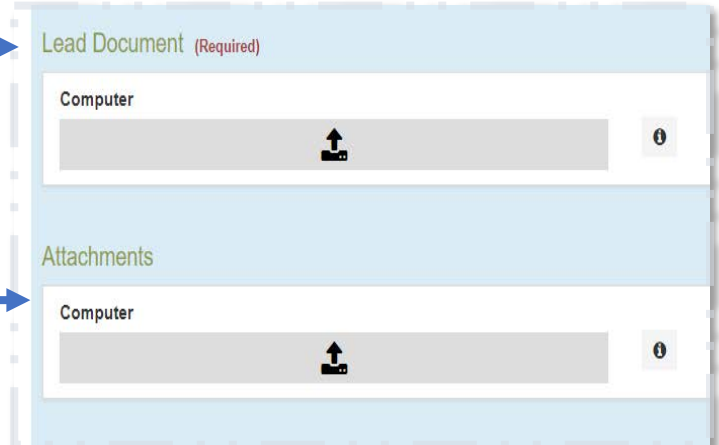


E-FILING | LEAD DOCUMENT VS ATTACHMENT

WHAT IS A LEAD DOCUMENT?

A "Lead" document, is any filing that needs to be filed or issued through the Circuit Clerk's Office. Unless you are filing an exhibit that would be attached to another document, most filings should be uploaded as "Lead" documents.



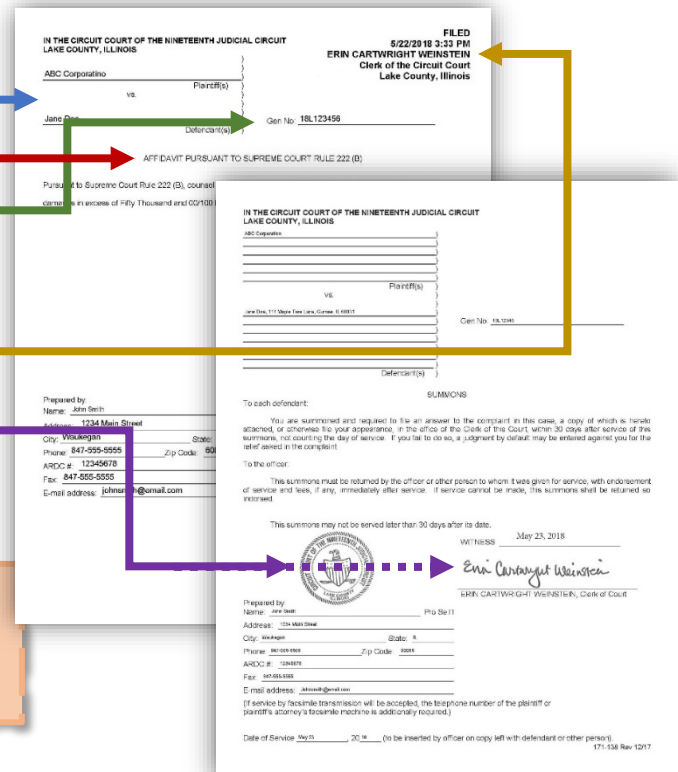
WHAT IS AN ATTACHMENT?

An attachment is considered an exhibit or other document in support of a "Lead" document. Attachments do not get a "Filed" stamp or registered as a document in our record management system, they are simply attached to the "Lead" Document.

HOW TO TELL IF YOUR FILING SHOULD BE A "LEAD" DOCUMENT:

If one or more of the following applies to your filing, your document should be uploaded as a "Lead" document:

- ✓ The document has a case caption
- ✓ The case/Gen. No is on the document
- ✓ The document has a title
- ✓ A "Filed" stamp is needed
- ✓ The Clerk's Signature and/or Seal is needed



Please note the system images contained in this document are merely example from Odyssey eFileIL. Depending on your EFSP your screen may appear slightly different. The Circuit Clerk's Office does not promote any one certified EFSP.