



HOW TO E-FILE IN ODYSSEY eFileLL

STEP 1

PREPARE DOCUMENTS



- ✓ 1. Prepare documents
- ✓ 2. Register
- ✓ 3. Sign in & reset password
- ✓ 4. Start a filing
- ✓ 5. Add or find case information
- ✓ 6. Add or see parties
- ✓ 7. Upload documents
- ✓ 8. Add service contacts (optional)
- ✓ 9. Take care of fees/fee waiver
- ✓ 10. Review & submit
- ✓ 11. Check status

(Rev 9/2023)

PREPARE DOCUMENTS

Before you electronically file (e-file), you must complete your court documents. Fillable PDF statewide forms for common legal issues are available at ilcourts.info/forms. Your local court or clerk may also have other forms that you can fill out and e-file.

After you fill out your court documents, you must convert them into **PDFs** that are no longer fillable. This step will show you how to convert your fillable PDF forms, handwritten documents, or Microsoft Word documents into non-fillable PDFs.

These instructions are for people who have computers with software called Windows and Adobe Reader. Converting files to PDF on other devices and other programs may work differently. If you have questions or need help, contact Illinois Court Help at 833-411-1121.

i NOTE: You must remove the following information from all filings:

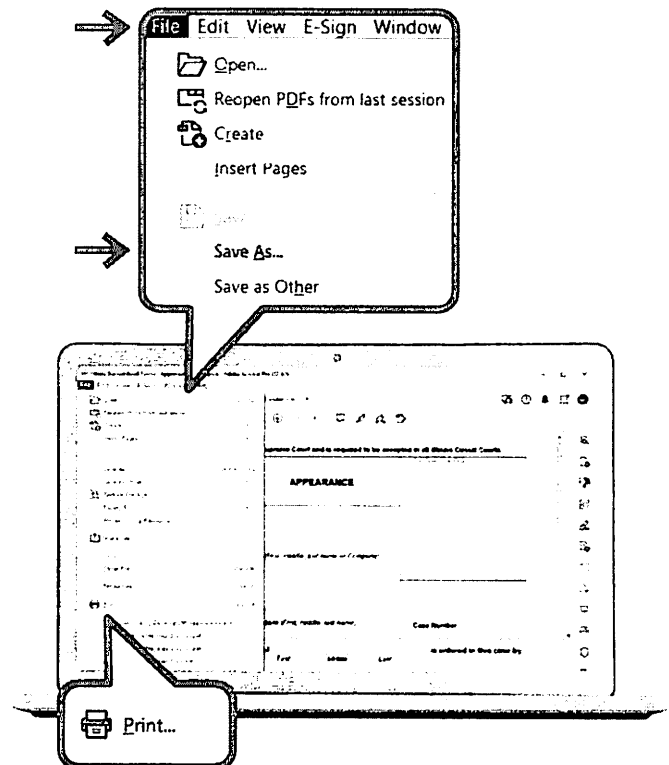
- Social security and taxpayer ID number,
- Driver's license number,
- Financial bank account number,
- Debit and credit card numbers, and
- Any other information ordered by the court.

You can remove information by physically crossing it out or using white out so that it is no longer visible on your paper document before scanning and uploading it. You can also remove electronically using PDF editing software like Adobe Acrobat.

FILLABLE PDF FORMS



1. A fillable PDF form is an electronic document that lets you type in your information in the shaded boxes. To e-file this kind of document, you want to make sure the document is no longer fillable (so no one can change your answers).
2. You can save your document while you are working on it by clicking **File** and then **Save as**. This keeps the fields fillable and means you can keep typing in the document.
3. Once you have finished filling out your document, click **File** then **Print**. This does not mean you are going to print a physical copy of the document. This is just a way to save the document so that it cannot be changed after you are done filling it out.

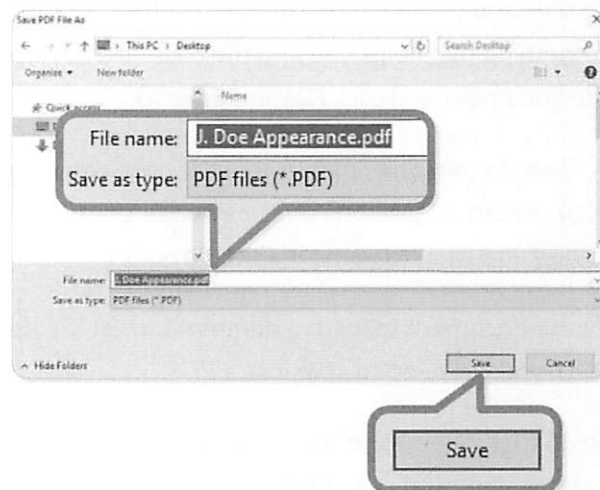
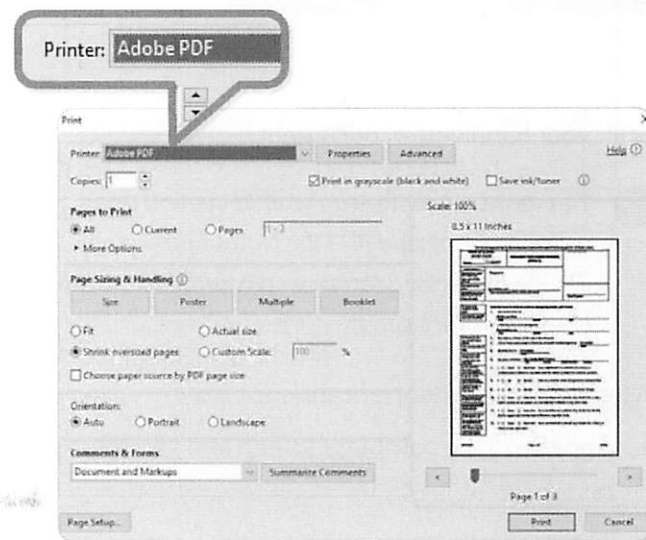


Fillable PDF forms, continued

4. A "Print" box will open. Click on the printer/destination labeled **Adobe PDF** or **Save as PDF**. Click on **Print**, **Save**, or **OK**.
5. Next, a "Save PDF File As" box will open. You can choose where to save your document (like on your Desktop or Documents folder) and what to name it. You can name it anything, but it should be something that helps you and the court identify the document. Make sure the "Save as type" box (under your file name) says PDF. Click **Save**.



You may now e-file your court documents.



HANDWRITTEN FORMS



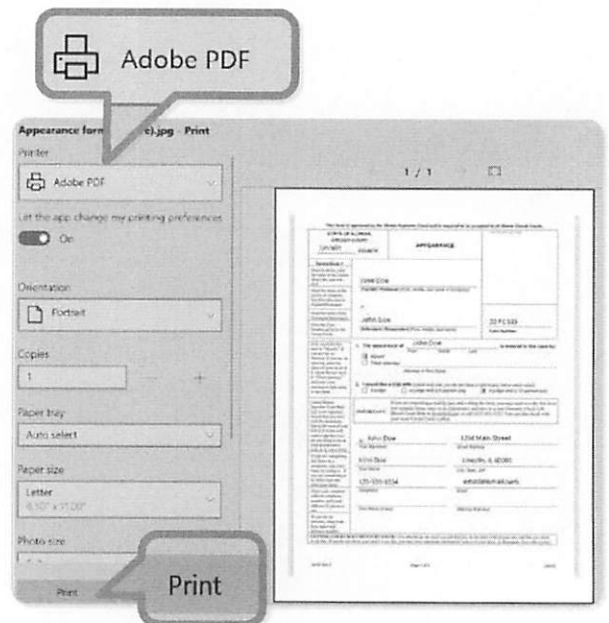
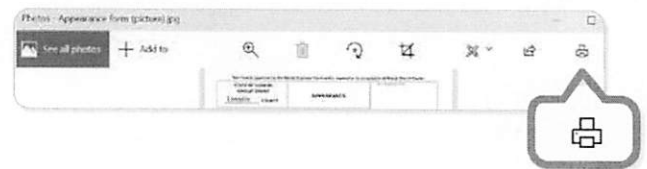
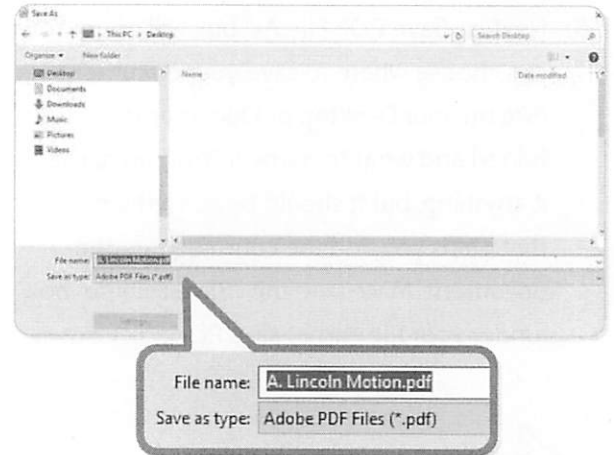
If you filled out your court forms by hand, you will need to scan your paper forms and save them as a PDF to a computer or mobile device.

1. Scan your handwritten document.

i You may be able to scan your document using a smart phone app (like the Notes app on the iPhone or Adobe Scan) or at a courthouse, local library, or office supply store.

2. When your document is scanned, it may:
 - a. Appear on the computer screen and you must save it, or
 - b. Automatically be saved to a folder on the computer.
3. To save and name (or re-name) your document to something that helps you and the court identify it, open the document and click **File** and **Save As**.
4. A "Save As" box will open. You can choose where to save your document (like on your Desktop or Documents folder) and what to name it. Click **Save**.
5. If your document scans in a different format like JPG or PNG, you will need to save it as a PDF.
6. To do that, select **Print**. This does not mean you are going to print a physical copy of the document. This is just a way for you to save the document in the right format.
7. A "Print" box will open. Click on the printer/destination labeled **Adobe PDF** or **Save as PDF** and click on **Print**, **Save**, or **OK**.
8. A "Save As" box will open. Make sure the "Save as type" box (under your file name) says PDF. Click **Save**.

You may now e-file your court documents.



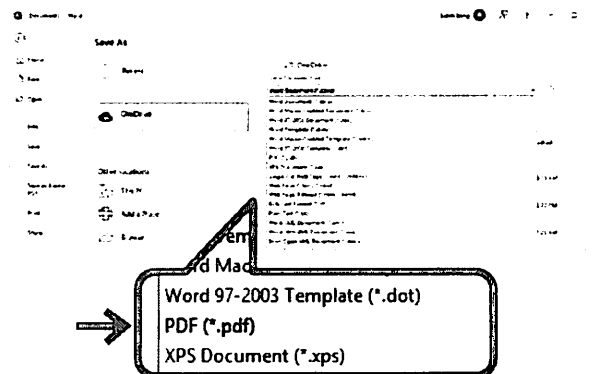
MICROSOFT WORD DOCUMENTS



If you created your own document in Microsoft Word, you will need to save it as a PDF. There are two ways to do this.

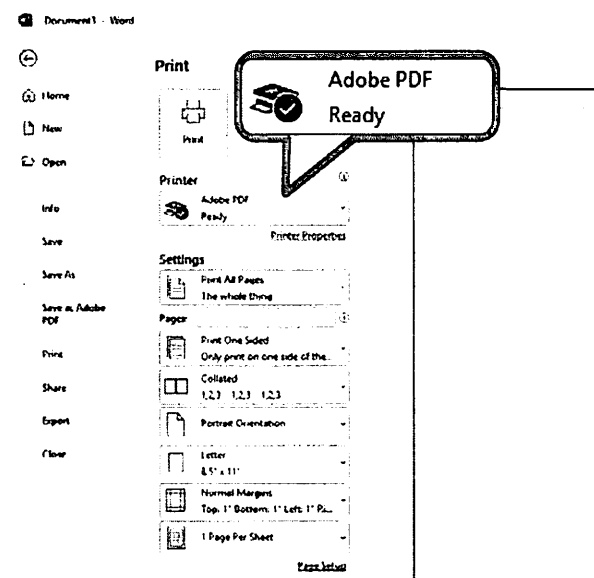
Option 1

1. Click **File** then **Save As**.
2. A "Save As" box will open. You can choose where to save your document (like on your Desktop or Documents folder) and what to name it. You can name it anything, but it should be something that helps you and the court identify the document.
3. Select the drop-down arrow for Save as type. Click on **PDF** or **Adobe PDF**. Click **Save**.



Option 2

1. Click **File** then **Print**. This does not mean you are going to physically print the document. This is just a way for you to save the document in the right format.
2. When the "Print" box opens, click on the printer/destination labeled **Adobe PDF** or **Save as PDF**. Click on **Print, Save, or OK**.
3. A "Save As" box will open. You can choose where to save your document (like on your Desktop or Documents folder) and what to name it. You can name it anything, but it should be something that helps you and the court identify the document. Make sure the "Save as type" box (under your file name) says PDF. Click **Save**.



You may now e-file your court documents.

STEP 2

REGISTER



1. Prepare documents
- 2. Register**
3. Sign in & reset password
4. Start a filing
5. Add or find case information
6. Add or see parties
7. Upload documents
8. Add service contacts (optional)
9. Take care of fees/fee waiver
10. Review & submit
11. Check status

(Rev 9/2023)

REGISTER

Before you can electronically file (e-file) your court documents, you need to create an account.

