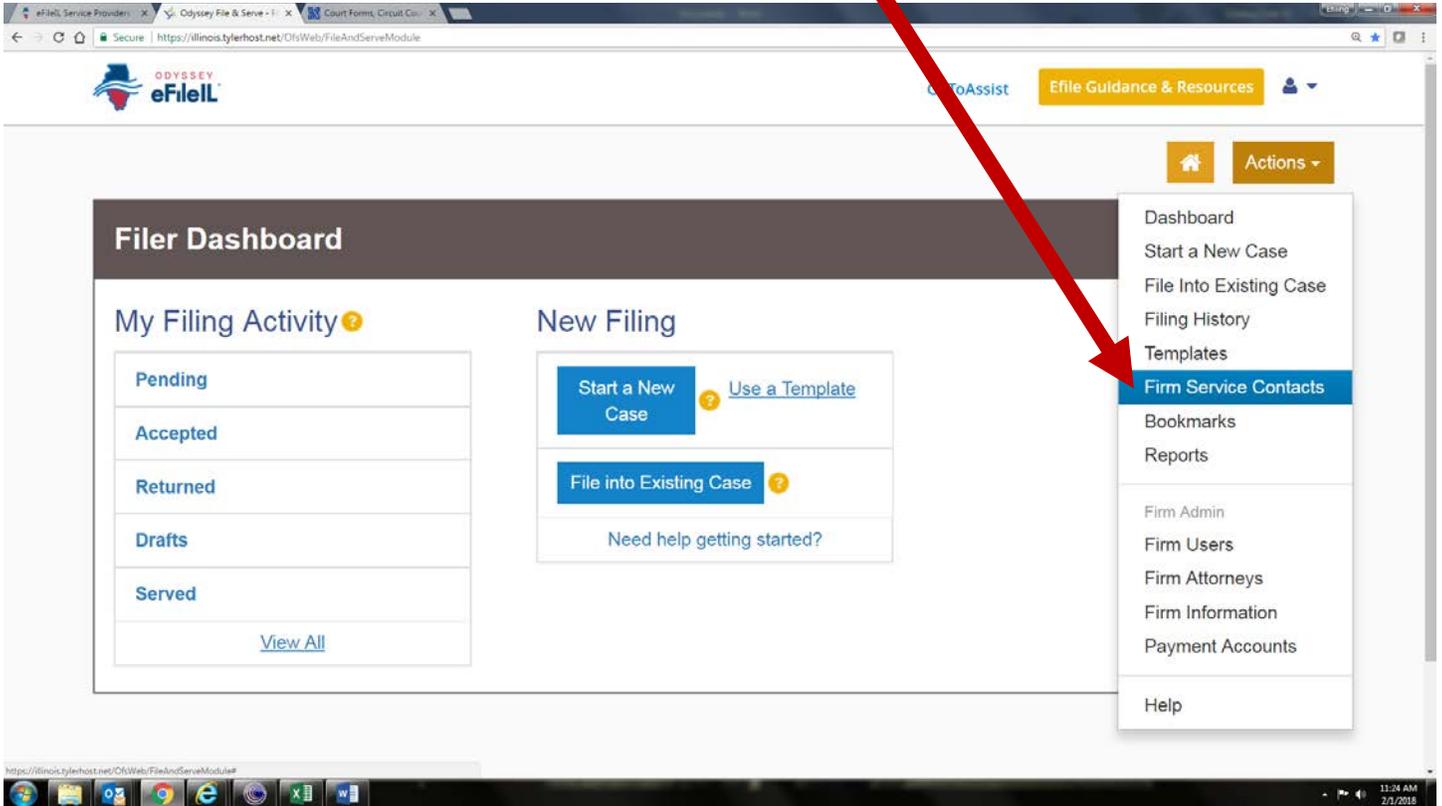


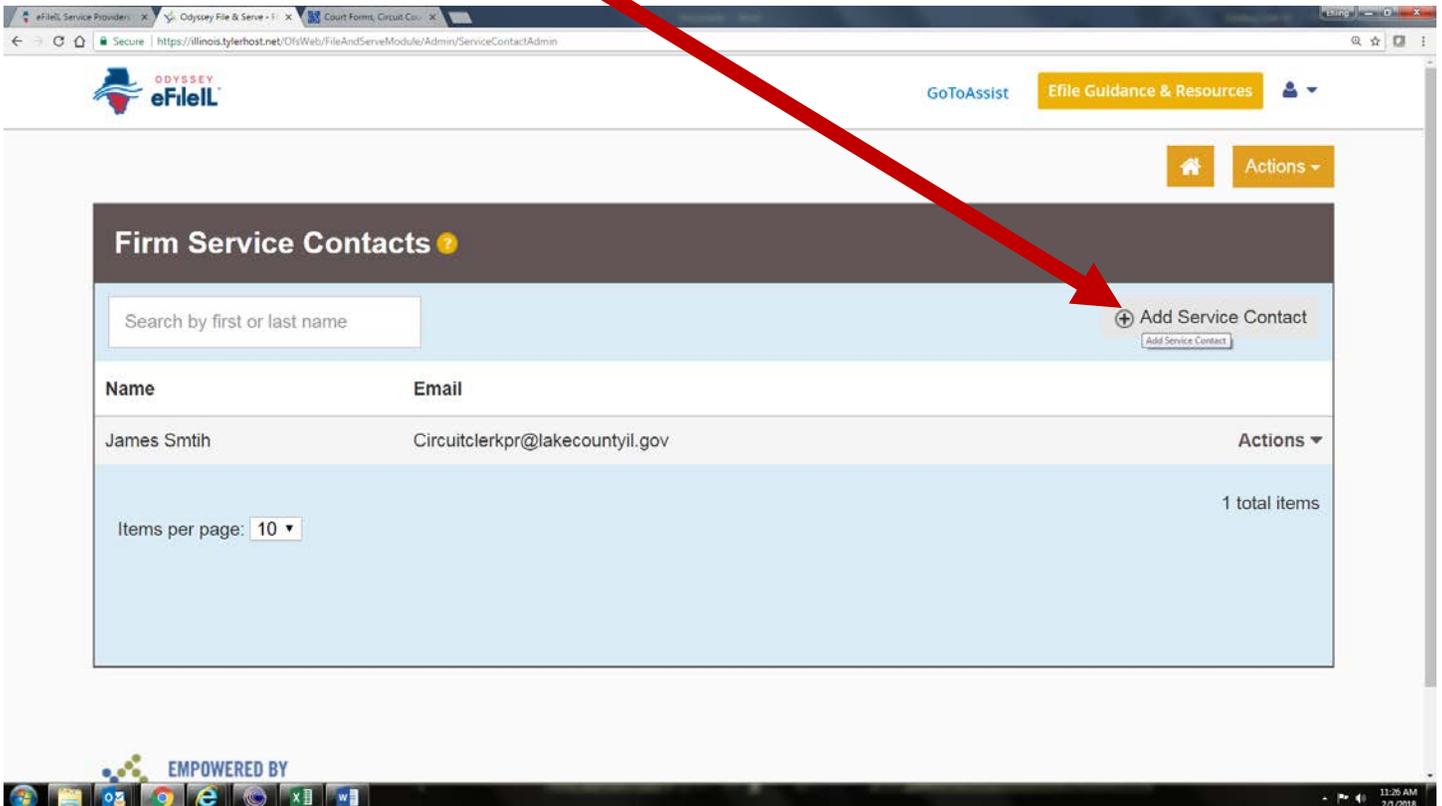
Please note that "Service" through e-filing is for courtesy copies only and does not effectuate service.

TO ADD A SERVICE CONTACT:

1. Select Firm Service Contacts from the Actions drop down menu



2. Click the "Add Service Contact Button"



3. Enter in the Attorney information (please note the information will default to your firm so make sure to modify this) and click Save Changes



GoToAssist

Efile Guidance & Resources



Name	Email	Actions
Test Attorney	Testattorney@firm.com	Actions
James Smith	Circuitclerkpr@lakecountyil.gov	Actions

Items per page: 10 ▾ 2 total items

First Name	Middle Name	Last Name
<input type="text" value="Test"/>	<input type="text"/>	<input type="text" value="Attorney"/>
Firm Name	Email	Administrative Copy ?
<input type="text" value="Attorney, Attorney and Smith LLC"/>	<input type="text" value="Testattorney@firm.com"/>	<input type="text"/>
Country	<input type="text"/>	
<input type="text" value="United States of America"/>		
Address Line 1	Address Line 2	City
<input type="text" value="18 North County Street"/>	<input type="text"/>	<input type="text" value="Waukegan"/>
State	<input type="text"/>	
<input type="text" value="Illinois"/>		
Zip Code	Phone Number	<input type="text"/>
<input type="text" value="60085"/>	<input type="text"/>	

4. When you are filing make sure EFile and Serve is selected as your filing type:

Respondent	Corey A Severyns	Jennifer Cohen	<input type="button" value="Add Another Party"/>
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Filings Need Help?

Enter the details for this filing

