



# Self-Represented Litigants

## How to E-File in i2File Step 1: Prepare your Documents



### E-filing Steps

- 1 • Prepare Documents
- 2 • Register
- 3 • Sign In
- 4 • Create New Password
- 5 • Add Payment Account
- 6 • Case Information
- 7 • Party Information
- 8 • Upload Filings
- 9 • Pay Fees
- 10 • Review Summary / Submit

Need Help? Contact i2File's Filer Support at [support@i2file.net](mailto:support@i2file.net)



## Prepare court documents to be e-filed

To e-file your court documents, they must be saved as a text-searchable **PDF** file, whether you start from a fillable PDF, handwritten form, or Word document.

### ➔ Fillable PDF forms

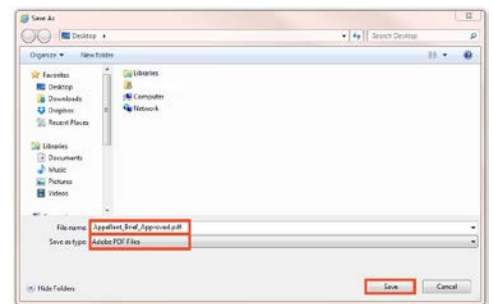
1. A Fillable PDF form is an electronic document that allows you to type in your information in the shaded boxes. To e-file this document, you want to make sure the document is no longer fillable (so no one can type anything else).
2. You can save your document while you are working on it by clicking **File** then **Save As**. This keeps the fields fillable meaning you can keep typing in the document.
3. Once you have finished working on your document, click **File** then **Print**. This does not mean you are going to print the document. This is just the way to save the document in the right format and so that no one can type anything else in the document.



If your form is a Court Form found at <http://www.illinoiscourts.gov/Forms/approved/default.asp> the fillable PDF form has the "Print Form" and "Save Form" boxes at the bottom of your document and you can click **Save Form** to save your work while you are finishing your document or **Print Form** when you are ready to save it to file it.



4. When the "Print" box pops up click on the printer/destination labeled **Adobe PDF** or **Save as PDF**. Click on **Print** or **Save** or **OK**.
5. A "Save As" will pop up. When it does, name your file. You can choose to name it anything, but it should be something that helps you and the court identify the document.
6. Make sure the "Save as type" box (under your file name) says PDF or Adobe PDF. Click **Save**.
7. Your document is now saved as a PDF on your computer.



**You may now e-file your court documents.**

**Need Help? Contact i2File's Filer Support at [support@i2file.net](mailto:support@i2file.net)**

## ➔ Handwritten forms



If you filled in your forms by hand, you will need to scan and save them as a PDF to a computer.

1. Take your handwritten document to a scanner. Click **Scan**.

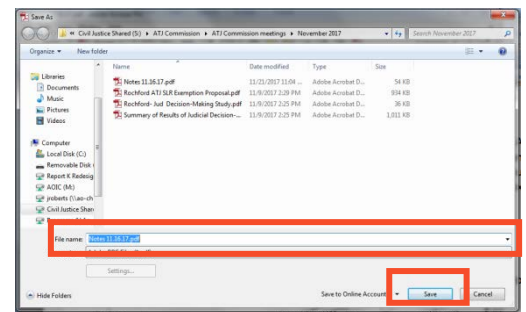


If you do not have a scanner at home, you may be able to scan your documents at the court, your public library, or other office supply store.

2. When it is scanned, the document will either:

- Appear on the computer screen and you have to save it; or
- It will be sent to a folder on the computer, then you will want to open it and save it with a file name that you choose.

3. With the document up on the computer, click **File** and **Save As**. A "Save As" box will pop up. When it does, name your file. You can choose to name it anything, but it should be something that helps you and the court identify the document. Make sure the "Save as type" box (under your file name) says PDF. Click **Save**.

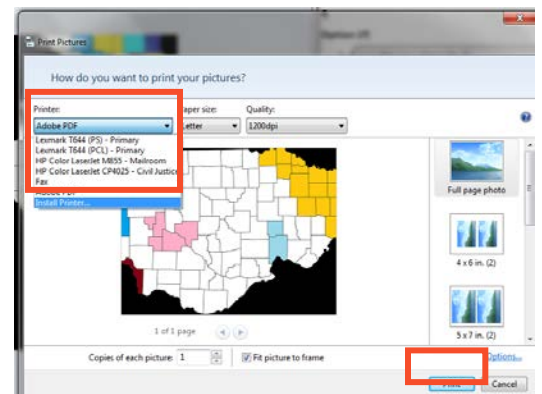


4. If your document scans in a different format like **JPG or PNG**, you will need to save it as a PDF.

5. To do that, select **Print**. This does not mean you are going to print the document. This is just the way that you can save the document in the right format.



6. When the "Print" box pops up click on the printer/destination labeled **Adobe PDF** or **Save as PDF**. Click on **Print** or **Save** or **OK**.



7. A "Save As" box will pop up. When it does, name your file. You can choose to name it anything, but it should be something that helps you and the court identify the document. Make sure the "Save as type" box (under your file name) says PDF. Click **Save**.



You may now e-file your court documents.

Need Help? Contact i2File's Filer Support at [support@i2file.net](mailto:support@i2file.net)

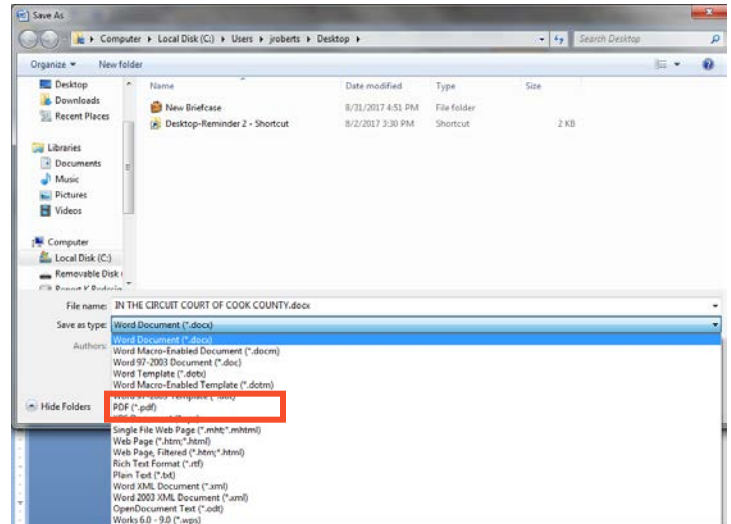


## ➔ Microsoft Word Documents

If you created your own document in Word, you will need to save it as a PDF document. There are two ways to do this.

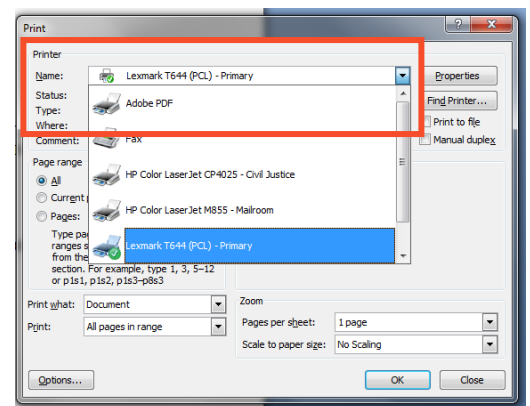
### ➔ Option 1

1. Click **File** then **Save As**.
2. A "Save As" box will pop up. When it does, name your file. You can choose to name it anything, but it should be something that helps you and the court identify the document.
3. Select the dropdown arrow for Save as type. Click on **PDF** or **Adobe PDF**. Click **Save**.



### ➔ Option 2

1. Click **File** then **Print**. This does not mean you are going to print the document. This is just the way that you can save the document in the right format.
2. When the "Print" box pops up click on the printer/destination labeled **Adobe PDF** or **Save as PDF**. Click on **Print** or **Save** or **OK**.
3. A "Save As" box will pop up. When it does, enter your file name. You can choose to name it anything, but it should be something that helps you and the court identify the document.
4. Make sure the "Save as type" box (under your file name) says PDF. Click **Save**.



You may now e-file your court documents.