*Note: If you already have an account with an Illinois Electronic Filing Service Provider (EFSP), you do **NOT** need to create another one. You go directly to signing in with your existing account info.*

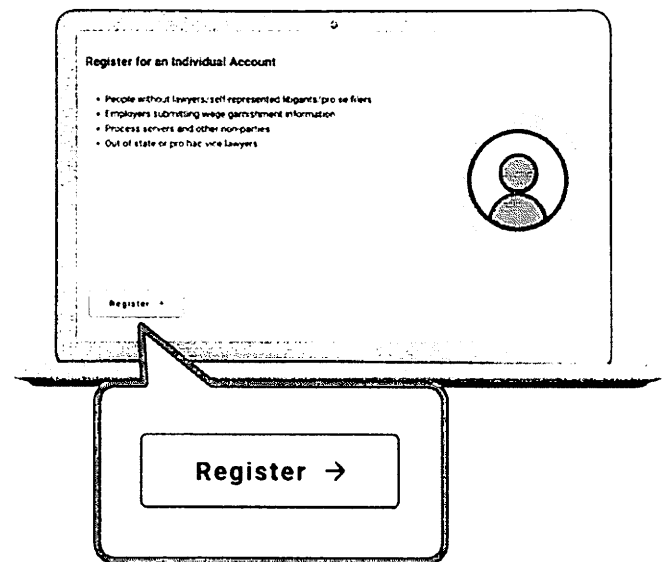
REGISTER FOR AN INDIVIDUAL ACCOUNT

1. To create and register a new e-filing account go to ilcourts.info/efile.
2. Scroll down and click **Register** → under **Register for an Individual Account**.

Remember: If you have already registered for e-filing in Illinois, you can skip this step and click **Sign in** → . For more information on how to sign into your existing account see *How to e-file in Odyssey eFileIL Step 3: Sign in & reset password*.

i **FOR THE NEXT STEPS, YOU WILL NEED YOUR:**

- ✓ **Email.** If you do not have an email, you should consider requesting an exemption from e-filing. More information is available at illinoiscourts.gov/eservices/information-for-filers-without-lawyers
- ✓ **Mailing address.**
- ✓ **Phone number.**




ENTER YOUR INFORMATION

1. Enter your email and create a password. Your password must include at least:
 - a. 8 characters
 - b. 1 lowercase letter
 - c. 1 uppercase letter
 - d. 1 number or symbol (for example, @, #, \$, %, !)
2. Next enter your name, address, and phone number.
3. Click the blue **Terms and Conditions** hyperlink and review the Terms and Conditions that open on a separate page.
4. If you agree, return to the registration page and click the box next to **I agree to the Terms and Conditions**.
5. Click **Register**.

Account Credentials

* Email Address
Email Address is Required

* Password 
Password is Required

User Information

* First Name

Middle Name

* Last Name

Country
United States

* Address Line 1

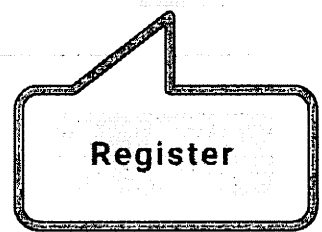
Address Line 2

* City * State Select * Zip Code

* Phone Number

I agree to the Terms and Conditions

Register



After you click Register, you will see this message:

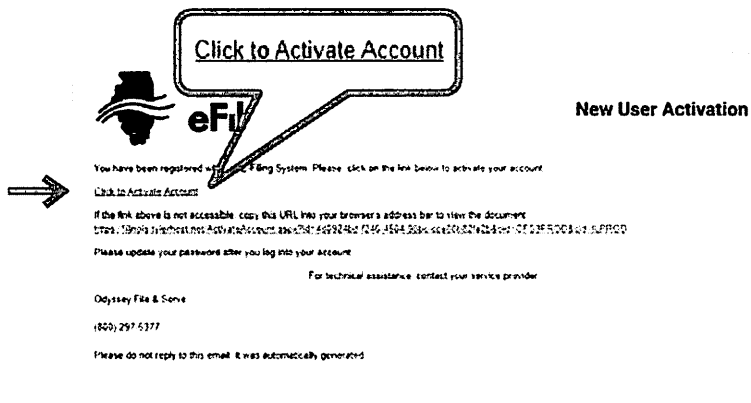
Registration Successful!

You will receive an email with a link to confirm the email address you registered with.

You must click the emailed link before you will be able to sign in.

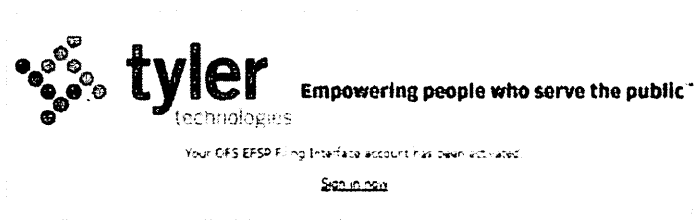
CHECK YOUR EMAIL TO CONFIRM REGISTRATION

1. Log in to the email account you registered with and open the verification email.
2. Click the blue **Click to Activate Account** link to confirm your email. The email will look like this:



i If you do not see this email in your inbox, check your junk mail or spam folder. The email will be sent from no-reply@efilingmail.tylertech.cloud

3. After you hit **Click to Activate Account**, a new webpage will open with confirmation that your account has been created. It will look like this:



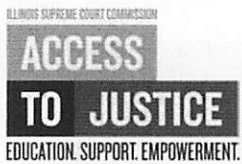
You have successfully registered with Odyssey eFileLL.



HOW TO E-FILE IN ODYSSEY eFileIL

STEP 3

SIGN IN & RESET PASSWORD



1. Prepare documents
2. Register
- 3. Sign in & reset password**
4. Start a filing
5. Add or find case information
6. Add or see parties
7. Upload documents
8. Add service contacts (optional)
9. Take care of fees/fee waiver
10. Review & submit
11. Check status

(Rev 9/2023)

SIGN IN & RESET PASSWORD

After you have created an account with Odyssey eFileLL, you need to sign in to e-file your documents. If you have not registered as a user, click **Register**.

For detailed instructions on how to register, see *How to e-file in Odyssey eFileLL Step 2: Register*.

GO TO ilcourts.info/efile

1. Click the blue **Sign in** → button near the top of the screen.

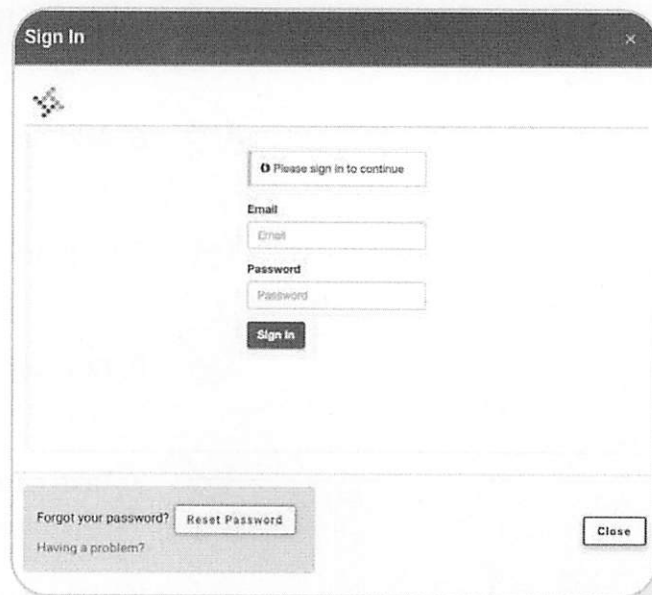


ENTER YOUR EMAIL AND PASSWORD

1. Enter the email and password you used when you registered for your e-filing account.
2. Click **Sign In**.



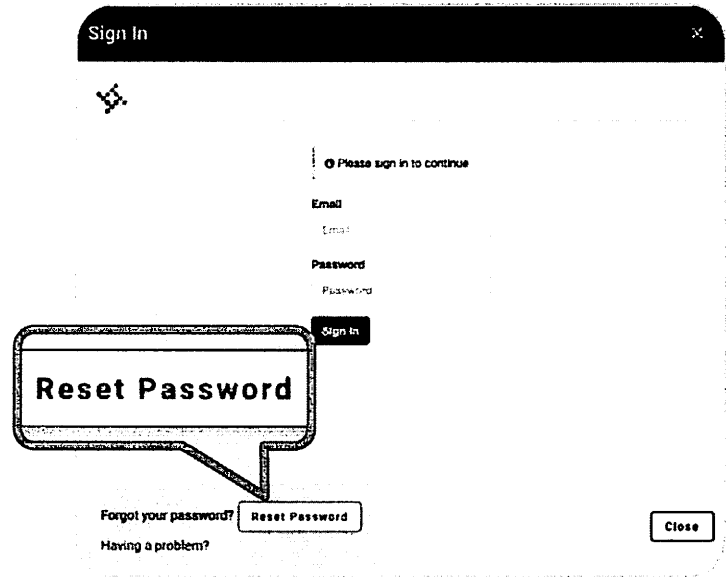
You have successfully signed in to your account on Odyssey eFileLL.

A screenshot of the "Sign In" form. At the top, it says "Please sign in to continue". Below that are two input fields: "Email" and "Password". A "Sign In" button is located below the password field. At the bottom of the form, there are two links: "Forgot your password? Reset Password" and "Having a problem?". A "Close" button is in the bottom right corner.

- i** If you forget your password, you need to reset it and create a new one. After several failed attempts to sign in, your account may be locked, and you will need to create a new password.

CLICK RESET PASSWORD

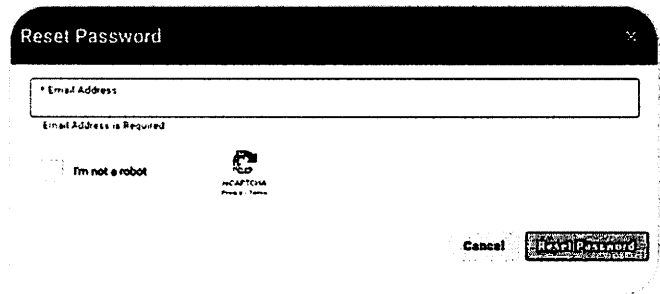
1. To reset your password, click *Reset Password* in the blue box.



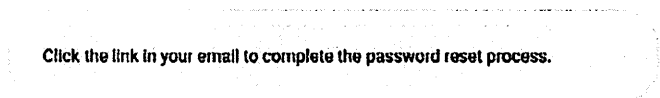
2. On the new screen, enter the email you used when you registered for your account with Odyssey eFileLL.

3. Click the box next to *I'm not a robot*. You may be asked to click on certain types of pictures to show you are not a robot. If that happens, follow the directions that are given.

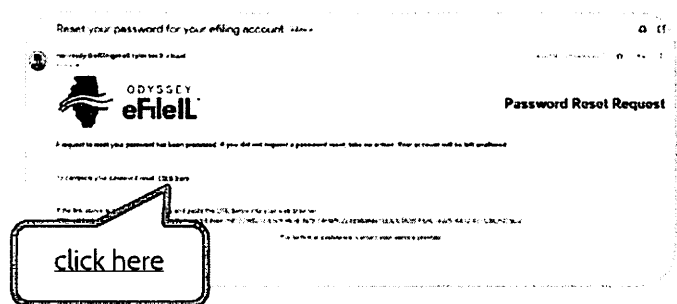
4. Click *Reset Password*.



5. A message telling you to click the link in your email will open. Check your email to find the link to reset your password.



6. Open the email and click the blue *click here* or the URL to reset your password. The email will look like this:



i *If you do not see this email in your inbox, check your junk mail or spam folder. The email will be sent from no-reply@efilingmail.tylertech.cloud*

Reset password, continued

7. On the new screen type your new password in the first box and enter the same new password again.
8. Click **Change Password**.



To complete the process of resetting your password for your account, you will need to select a new password.

Email Address
ATJlesler@gmail.com

New Password

Repeat New Password

Change Password

Change Password

9. This message will appear and confirm you successfully changed your password:



You have successfully reset your password and can sign in to your Odyssey eFileLL account.

OFS EFSP Filing Interface logo

Your password has been changed successfully.

[Return to OFS EFSP Filing Interface](#)

STEP 4

START A FILING



1. Prepare documents
2. Register
3. Sign in & reset password
- 4. Start a filing**
5. Add or find case information
6. Add or see parties
7. Upload documents
8. Add service contacts (optional)
9. Take care of fees/fee waiver
10. Review & submit
11. Check status

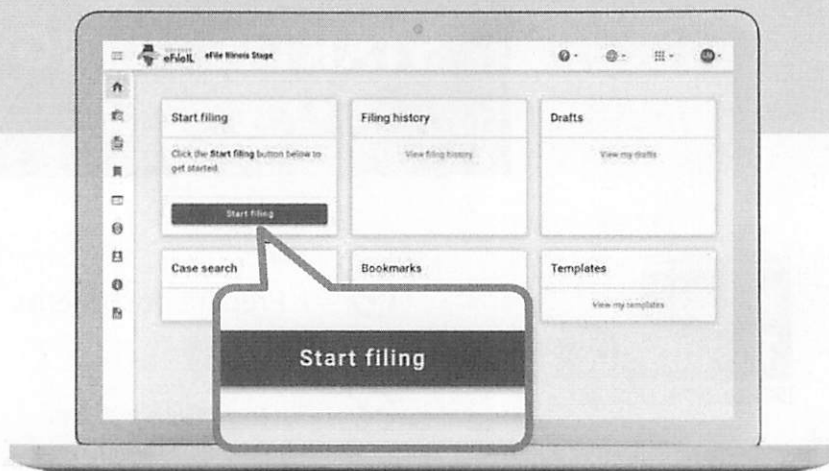
(Rev 9/2023)

START A FILING

After preparing your court documents and signing in, you can start e-filing by following these steps.

