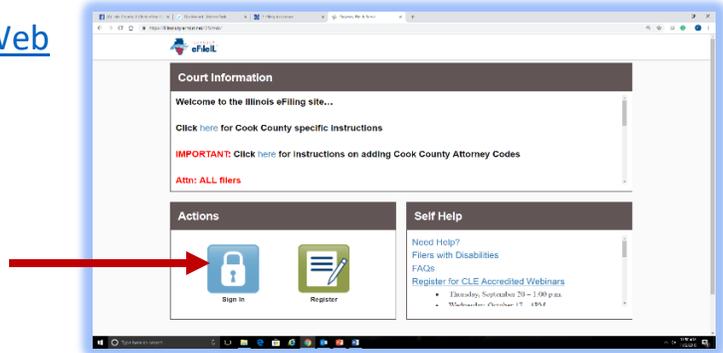


# File into Existing Case – Credit Card or Check Payment

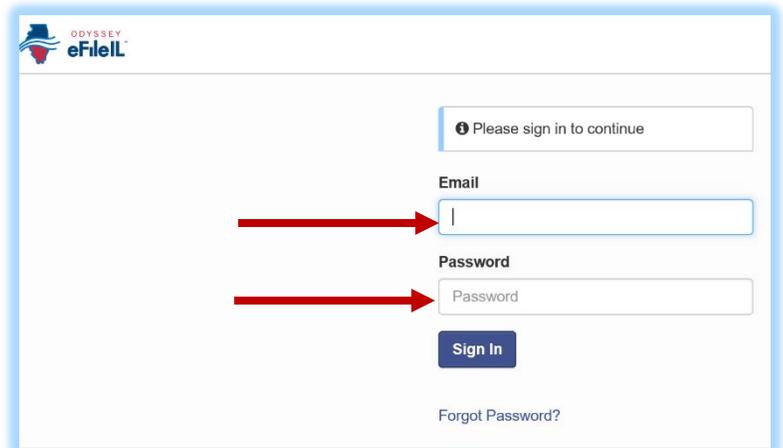
1

Go to <https://illinois.tylerhost.net/OfsWeb>  
-click Sign in



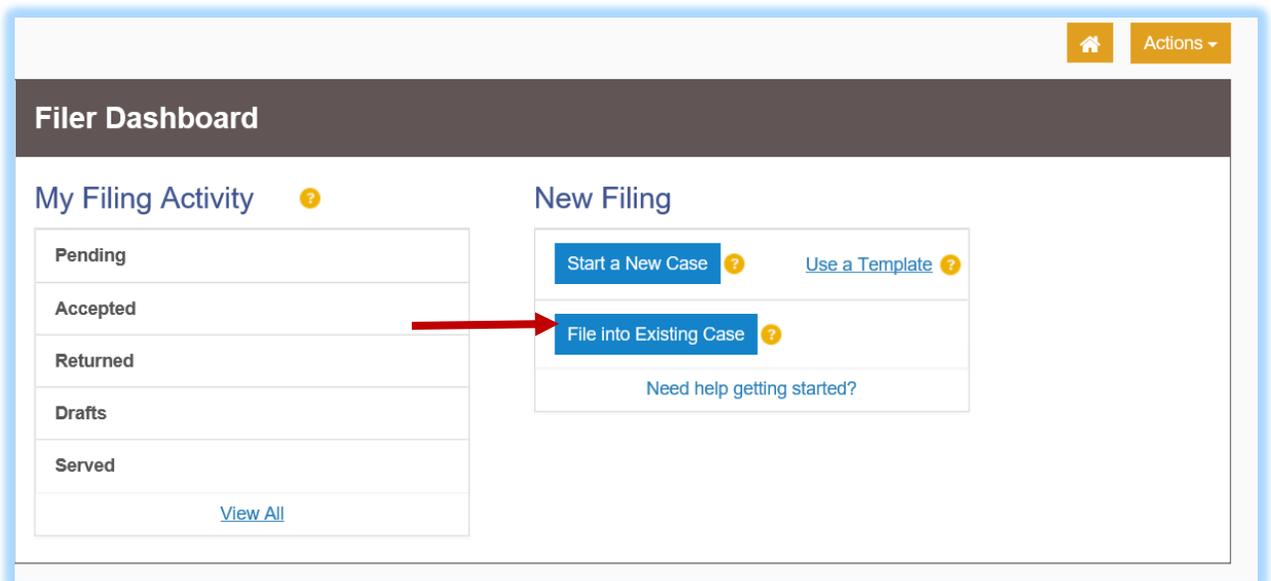
2

Enter your email address  
and password and  
click on “Sign in” to log into your  
account.