Need Help? Contact i2File's Filer Support at [support@i2file.net](mailto:support@i2file.net)



# Self-Represented Litigants

## How to E-File in i2File Step 2: Register to E-File



### E-filing Steps

- 1 • Prepare Documents
- 2 • Register**
- 3 • Sign In
- 4 • Create New Password
- 5 • Add Payment Account
- 6 • Case Information
- 7 • Party Information
- 8 • Upload Filings
- 9 • Pay Fees
- 10 • Review Summary / Submit



## Register to e-file

Before you can electronically file (e-file) your court documents, you need to create an account. *Note, if you have created an account in any Illinois Electronic Filing Service Provider (EFSP) you do NOT need to create another new account, but you can go directly to signing in.*

### ➔ Choose to register a new account

1. To create a new account and register as a Self-Represented user click: <https://il.i2file.net/#/>
2. If you do not have an account in any Illinois EFSP, click **Register**.
3. If you have already registered as a user, click **Login**. For detailed instructions on how to Login to your account see *How to E-File in i2File Step 3: Sign In*.

### ➔ Register as a Self-Represented Account

4. Once you click the Register button a pop up window appears where you must pick to register as a Firm Account or Self-Represented Account. If you do not have an attorney, you need to register for a **Self-Represented Account**.
5. Click **Self-Represented Account**.

**I want to Register as a**

If you have already Registered to any certified service providers (ODYSSEY eFileIL, File & Serve, filetime, Green Filing, Legal e-File, My File Runner or US Legal Pro), Please go to Login page and Login.

<p><b>Firm Account</b></p> <p><b>Perfect For :</b> Attorneys, Firm with multiple filers, Solo Attorney Practitioners</p> <p>Once registered as Firm Administrator you can add other attorneys and support person in the law firm.</p> <p>You will be responsible for setting up and maintaining all users, credit card accounts.</p>	<p><b>Self-Represented Account</b></p> <p><b>Perfect For :</b> ProSe filers, Non-Attorney users, Process Servers, Landlords/Tenants</p> <p>Select this option if you are an independent user, or ProSe filer or court reporter and not associated with law firm.</p>
--	--

- When you click Self-Represented Account, a new box will appear to make sure you are correctly registering for the Self-Represented Account. Click **Continue**.

## Self-Represented Account

You are about to register yourself as the Self-Represented account or ProSe.

Only register yourself as Self-Represented person, if you are a Prose, a solo court reporter, solo process server or any individual not associated with an attorney or law firm.

If you are a practicing attorney or support person in a law firm or attorney please check with your Firm administrator.

**CONTINUE**

**CANCEL**

## ➔ Enter your contact information

- You must enter information for all boxes marked with an \* such as: Address Line 1\*, Country\*, City\*, etc...To complete Step 1 enter in your contact information in all boxes marked with an \*.



Enter an address where you can receive mail during your legal case. This cannot be a P.O. Box.

- Read the Odyssey eFileIL User Agreement and i2File User Agreement. If you agree, click the two boxes next to I Agree so they will appear with ✓. Click **Next**.



To complete registration, you will need:

- ✓ Email address. If you do not have an email address, you will need to create one. Commonly used email accounts include: Gmail, [www.google.com/gmail](http://www.google.com/gmail) and Yahoo Mail, <https://mail.yahoo.com>
- ✓ Create a password that you will remember. Write your password down and keep it in a safe place in case you forget. Your password must be at least eight characters with at least one lower case, at least one upper case, and at least one number or symbol.
- ✓ Enter a security question and answer that you can easily remember.



If you forget your password, you may have to correctly answer your security question to be able to access your account again. It is a good idea to write down and save your password as well as your security question and answer.

## ➔ Enter your email, password, and create a security question

9. Enter your **User Information**. You must enter information for all boxes marked with an \* such as First Name\*, Last Name\*, Email Address\*, etc...

10. Once you enter in all your User Information, click **Register**.

The screenshot shows the 'User Information' registration step. The progress bar at the top indicates three steps: 'Contact Information' (completed), 'User Information' (current step, marked with a '2'), and 'Complete Registration' (marked with a '3'). The form fields include: First Name\* (with a sub-field for MI), Last Name\*, Email Address\*, Verify Email Address\*, Password\* (with a sub-field for MI), Verify Password\*, Security Question\*, and Security Answer\*. A 'Helpful Information' box on the right contains the following text: 'Complete this registration option ONLY if you are a filer, a solo court reporter, solo process server, etc. Do not select this option if you are a practicing attorney or support person in a law firm.'; 'After completing this registration process your registration will not be complete until you open the New User Activation email you will receive from eFiling Manager. Click the Activate Account link you find in the email.'; and 'You will then be ready to eFile.' At the bottom of the form are 'PREVIOUS' and 'REGISTER' buttons.

## ➔ Confirm your account through email

11. After you click **Register**, you will see this screen to Complete Registration. Click **Finish**.

The screenshot shows the 'Your Registration Is Complete' screen. The progress bar at the top indicates three steps: 'Contact Information' (completed), 'User Information' (completed), and 'Complete Registration' (current step, marked with a '3'). The main content area has a blue header 'Your Registration Is Complete' and a message: 'Your login information is mentioned below and will also be emailed to you. You must verify your email address before you can log in. A verification email has been sent to you, please open and click the link inside.' Below the message is a field for 'Email Address:' with a red box around the text. At the bottom center is a 'FINISH' button.

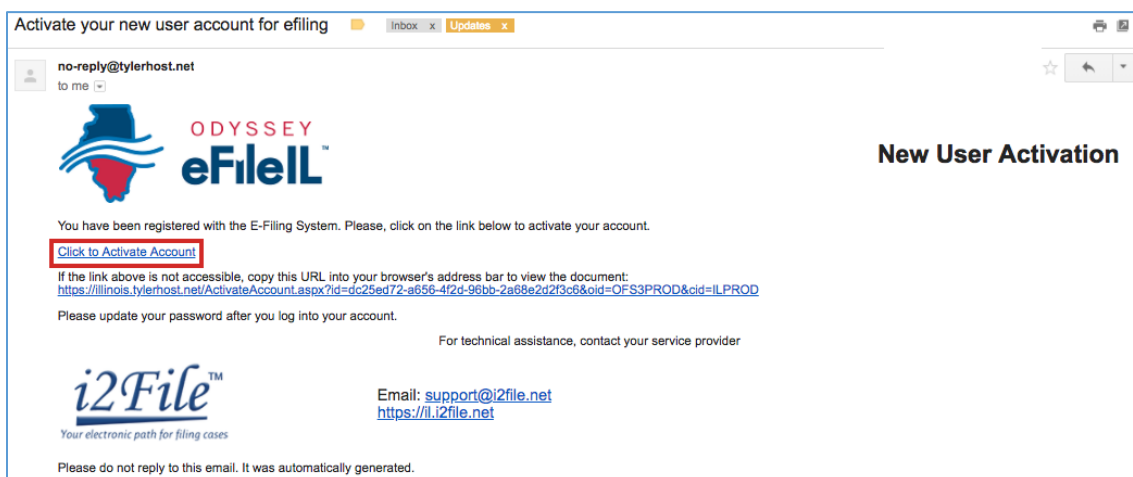


**You must verify your email address to complete the registration process.**

12. Login to the email account you listed during registration to see the verification email.



13. Open the email and click “**Click to Activate Account**” link to confirm your email address. The email will look like this:



If you do not see the email in your inbox, check your junk mail or spam folder in your email.

14. After you click, “**Click to Activate Account**” a new webpage will open with confirmation that your account has been created. It will look like this:



**You have successfully registered with i2File.**



# Self-Represented Litigants

## How to E-File in i2File Step 3: Sign In



### E-filing Steps

- 1 • Prepare Documents
- 2 • Register
- 3 • Sign In**
- 4 • Create New Password
- 5 • Add Payment Account
- 6 • Case Information
- 7 • Party Information
- 8 • Upload Filings
- 9 • Pay Fees
- 10 • Review Summary / Submit

Need Help? Contact i2File's Filer Support at [support@i2file.net](mailto:support@i2file.net)



## Sign in to e-file

After you have created an account with i2File, you need to sign in to e-file your documents. If you have not registered as a user, click **Register**. For detailed instructions on how to register for an account see *How to E-File in i2File Step 2: Register to E-File*.