CLICK START FILING

1. Click the blue **Start filing** button.



CHOOSE START NEW CASE OR FILE INTO EXISTING CASE

1. Choose whether you will be starting a new case or filing into an existing case that already has a court assigned case number.
 - a. If you want to start a new case and do not have a court assigned case number, click **Start new case**.
 - b. If you want to file documents into a case that already exists and you have a court assigned case number or names of the parties, click **File into existing case**.



You have successfully started a filing for a new case or an existing case.

STEP 5

ADD OR FIND CASE INFORMATION

ILLINOIS SUPREME COURT COMMISSION

ACCESS
TO JUSTICE
EDUCATION. SUPPORT. EMPOWERMENT.



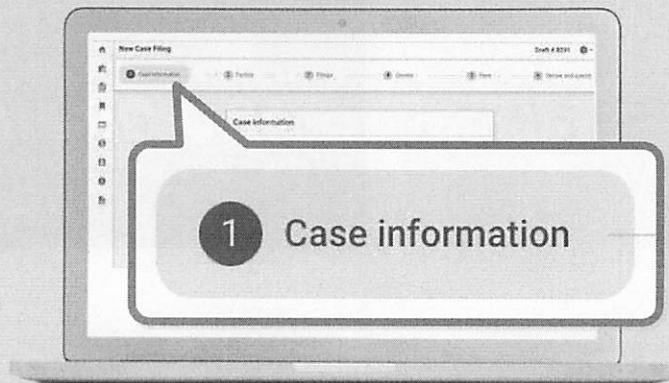
1. Prepare documents
2. Register
3. Sign in & reset password
4. Start a filing
- 5. Add or find case information**
6. Add or see parties
7. Upload documents
8. Add service contacts (optional)
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(Rev 9/2023)

ADD OR FIND CASE INFORMATION

This step will go over adding your case information for a new case or finding your case information for an existing case. This happens on the *Case information* screen.

- To add case information to a new case, see *Option 1* below.
- To find case information for an existing case, you can skip to *Option 2* on page 7.



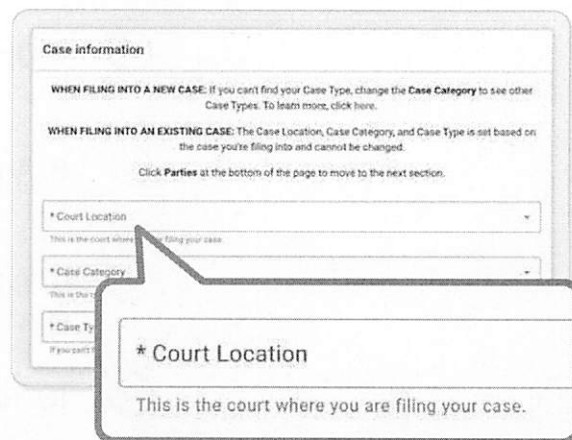
OPTION 1:

ADD CASE INFORMATION FOR A NEW CASE

Choose the *Court Location*, *Case Category*, and *Case Type*

1. Click the *Court Location* box and select the correct location.

- Scroll through the options or type in the correct location and click it.
- Court Location means where your court case will be heard.
 - New cases will be filed in the county where you or another party in the case lives or where the transaction took place.
 - Family law cases can be filed in the county where you or your partner/other parent live.
 - Cases for money or property can be filed where the defendant lives or where the events happened. For example, where the accident occurred, contract was signed, or leased apartment is located.
 - Name change cases can be filed in the county where you live.



1. Court Location, continued

i FOR COOK COUNTY:

In the **Court Location** box, you will need to know three pieces of information to make your selection:

- (1) County: Cook
- (2) Division: Chancery, County, Criminal, Domestic Relations, Juvenile Justice, Law, Municipal Civil, and Probate. See the chart below for more information about Cook County's Divisions.
- (3) District: In some Divisions, there are 6 different districts divided up by location. Chicago is in District 1. To figure out what District your city is in, go to: ilcourts.info/CookDistricts.



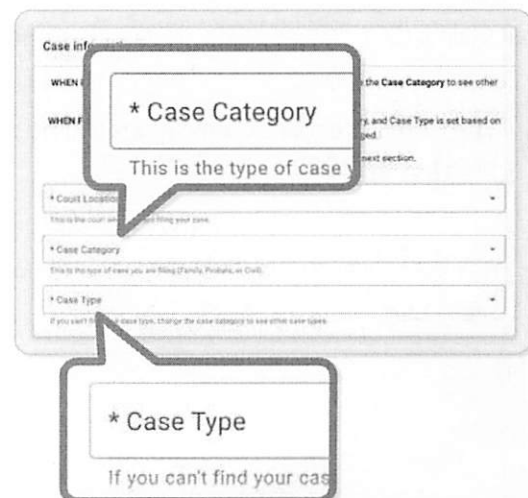
i FOR APPEALS:

If you are filing to *appeal* a trial court's decision, select the Appellate District that your county is in. If you are filing to *appeal* an appellate court's decision, select the Supreme Court of Illinois. More information about civil appeals is available at: ilcourts.info/AppealsResources.



2. Click the **Case Category** box and select the correct case category, then click the **Case Type** box and select the correct case type.

- a. The **Case Category** is the way the court has divided up and labeled groups of **Case Types**.
- b. See below for more information about **Case Type** and **Case Category**.



2. Case Category continued

Common Case Categories and Case Types in Illinois (not including Cook County) are:

CASE CATEGORIES	CASE TYPES
Chancery (CH)	Specific Performance (order someone to do something), Injunction (order someone to stop doing something), Mechanics Lien Foreclosure (put a lien on someone's property if they didn't pay for your services to improve it)
Criminal Felony (CF) or Criminal Misdemeanor (CM)	Petition to Expunge or Seal
Dissolution with Children (DC) or without Children (DN) <i>NOTE: Dissolution means Divorce</i>	Dissolution of Marriage or Civil Union, Legal Separation, Invalidity
Eviction (EV) <i>NOTE: Eviction may also be called Forcible Entry and Detainer</i>	Residential, Commercial, Ejectment
Family (FA)	Petition for Parentage, Visitation, or Custody
Guardianship (GR)	Guardianship of Minor or Person with Disability
Law Magistrate (LM)	Contract, Tort, and other claims for money over \$10,000 up to \$50,000
Miscellaneous Criminal (MX)	Petition to Expunge or Seal (arrests only), Civil Asset/Property Forfeiture
Miscellaneous Remedy (MR)	Administrative Review (for example, review of unemployment decisions), Certiorari (for example, administrative review of housing authority decisions)
Miscellaneous Remedy (MR)	Change of Name
Order of Protection (OP)	Order of Protection, Stalking No Contact, Civil No Contact, Firearms Restraining
Probate (PR)	Administration of Decedent's Estate
Small Claims (SC)	Contract and Tort claims for money \$10,000 or less
<p>i The Case Category abbreviations will be part of your case number. They may be different if your case was filed before 2022.</p> <p>i Ask your local court, clerk's office, or Illinois Court Help if you need help picking your Case Category or Case Type.</p>	

2. Case Category, continued

Common *Divisions, Case Categories* and *Case Types* in Cook County are:

DIVISION <i>(and District, if applicable)</i>	CASE CATEGORIES	CASE TYPES
Chancery (CH) <i>(only in District 1 - Chicago)</i>	General Chancery (CH)	Administrative Reviews (for example, review of unemployment decisions), Certiorari (for example, administrative review of housing authority decisions), Specific Performance (order someone to do something), Injunction (order someone to stop doing something)
	Mechanics Lien (CH)	Mechanic's Lien (put a lien on someone's property if they didn't pay for your services to improve it)
County <i>(only in District 1 - Chicago)</i>	Miscellaneous (CONC)	Name Change (may be filed in the Suburban Districts in Municipal Civil (M) under the Civil case category)
	Miscellaneous Remedy (COFO)	Civil Asset Forfeiture
Domestic Relations <i>(in all 6 Districts)</i>	General Proceedings (D) <i>NOTE: Dissolution means Divorce</i>	Petition for Dissolution of Marriage or Civil Union, Petition for Legal Separation
	Parentage/ Child Support (D)	Petition to Establish Parentage, Petition for Allocation of Parental Responsibilities
	Domestic Violence – Civil Protection (DV)	Petition for Order of Protection, Stalking No Contact Order, Civil No Contact Order, or Firearms Restraining Order
Municipal Civil <i>(in all 6 Districts)</i>	Civil (M)	Eviction (residential or commercial), Consumer Debt, Contract, Tort, and other claims for money over \$30,000 in Chicago and \$100,000 in the Suburban Districts, Name Change in the Suburban Districts only
Probate <i>(only in District 1 - Chicago)</i>	Disabled (P)	Guardianship
	Minor (P)	Guardianship

i The Case Category abbreviations will be part of your case number. They may be different if your case was filed before 2022.

i Ask your local court, clerk's office, or Illinois Court Help if you need help picking your Case Category or Case Type.

2. Case Category, continued

i FOR COOK AND DUPAGE COUNTIES:

Case Cross Reference Number

- In Cook and DuPage Counties, you must enter a Case Cross Reference ID. This appears after you select Case Type.
- Even though you are representing yourself, you **MUST** type **99500** in the Case Cross Reference ID box. The website may automatically add this for you in some cases.

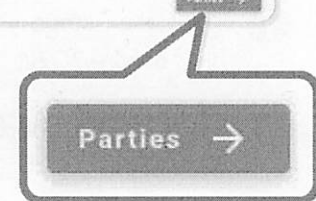
The screenshot shows a 'Case Cross Reference' section with two input fields: '* Case Cross Reference ... Cook County Attor...' and '* Case Cross Reference ID'. Below the first field is a '+ Add more' button. A callout box with a keyboard icon points to the second field, containing the number '99500'.

3. Click Parties → to move to the next screen.



You have successfully added the Case information for a new case.

The screenshot shows the 'New Case Filing' interface with a progress bar at the top: 1 Case Information, 2 Parties, 3 Filings, 4 Service, 5 Fees, 6 Review and exit. The 'Parties' step is highlighted. Below the progress bar is the 'Case information' section with instructions for new and existing cases, and dropdown menus for 'Court Location', 'Case Category', and 'Case Type'. At the bottom right, there is a 'Parties →' button.

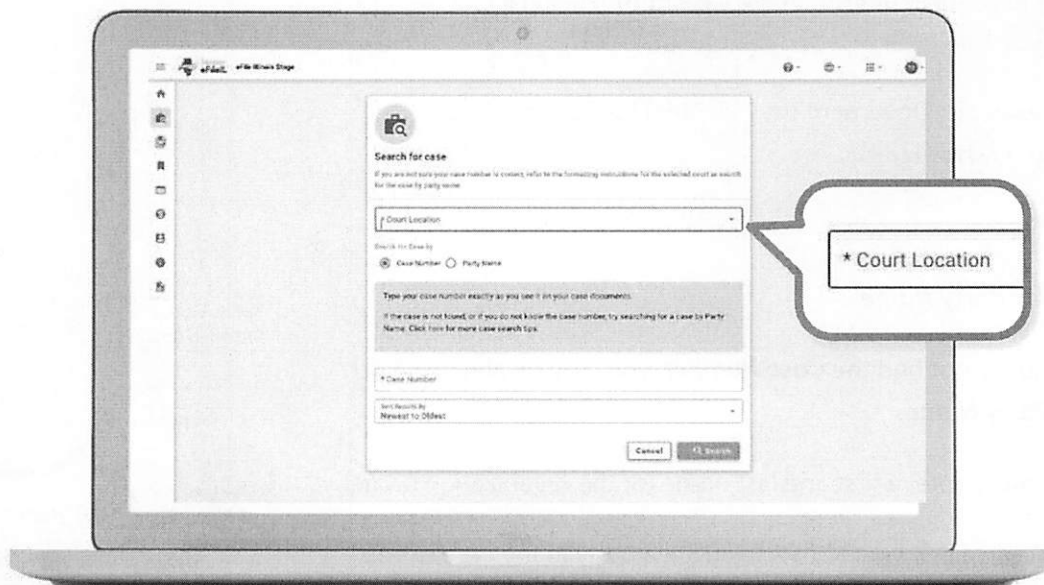


OPTION 2:

FIND CASE INFORMATION FOR AN EXISTING CASE

Choose the Court Location and search by Case Number or Party Name

1. *Click the Court Location box and select the correct location.*
 - a. Scroll through the options or type in the correct location and click it.
 - b. Court Location means where the case was filed.
 - i. If you are filing as part of a case at the trial court, select the County where the case was filed.
 1. For Cook County, the Court Location will contain the County, Division, and District. More information can be found above.
 - ii. If you are filing as part of a case on appeal, select the Appellate District or Supreme Court where the case was filed.



2. Decide if you want to search by **Case Number** or **Party Name** and click that option.

a. Searching by **Case Number**

- i. The **Case Number** can be found on the upper right corner of any court documents you have received about the case.
- ii. The **Case Number** should be entered in a specific format, usually with no extra spaces or dashes.

