Freedom of Information Act Officer
Cook County State’s Attorney’s Office
69 West Washington St., Suite 3200
Chicago, Illinois 60602

Cook County State’s Attorney Office Policy on FOIA Requests:

1. All requests must be made in writing and should specifically state which public records are desired for inspection and/or copying. The written request should include the requester’s full name and/or organization, address, telephone number and e-mail address to facilitate communication, discussion regarding the specific information requested and timely responses.

2. No request will be considered “received” by the office until it is physically received by the Freedom of Information Act Officer at the above address.

3. There is no fee for the first 50 pages of black and white, letter or legal sized copies. The Cook County State’s Attorney’s Office (the “Office”) requires a fee of 15 cents per page for each page of a request that is more than 50 pages. The requestor must pay the copying fee before the office will release the requested copies. For large requests over 200 pages, the Office reserves the right to utilize an outside copying service and require the requestor to pay a fee of 15 cents per page to the copying service for requests in excess 50 pages. For requests of color documents and oversized documents, the Office reserves the right to charge its actual reproduction costs.

4. If a person requests a copy of a record maintained in an electronic format, the office will furnish the record in the electronic format specified by the requester, if feasible. If it is not feasible to furnish the record in the specified electronic format, then the Office will furnish it in the format in which it is maintained or in paper format, at the option of the requester. The requester must reimburse the office for the actual cost of the recording medium, whether disc, diskette, or other medium.