3

From the Filer Dashboard, left-click on “File Into Existing Case”.



4 On the next screen, left-click into the Location field and type “Lake County”. Select Lake County by left-clicking on it with your mouse.

**File Into Existing Case**

Select a Location

Location

Click to select Location

Search for a Case by

Case Number Party Name

Case Number ?

Case #

Search Clear Search

5 Left-click on the “Case Number” field and type in the case number into which you would like to e-File. After typing in the case number, left-click on the blue “Search” button.

**File Into Existing Case**

Select a Location

Location

Lake County

Search for a Case by

Case Number Party Name

Case Number ?

17AR34

Search Clear Search

6 Left-click on “File into an existing case”.

**File Into Existing Case**

| Case Number                | Location | Description | Case Type |
|----------------------------|----------|-------------|-----------|
| No cases match this filter |          |             |           |

If your case is not listed above, you are attempting to efile into a case that has yet to receive an electronic submission and the case is not searchable from the court's case management system.

You are still able to file into this case, but you will first be required to manually input the case information. Any additional filings on this case will not require the manual data entry.

File into an existing case

File into an existing case using template

Back to Search

7

Left-click on the "Category" field and select the appropriate category by left-clicking to select the category for the type of case into which you are e-Filing.

The screenshot shows the 'Start a New Case' interface. The 'Case Information' section includes a 'Case #' field with '17AR34', a 'Location' dropdown set to 'Lake County', a 'Category' dropdown with the text 'Click to select Category', and a 'Case Type' dropdown with the text 'Click to select Case Type'. A red box highlights the 'Category' dropdown, and a red arrow points upwards to it. 'Undo' and 'Save Changes' buttons are visible at the bottom right.

8

Left-click on the case type case type field and select the appropriate case type by left-clicking to select the type for the case into which you are e-Filing.

The screenshot shows the 'Start a New Case' interface. The 'Case Information' section includes a 'Location' dropdown set to 'Lake County', a 'Category' dropdown set to 'Arbitration', and a 'Case Type' dropdown with the text 'Click to select Case Type'. A red box highlights the 'Case Type' dropdown, and a red arrow points upwards to it. 'Undo' and 'Save Changes' buttons are visible at the bottom right.

9

Left-click on the blue "Save Changes" button.

The screenshot shows the 'Start a New Case' interface. The 'Case Information' section includes a 'Location' dropdown set to 'Lake County', a 'Category' dropdown set to 'Arbitration', and a 'Case Type' dropdown set to 'Arbitration - \$ 10,000.01 thru \$15,000.00 Contract - \$246.00'. A red circle highlights the 'Save Changes' button at the bottom right. Below the 'Case Information' section is the 'Party Information' section, which includes a table with columns for 'Party Type', 'Party Name', and 'Lead Attorney'.

10

Enter the first name and last name of the Plaintiff/Petitioner. If the Plaintiff/Petitioner is a business or agency, left-click on the checkbox labeled, "Party is a Business/Agency" and enter the business/agency name in the business name field.

The screenshot shows the 'Party Information' form. At the top, there is a 'Party Type' dropdown menu with 'Plaintiff' and 'Defendant' options, both marked as 'Required Party'. Below this is a section titled 'Enter details for this Party' with a checkbox labeled 'Party is a Business/Agency'. A red arrow points to this checkbox. Below the checkbox are input fields for 'First Name', 'Middle Name', 'Last Name', and 'Suffix'. The 'First Name' field is circled in red. Below these are fields for 'Country' (set to 'United States of America') and 'Address Line 1' and 'Address Line 2'.

11

Enter the address, city, state and zip code of the Plaintiff/Petitioner. Phone number is not required.

This screenshot shows the lower portion of the 'Party Information' form. It includes input fields for 'First Name' (containing 'John'), 'Middle Name' (containing 'Q'), 'Last Name' (containing 'Public'), and 'Suffix'. Below these are fields for 'Country' (set to 'United States of America'), 'Address Line 1', 'Address Line 2', 'City', 'State' (with a dropdown menu labeled 'Click to select State'), 'Zip Code', and 'Phone Number'. At the bottom, there is a 'Lead Attorney' dropdown menu labeled 'Click to select Lead Attorney'.

12

Left-click on the blue "Save Changes" button.