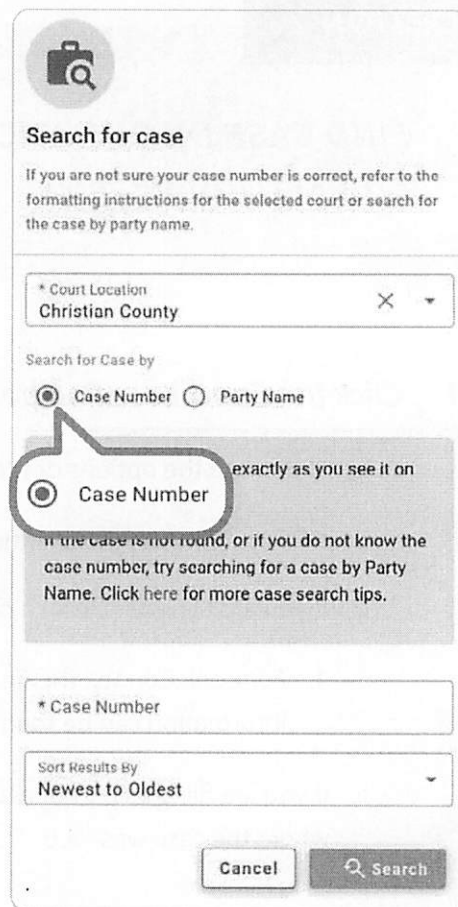
Use the full 4 digits of the year, 2 capital letters for the case category abbreviation, and the remaining numbers that are unique to your case.

a. *For example:* Document says 23-DC-1234, you should search 2023DC1234.

b. In some cases, you may need to add zeroes so that there are 6 numbers in your unique case number or you may need to take away leading zeroes. *For example:* Try searching 2023DC123 and if that doesn't work, try searching 2023DC000123.

i **EXCEPTION:** For Cook County cases in the Civil Division that have the letter "M" in the case number, do NOT include the letter M when searching.

For example: Document says 18-M4-123456, you should search 20184123456



Search for case

If you are not sure your case number is correct, refer to the formatting instructions for the selected court or search for the case by party name.

* Court Location
Christian County

Search for Case by

Case Number Party Name

Case Number exactly as you see it on

If the case is not found, or if you do not know the case number, try searching for a case by Party Name. Click here for more case search tips.

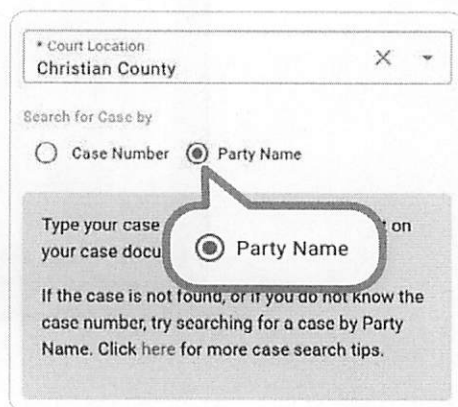
* Case Number

Sort Results By
Newest to Oldest

Cancel Search

b. Search by **Party Name**

- i. If you cannot find the **Case Number**, you may be able to search by **Party Name**.
- ii. You must enter a first and last name (or the organization name).
- iii. You can search your name if you are a party in the case or you can search by another party's name.



* Court Location
Christian County

Search for Case by

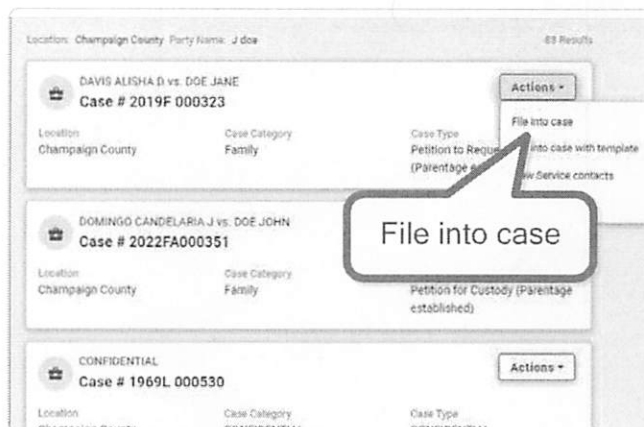
Case Number Party Name

Type your case your case docu **Party Name** on

If the case is not found, or if you do not know the case number, try searching for a case by Party Name. Click here for more case search tips.

2. Choose to search by Case Number or Party Name, continued

- c. After you click **Search**, a list of cases will appear.
 - i. If no cases appear, double check the case number or party name and try again. If you need help, ask your local court, clerk's office, or Illinois Court Help.
- d. Find your case and click on **Actions** to the right of your case name and number. Select **File into case**.

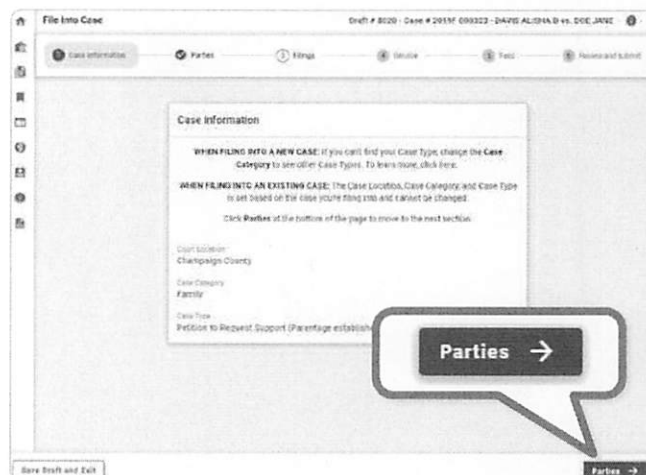


3. View Case information

- a. The website will automatically fill in the information on the **Case information** screen. Contact your local court, clerk's office, or Illinois Court Help if this information needs to be changed.
- b. Click **PARTIES** → to go to the next screen.



You have successfully found the Case information for an existing case.



i IMPORTANT NOTE

- Not all existing cases are in Odyssey eFileLL. If your case is not found and you see the message in the blue box, you can still e-file into your case. Click **I don't see my case** to start a manual subsequent filing.
- If your case is not found and this message does not appear, ask local court staff to verify the case number and your next steps.

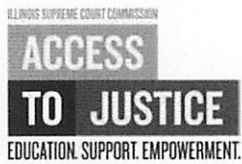
If you don't see your case above

1. Try your case search again. Type your case number in a different way or search using party names. To search again click the Refine **Search** button below.
 2. If the case you are looking for was not created on the eFile site, you may need to fill in more information to file into the case. If you are sure you typed the right case number and party name, click the **I don't see my case** button below to file into your case.
- Click here for more information.

I don't see my case

STEP 6

ADD OR SEE PARTIES



- ✓ 1. Prepare documents
- ✓ 2. Register
- ✓ 3. Sign in & reset password
- ✓ 4. Start a filing
- ✓ 5. Add or find case information
- ✓ **6. Add or see parties**
- ✓ 7. Upload documents
- ✓ 8. Add service contacts (optional)
- ✓ 9. Take care of fees/fee waiver
- ✓ 10. Review & submit
- ✓ 11. Check status

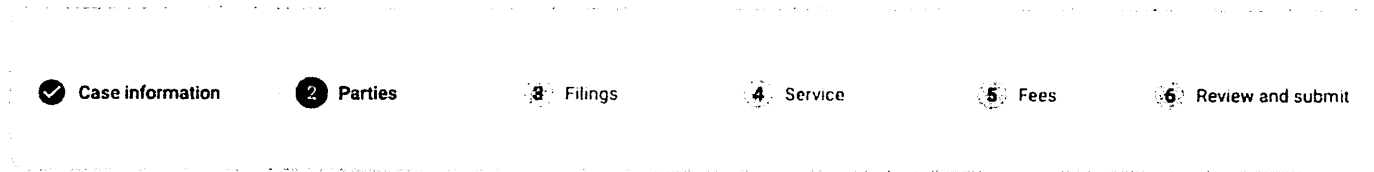
(Rev 9/2023)

ADD OR SEE PARTIES

This step will go over adding or seeing information about yourself and the other party or parties in the case. This step happens on the **Parties** screen after you have completed or reviewed the **Case information** screen.

A party in a court case is the person or organization that is suing or being sued.

- To add party information for a new case, see **Option 1** below.
- To see party information for an existing case, you can skip to **Option 2** on page 5 of this step.



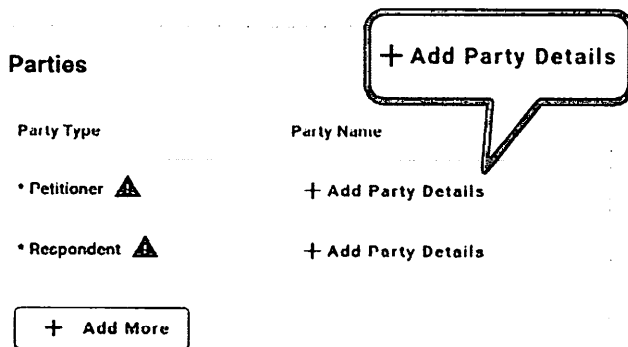
OPTION 1:

ADD PARTY INFORMATION FOR A NEW CASE

Enter your information

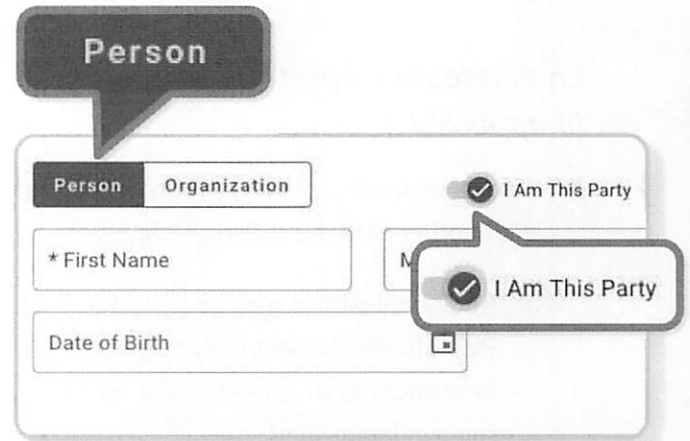
1. Click **+Add Party Details** next to your **Party Type** to add your information.

i If you are filing or starting a new case, you are the Plaintiff/Petitioner. If someone else filed or started the case and you are responding to it, you are the Defendant/Respondent. Other party types may apply, check your court forms for more information.



Enter your information continued

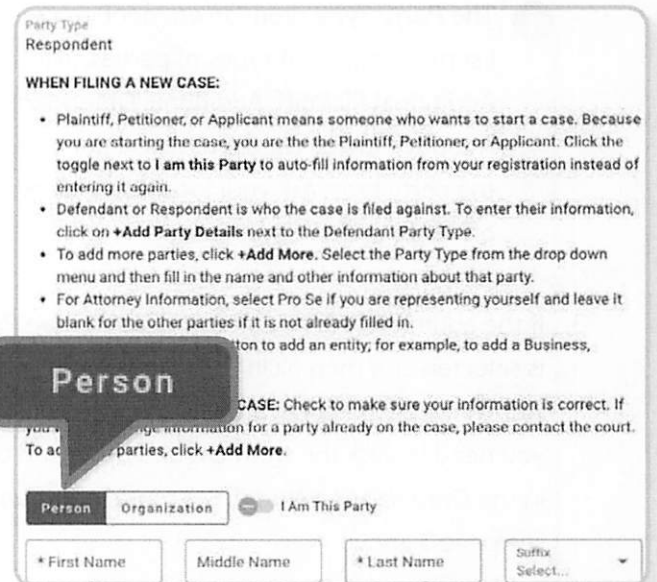
2. A new screen will open. Make sure **Person** is selected and then click **I Am This Party**.
 - a. Your name, address, phone number, and email that you used to register for e-filing will automatically show up on this screen.
 - b. You can enter your birth date if you would like to, but you do not have to.
3. Click **Save** to return to the Parties landing page.



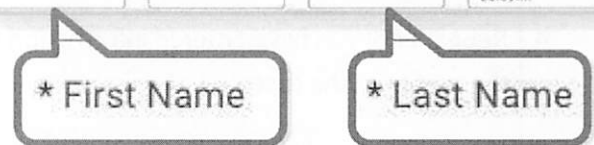
The screenshot shows a form titled "Person" with a "Person" tab selected. There are two "I Am This Party" toggle switches, both of which are checked. The form includes input fields for "* First Name" and "Date of Birth".

Enter the other party's information

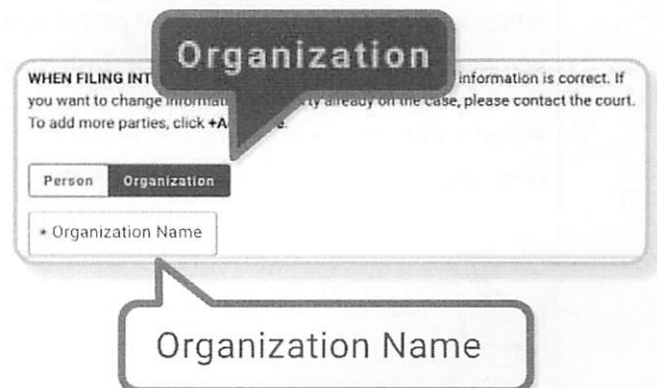
1. Click **+Add Party Details** next to any other **Party Type**.
 - a. The other party may be the Defendant/ Respondent, Plaintiff/Petitioner, or someone else who is suing or being sued.
2. If the other party is a person, make sure **Person** is selected and then fill in their **First Name** and **Last Name**.
 - a. You can provide additional information like contact information, but you do not have to.
3. If the other party is a business, government entity, or other type of organization, click the word **Organization** and type in the **Organization Name**.
 - a. You can provide additional information like contact information, but you do not have to.
4. Click **Save** to return to Parties landing page.



