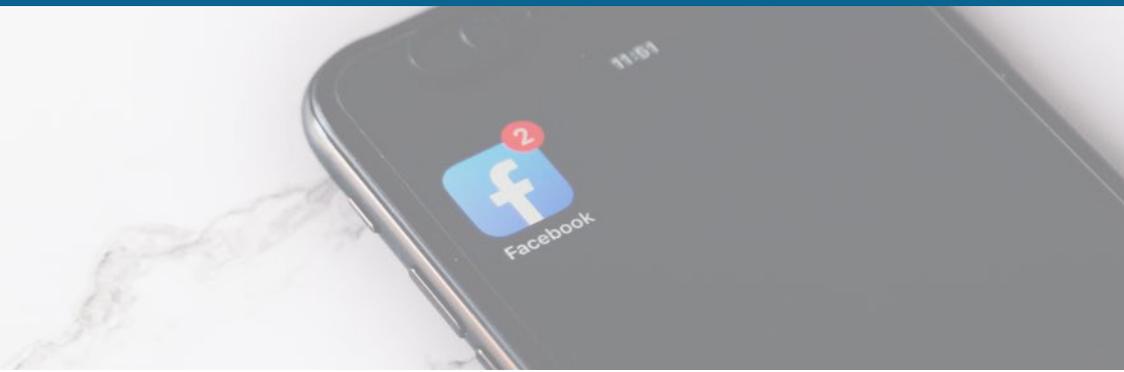


# CREATE A FACEBOOK PAGE FOR YOUR COURT



1

## Go to [facebook.com/pages/create](https://facebook.com/pages/create)

Select "Business/Brand"

Enter your Court's information and select the appropriate categories (Courthouse, Government Organization, Public & Government Service).

2

Add your Court's seal or photos of your courthouses to serve as your profile photo and cover photo. Be sure to include appropriate information in the About section such as the counties included in the Circuit or District, operating hours, and contact information.

3

Click "Create Page @Username" in the left menu to set up your vanity URL.

Your username will aid the public in being able to more easily find your page (Ex. @19thJudicialCircuit).

4

Click "Publish" to make your page visible to the public.

## QUESTIONS?

**Morgan Yingst**, Sr. Communications Specialist

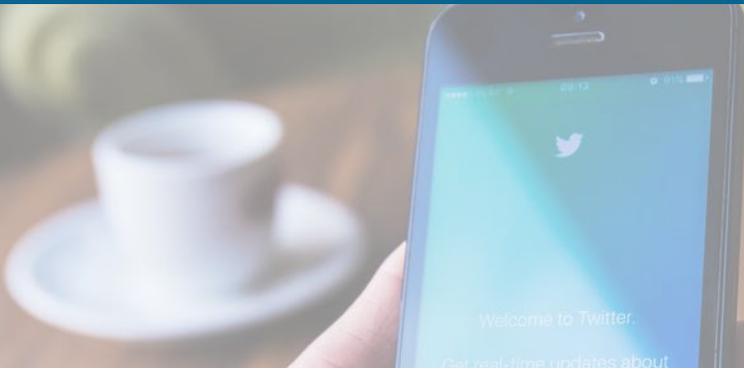
[myingst@illinoiscourts.gov](mailto:myingst@illinoiscourts.gov)

312.793.0870

[communications@illinoiscourts.gov](mailto:communications@illinoiscourts.gov)



# CREATE A TWITTER ACCOUNT FOR YOUR COURT



1

## Go to [twitter.com](https://twitter.com) and click "Sign up"

Enter your Court's name, a date for date of birth (this won't be visible on your page), and a cell phone number or email address to be associated with the account. Be sure to update the phone number and email address if a new employee assumes ownership of the account.

2

Verify your account with the information sent to your cell phone number or email address and then create a password for the account.

3

Add your Court's seal or photos of your courthouses to serve as your profile photo and cover photo and add a description of your Circuit or District. Be sure to include appropriate information in the About section such as the counties included in the Circuit or District, operating hours, and contact information.

4

Click "Allow Notifications" to get notifications when someone follows your account, retweets your content, direct messages you, and when relevant news is posted.

## QUESTIONS?

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