

Attorney Security Passes for the DuPage County 18th Judicial Circuit

Attorneys licensed to practice in the state of Illinois may purchase a security pass from the DuPage County Bar Association that allows them to enter the 18th Judicial Circuit court building via a separate attorney security entrance. Out of state attorneys must have permission from the 18th Circuit court administrator, Chuck Hoffman and/or Chief Judge.

Requirements:

Current ARDC card*

Photo ID

\$30 for a new pass

\$20 to renew a previous DuPage “transponder” pass. (We must be able to re-use the transponder portion of the ID)

Payment may be made by credit card (Visa, MasterCard, Discover, AmEx), check payable to DuPage County Bar Association (DCBA) or exact cash.

Passes must be obtained in person. We will take your photo.

Bar Office court pass hours:

Monday through Friday, 8:30 am – 4:30 pm. at the **Bar Center, located at 126 S.**

County Farm Rd., Wheaton (southwest corner of Manchester and County Farm Roads, ½ mile north of Roosevelt Road)

Courthouse pass hours – Annually, January – February 11 ONLY:

Attorney IDs are issued at the **courthouse ONLY from early January through February 11 each year.** (Watch for notice of beginning date.) The passes are processed in the Attorney Resource Center on the 3rd floor of the Judicial Center between 8:30 and 11:30 a.m. Due to equipment restraints, **no passes are issued at the Bar Center during this time.**

Note: **We cannot issue a pass until the ARDC has noted licensure for the ID “year” via their website or your ARDC card.** All IDs issued will expire February 1 of the following year.

Transponder ID’s will not be activated immediately. It may take up to one week for county validation of new or replacement IDs, or renewals after the expiration date. Court passes are valid for the attorney named on the card only.

Attempted use by another will result in confiscation by court security. At this time, no court passes may be issued for non-attorneys. The transponder IDs are also accepted by court security in **Kane County.**

* Court IDs for the next year will be processed and accepted by the County as soon as the new ARDC cards are issued for that year.

If you have additional questions, please contact the DCBA at (630) 653-7779.