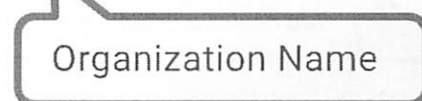
The screenshot shows a "Party Type" dropdown menu with "Respondent" selected. Below it is a section titled "WHEN FILING A NEW CASE:" with instructions. A "Person" callout points to the "Person" tab, which is selected. There are "I Am This Party" and "I Am This Party" toggle switches. Input fields for "* First Name", "Middle Name", and "* Last Name" are visible, along with a "Suffix Select..." dropdown.



Two callout boxes highlight the "* First Name" and "* Last Name" input fields from the previous screenshot.



The screenshot shows a "Party Type" dropdown menu with "Organization" selected. A section titled "WHEN FILING INTO" is partially visible. An "Organization" callout points to the "Organization" tab, which is selected. There is an "I Am This Party" toggle switch. An input field for "* Organization Name" is visible.



A callout box highlights the "* Organization Name" input field from the previous screenshot.

Enter additional party information (if applicable)

- If there are more parties in your case, you can add another party by clicking **+Add More**.
 - Additional parties may be any additional Plaintiffs/Petitioners, Defendants/ Respondents, or someone else who is suing or being sued.
- On the new screen, select the additional party's **Party Type** from the drop-down menu.

i The **Party Type** drop-down menu may list many different types of parties, like Additional Plaintiff, Additional Defendant, Adoptive Child, Ward, etc. If you don't know the party type, ask your local court, clerk's office, or Illinois Court Help.
- If the additional party is a person, make sure **Person** is selected and then fill in their **First Name** and **Last Name**. If the additional party is an Organization, you need to click the word **Organization** and type in the **Organization Name**. For more information, see page 3 above.
- Repeat until you have entered information for all the parties in the case.
- If you need to edit a party's information, click the pencil icon on the same row as the party's name. If you need to delete a party, click the trash icon.
- When you're done, click **Filings** → to move to the next screen.



You have successfully added party information for a new case.

Parties

Party Type	Party Name
* Petitioner	John Doe
* Respondent	

+ Add More

+ Add More

Party Information

Enter the name(s) of the people or entities involved in the case.

* Party Type

Edit **Delete**



OPTION 2:

SEE PARTY INFORMATION FOR AN EXISTING CASE

1. The website will automatically fill in the information on the *Parties* screen.
2. Click the pencil icon next to your name to see your information.
 - a. If you are representing yourself, you can select *Pro Se* in the drop-down menu under *Attorney information*.
 - b. Click *Save* to return to Parties landing page.



i If any of your information needs to be changed or updated, ask your local court, clerk's office, or Illinois Court Help

3. Click the pencil icon next to each party to see their information.
4. Click *Filings* → to go to the next screen.



You have successfully seen party information for an existing case.

Parties

Party Type	Party Name	Actions
* Petitioner	John Doe	
* Respondent	Jane Doe	

[+ Add More](#)

Attorney information

Main Attorney
Pro Se
✕ ▾

Pro Se

STEP 7

UPLOAD DOCUMENTS

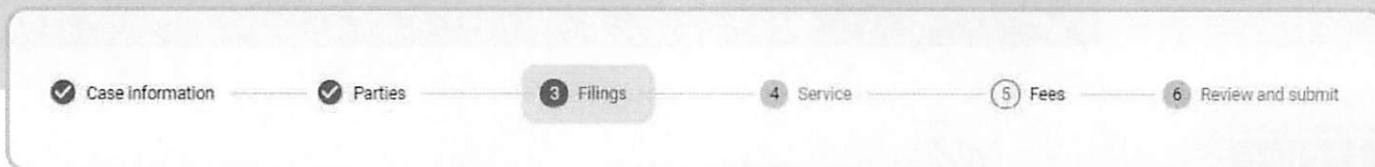


1. Prepare documents
2. Register
3. Sign in & reset password
4. Start a filing
5. Add or find case information
6. Add or see parties
- 7. Upload documents**
8. Add service contacts (optional)
9. Take care of fees/fee waiver
10. Review & submit
11. Check status

(Rev 9/2023)

UPLOAD DOCUMENTS

The documents you want to file with the court have to be uploaded onto the Odyssey eFileIL website. This happens on the **Filings** screen after you have completed the **Case information** and **Parties** screens. You must upload at least one document to e-file.

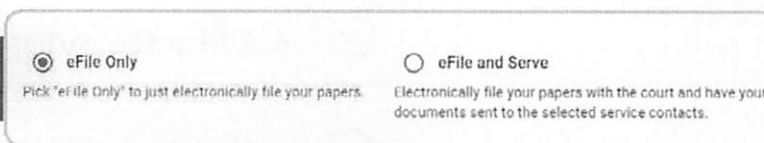


CLICK + ADD FILING



The screenshot shows the 'Filings' screen with a table header: Filing Type, Description, Actions. A callout box with a plus sign and 'Add filing' points to a button on the screen. The screen also displays 'Max Envelope Size: 157.29 MB' and 'Remaining: 157.29 MB'. A message says 'No Filings Added Yet' with a note: 'At least one filing is required to complete the filing process.' and another '+ Add filing' button.

CHOOSE THE FILING TYPE



The screenshot shows two radio button options: eFile Only (with subtext: 'Pick "eFile Only" to just electronically file your papers.') and eFile and Serve (with subtext: 'Electronically file your papers with the court and have your documents sent to the selected service contacts.')

1. On the new screen, select **eFile Only**.

i Odyssey eFileIL should already have **eFile Only** selected, but some Court Locations may have other options like **eFile and Serve** or **Service Only**. Make sure you select **eFile Only** or ask your local court, clerk's office, or Illinois Court Help for information about the other options.

i **NOTE:** Selecting **eFile and Serve** or **Service Only** does NOT mean official service of process, which is required when you first start a case. More information on service of process is available at: www.illinoislegalaid.org/legal-information/serving-summons.

ADD FILING INFORMATION

1. Click **Filing Code** to select or type in a filing code. Select the type of document you are filing.
2. Once you select the **Filing Code**, you have the option of filling out three additional boxes. These are NOT required.

i **Filing Code** refers to the title or description of the document you are filing with the court. For example: Complaint, Motion, Waiver. If you do not know your **Filing Code**, ask your local court, clerk's office, or Illinois Court Help.

a. **Filing Description** (optional): This is for you to remember what you are filing.

b. **Client Reference Number** (optional): This is for lawyers to track which client's case they are filing into. If you are representing yourself, you don't need to use this box.

c. **Comments to Court** (optional): This is where you can provide information to the clerk reviewing your document. The judge does NOT read this. You should not include anything that the judge needs to know about in this box.

Filing Information

Filing Code
Complaint X ▾

Filing Description

Client Reference Number

Comments to Court

EXPLANATION OF LEAD DOCUMENTS, ATTACHMENTS, AND DOCUMENT SIZE

Lead Document

- Most documents should be filed as Lead Documents. Only Lead Documents get electronically stamped by the clerk.
 - For example, if you want the court to grant your request to reschedule a court date, upload your *Motion for Continuance* as a Lead Document.
- All notice documents (such as *Notice for Court Date* or *Notice of Motion*) are Lead Documents.
- You can file more than one Lead Document at a time.
 - For example, you could have 4 Lead Documents in one e-filing submission or envelope (every time you submit a document or group of documents through Odyssey eFileLL, it is called an envelope):
 - (1) *Notice of Motion*,
 - (2) *Motion*,
 - (3) *Application for Waiver of Court Fees*, and
 - (4) *Proposed Order for Application for Waiver of Court Fees*.
- An *Application for Waiver of Court Fees* is always a Lead Document and should be filed at the same time as your other documents.
 - If the court already approved your *Application for Waiver of Court Fees*, you should file a copy of the approved *Order* as a Lead Document along with anything you file that has a fee.
- Note: All Lead Documents MUST be uploaded as separate Lead Documents or your filing may be rejected. This means that you must scan or save each Lead Document as a separate PDF file so you can upload each file one at a time. In general, most filings will have at least 2 Lead Documents: (1) the main document you are filing and (2) a notice of delivering the main document to the other participants in the case. If any Lead Document is more than one page long, all the pages of the same document should be scanned or saved as one PDF file and uploaded as one Lead Document.

EXPLANATION OF LEAD DOCUMENTS, ATTACHMENTS, AND DOCUMENT SIZE


Attachments

(not available in all locations)

- Attachments are any documents that support your Lead Document. They are usually exhibits or attachments to the Lead Document.
 - For example, if you write an *Answer* in an eviction case saying why you shouldn't be evicted, that written *Answer* is the Lead Document. In the *Answer*, you reference a receipt for paying rent. You can label a copy of the receipt as an *Exhibit* or *Attachment* and upload it as an Attachment.
 - Another example, if you fill out a *Petition for Dissolution* and need to use the *Additional Minor Children* form, the *Petition* is the Lead Document and the *Additional Minor Children* form can be uploaded as an Attachment.
- If you don't see Attachments as an option, file everything as a Lead Document. You can do that by:
 - Adding any supporting or related attachments/exhibits to the end of the Lead Document so that they are one PDF file, and uploading it as one Lead Document, or
 - Uploading supporting or related attachments/exhibits as separate Lead Documents.

Document Size Limits

- For Trial Courts, each document cannot be larger than 25MB and a combined total of 50MB per submission or envelope.
- For the Supreme Court and the Appellate Courts, the file size limit is 150MB per submission or envelope.

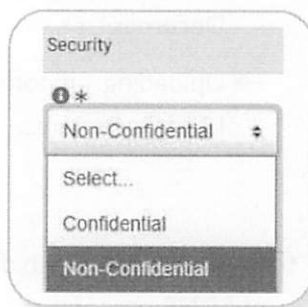
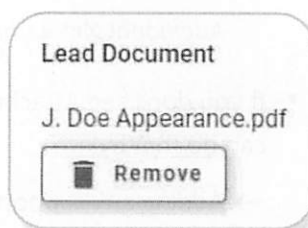
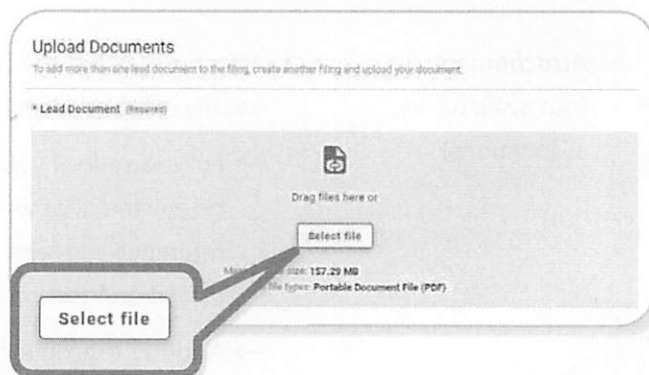
 Each document must be saved and uploaded as its own PDF file. Do not combine multiple documents into one PDF file.

UPLOAD LEAD DOCUMENT (REQUIRED)

1. Under **Lead Document**, click **Select file** or drag your document into the gray box.
 - a. If you click **Select file**, a new window will open. Find where your document is saved on the computer (for example: on your Desktop, in the Documents folder, or on a flash drive), select the document you want to upload, and click **Open**.

2. If you uploaded the wrong document, you may remove or delete it by clicking the trash icon under the document.

3. Once you have the correct document uploaded, click **Security** and select whether the document is **Confidential** or **Non-Confidential**.



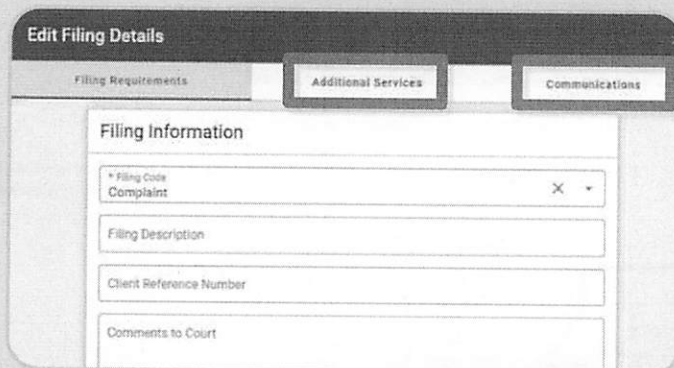
i Most court documents are **Non-Confidential** even though they contain personal information that you may want to keep private. You may need a court order to be able to select **Confidential**. Ask your local court, clerk's office, or Illinois Court Help before selecting **Confidential** because your filing may be rejected if you select the wrong option.

i **NOTE:** You must remove the following information from all filings:

- Social security and taxpayer ID number,
- Financial bank account number,
- Driver's license number,
- Debit and credit card numbers,
- Any other information ordered by the court.

i Additional Services (optional). Most filings do not require additional services. Use this for things like issuing an alias summons or asking the clerk to send a document by certified mail (only available in very limited cases).

