

# CORRECTING AN INITIAL FILING FEE

Instructions for correcting fees associated to filing a new case

1. Check our [Filing Fee](#) schedule or contact our office to determine the correct fee.
2. Follow the instructions on [Copying a Returned Envelope](#)
3. From your Draft screen click on the *Case Type* drop down menu and select the correct **Case Type** with the appropriate fee.
4. Then click **Save Changes**

**Draft # 88083**

Case Information

Location: Lake County

Category: Arbitration

Case Type: Arbitration - \$ 10,000.01 thru \$15,0...

Make sure the case category is correct

Party Information

Party Type	Party Name
Plaintiff	Test Teest

Required Party

Undo Save Changes

5. If you have no other changes to make scroll down to the *Fees* section, make sure your *Envelope Total* is the corrected amount:

Description	Amount
Filing Fee	\$0.00
<b>Filing Total:</b>	<b>\$0.00</b>
Total Filing Fee	\$0.00
Court Case Fee	\$246.00
Payment Service Fee	\$0.25
<b>Envelope Total:</b>	<b>\$246.25</b>

6. Make sure your payment account and any other required items have been selected and click **Save Changes**

The screenshot shows the Odyssey eFileLL interface. At the top left is the logo. At the top right are links for 'Go To Assist' and 'Show Me How To...'. The main content area is titled 'Affirmative Defenses' and contains a table with the following data:

Description	Amount
Filing Fee	\$0.00
<b>Filing Total: \$0.00</b>	
<hr/>	
Total Filing Fee	\$0.00
Court Case Fee	\$246.00
Payment Service Fee	\$0.25
<b>Envelope Total: \$246.25</b>	

Below the table are three dropdown menus: 'Payment Account' (Test eCheck), 'Party Responsible for Fees' (Test Party), and 'Filing Attorney' (Test Attorney). At the bottom right of the main area are 'Undo' and 'Save Changes' buttons. A blue arrow points to the 'Save Changes' button. At the bottom left of the interface are 'Save as Draft' and 'Summary' buttons.

7. Click the **Summary** button

This screenshot is identical to the previous one, but the 'Summary' button at the bottom left is highlighted with a blue border, and a blue arrow points to it. The 'Save Changes' button at the bottom right is now disabled (greyed out). The rest of the interface, including the table and dropdown menus, remains the same.

8. Review your filing information and make sure that it is all correct and click **Submit**

**Summary - Draft # 88083**

Review and submit your envelope

- Case Information +
- Party Information +
- Filings +
- Service Contacts +

**Fees** -

▼ Affirmative Defenses		Description	Amount
		Filing Fee	\$0.00
<b>Filing Total:</b>			<b>\$0.00</b>
Total Filing Fee			\$0.00
Court Case Fee			\$246.00
Payment Service Fee			\$0.25
<b>Envelope Total:</b>			<b>\$246.25</b>

**Payment Account** Test eCheck  
**Filing Attorney** Test Attorney

Back Submit