A screenshot of a web form with a light blue background. The form contains several input fields: "Address Line 1", "Address Line 2", "City", "State" (a dropdown menu with "Click to select State"), "Zip Code", "Phone Number", and "Lead Attorney" (a dropdown menu with "Click to select Lead Attorney"). At the bottom right, there are two buttons: "Undo" and "Save Changes". The "Save Changes" button is highlighted with a red circle. Below the form is a dark grey header for a "Filings" section, followed by a sub-header "Enter the details for this filing". This section includes a "Filing Type" dropdown menu (set to "EFile") and a "Filing Code" dropdown menu (with "Click to select Filing Code").

13

Enter the first and last name of the Defendant/Respondent. If the Defendant/Respondent is a business or agency, left-click on the checkbox labeled, "Party is a Business/Agency" and enter the business/agency name in the business name field.

A screenshot of a "Party Information" form. At the top, there are two dropdown menus: "Category" (set to "Arbitration") and "Case Type" (set to "Arbitration - \$ 10,000.01 thru \$15,000.00 Contract - \$246.00"). Below these are "Undo" and "Save Changes" buttons. The main section is titled "Party Information" and contains a table with columns "Party Type", "Party Name", and "Lead Attorney". The table lists "Plaintiff" (John Q Public) and "Defendant" (John Q Public). Below the table, there is a section "Enter details for this Party" with a checkbox labeled "Party is a Business/Agency". A red arrow points to this checkbox. Below the checkbox are four input fields: "First Name", "Middle Name", "Last Name", and "Suffix". The "First Name" field is circled in red. At the bottom, there is a "Country" dropdown menu. The Windows taskbar is visible at the very bottom of the screen.

14

Enter the address, city, state and zip code of the Defendant/Respondent. Phone number is not required.

Enter details for this Party

Party is a Business/Agency

Business Name  
ABC Business

Country  
United States of America

Address Line 1  
10 Route B

Address Line 2

City  
Waukegan

State  
Illinois

Zip Code  
60085

Phone Number

Lead Attorney  
Click to select Lead Attorney

15

Left-click on the blue "Save Changes" button.

United States of America

Address Line 1  
10 Route B

Address Line 2

City  
Waukegan

State  
Illinois

Zip Code  
60085

Phone Number

Lead Attorney  
Click to select Lead Attorney

Undo Save Changes

Filings

Enter the details for this filing

Filing Type  
EFile

Filing Code  
Click to select Filing Code

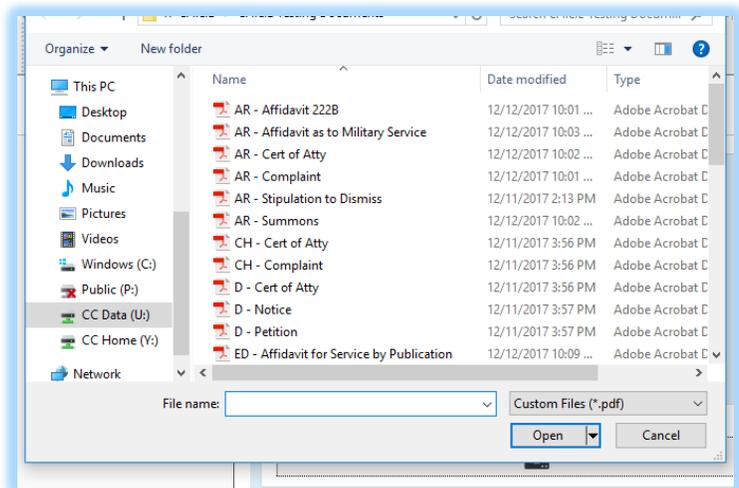
**16** Left-click on the filing code field and select the appropriate document you wish to e-File.

The screenshot shows the 'Filings' application window. At the top, there is a 'Need Help?' link. Below it, the instruction 'Enter the details for this filing' is displayed. The 'Filing Type' is set to 'EFile'. The 'Filing Code' dropdown menu is highlighted with a red box and a red arrow pointing to it. Below this are fields for 'Filing Description', 'Client Reference Number', 'Comments to Court', and 'Courtesy Copies'.

**17** Left-click on the upload button under the Lead Document. This is where you will find and upload the document you would like to e-File.

The screenshot shows the 'Lead Document' section of the Filings application. It features a 'Client Reference Number' and 'Comments to Court' field. Below these is the 'Lead Document (Required)' section, which has a 'Computer' tab selected. A red arrow points to the upload button under the 'Computer' tab. There are also 'Cloud' options and an information icon.

**18** Browse the computer to locate the document you would like to e-File. If you are using a computer in the Circuit Clerk's Office, your document is in the public documents folder on the desktop.