If you need an additional service, you can click **Additional Services** under **Edit Party Details** near the top of the page and select a service and enter the quantity, if applicable. Be sure not to select anything you already selected as a Filing Code or you may be charged twice.



i Communication. You may enter a list of emails (separated by a comma) for where you want a copy of the uploaded document sent. **Note: These DO NOT qualify as official service of process or proper notice.**

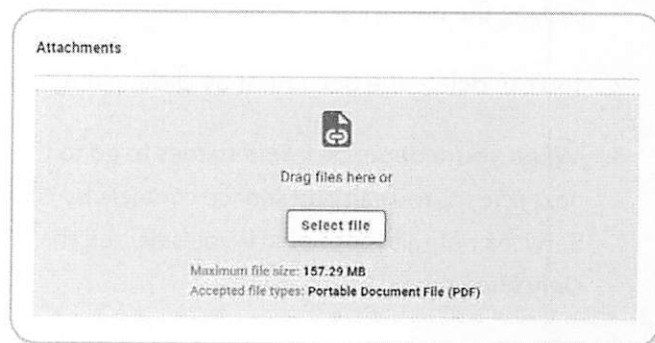
- **Courtesy Copies:** These emails will get a stamped copy of the document if the clerk accepts it.
- **Preliminary Copies:** These emails will get a copy of the document as soon as you submit it, regardless of whether it is accepted or not, and the document will not have a stamp on it.

4. Click **Save**.

Save

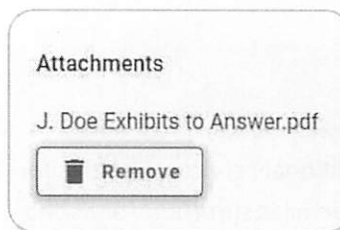
UPLOAD ATTACHMENTS (IF APPLICABLE)

- Under **Attachments**, click **Select file** or drag your document into the gray box.
 - If you click **Select file**, a new window will open. Find where your document is saved on the computer (for example: on the Desktop, in the Documents folder, or on a flash drive), select the document you want to upload, and click **Open**.



Upload Attachments, continued

- If you uploaded the wrong document, you may remove or delete it by clicking the trash icon under the document.
- Once you have the correct document uploaded, click **Security** and select whether the document is **Confidential** or **Non-Confidential**. More information is available on page 6.
- Click **Save**.



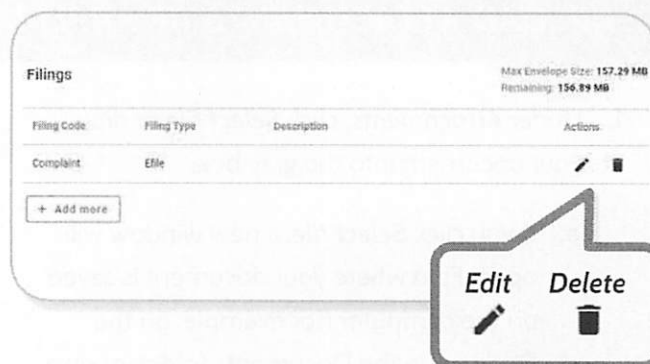
UPLOAD ADDITIONAL LEAD DOCUMENTS (IF APPLICABLE)

- Add any additional Lead Documents by clicking **+Add more**.
- Follow the **Upload Lead Document** instructions above.



EDIT OR DELETE UPLOADED DOCUMENTS (IF APPLICABLE)

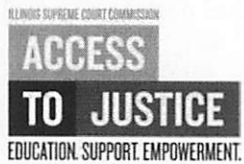
- After you upload your documents and click **Save**, you can edit information related to each document by clicking the pencil icon.
- You can delete the document by clicking the trash icon.
- When you're done, click **Skip to fees** to go to the next screen. You can add service contacts by clicking Serviceà but this is optional if you selected the **eFile Only** filing type.



You have successfully uploaded your filings.

STEP 8

ADD SERVICE CONTACTS (OPTIONAL)



1. Prepare documents
2. Register
3. Sign in & reset password
4. Start a filing
5. Add or find case information
6. Add or see parties
7. Upload documents
- 8. Add service contacts (optional)**
9. Take care of fees/fee waiver
10. Review & submit
11. Check status

(Rev 9/2023)

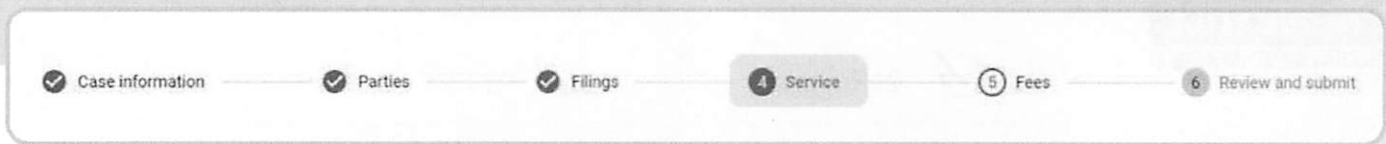
ADD SERVICE CONTACTS (OPTIONAL)

If you want, you can add people as service contacts on the Odyssey eFileLL website to let them know you e-filed a document. The website will email them only if the clerk accepts your document. Note: This is not official service of process, which is required when you first start a case. More information on service of process is available at: www.illinoislegalaid.org/legal-information/serving-summons.

If you selected eFile Only as your Filing Type on the Filings screen, this step is totally optional. You can skip it completely and click **Fees** → to go to the next screen.

Fees →

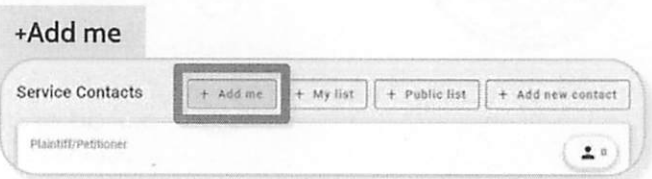
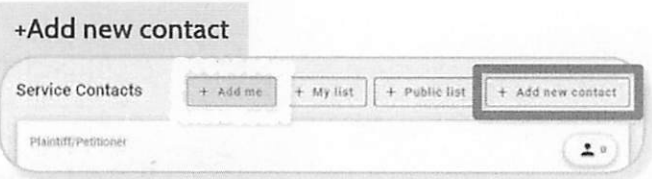
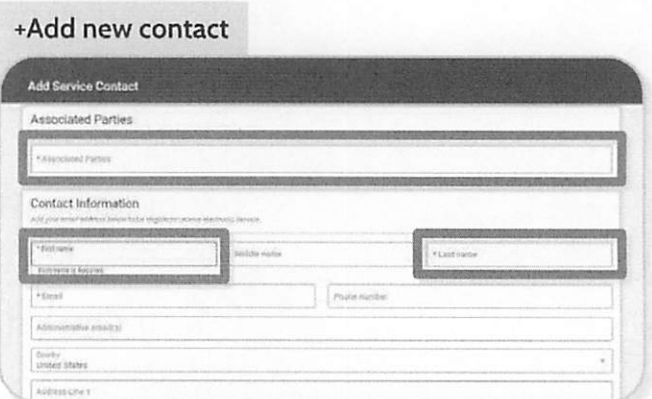
If you selected eFile and Serve as your Filing Type, you must add a service contact (if one has not been added) and choose a service contact.



INPUT SERVICE CONTACT INFORMATION

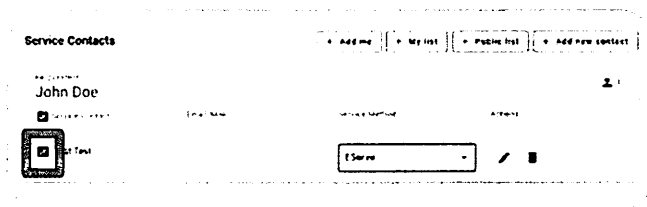
1. If you are adding yourself as a service contact click **+Add me**.
 - a. Select your name or the party you are associated with in the drop-down menu.
 - b. Click **Save**.

2. If you are adding anyone else as a service contact, click **+Add new contact**.
 - a. Select the party that this service contact is associated with in the drop-down menu.
 - b. Enter the service contact's **First and Last name** and **Email**.
 - c. You can enter other contact information but Odyssey eFileLL will only email notification of the accepted documents.
 - d. Click **Save**.

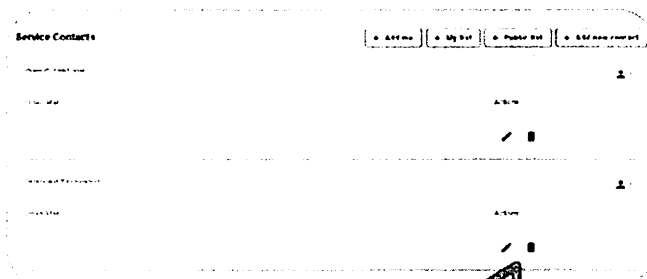
SELECT A SERVICE CONTACT

1. Check the box next to the service contact you want Odyssey eFileIL to email when the clerk accepts your e-filed documents. If someone has already added themselves to the case as a service contact, you can check the box next to their name.
2. Click Fees → to go to the next screen.

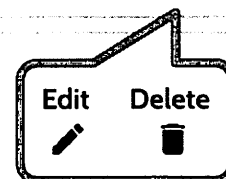


EDIT OR DELETE SERVICE CONTACTS (IF APPLICABLE)

1. After you add your service contacts, you can make edits by clicking the pencil icon on the same row as the service contact's email.
2. You can delete a service contact by clicking the trash icon on the same row as the service contact's email.



You have successfully added service contacts.



STEP 9

TAKE CARE OF FEES/FEE WAIVER



- ✓ 1. Prepare documents
- ✓ 2. Register
- ✓ 3. Sign in & reset password
- ✓ 4. Start a filing
- ✓ 5. Add or find case information
- ✓ 6. Add or see parties
- ✓ 7. Upload documents
- ✓ 8. Add service contacts (optional)
- ✓ 9. Take care of fees/fee waiver**
- ✓ 10. Review & submit
- ✓ 11. Check status

(Rev 9/2023)

TAKE CARE OF FEES

Once you have uploaded the documents you want to e-file, you must add a payment account and take care of any filing fees. Even if your filing has no fees or you are requesting a waiver of your fees, you must add and select a payment account. This happens in the **Fees** screen after you have completed the **Case**, **Parties**, and **Filings** screens (and **Service** if you filled out that screen).

Case information
 Parties
 Filings
 Service
 Fees
 Review and submit

If there is a filing fee due, it must be paid at the time of e-filing. **If you cannot afford the filing fee**, you still must follow the steps to create a payment account, but you can upload an *Application for Waiver of Court Fees* and create a waiver payment account. This does not mean your waiver will be approved, and you may still have to pay filing fees if your *Application* is denied.

- i** If you **CAN** afford to pay your filing fees, you must have a credit or debit card or a bank account to pay through the Odyssey eFileLL website.
- i** **If you want to pay in cash**, you need to ask your local clerk's office if they accept cash and what the process is for paying in cash.

ADD PAYMENT ACCOUNT

1. If you have not already added a payment account, click **+Add payment account**.
2. A new window will open where you can type in a name for your payment account. You can name it anything. This name is just so you can identify the payment account in the drop-down menu (for example "My Waiver" or "Tom's Visa Card").

Fees

You must select a payment account even if there are no fees.

• Payment Account ▼

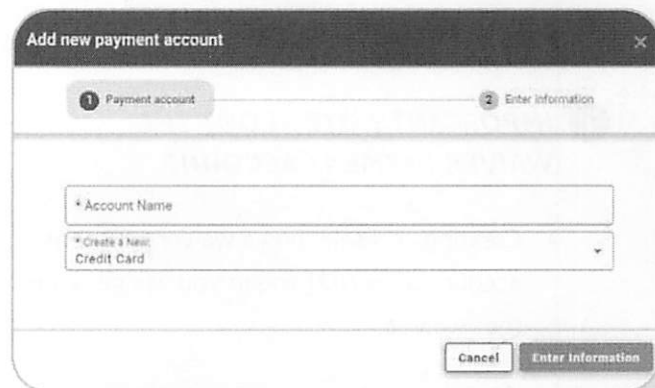
+ Add payment account

• Filing Party ▼

Select

Add payment account, continued

3. Click **Create a New** and select how you want to pay. The options are **Waiver**, **Credit Card**, or **Bank Account**.
 - a. **Waiver** means that you are asking the court to waive your filing fees because you cannot afford to pay them.
 - b. **Credit Card** means all major credit cards and prepaid debit cards.
 - c. **Bank Account** means direct payment from a checking or savings bank account.

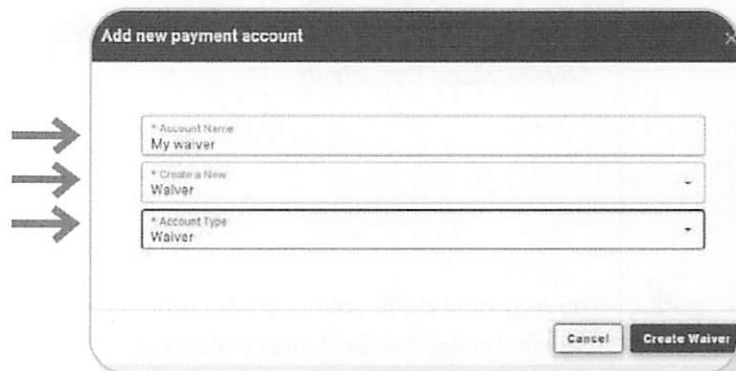
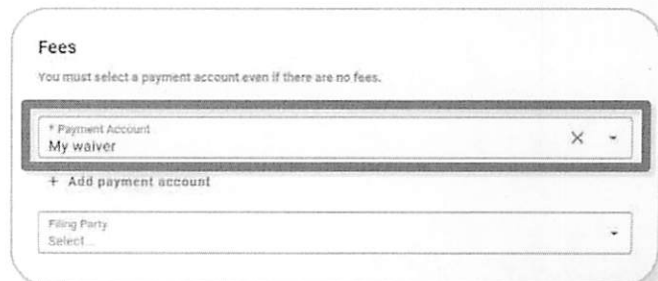


i **IMPORTANT NOTE IF YOU ARE PAYING WITH A CREDIT OR DEBIT CARD OR BANK ACCOUNT (ECHECK) PAYMENT ACCOUNT:**

Odyssey eFileLL will put a temporary charge on your account for the fee while the clerk's office reviews your submission. Your account will not be charged this amount until the documents are accepted. BUT, if your documents are rejected by the clerk's office, it could take up to 10 business days for the temporary charge to be removed.

