

Accessing Documents Through Filer's Case History

1. Login to Odyssey (even if you filed with a different EFSP, login to Odyssey using the same email and password used for your EFSP account)
2. On the "Filer Dashboard" click **Accepted** under *My Filing Activity*

The screenshot shows the Odyssey eFileIL Filer Dashboard. At the top, there is a navigation bar with the Odyssey eFileIL logo, a "Go To Assist" button, and a "Show Me How To..." button. Below the navigation bar, there is a "Press F11 to exit full screen" notification. The main content area is titled "Filer Dashboard" and is divided into two sections: "My Filing Activity" and "New Filing". The "My Filing Activity" section has a list of filing statuses: Pending, Accepted, Returned, Drafts, and Served. A red hand icon points to the "Accepted" status. Below the list is a "View All" link. The "New Filing" section has buttons for "Start a New Case" and "File into Existing Case", along with a "Use a Template" link and a "Need help getting started?" link.

3. Locate the envelope and select "View Envelope Details" from the *Actions* dropdown:

The screenshot shows the Odyssey eFileIL Filing History page. At the top, there is a navigation bar with the Odyssey eFileIL logo, a "Go To Assist" button, and a "Show Me How To..." button. Below the navigation bar, there is a "Press F11 to exit full screen" notification. The main content area is titled "Filing History" and contains a table of filing records. A red hand icon points to the "View Envelope Details" option in the Actions dropdown menu.

Filing Status	Filing Code	Filing Type	Filing Description	Client Ref #
▼ Case # 12ch799			Envelope # 1455144 filed Wednesday, July 11, 2018 at 3:51 PM CST by Leah Dziekan	
Accepted	Motion To Reconsider	EFile		
▼ Case # 16AR 545645			Envelope # 488239 filed Thursday, February 1, 2018 at 11:12 AM CST by Leah Dziekan	
Accepted	Acknowledgment	EFileAndServe		

4. Click on the + sign and expand the "FILINGS" section:

Case # 12ch799

Envelope Information

Envelope Id 1455144	Submitted Date 7/11/2018 3:51 PM CST	Submitted User Name ledzkan@gmail.com
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Case Information

Location Lake Archved	Category Chancery	Case Type Other - Chancery
Case # 12ch799		

Party Information +

Filings +

Fees +

[Return to Filing History](#) [View Receipt](#)

5. The documents will be listed at the top of the filings section. The information of the document that is highlighted in blue will be displayed below:

Party Information +

Filings

Filing Code	Client Ref #	Filing Description
Complaint		
Affidavit		
Certification of Attorney		
Summons		
Affidavit as to Military Service		
Motion		
Affidavit as to Military Service		
Affidavit as to Military Service		

1 10 items per page 1 - 8 of 8 items

Filing Details

Filing Type EFile	Filing Code Complaint
Filing Status Accepted	Accepted Date 7/30/2018 5:00 PM CST

Stamped Documents

This is a collection of the court copies for this filing [Download](#)

Lead Document

- You may then go down to the section *Lead Document* and click on [Court Copy](#), this will open the court stamped copy of the document which can be printed or saved.

ODYSSEY eFileIL Go To Assist Show Me How To...

EFile Complaint
Filing Status Accepted **Accepted Date** 7/30/2018 5:00 PM CST

Stamped Documents
 This is a collection of the court copies for this filing [Download](#)

Lead Document

File Name	Description	Security	Download
Complaint in Replevin #171-202 (Rev 03-01).pdf 37.43 kB	Complaint in Replevin #171-202 (Rev 03-01).pdf	Non-Confidential	Original File Court Copy

Service Contacts +
 Fees +

[Return to Filing History](#) [View Receipt](#)

- To print the next document, return to the filings list, click on the document so it is highlighted in blue, and the information and links to that document will be displayed. Repeat for each document.

ODYSSEY eFileIL Go To Assist Show Me How To...

Party Information +

Filings -

Filing Code	Client Ref #	Filing Description
Complaint		
Affidavit		
Certification of Attorney		
Summons		
Affidavit as to Military Service		
Motion		
Affidavit as to Military Service		
Affidavit as to Military Service		

1 10 items per page 1 - 8 of 8 items

Filing Details
Filing Type EFile **Filing Code** Certification of Attorney
Filing Status Accepted **Accepted Date** 7/30/2018 5:00 PM CST

Stamped Documents