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# e-Filing | Helpful Tips & Instructions

## Have you Registered?

Prior to e-filing in Lake County, you must first register with an authorized Electronic Filing Service Provider (EFSP). The EFSPs are web portals operated by independent companies that filers will use to upload and transmit their filings electronically to eFileIL (the Circuit Clerk's Office e-Filing Manager). It is up to the filer to decide which EFSP will meet their needs best. You will need a valid email address and have your account set up before you can submit any documents electronically. The list of authorized EFSPs as well as links to their sites can be found at: <http://efile.illinoiscourts.gov/service-providers.htm>



## Document Format:

All files must be in standard PDF format and no more than 25mb per document and 50mb per envelope. Compressed PDFs are not supported by the system.



## Scheduling:

You must contact the Circuit Clerk's Office to select and/or schedule any motion or return dates prior to filing your notices or summons that require court dates.



## File Documents Separately:

Documents with different titles must be filed as separate documents and cannot be combined. For example, your Notice of Motion and your Motion should be submitted as two separate PDFs and must be uploaded as **LEAD** documents.



## Support:

Most of the EFSPs have their own technical support. If you are having system issues we recommend that you contact your EFSP first. If you need assistance regarding a filing that was returned or for general procedural questions please contact the appropriate department based on the case type in which you are filing. For a list of departments and their phone numbers please visit: <https://www.lakecountycircuitclerk.org/office-locations/locations>.



# Filing Into an Existing Case:

Our system is not integrated at this time, so pre-existing cases are not currently recognized within the e-Filing system. You may still electronically file on these cases by entering the case information manually. Each EFSP is different as to how the information is displayed, but follow the same standard procedures.

## To file into an existing case:

**1** Log in to your EFSP account

**2** Select "File Into Existing Case"

**3** Select "Lake County" as your Location/Jurisdiction

**4** Enter the case number (you will not be able to search by party name until our systems are integrated)

**5** Disregard message & proceed to File Into Existing Case

Enter in the case information:

- ✓ Select the Case Category and Case Type for the case in which you are filing
- ✓ Enter in the party names (address information is not required for standard subsequent filings)

**7** Select your document Filing Code, upload your document and select whether the document is "Confidential" or "Non-Confidential"

**8** Click Save Changes

**9** If you have another document to file, click the "Add Additional Filing" button to upload your next Lead document. You will repeat steps 7-9 for each document you need to upload.

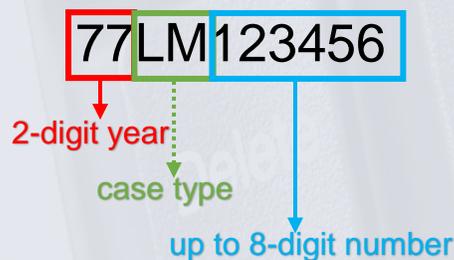
**10** Follow the prompts, review your summary and Submit.

## Case Number Format:

You must enter your case number in the appropriate Lake County Format:

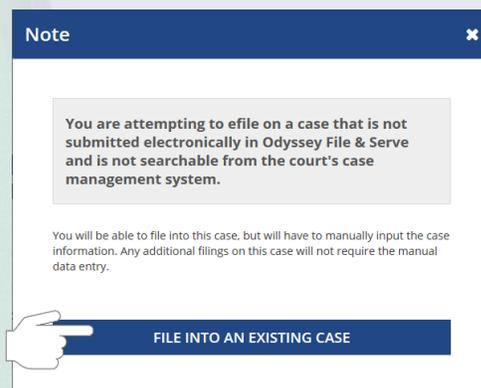
YYAA#####

Example:



## No Case Match Message:

After you enter in your case number you will receive a message similar to the following:



## Important Notice:

Please note that all documents (with exception of exhibits or certain supporting documents) must be uploaded as a **LEAD** Document. Any filing that contains a document that has been uploaded as an attachment (with exception of exhibits and other misc. supporting documents) will be rejected.