19

Left-click on the security field and select “Confidential” or “Non-Confidential”. This will depend on whether your document contains information such as social security numbers, driver’s license number, or secure financial/account information.

The screenshot shows a document upload interface. At the top, there are input fields for "Client Reference Number" and "Comments to Court". Below these is a "Courtesy Copies" field. The main section is titled "Lead Document (Required)" and contains a document entry for "AR - Complaint.pdf" (347.22 KB). The "Description" field contains "AR - Complaint.pdf". The "Security" dropdown menu is open, showing "Click to select Security". A red arrow points to this dropdown. Below the document entry is an "Attachments" section with "Computer" and "Cloud" options.

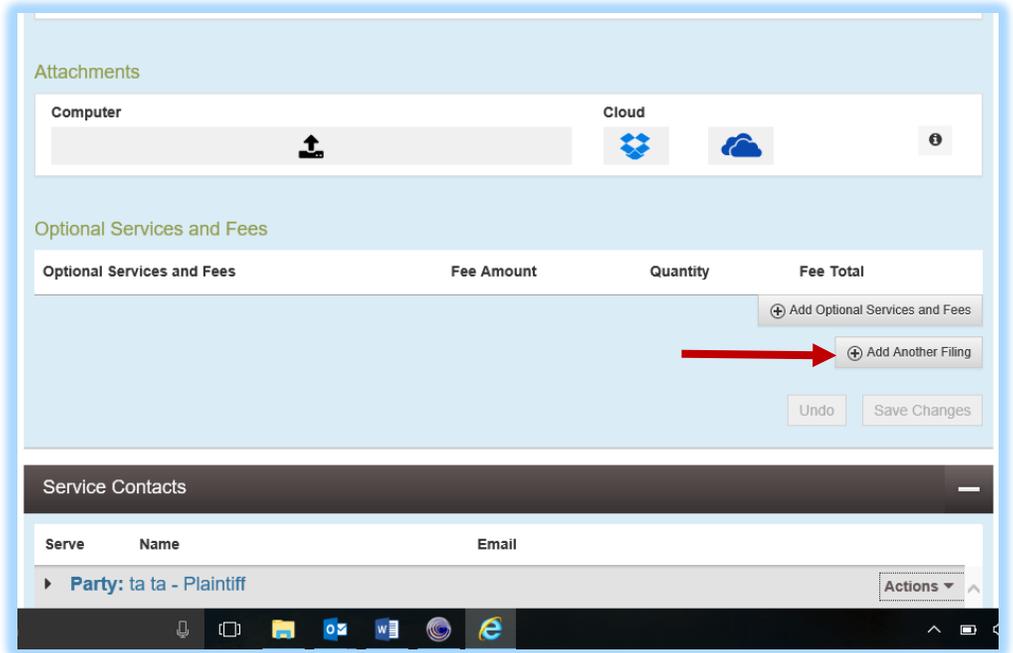
20

Left-click on the blue “Save Changes” button.

The screenshot shows the same document upload interface as in the previous image, but with the "Security" dropdown menu set to "Non-Confidential". Below the "Attachments" section is an "Optional Services and Fees" section with a table header: "Optional Services and Fees", "Fee Amount", "Quantity", and "Fee Total". There is a button to "Add Optional Services and Fees". At the bottom right, there are "Undo" and "Save Changes" buttons. The "Save Changes" button is circled in red.