### ➔ Enter your email and password

1. To sign in to your account visit:  
<https://il.i2file.net/#/>
2. You will see the Login box. Enter your email address and password.
3. Click **Login**.

You are not required to re-register, if you have already registered with state eFileL System through one of the certified service providers.

Your ODYSSEY efileL Email

Your ODYSSEY efileL Password

**LOGIN**

Resend Activation Email?      Forgot Password?



If you forgot your password, see *How to E-file in i2File Step 4: Create a New Password* for instructions on creating a new password.



You have successfully signed in to your i2File account.



# Self-Represented Litigants

## How to E-file in i2File Step 5: Add a Payment Account



### E-filing Steps

- 1 • Prepare Documents
- 2 • Register
- 3 • Sign In
- 4 • Create New Password
- 5 • Add Payment Account**
- 6 • Case Information
- 7 • Party Information
- 8 • Upload Filings
- 9 • Pay Fees
- 10 • Review Summary / Submit



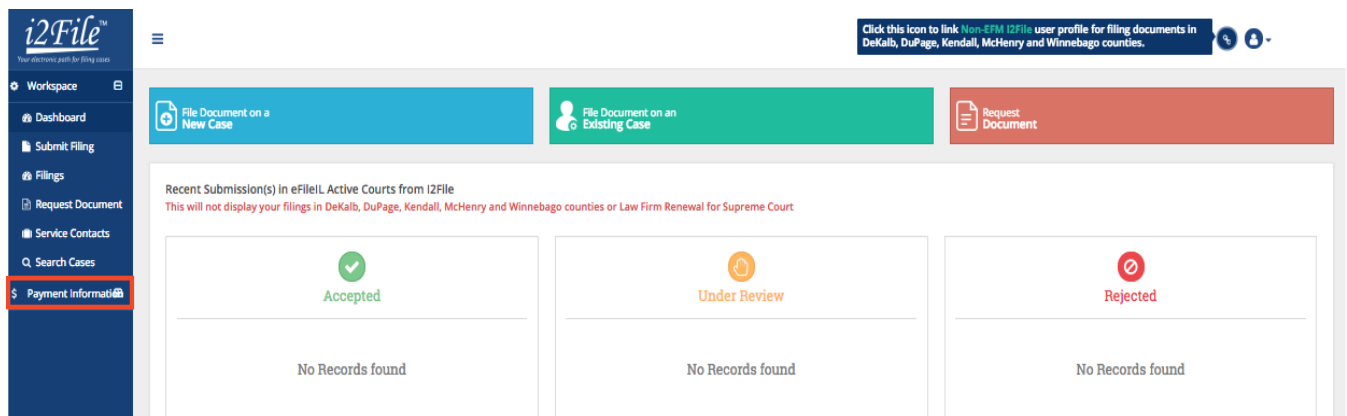
## Add a payment account

Before you can e-file your court documents, you must add a payment account. If there is a filing fee due, it must be paid at the time of e-filing. **If you cannot afford the filing fee**, you still have to follow the steps to create a payment account, but can select "Waiver." This does not mean your waiver will be approved, and you may have to create another payment account and pay filing fees if the waiver is denied.

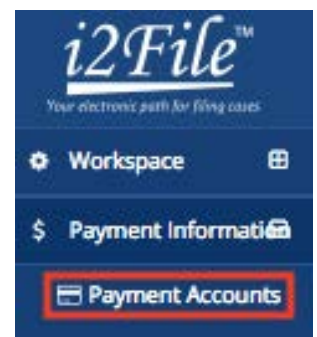
**i** If you can afford to pay your filing fee, you must have a credit card or a checking account to pay online. If you do not have a credit card or checking account, one option is to buy a pre-paid debit card from most major stores such as Walgreens, Walmart, or Target. If you want to pay in cash, you would need to inquire with your local court to find out if they accept cash payments and what their process is for paying the filing fee in person.

### ➔ Click Payment Accounts under Actions

1. After you successfully login you will see this Dashboard with a navigation pane located on the left side. Click **Payment Information**.



2. Under Payment Information click **Payment Accounts**.



### 3. Click **Add Payment Account**.

Payment Accounts

Payment Account Name	Payment Account Type	Active	Action
No records found			

- Enter a name for the account payment. You may name it anything. This name is just so you can identify the payment account. This is the name that will appear in the drop down menu when you are selecting the payment account to use, so make sure the name you select is descriptive enough.

Payment Account Name*	Payment Account Type*
<input type="text" value="Your Payment Account Name"/>	<input type="text" value="Select"/>

- Select how you want to pay. The options are: **Waiver, eCheck, Credit Card, or Gov. Agency Filing**.
  - Waiver means that you are requesting the court to waive your filing fees because you cannot afford the fees OR that you want to pay in cash.
  - eCheck means direct payment from a checking or savings bank account.
  - Credit Card also includes prepay debit cards.
  - Gov. Agency Filing option will not apply to a self-represented litigant.

Payment Account Name	Payment Account Type	Active	Action
No records found			

Payment Account Name*	Payment Account Type*
<input type="text" value="Your Payment Account Name"/>	<input checked="" type="checkbox"/> Select <input type="checkbox"/> Waiver <input type="checkbox"/> eCheck <input type="checkbox"/> Credit Card <input type="checkbox"/> Gov. Agency Filing

See the following pages for detailed information about each payment account type.

## ➔ Fee waiver or Cash

- If you are going to file a fee waiver or want to pay in cash (and you've confirmed your local court accepts cash payments) choose **Waiver** in the drop down menu and create a **Payment Account Name**. This name is just so you can identify the payment account.

Payment Account Name*	Payment Account Type*
<input type="text" value="Waiver Fees"/>	<input type="text" value="Waiver"/>
<input checked="" type="checkbox"/> Active	
<input type="button" value="CANCEL"/> <input type="button" value="SAVE"/>	

- Click **Save**.

Need Help? Contact i2File's Filer Support at [support@i2file.net](mailto:support@i2file.net)

- If you successfully chose Waiver, "Waiver" will be listed in the box and the word "Yes" will be listed under active.

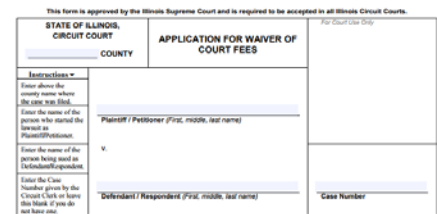
### Payment Accounts

Payment Account Name ⌵	Payment Account Type ⌵	Active ⌵	Action
Waiver Example	Waiver	Yes	

## Important note about the Waiver payment account

### Fee Waiver Applications

- Selecting the Waiver Payment Account does NOT mean you will get your fees waived.
- If you are asking the court to waive your fees for the first time in this case, you must upload an *Application for Wavier of Court Fees* as a Lead Document. A judge will review your application and may require you to appear in court. You will receive an order either granting or denying your application. If your application is denied, you will need to create another payment account and pay your filing fees. If you do not upload the *Application*, your filing may be rejected.



An *Application for Wavier of Court Fees* can be found under Fee Waiver for trial/circuit courts or under Appellate for appellate courts: <http://illinoiscourts.gov/Forms/approved/default.asp>. For more information about how to upload the Application as a Lead Document, see *How to E-File in i2File Step 8 Upload Your Documents in the Filings Section*.



- If the court already approved your *Application* in this case, you do NOT need to submit another application, but you MUST upload a copy of the signed *Fee Waiver Order* when you submit your court filing. You still select "Waiver" as your payment account.

### Cash

- Selecting the Waiver Payment Account does NOT mean you are allowed to pay in cash. You must contact your local court BEFORE e-filing to find out if they accept cash payments. If they do not, you CANNOT use the Waiver Payment Account for the purpose of cash payments and your filing may be rejected. Some courts may also require that you e-file in person at the courthouse to be able to use the Waiver payment account for cash payments.



**You may now e-file your court documents with an application for fee waiver or cash payment.**

Need Help? Contact i2File's Filer Support at [support@i2file.net](mailto:support@i2file.net)

## eCheck (bank account)

1. To pay using your bank routing and account number, choose **eCheck** in the drop down menu and create a Payment Account Name. This name is just for you to know which account you entered.