Filing Type ?	Filing Code
<input type="text" value="EFileAndServe"/>	<input type="text" value="Notice of Entry of Order"/>
Filing Description	<input type="text"/>
Client Reference Number ?	Comments to Court ?
<input type="text"/>	<input type="text"/>

- After your document has been uploaded and you have selected your security (non-confidential) save changes and the service box will appear.
- From the service contact list click on the Actions drop down menu for the party you wish to serve and select "Add From Firm Service Contacts"

Service Contacts Need Help?

Please select at least one service contact for service.

Only contacts checked below will be served electronically.

Serve	Name	Email	Actions
▶	Party: Laura M Dominiak - Petitioner		Actions
▶	Party: Corey A Severyns - Respondent		Actions
▶	Other Service Contacts		

Actions

- Add From Firm Service Contacts
- Add From Public List

- Select the attorney you wish to serve from the list and click close

Add From Firm Service Contacts

	Name	Email
<input checked="" type="checkbox"/>	Test Attorney	Testattorney@firm.com
<input type="checkbox"/>	James Smtih	Circuitclerkpr@lakecountyil.gov

Close

8. They Should now appear a service contact for that party for this filing:

Service Contacts Need Help?

Only contacts checked below will be served electronically.

Serve	Name	Email	
<input type="checkbox"/>	Party: Laura M Dominiak - Petitioner		Actions ▾
<input type="checkbox"/>	Party: Corey A Severyns - Respondent		Actions ▾
<input checked="" type="checkbox"/>	Test Attorney	Testattorney@firm.com	Actions ▾
<input type="checkbox"/>	Other Service Contacts		Actions ▾

11:40 AM 2/1/2018