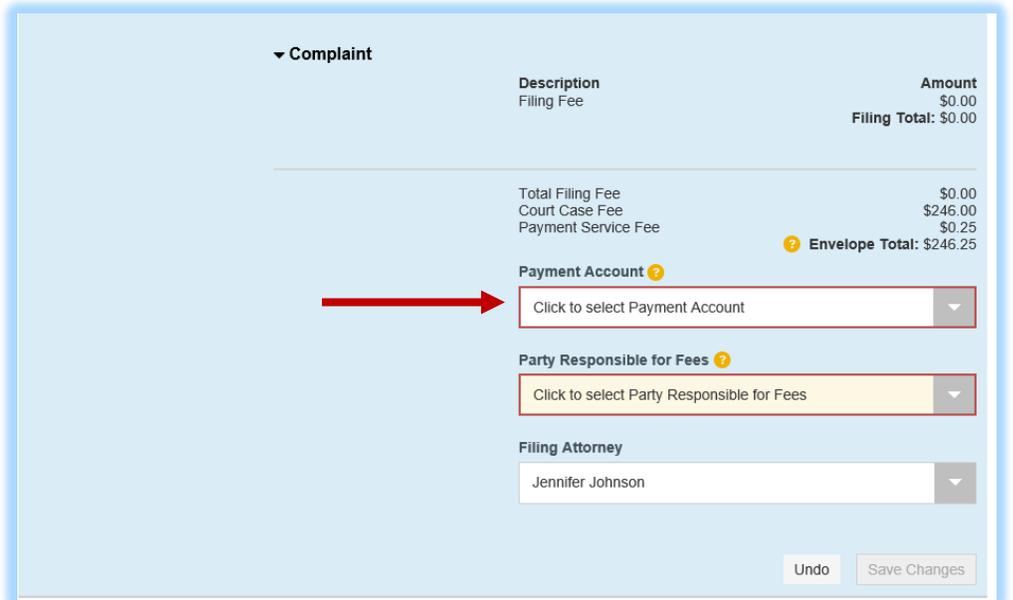
21

If you have another document to e-File, left-click on the “Add Another Filing” field and repeat steps 14-18 for each additional document you wish to e-File. If you don’t have any other documents to e-File, continue with step 22.



22

Left-click on the “Payment Account” field and select the payment account you would like to use for e-Filing this document(s).



23

Left-click on the "Party Responsible for Fees" field and select the name of the person paying any required fees.

▼ Complaint

| Description                     | Amount   |
|---------------------------------|----------|
| Filing Fee                      | \$0.00   |
| <b>Filing Total: \$0.00</b>     |          |
|                                 |          |
| Total Filing Fee                | \$0.00   |
| Court Case Fee                  | \$246.00 |
| Payment Service Fee             | \$7.11   |
| <b>Envelope Total: \$253.11</b> |          |

Payment Account ?  
Credit Card Account

**Party Responsible for Fees ?**  
Click to select Party Responsible for Fees

Filing Attorney  
Jennifer Johnson

24

Left-click on the blue "Save Changes" button.

▼ Complaint

| Description                     | Amount   |
|---------------------------------|----------|
| Filing Fee                      | \$0.00   |
| <b>Filing Total: \$0.00</b>     |          |
|                                 |          |
| Total Filing Fee                | \$0.00   |
| Court Case Fee                  | \$246.00 |
| Payment Service Fee             | \$7.11   |
| <b>Envelope Total: \$253.11</b> |          |

Payment Account ?  
Credit Card Account

**Party Responsible for Fees ?**  
John Q Public

Filing Attorney  
Jennifer Johnson

Undo **Save Changes**

25

Left-click on the blue "Summary" button.

Payment Service Fee ? Envelope Total: \$253.11

Payment Account ?  
Credit Card Account

**Party Responsible for Fees ?**  
John Q Public

Filing Attorney  
Jennifer Johnson

Undo Save Changes

Save as Draft **Summary**

26

Review the summary screen to make sure everything looks correct.

**Summary - Draft # 26177**

Review and submit your envelope

**Case Information**

|                                |                                |  |
|--------------------------------|--------------------------------|--|
| <b>Location</b><br>Lake County | <b>Category</b><br>Arbitration | <b>Case Type</b><br>Arbitration - \$ 10,000.01 thru \$15,000.00 Contract |
|--------------------------------|--------------------------------|--|

**Party Information**

|                   |                   |                      |
|-------------------|-------------------|----------------------|
| <b>Party Type</b> | <b>Party Name</b> | <b>Lead Attorney</b> |
| Plaintiff         | John Q Public     |                      |
| Defendant         | ABC Business      |                      |

**Filings**

|                    |                     |                           |
|--------------------|---------------------|---------------------------|
| <b>Filing Code</b> | <b>Client Ref #</b> | <b>Filing Description</b> |
| Complaint          |                     |                           |

27

If everything looks correct, scroll to the bottom of the screen and left-click on the blue "Submit" button.

**Complaint**

| 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             | \$7.11   |
| <b>Envelope Total: \$253.11</b> |          |

|                                   |                     |
|-----------------------------------|---------------------|
| <b>Party Responsible for Fees</b> | John Q Public       |
| <b>Payment Account</b>            | Credit Card Account |
| <b>Filing Attorney</b>            | Jennifer Johnson    |

Back **Submit**

An email will be sent to you indicating that your document(s) have been filed. Once the Circuit Clerk’s Office has reviewed your document(s) and either accepted or rejected them, a second email will be sent to you. If your document(s) were accepted, there will be link(s) to those documents within that email. Be sure to print those document for your records because those documents will contain the filed stamp.