Payment Account Name*	Payment Account Type*
<input type="text" value="eCheck Example"/>	<input type="text" value="eCheck"/>

**ENTER BANK INFORMATION**

2. Click **Enter Bank Information**.
3. You will be directed to a page that will look like this. Click the Method of Payment option **eCheck**.

## Payment Information

**Method of Payment**

Credit Card

e-Check

4. Under **Account Type**, select whether you want to pay from your **checking** or **savings** account.

### Payment Information

**Method of Payment**

Credit Card

e-Check

**Account Holder Information**  
Enter the information as it appears on the Account. The fields marked with a red asterisk (\*) are required fields.

**Account Type**

**Account Number**

**Routing Number**  [Routing Number Help](#)

**Name on Account**   
Maximum of 30 characters

**Address Type**  US  Foreign

**Address Line 1**   
Street address, P.O. box, company name, c/o

**Address Line 2**   
Apartment, suite, unit, building, floor, etc.

**City**

**State**

**Zip Code**

[Continue](#)

5. Enter that account information including account number and routing number. Click **Continue**.



If you need help finding your account or routing numbers on your check, click **Routing Number Help** next to the Routing Number box.



- Review your checking or savings information, read the Terms and Conditions, and click **Save Information**.

### Verify Billing Information

<p><b>Billing Detail</b></p>	<p><b>Account Type</b> <b>Account Number</b> <b>Routing Number</b> <b>Name on Account</b> <b>Address Type</b> <b>Address Line 1</b> <b>Address Line 2</b> <b>City</b> <b>State</b> <b>Zip Code</b></p>
<p><b>Terms and Conditions</b> This is a confidential and secure site that does not disseminate confidential information to third parties. The effective date of the payment for Service Only filings is the date the filing is submitted. The effective date of the payment for Electronic Filings or Electronic Filings with Service is the date the filing is accepted by the Court. By selecting the Save Information button you are authorizing the processing of transactions to this account for File &amp; Serve activity.</p>	
<p><input type="button" value="Back"/> <input type="button" value="Save Information"/></p>	

- If approved, the type of payment will be listed in the box and the word **"Yes"** will be listed under active.

### Payment Accounts

Payment Account Name ⌵	Payment Account Type ⌵	Active ⌵	Action
eCheck Example	eCheck	Yes	



You may now e-file your court documents and pay with an eCheck.

## ➔ Credit card or prepay debit card

1. To use a credit card or prepay debit card, choose **Credit Card** in the drop down menu and create a Payment Account Name. This name is just for you to know which card you entered.

### Payment Accounts

Payment Account Name	Payment Account Type	Active	Action
No records found			

« 1 » 10

ADD PAYMENT ACCOUNT

Payment Account Name\*

Payment Account Type\*

Credit Card

**ENTER CREDIT CARD INFORMATION**

2. Click **Enter Credit Card Information**.
3. You will be directed to a page that will look like this. Click the Method of Payment option **Credit Card**.

## Payment Information

**Method of Payment**

Credit Card

e-Check

### Payment Information

4. Enter your credit card or prepay debit card information and click **Continue**.

**Method of Payment**

Credit Card  
 e-Check

---

**Cardholder Information**  
Enter the information as it appears on the Cardholder Account. The fields marked with a red asterisk (\*) are required fields.

Card Type  \*

Card Number  \*

Exp Month  \* Exp Year  \*

CVV Code  \* [CVV Help](#)

Name on Card  \*

Maximum of 30 characters

Address Type  US  Foreign

Address Line 1  \*

Street address, P.O. box, company name, c/o

Address Line 2  \*

Apartment, suite, unit, building, floor, etc.

City  \*

State  \*

Zip Code  \*

Continue



The card must be Discover, Master Card, or Visa. If you want to use American Express, please check <http://efile.illinoiscourts.gov/active-courts.htm#legend> to see if your Location accepts it.

**Need Help? Contact i2File's Filer Support at [support@i2file.net](mailto:support@i2file.net)**


- Review your card information, read the Terms and Conditions, and click **Save Information**.

### Verify Billing Information

<p><b>Billing Detail</b></p>	<p>Card Type Card Number Exp Date CVV Code Name on Card Address Type Address Line 1 Address Line 2 City State Zip Code</p>
<p><b>Terms and Conditions</b> This is a confidential and secure site that does not disseminate confidential information to third parties. The effective date of the payment for Service Only filings is the date the filing is submitted. The effective date of the payment for Electronic Filings or Electronic Filings with Service is the date the filing is accepted by the Court. By selecting the Save Information button you are authorizing the processing of transactions to this account for File &amp; Serve activity.</p>	

- If approved, the payment account will be listed in the box and the word "Yes" will be listed under active.

### Payment Accounts

Payment Account Name ⌵	Payment Account Type ⌵	Active ⌵	Action
Example	Credit Card	Yes	

**ADD PAYMENT ACCOUNT**



**You may now e-file your court documents and pay with a credit card.**



# Self-Represented Litigants

## How to E-File in i2File



## Step 4: Create a New Password if You Forgot It

### E-filing Steps

- 1 • Prepare Documents
- 2 • Register
- 3 • Sign In
- 4 • Create New Password**
- 5 • Add Payment Account
- 6 • Case Information
- 7 • Party Information
- 8 • Upload Filings
- 9 • Pay Fees
- 10 • Review Summary / Submit



## Create a new password

If you forget your password, you need to create a new one. After several failed attempts to sign in to the system, your account will be locked. You will need to create a new password.

### ➔ Tell i2File you forgot you password

1. At the login screen, click **Forgot Password?**

You are not required to re-register, if you have already registered with state eFileIL System through one of the certified service providers.

**LOGIN**

Resend Activation Email? **Forgot Password?**

2. Enter the email address you used when you registered for your i2File account.

**Forgot Password** ✕

A Link for resetting your password will be sent to the email address associated with your eFile IL Account.

**OK** CANCEL

3. Click **Ok**.

4. After you click **Ok**, the following message will pop up. Check your email to find the link to reset your password.

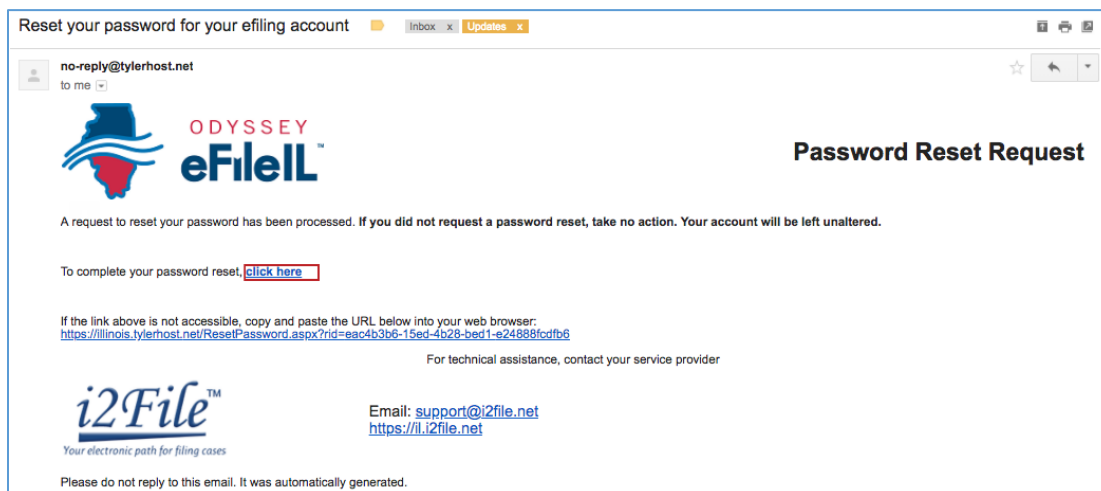
**Forgot Password** ✕

A Link for resetting your password will be sent to the email address associated with your eFile IL Account.

Password reset link has been sent

**OK** CANCEL

5. Go to your email account to open the i2File password reset email. This is what the email will look like.



6. Click on the “click here” link. Your internet browser will direct you to a new webpage that will look like this.

7. Enter your new password in the first box and then enter the same new password again.

8. Click **Change Password**.

**i2File™**  
Your electronic path for filing cases

To complete the process of resetting your password for your account, you will need to select a new password.