Waiver payment account

1. If you filing an *Application for Waiver of Court Fees*, choose **Waiver** in the **Create a New** drop-down menu.
2. Click **Account Type** and select **Waiver**.
3. Click **Create Waiver**.
4. After you create a waiver payment account, it will be listed as an option when you click the **Payment Account** drop-down menu for you to select.

i **IMPORTANT NOTE ABOUT THE WAIVER PAYMENT ACCOUNT**

- Creating and selecting a waiver payment account does **NOT** mean you will get your fees waived.
- If you are asking the court to waive your fees for the first time in a case, you must upload an *Application for Wavier of Court Fees* as a Lead Document. A judge will review your application and rule on it. You will receive an order either granting or denying your application, requesting supporting documentation, or scheduling a hearing. If your application is denied, you will need to pay your filing fees. If you do not upload the *Application*, your filing may be rejected.

You can find an *Application for Waiver of Court Fees* under Fee Waiver for Civil Cases at ilcourts.info/forms. For more information about how to upload the *Application* as a Lead Document, see *How to e-File in Odyssey eFileLL Step 7 Upload Documents*.



You may now e-file your court documents with an *Application for Waiver of Court Fees*.

This form is approved by the Illinois Supreme Court and is required to be completed in all Illinois Circuit Courts.

STATE OF ILLINOIS CIRCUIT COURT		APPLICATION FOR WAIVER OF COURT FEES	
COUNTY		CASE NUMBER	
<p>DEFENDANT Plaintiff's name, street address, city and state, zip code, telephone number, and e-mail address. Name of the person who caused the Plaintiff's Problem State the name of the person being arrested or Subpoenaed State the Case Number given by the Clerk (Call or have the Clerk call you for the Case #)</p>		<p>Plaintiff's Full Name (Print name) Defendant's Full Name (Print name) Case Number</p>	
<p>NOTICE: If you are completing this form on behalf of a minor or an incompetent adult, provide that person's information on this form instead of your own information.</p>			
<p>INSTRUCTIONS: Do not make any changes to this form after you have been notified by the Clerk of Court. If you need to make any changes, you must file a new form. Do not make any changes to this form after you have been notified by the Clerk of Court. If you need to make any changes, you must file a new form. Do not make any changes to this form after you have been notified by the Clerk of Court. If you need to make any changes, you must file a new form.</p>		<p>Pursuant to Illinois Supreme Court Decree 713 and 713.623, I state:</p> <p>1. I believe I cannot afford to pay the court fees, costs and charges in this case and I am providing the following information about myself:</p> <p>a. Name: _____ b. Year of Birth: _____ c. Street Address: _____ City, State, ZIP: _____</p> <p>2. I am providing the following information about people who live with me:</p> <p>a. I support _____ (circle your answers) who live with me b. I support _____ (circle your answers) who live with me</p> <p>3. I am requesting 3 or more of the benefits listed below:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <ul style="list-style-type: none"> Supplemental Security Income (SSI) and Social Security Aid to the Aged, Blind and Disabled (AAIDD) Temporary Assistance to Needy Families (TANF) SNAP (Food Stamps) General Assistance (GA), Transitional Assistance, or State Children and Family Assistance 	
<p>"If you answered "Yes" to section 3, you qualify for a fee waiver under 713.623. If you answered "No" to section 3, you do not qualify for a fee waiver under 713.623. You may only answer 3 and sign the form."</p>			

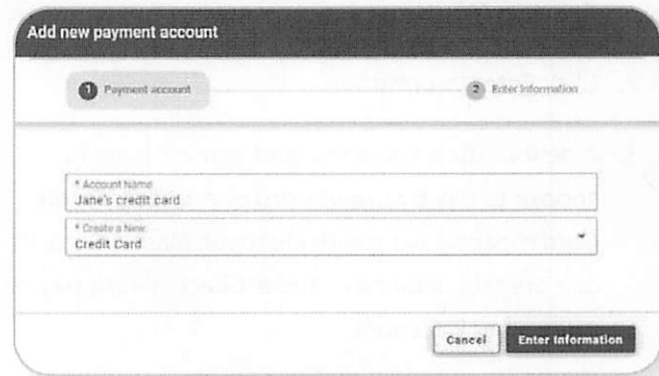
- If the court already approved your *Application for Waiver of Court Fees*, you do NOT need to submit another *Application*, but you should upload a copy of the signed Fee Waiver Order as a Lead Document when you e-file. You should still select your waiver payment account as your payment account.

- i** Contact your local court or clerk's office if you have questions about the fee waiver process.

Credit or debit card payment account




1. To use a credit card or prepaid debit card, choose **Credit Card** in the **Create a New** drop-down menu.
2. Click **Enter Information**.
3. A new window will open, and you will have to choose to pay by **Credit Card** or **e-Check**. **Credit Card** means paying with Discover, Master Card, Visa, or a prepaid debit card, and **e-Check** means paying using a bank account.



i NOTE: To use American Express, please go to <http://efile.illinoiscourts.gov/active-courts.htm#legend> to see if your location accepts it.

4. Under Method of Payment, select **Credit Card**.
5. You will see boxes where you can enter your credit or debit card information. Enter your information and click **Continue**.
6. Verify your information is correct, read the Terms and Conditions, and click **Save Information**.
7. After you create a credit card payment account, it will be listed as an option when you click the **Payment Account** drop-down menu for you to select.




You may now e-file your court documents and pay with a credit or debit card.

Bank account payment account

1. To use a bank account, choose **Bank Account** in the **Create a New** drop-down menu.
 2. Click **Enter Information**.
 3. A new window will open, and you will have to choose to pay by **Credit Card** or **e-Check**. **Credit Card** means paying with Discover, Master Card, Visa, or a prepaid debit card, and **e-Check** means paying using a bank account.
 4. Under Method of Payment, select **e-Check**.
 5. You will see boxes where you can enter your bank account information. Enter your information and click **Continue**.
- i NOTE:** If you need help finding your account or routing numbers on your check, click **Routing Number Help** next to the Routing Number box.
6. Verify your information, read the Terms and Conditions, and click **Save Information**.
 7. After you create a bank account payment account, it will be listed as an option when you click the **Payment Account** drop-down menu for you to select.

Payment Information

Method of Payment

Credit Card
 e-Check

Account Holder Information
 Enter the information as it appears on the Account. The fields marked with a red asterisk (*) are required fields.

Account Type *
 Account Number *
 Verify Account Number *
 Routing Number * [Routing Number Help](#)
 Verify Routing Number *
 Name on Account *
Maximum of 30 characters
 US Foreign
 Address Line 1 *
Street address, P.O. box, company name, c/o
 Address Line 2 *
Apartment, suite, unit, building, floor, etc.
 City *
 State *
 Zip Code *

Continue



You may now e-file your court documents and pay with a bank account.

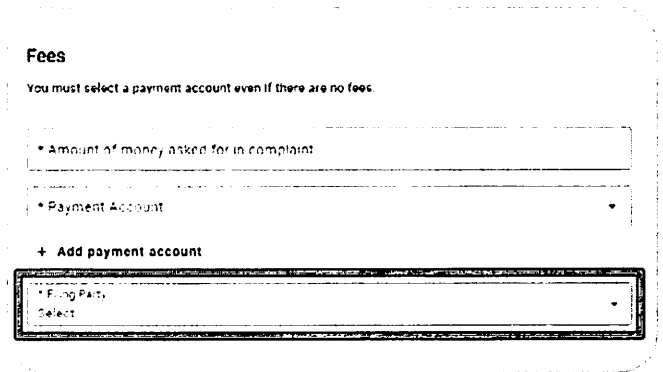
CHOOSE A PAYMENT ACCOUNT

1. Select the payment account you want to use for your filing. This may be a credit card (including debit card), bank account (eCheck), or waiver payment account that you created or pay at counter (where available).
 - a. Select *Waiver* if:
 - i. You are filing an *Application for Waiver of Court Fees* and one of your Lead Documents is the *Application* or the court order waiving your court fees.
 - b. Select *Pay at Counter* if:
 - i. You want to pay in cash and have confirmed that your local clerk's office accepts cash.

- i IMPORTANT NOTE FOR COOK COUNTY ONLY – AMOUNT OF MONEY ASKED FOR IN COMPLAINT:**
 In some types of cases, there is a box on the Fees screen labeled **Amount of money asked for in complaint**. You must type in the total amount of money that is asked for in the complaint. If you don't fill this out, you cannot e-file.
- For example, if you are starting a new small claims case and asking for \$4,000 in your complaint, type \$4,000 into this box.

SELECT FILING PARTY

1. Click the drop-down menu.
2. Select your name or the party you are filing the documents on behalf of.



CLICK CALCULATE FEES

 Calculate fees

1. If you selected a waiver payment account, the fees should be \$0.00.
 - a. If you selected a waiver payment account and uploaded an *Application for Waiver of Court Fees*, you will need to check with your local clerk's office if you need to do anything more. In some cases, you may need to submit documentation or attend a remote hearing for the judge to decide if you get a waiver. Make sure you follow your local clerk's office's process, otherwise your application could be denied. If your application is denied, you will need to pay your filing fees.
2. If you selected credit card, bank account (e-Check), or pay at counter, make sure all the fees for the documents you want to file are listed correctly. If not, return to the *Filing* screen to edit your documents.
 - a. If you selected pay at counter, you will need to pay in cash at your local clerk's office before your filing will be processed.
3. Click *Review and Submit* →

i **NOTE:** For payments using a credit or debit card or bank account, the following convenience fees apply:

- **Credit or debit card:** \$1.00 or 2.89% of the total fees, whichever is greater.
- **Bank account:** \$0.25 flat fee for each submission (also called an envelope).

See above for detailed information about adding each type of payment account.

i If something has changed with your credit or debit card or bank account (eCheck) since you added it as a payment account, this can cause your filing to be rejected when you e-file. Make sure your payment account information is up to date and accurate before e-filing.



You have now successfully completed the Fees screen for e-filing.



HOW TO E-FILE IN ODYSSEY eFileLL

STEP 10

REVIEW & SUBMIT



- ✓ 1. Prepare documents
- ✓ 2. Register
- ✓ 3. Sign in & reset password
- ✓ 4. Start a filing
- ✓ 5. Add or find case information
- ✓ 6. Add or see parties
- ✓ 7. Upload documents
- ✓ 8. Add service contacts (optional)
- ✓ 9. Take care of fees/fee waiver
- ✓ 10. Review & submit**
- ✓ 11. Check status

(Rev 9/2023)

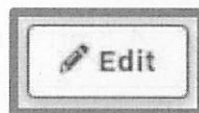
REVIEW & SUBMIT

Once you have completed the *Case, Parties, Filings, Service* (optional), and *Fees* screens, you will be able to review a summary of your filing before submitting it on the *Review and submit* screen. After you review your summary, you must click **Submit** to send your documents to the clerk's office.



REVIEW YOUR E-FILING SUMMARY

1. Click the arrow ▼ to expand a section and review the information you added for *Case, Parties, Filings, Service* (optional), and *Fees*.
2. If anything is incorrect or missing, click the pencil icon for the section you need to fix and make your changes.

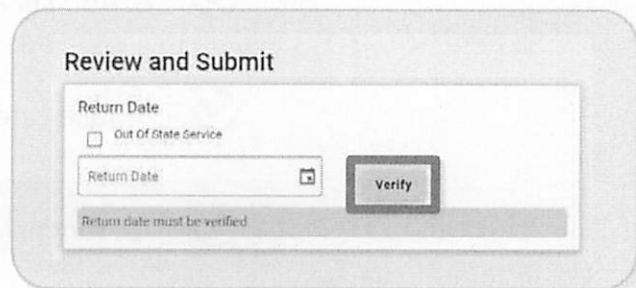


i **IMPORTANT NOTE FOR COOK COUNTY ONLY – RETURN DATE AND AGREEMENT:**
There may be two extra boxes on the *Review and submit* screen if you are e-filing in Cook County.

RETURN DATE (Cook County)

The Return Date is the first court date for certain Divisions in Cook County.

1. Click *Verify*.
2. If your filing does NOT require a return date, Odyssey eFileIL will show you a message in green near the top righthand corner that says "Return Date verified." You can then move onto the Submission Agreement.



The screenshot shows a 'Review and Submit' form. Under the 'Return Date' section, there is a checkbox for 'Out Of State Service'. Below it is a 'Return Date' input field with a calendar icon. To the right of the input field is a 'Verify' button. At the bottom of the section, there is a message: 'Return date must be verified'.

 **Return Date verified.**

Return date, continued

3. If your filing requires a return date, Odyssey eFileLL will automatically add a date to the Return Date field.
 - a. If you are available that day, click **Verify** again.
 - b. If you are not available on the date that is automatically added, click the calendar, and select another available date. Then, click **Verify**.
 - i. If the date you selected is available, Odyssey eFileLL will show you a message in green near the top righthand corner that says "Return Date verified." You can then move onto the Submission Agreement.