Email Address

New Password

Repeat New Password

**Change Password**

9. This message will pop up to confirm you successfully changed your password.

10. Click **Return to i2File**



**You have successfully created a new password. You can now login to your i2File account.**



# Self-Represented Litigants

## How to E-File in i2File Step 6: Enter your Case Information



### E-filing Steps

- 1 • Prepare Documents
- 2 • Register
- 3 • Sign In
- 4 • Create New Password
- 5 • Add Payment Account
- 6 • Case Information**
- 7 • Party Information
- 8 • Upload Filings
- 9 • Pay Fees
- 10 • Review Summary / Submit

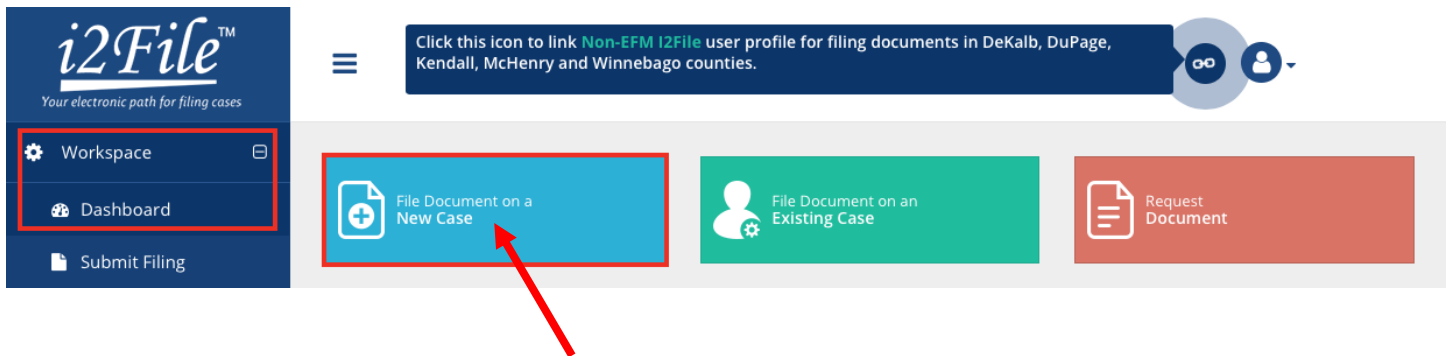


## Enter Your Case Information

This manual will go over starting a new case and filing into an existing case.

- To start a new case, you will need to know three pieces of information: (1) Location; (2) Category; and (3) Case Type.
- To file into an existing case, you will need to know two pieces of information: (1) Location; and (2) Case Number OR Party Name.

### ➤ New Case – Click Start a New Case



### ➤ Choose the Location

1. A pop up window will appear that will look like this. Click one of the two options, “Click Here”.



**Note:** This manual will explain the process and show images of the eFileIL Active Courts only. If you need assistance with filing in DeKalb, DuPage, Kendall, McHenry, or Winnebago, please speak to your local court staff.

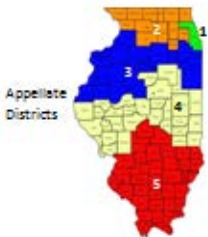
Need Help? Contact i2File's Filer Support at [support@i2file.net](mailto:support@i2file.net)



2. When you arrive at the new screen you will be in Case Information that will look like this. You must fill out every section with an \*. Below are steps for completing each section. Once you complete each section click **Next**.

3. The **Location** means the where the case will be heard.

- a. *Brand new* cases will be filed in the trial court in the County where your case will be heard.
  - i. Family law cases can be filed in the county that you or your spouse/the other parent live in.
  - ii. Cases for money or property can be filed where the defendant lives or where the events happened that you believe give you the right to sue. For example, where the accident occurred, contract was signed, or leased premises is located.
  - iii. Name change cases can be filed in the county where you live.
  - iv. If the County you are looking for does not show up, it means that County isn't using Odyssey File & Serve yet. Contact your local court to find out how you should be e-filing your documents.
- b. If you are filing to *appeal* a trial court's decision, select the Appellate District that your County is in.
- c. If you are filing to *appeal* an appellate court's decision, select Supreme Court of Illinois.



4. Click in the **Location** box and a drop down menu will appear. Scroll through until you find the correct location and **click** on it.



You cannot select the Category or Case Type until you've selected a Location.



## Choose the Category and Case Type

1. The **Category** for e-filing is the way the court has divided up and labeled groups of **Case Types**.
  - a. Categories are official legal terms used by the court and may not be easy to understand or guess which types of cases would be in which Category.
  - b. The Case Type is the topic you want to address with the court.
  
2. The Categories are:

Arbitration	Chancery	Eminent Domain
Law	Law Magistrate	Miscellaneous Remedy
Municipal Corporation	Order of Protection	Small Claims
Tax	Adoption	Dissolution
Family	Mental Health	Probate

3. To figure out what Category to select, you need to know what kind of Case Type you have. Here are commonly used Case Types and which Category they are in:

Category	Common Case Types
Chancery	Foreclosure
Law Magistrate	Eviction (rent under \$50,000)
Order of Protection	Order of Protection; Stalking No Contact Order; Civil No Contact Order
Small Claims	Contract; Tort; Small Claims \$10,000 or less
Dissolution	Dissolution of Marriage/Civil Union or Legal Separation
Family	Parentage/Paternity; Custody/Visitation/Child Support
Probate	Guardianship of a Minor
Miscellaneous Remedy	Certiorari (to review administrative decisions), Change of Name
Law	Contract or Tort-Money Damages over \$50,000

Dissolution  
means  
Divorce

- Once you have figured out your Case Type and Category, you must first **click** the Category from the drop down menu. Then the Case Types will show up, **click** on your Case Type.



All Categories and Case Types can be found in the appellate or trial court Configuration Standards on [www.efile.illinoiscourts.gov](http://www.efile.illinoiscourts.gov).

- Click a **Payment Account**. If you do not have any payment options in the dropdown menu under Payment Account, you can find detailed instructions in *How to E-File in i2File Step 5: Add a Payment Account*.

A screenshot of a web form. At the top, it says "Payment Account\*" in a small font. Below that is a dropdown menu with the text "Select Payment Account" and a small downward-pointing arrow on the right. At the bottom of the form, there are two buttons: a white "EXIT" button and a blue "NEXT" button with white text.

- Click **Next**.



**You have successfully entered the Case Information for a New Case.**

## Existing Case – Click File Into Existing Case

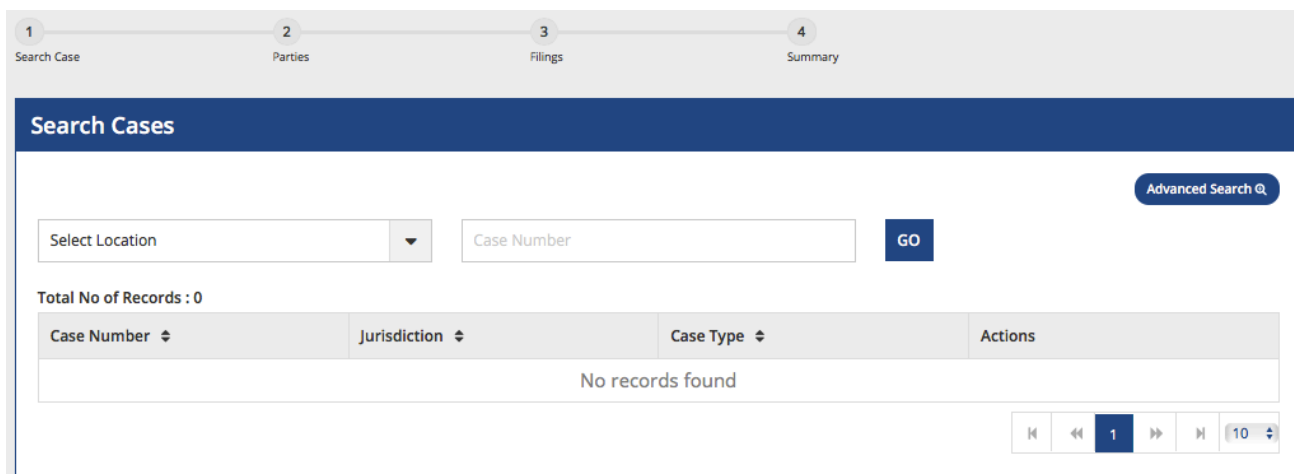


## Choose the Location

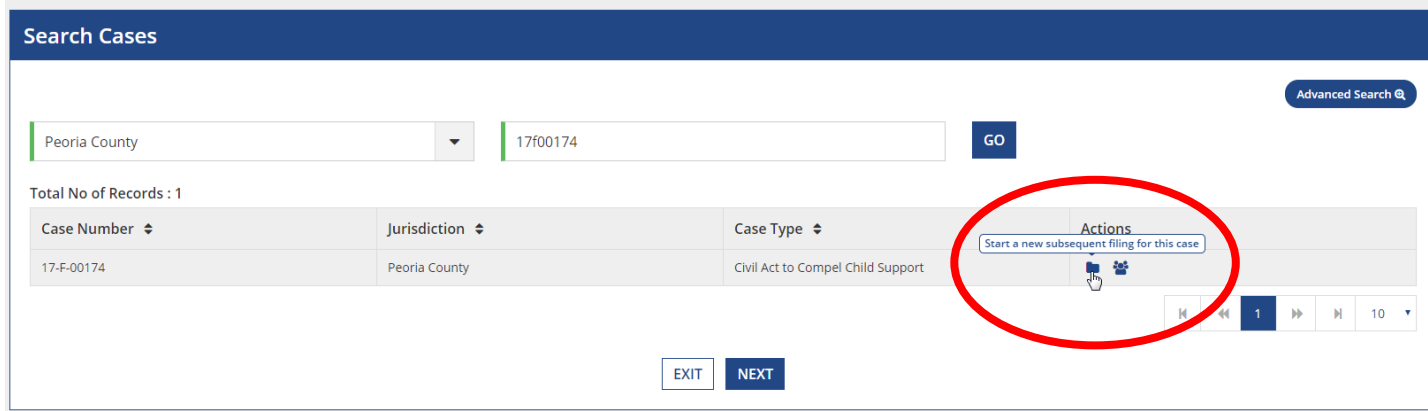
1. A pop up window will appear that will look like this. Click one of the two options, "Click Here".



2. When you arrive at the new screen you will be in Search Cases that will look like this.



3. The Location means where the case was filed.
  - a. If you are filing as part of a case at the trial court, select the County where the case was filed.
  - b. If you are filing as part of a case on appeal, select the Appellate District or Supreme Court where the case was filed.
4. Click in the Location box and a drop down menu will appear. Scroll through until you find the correct location and **click on it**.
5. Enter a case number if you have it.
  - a. The Case Number can be found on the upper right corner of any court documents you've received about the case.
  - b. The Case Number should be entered in exactly as it is on the document, with no extra spaces.
  - c. Type in the number and click **Go**.
6. Case search results will appear like this.



7. Click the file icon to **Start a new subsequent filing for this case** under Actions.

**Note** ✕



Some counties may not have existing case information available. If that happens, this pop up box will show. Click **File Into An Existing Case** button to file into that case. All it means is that you will have to enter all the information yourself rather than it already being in the system.

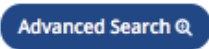
**You are attempting to efile on a case that is not submitted electronically in Odyssey File & Serve and is not searchable from the court's case management system.**

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

**FILE INTO AN EXISTING CASE**

**You can also search with the Advanced Search function. Choose to search by Party Name.**

1. Party Name
  - a. If you cannot find the Case Number, you can search by Party Name instead.
  - b. Click the **Advanced Search** button.



- c. This pop up window will appear.

Advanced Search
✕

**Location\***

Select Location ▼

**Party Role**     Person     Business

**First Name\***

Your First Name

**Middle Name**

Your Middle Name

**Last Name\***

Your Last Name

**Case Types\***

All Case Types ▼

**Show Results Sorted By\***

Case Number ▼

SEARCH

RESET

CANCEL

- d. You must enter a Location, First and Last Name, and Case Type and then click **Search**.
      - i. You can search by your name if you are a party in the case.
    - e. After you select Search, a list of cases will appear.

Peoria County ▼

Case Number

GO

Total No of Records : 31

Case Number ↕	Jurisdiction ↕	Case Type ↕	Actions
01-L-00355	Peoria County	Arbitration and Award	
02-LM-00804	Peoria County	Arbitration & Award	
03-LM-00244	Peoria County	Arbitration & Award	
03-SC-00857	Peoria County	10033	
06-LM-00451	Peoria County	Arbitration & Award	
07-SC-01010	Peoria County	10033	
07-SC-01917	Peoria County	10033	
10-MH-00061	Peoria County	Petition to Administer Treatment	
12-SC-00010	Peoria County	10033	
18-D-00113	Peoria County	10043	

2. Click the file icon to **Start a new subsequent filing for this case** under Actions.

**You have successfully selected the Case Information for an Existing Case.**

Need Help? Contact i2File's Filer Support at [support@i2file.net](mailto:support@i2file.net)



# Self-Represented Litigants

## How to E-File in i2File Step 7: Enter the Party Information



### E-filing Steps

- 1 • Prepare Documents
- 2 • Register
- 3 • Sign In
- 4 • Create New Password
- 5 • Add Payment Account
- 6 • Case Information
- 7 • Party Information**
- 8 • Upload Filings
- 9 • Pay Fees
- 10 • Review Summary / Submit



## Enter Party Information

You need to enter information about yourself and the other party before e-filing.

### ➔ Enter Your Information

1. The Parties tab will activate once you Click on **Next** in the Case Information tab.
2. Click on the **Party Type** that you are entering. Once you click the Party Type it will be highlighted.



If you are filing or starting the case, you are the Plaintiff or Petitioner. If someone else filed or started the case and you are responding to it, you are the Defendant or Respondent.

3. If you are the highlighted party, click the box that says "I am this party."

4. If you clicked "I am this party" the sections below will automatically appear with your First Name, Last Name, and address you used when you registered for e-filing. If not, you must fill in each section marked with an \*.

5. Once you complete entering the information for the first party, it will automatically save.
6. Scroll up to the "Party Type" box and click on the other party to highlight it and enter the information.

**Need Help? Contact i2File's Filer Support at [support@i2file.net](mailto:support@i2file.net)**



## ➔ Enter the Details of the Other Party or Parties

Now you can begin to enter in all the information for the other party. Fill in each section marked with an \*.

### ➔ Other Party is a Person

1. If the other party is a person, click the button that says Person.
2. You must fill in the other Party's **First Name** and **Last Name**.

Party Type	Name
Defendant	Enter Business Name Here
Plaintiff	

**ADD PARTY**

I am this Party

Person  Business

Party Type\*  
Defendant

First Name\*  
Your First Name

Last Name\*  
Last Name

3. You may also fill in the other Party's street address, city, state, postal code, and phone number. None of those are required fields.
4. If the other Party has an attorney that has already filed something in the case, they will appear on the drop down menu under Lead Attorney. You can select them. If you know the other Party is representing themselves, you can select Pro Se. This is not a required field.

### ➔ Other Party is a Business or Agency

1. Click the box that says "Business."
2. Select the "Party Type" from the dropdown menu.
3. You must fill in the **Business Name**.

Party Type	Name
Defendant	Enter Business Name Here
Plaintiff	

**ADD PARTY**

I am this Party

Person  Business

Party Type\*  
Defendant

Business Name\*  
Enter Business Name Here

4. You may also fill in the Business's street address, city, state, postal code, and phone number. None of those are required fields.
5. If the Business's attorney has already filed something in the case, they will appear on the drop down menu under Lead Attorney. You can select them. This is not a required field.
6. Once you have entered the Other Party's Business information, the changes will automatically save.

## ➔ Enter Additional Party's Information

If there are more than two parties in your case, you can add another party to your e-filing by clicking on **Add Party**.