SUBMISSION AGREEMENT (Cook County)

1. Read the notice.
2. Check the box to confirm that you have met the requirements.

* Agreements

IMPORTANT NOTICE: REDACTION AND DISCOVERY RESPONSIBILITY REQUIREMENTS. All filers must redact from all documents they file, including attachments, the following: - social security and taxpayer ID numbers, - driver's license numbers, - financial account numbers, - debit and credit card numbers, and - any other information ordered by the court. See Illinois Supreme Court Rule 138. Also, filers may not file discovery unless ordered by the court. See Illinois Supreme Court Rule 201. If you have followed these requirements, please click the box above.

You must accept the Submission Agreements.

i NOTE: You must remove the following information from all filings:

- Social security and taxpayer ID number,
- Driver's license number,
- Debit and credit card numbers,
- Financial bank account number,
- Any other information ordered by the court.

SUBMIT YOUR E-FILING

- Once you have reviewed each section and confirmed everything is correct, click **Submit** →.

Save Draft and Exit

← Fees

Submit →



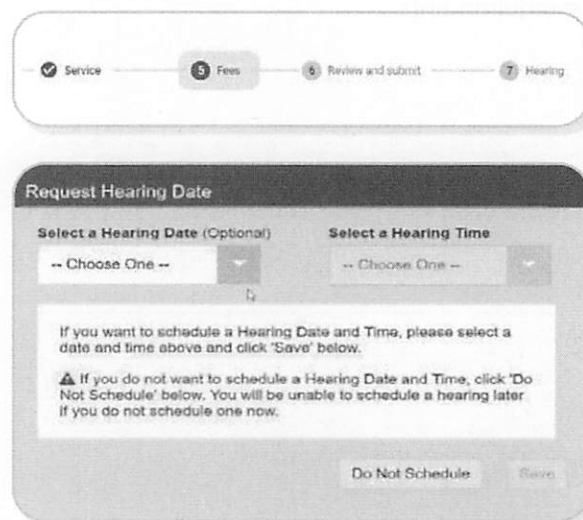
You have now successfully reviewed and submitted your e-filing envelope to the court.

i **NOTE:** Submitting your e-filing envelope is the first step in getting your documents to the court. Once you submit the e-filing envelope, the clerk's office will review what you have submitted and either accept or reject your documents.

Check your email or filing history on Odyssey eFileL for notification about whether your documents are accepted or rejected. For more information on how to check on the status of your documents, see [How to e-file in Odyssey eFileL Step 11: Check status](#).

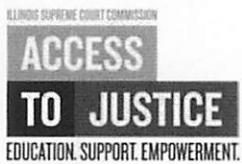
i **IMPORTANT NOTE FOR COOK COUNTY ONLY:**

In Cook County only, you may see a final screen called **Hearing** after you click **Submit**→. If this option is available to you, you may select a hearing date and time for your court case or you may select **Do Not Schedule**. If you need help with this step, contact the Cook County Circuit Clerk's office at 312-603-5030, the Cook County JusticeCorps Helpline at 872-529-1093, or Illinois Court Help at 833-411-1121.



STEP 11

CHECK STATUS



1. Prepare documents
2. Register
3. Sign in & reset password
4. Start a filing
5. Add or find case information
6. Add or see parties
7. Upload documents
8. Add service contacts (optional)
9. Take care of fees/fee waiver
10. Review & submit
11. **Check status**

(Rev 9/2023)

CHECK STATUS

Your documents will only be filed with the court if the clerk accepts and electronically stamps them. This can take 24-48 business hours. This step will show you how to:

- (i) Check the status of your documents, including comments from the clerk,
- (ii) Get copies of your electronically stamped documents, and
- (iii) Copy your envelope if any of your documents are rejected and must be re-filed.

Save Draft and Exit

← Fees

Submit →

CHECK THE STATUS OF YOUR DOCUMENTS, including comments from the clerk

1. Check the email that you used to register for e-filing.
 - a. You should receive an email confirming each document you submitted and an email letting you know whether each document has been accepted or rejected.
 - b. *These emails will be sent from no-reply@efilingmail.tylertech.cloud.*
Be sure to check your junk mail or spam folder.

Subject: Filing Submitted for Case: 2022FC000297; DEUTSCHE BANK NATIONAL TRUST CO VS JOHNSON, MERCIA, ET AL; Envelope Number: 275582

no-reply@efilingmail.tylertech.cloud
no-reply@efilingmail.tylertech.cloud
@DStateMail@gmail.com

Wed, Mar 23, 12:06 PM



Filing Submitted

Envelope Number: 275582
Case Number: 2022FC000297
Case Name: DEUTSCHE BANK NATIONAL TRUST CO VS JOHNSON, MERCIA, ET AL

The filing below has been submitted to the clerk's office for review and assigned Envelope Number: 275582. You will be notified by email in 24-48 hours if your filing has been accepted or rejected.

Filing Details	
Court	McHenry County
Date/Time Submitted	3/22/2023 12:05 PM CST
Filing Type	EFile
Filing Description	
Filing Code	Notice of Appeal
Filed By	Tedford DeBaele
Filing Attorney	

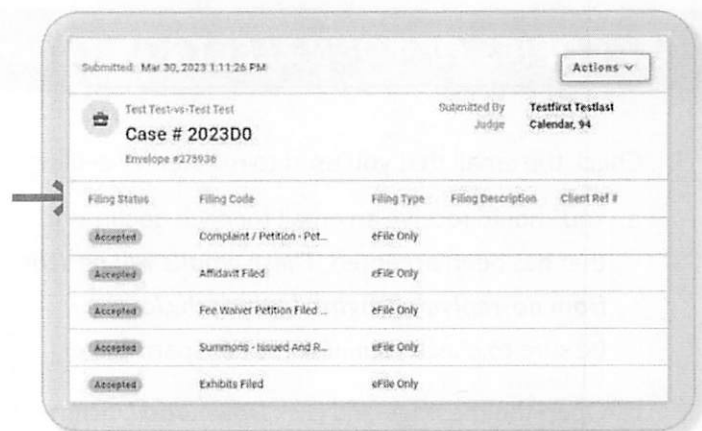
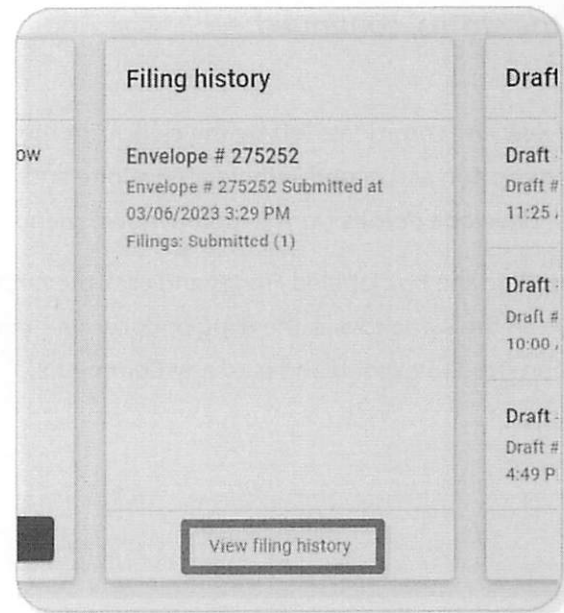
Fee Details

Check the status, continued


2. If you don't see these emails, sign back into the Odyssey eFileLL website. For detailed instructions on how to sign in, see *How to e-file in Odyssey eFileLL Step 3: Sign in.*
 - a. On the home page, click **View filing history**, or if the envelope that you want to check is listed, click it. Every time you submit a document or group of documents, it is called an envelope.
 - b. Find the envelope that you want to check and see the **Filing Status** of your documents.

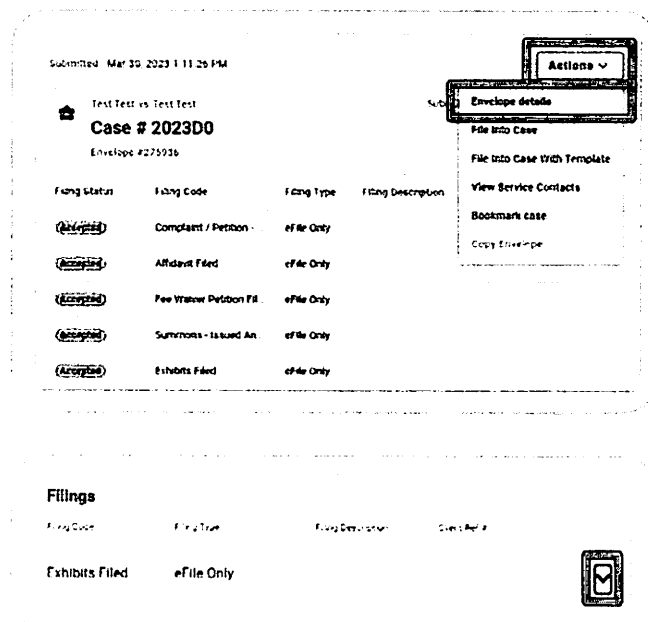
Note: These are the most common filing statuses:

- **Accepted** means the clerk has accepted your document and stamped it. This does not mean the judge has approved or denied your request, only that your document has been filed into the case.
- **Rejected** means the clerk has not accepted your document, and you have to re-file it.
- **Submission failure** means the document could not be submitted. You may need to rescan your document or flatten it so that it is no longer fillable and then re-file it. For more information, see *How to e-file in Odyssey eFileLL Step 1: Prepare documents.*
- **Submitted** means your document has been submitted but has not yet been reviewed by a clerk.
- **Under Review** means a clerk is currently reviewing your document.



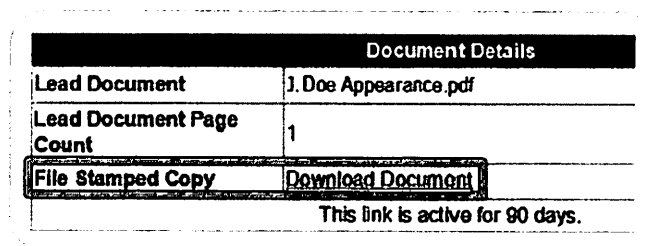
Check the status, continued

3. To review any comments left by the clerk, click the **Actions** button associated with your envelope and select **Envelope details** from the drop-down menu.
 - a. Scroll to the box labeled **Filings** and click the arrow  on the same row as the filing or document you submitted to expand and read any **Comments**.



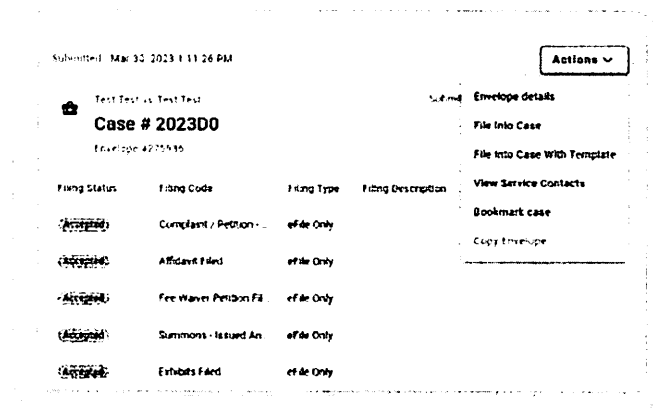
GET COPIES OF YOUR ELECTRONICALLY STAMPED DOCUMENTS

1. Check the email that you used to register for e-filing.
 - a. You should receive an email for each document that has been accepted. **These emails will be sent from no-reply@efilingmail.tylertech.cloud.** Be sure to check your junk mail or spam folder.
 - b. Open the message and click **Download Document** to download a copy of your document with the clerk's electronic stamp on it.
2. If you don't see these emails, sign back into the Odyssey eFileIL website.
 - a. On the home page, click **View filing history**, or if the envelope that you want to check is visible, click it.



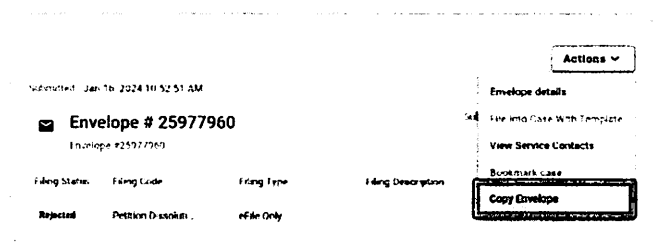
Get copies, continued

- b. Find the envelope that contains the documents you need, and click the **Actions** button associated with it.
- c. Select **Envelope details** from the drop-down menu.
- d. Scroll to the box labeled **Filings** and click the arrow ▼ on the same row as the filing or document you submitted to expand. Click **File stamped copy** to download a copy of your document with the clerk's electronic stamp on it.



COPY YOUR ENVELOPE FOR RE-FILING

1. If a document is rejected by the clerk, read the Returned Reason and Returned Comments provided by the clerk's office and follow the instructions provided.
 - a. If you need more information, ask your local clerk's office.
2. To re-file your documents, sign back into the Odyssey eFileLL website.
 - a. On the home page, click **View filing history**, or if the envelope that you want to copy is visible, click it.
 - b. Find the envelope that you want to copy and click the **Actions** button associated with it.
 - c. Select **Copy Envelope** from the drop-down menu.
 - d. Follow the instructions provided by the clerk to correct any errors and re-file your documents.



You have now successfully checked the status of your submitted documents.