1. Once you click Add Party, a blank highlighted line will appear that will look like this.

Party Type	Name	Attorney(s)
Defendant		
Plaintiff		

1 10

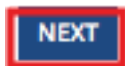
ADD PARTY

2. Select the **Party Type** from a drop down menu.



**i** The **Party Type** drop down menu will have every type of Party there is from Adoptive Child to Ward or additional Plaintiffs or Defendants. If you don't know the party type, ask court staff.

3. If it is a person, you must fill in their **First Name** and **Last Name**. If it is a Business, you need to select that box and enter the **Business Name**.
4. You may fill in the remaining information, but it is not required.
5. The changes will automatically save.
6. Repeat as needed until you have entered the Party Information for all Parties in the case.
7. When you have entered all the Party Information for all Parties in the case, click **Next**.



**👍 You have successfully entered the Party Information.**



# Self-Represented Litigants

## How to E-File in i2File



## Step 8: Upload Your Documents in the Filings Section

### E-filing Steps

- 1 • Prepare Documents
- 2 • Register
- 3 • Sign In
- 4 • Create New Password
- 5 • Add Payment Account
- 6 • Case Information
- 7 • Party Information
- 8 • Upload Filings**
- 9 • Pay Fees
- 10 • Review Summary / Submit



## Upload documents and complete the Filings section

The documents you want to file with the court have to be uploaded into the system. This all happens in the **Filings** section after you have completed the Case Information and Party Information. The whole packet of what you upload to file is called an "envelope" in the e-filing system.

### ➔ Choose the Filing Code

1. In the "Filings" section, you must enter in all the information that has an \* next to it. This manual will cover the required boxes for the document filing. Please see *How to Efile in i2File: Step 9 Pay Fees* for the portions of this section about fees and payment accounts.



There should automatically be a blue check mark in the "E-file" box. But, some Locations may also have Serve or EfileAndServe as the Filing Type. Make sure you select Efile or talk to your court staff about the other options.

2. Click on the **Filing Code** box for the drop down menu. Filing Code means the type of document that you are filing with the court (for example: Complaint, Motion, Waiver).
3. **Click** on the Filing Name of the type of document you are filing.



If you don't know your Filing Code name, ask the court staff so there is no problem with your filing.

The screenshot shows the i2File interface for the Filings section. At the top, there are tabs for Case Information, Parties, and Filings (which is active and shows '3 Filings'). Below the tabs is the 'Filings' header and the 'Enter Filing Details' section. This section contains a table with columns for Code, Type, Description, and ReferenceNumber. The table has one row with 'E-File' in the Type column. Below the table are navigation controls and an 'ADD ANOTHER FILING' button. A red box highlights the '3 Filings' count in the top bar. Another red box highlights the 'E-File' checkbox and the 'Select Filing Code\*' dropdown menu. A third red box highlights the 'Select Filing Name\*' dropdown menu, which is open, showing a list of filing codes: Affidavit, Application, Complaint, Divorce Cases First Filing/First Appearance/ Answer, Motion, Notice, Petition, Proposed Order, Summons, and Waiver.

4. Once you select the Filing Code, you have the option of filling out three boxes, but they are not required.
  - a. Filing Description (optional)
    - i. This is just for you to remember what you are filing.
  - b. Reference Number (optional)
    - i. This is a tracking number for lawyers to use to know which client's case they are filing in. Since you are representing yourself, you won't use this box.
  - c. Optional Service (optional)
    - i. Unless you need something like certified copies of judgments, a jury demand, or an alias summons, you do not have to do anything in this section. If you need something like that, you can click on the Optional Service menu to see what is offered.
    - ii. Click on the Optional Service you want and then click the right-facing arrow to move it to the Selected Optional Services column. Be sure not to click anything you already selected in the Filing Code, or you will be charged twice.

**Select Filing Code\***

Complaint

**Filing Description**

Filing Description

**Reference Number**

Reference Number

**Optional Service**

- Alias Summons ( \$5.00)
- Appeals over 100 pages ( \$150.00)
- Appeals over 200 pages ( \$150.00)
- Appeals under 100 pages ( \$60.00)
- Certification Fees - Mailings ( \$12.00)
- CH - Foreclosure (Residential) Tier #1 (

**Selected Optional Services**

## ➔ Upload Documents and Attachments

Documents

<b>Lead Document*</b>	<b>Description</b>	<b>Security*</b>
	Document Description	
	<b>+ CLICK TO BROWSE</b>	

<b>Attachments</b>	<b>Description</b>	<b>Security*</b>
	Attachment Description	
	<b>+ CLICK TO BROWSE</b>	

## ➤ Explanation of Lead Documents, Attachments, and Document Size

### What is a Lead Document?

- Any document that you need the court to look at to be able to give you what you want.
  - For example, if you want the court to grant your request to move your court date, upload your Motion for a Continuance as a Lead Document.
- All notice documents (such as a Notice for Court Date or Notice of Motion) are Lead Documents.
- You can file more than one Lead Document at a time.
  - For example, you could have Lead Document 1: Notice of Motion; Lead Document 2: Motion for a Continuance; and Lead Document 3: Application for Waiver of Court Fees.
  - An *Application for Waiver of Court Fees* is always a Lead Document and should be filed at the same time as your other documents. If the court already approved your Application for Waiver of Court Fees, you should file a copy of the approved *Order* as an attachment to anything you file after that.

### What are Attachments?

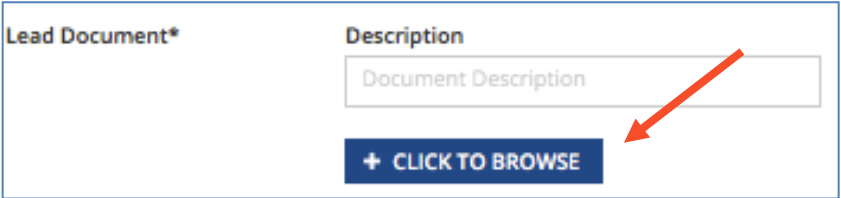
- A category of filing that is only an option in some counties and for some types of Filing Codes. If you don't see Attachments as an option, file everything in the Lead Document section. You can do that by making the Lead Document and any attachments/exhibits one PDF, and upload as a Lead Document.
- Any document that you reference in your Lead Document, but is not technically part of the Lead Document. They are usually called exhibits or attachments.
  - For example, if you write an Answer in an eviction case saying why you shouldn't be evicted, that written explanation is the Lead Document. In the Answer, you reference a receipt for paying rent. The copy of the receipt could be labeled Exhibit or Attachment 1 and would be an Attachment, not a Lead Document.

### What are the Document Size Limits?

- For Trial Courts, each document cannot be larger than 25MB and a combined total of 50MB per filing.
- For the Supreme Court and the Appellate Courts the file size limit is to 150MB.

## ➔ Lead Document (Required)

1. Click on the “+ **Click to Browse**” under the Lead Document heading.



The screenshot shows a form with two columns. The left column has the heading 'Lead Document\*'. The right column has the heading 'Description' and a text input field containing 'Document Description'. Below the input field is a blue button with the text '+ CLICK TO BROWSE'. A red arrow points from the right side of the input field down to the button.

2. A Window will pop up where you will select your document.
3. Find where the document is saved on the computer (desktop, documents folder, flash drive).
4. Select the document you would like to file and click **Open**. The Filing Code name will appear in the Description box.

5. If you selected the wrong document, you can delete it by clicking on the X in the right corner.

Lead Document\*  Complaint.pdf 


Description


Security\*  




6. Once you have the correct document, select the drop down menu for the **Security** box. Click whether the document is public (non-confidential) or confidential. For some case filings, the Security options are different. If there is only one option like Case Manager, select that. If you see multiple Security Options, speak to court staff.

Security\*

Select Security 

Select Security  
Confidential  
Non-Confidential 

 **Most court documents are public (non-confidential) even though they contain personal information that you may like to keep confidential. Please speak to court staff before selecting confidential on your document.**

7. Once you select the Document, you have the option of filling out four boxes, but they are not required.

- a. Filing Comments (optional)
  - iii. These comments are for the court reviewer to read when assessing your document.
- b. Courtesy Copies (optional)
  - iv. You may enter a list of email addresses (separated by a comma) for where you want the document sent.

Filing Comments

Courtesy Copies


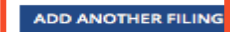
 **Note: this is a courtesy and does NOT qualify for service of process or proper notice.**

8. You may add additional Lead Documents by clicking the **Add Another Filing** at the top of the page and then following these same instructions.

**Filings**

Enter Filing Details

Code	Type	Description	ReferenceNumber
	E-File		

## ➔ Upload Attachments (Optional)

1. Click on the “+ **Click to Browse**” under the Attachments heading.

2. A Window will pop up where you will select your document.

3. Find where the document is saved on the computer (desktop, documents folder, flash drive).

The screenshot shows a window titled "Attachments". It contains a "Description" label above a text input field with the placeholder text "Attachment Description". Below the input field is a blue button with a white plus sign and the text "+ CLICK TO BROWSE". The button is highlighted with a red rectangular border.

4. Select the document you would like to file and click **Open**. The Filing Code name will appear in the Description box.

5. If you selected the wrong document, you can delete it by clicking on the X in the right corner.

The screenshot shows the "Attachments" window with a document titled "Self Represented Litigants 3-12.pdf". Below the title is a "Description" field containing the word "Application" and a "Security\*" dropdown menu. A red "X" icon is located in the top right corner of the window, with a red arrow pointing to it from the right.

6. Once you have the correct document, select the drop down menu for the **Security** box. Select whether the document is public (non-confidential) or confidential.

**i** **Most court documents are public (non-confidential) even though they contain personal information that you may like to keep confidential. Please speak to court staff before selecting confidential on your document.**

7. You may add additional Attachments by clicking the “+ **Click to Browse**” under the next Description and Security boxes that appear after you upload an attachment.

The screenshot shows the "Attachments" window with two document entries. The first entry has a description of "Petition" and a "Security\*" dropdown menu. Below it is a blue button with a white plus sign and the text "+ CLICK TO BROWSE". The second entry has a description of "Attachment Description" and a "Security\*" dropdown menu. Below it is a blue button with a white plus sign and the text "+ CLICK TO BROWSE", which is highlighted with a red rectangular border.



**You have successfully uploaded your documents/completed the document portion of the Filings section.**

**Need Help? Contact i2File's Filer Support at [support@i2file.net](mailto:support@i2file.net)**





# Self-Represented Litigants

## How to E-File in i2File Step 9: Pay Fees



### E-filing Steps

- 1 • Prepare Documents
- 2 • Register
- 3 • Sign In
- 4 • Create New Password
- 5 • Add Payment Account
- 6 • Case Information
- 7 • Party Information
- 8 • Upload Filings
- 9 • Pay Fees**
- 10 • Review Summary / Submit



## Finalize Fees

If you did not create a Payment Account when you registered for e-filing, please see *How to E-file in i2File Step 5: Add a Payment Account* for instructions on how to do so.

### ➔ Review the Fees for the Documents to be Filed

1. Make sure that the Fees section lists all the documents you want to file.
2. If not, return to the Filings section to add or delete documents.

Fees	
Complaint	
Total This Filing	\$ 0
Application	
Total This Filing	\$ 0
Case Initiation Fee	\$ 276
Payment Service Fee	\$ 0
Envelope Total	\$276

### ➔ Select the Payment Account

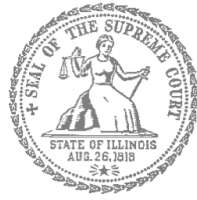
1. Click on the Payment Account drop down menu.
2. **Select** which Payment Account (that you created during registration) you want to use for this filing. The Payment Account Name that you created is what will show up in the drop down menu.
3. Select the Party Responsible for Fees from the drop down menu. You will always select yourself unless a judge has entered an order saying that a different party should pay.
4. If you used Credit or eCheck, you have paid your court fees. *NOTE:* If something has changed about your Credit or eCheck accounts since registration, this could cause your filing to be rejected when you e-file. Make sure your payment account information is up to date and accurate before e-filing.
5. If you selected a Waiver account you will need to either:
  - a. Pay in cash before your filing will be processed; or
  - b. Check with the court about the status of your *Application for Waiver of Court Fees* and if the application is denied, you will need to pay your filing fees.
6. Click **Next**.

The screenshot shows the 'Payments' section with two dropdown menus. The first dropdown is labeled 'Payment Account\*' and has 'eCheck Example' selected. The second dropdown is labeled 'Party Responsible for Fees\*' and has 'Select Party' selected. Below the second dropdown, 'John Doe' and 'Jane Doe' are visible as options. Red arrows point to the dropdown arrows of both menus.



**You have now successfully completed the Fees section for e-filing.**

**Need Help? Contact i2File's Filer Support at [support@i2file.net](mailto:support@i2file.net)**



# Self-Represented Litigants

How to E-File in Odyssey File & Serve  ODYSSEY eFileLL™

## Step 10: Review the Summary & Submit Your E-filing

### E-filing Steps

- 1 • Prepare Documents
- 2 • Register
- 3 • Sign In
- 4 • Create New Password
- 5 • Add Payment Account
- 6 • Case Information
- 7 • Party Information
- 8 • Upload Filings
- 9 • Pay Fees
- 10 • Review Summary / Submit**



## Review E-file Summary & Submit E-file

Once you have completed all the e-filing steps (Case Information, Party Information, Filings, and Fees), you can review a **Summary** of your filing before submitting it. After you review your Summary, you must **Submit** your filing to the court to complete e-filing. The whole packet of what you submit to the court is called an "envelope" in the e-filing system.

### ➔ Click Summary

1. Scroll to the bottom of the webpage after you've completed the Case Information, Party Information, Filings, and Fees sections.

2. Click **Summary**.



If you have not entered all the required information for your e-file, you will not be able to review a Summary of your e-filing envelope.

**Case Information**

Location: Christian County

Category: Dissolution      Case Type: Dissolution of Marriage or Legal Separation - \$186.00

Undo   Save Changes

---

**Party Information**

Party Type	Party Name	Lead Attorney	
Plaintiff/Petitioner	Jane Doe	Pro Se	Required Party ▲
Defendant/Respondent	John Doe		Required Party ▼

Add Another Party

---

**Filings**

Filing Code	Client Ref #	Filing Description	Actions
Motion		Motion	Actions ▼ ▲
Waiver		Fee Waiver	Actions ▼
Notice		Notice of Motion	Actions ▼ ▼

Add Another Filing

---

**Fees** Need Help?

<b>▼ Motion</b>	Description	Amount
	Filing Fee	\$0.00
		Filing Total: \$0.00
<b>▼ Waiver</b>	Description	Amount
	Filing Fee	\$0.00
		Filing Total: \$0.00
<b>▼ Notice</b>	Description	Amount
	Filing Fee	\$0.00
		Filing Total: \$0.00

---

Total Filing Fee	\$0.00	
Court Case Fee	\$186.00	
	<b>Envelope Total: \$186.00</b>	
	<i>Waiver selected</i>	

Payment Account: Waiver

Undo   Save Changes

---

Save as Draft   Summary

## ➔ Review your e-file Summary

1. After you click Summary, review the Case Information, Party Information, Filings, and Fees.
2. If anything is incorrect, click **Back**. Once on the previous page, you can click into any section that is incorrect and make the changes you want.

Review and submit your envelope

Case Information		
Location Christian County	Category Dissolution	Case Type Dissolution of Marriage or Legal Separation

Party Information		
Party Type	Party Name	Lead Attorney
Plaintiff/Petitioner	Jane Doe	Pro Se
Defendant/Respondent	John Doe	

Filings		
Filing Code	Client Ref #	Filing Description
Motion		Motion
Waiver		Fee Waiver
Notice		Notice of Motion

Fees		
▶ Motion		
▶ Waiver		
▶ Notice		
Total Filing Fee		\$0.00
		Envelope Total: \$0.00
		Waiver selected
Payment Account	Waiver	

Back Submit

## ➔ Submit your e-filing

1. Once you review your e-file summary and make sure the information is correct, click **Submit**.

Back Submit



**You have successfully reviewed and submitted your e-filing envelope to the court.**



Submitting your e-filing envelope in the system is the first step in giving your documents to the courts. Once you submit the e-filing envelope, the Circuit Clerk's office will review the filing. The Clerk will either accept or reject your filing. **Check your email for notification from the court about whether your filing is accepted or rejected.**