ILLINOIS SUPREME COURT COMMISSION ON ACCESS TO JUSTICE

Self-Represented Litigants

How to E-File in Odyssey File & Serve
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

Prepare court documents to be e-filed

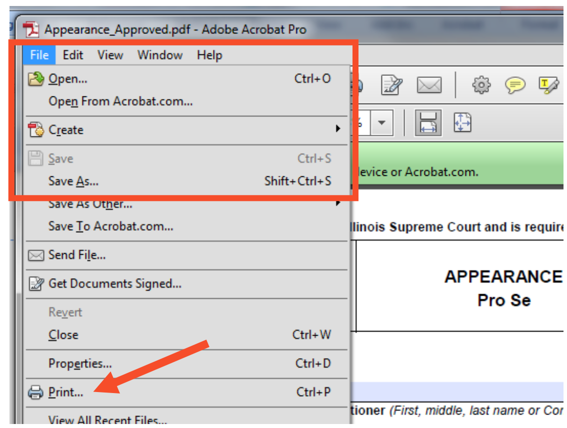
To e-file your court documents, they must be saved as a text-searchable **PDF** file, whether you start from a fillable PDF, handwritten form, or Word document.

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.



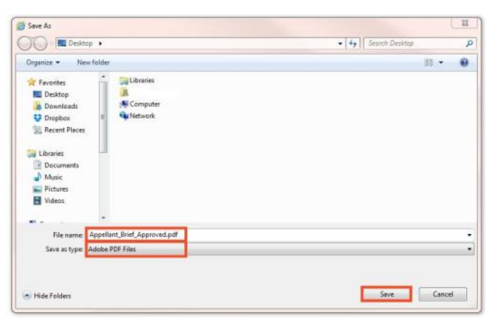
If your form is a Court Form found at http://www.illinoiscourts.gov/Forms/approved/default.asp the fillable PDF form has the Print and Save boxes at the bottom of your document and you can click **Save Form** to save your work while you are finishing your document or **Print Form** when you are ready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

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.

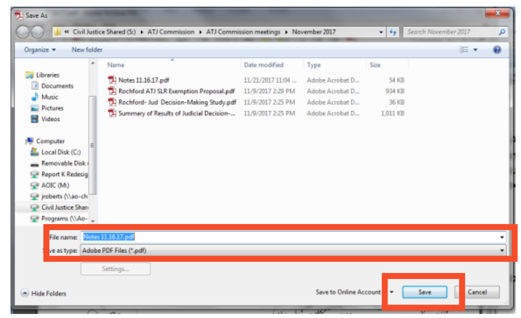
Handwritten forms

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**.

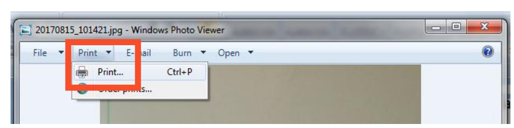
If you do not have a scanner at home, you may be able to scan your documents at the court, your public library, or other office supply store.

2. When it is scanned, the document will either:
   a. Appear on the computer screen and you have to save it, or
   b. It will be sent to a folder on the computer and you will want to open it and save it with a file name that you choose.

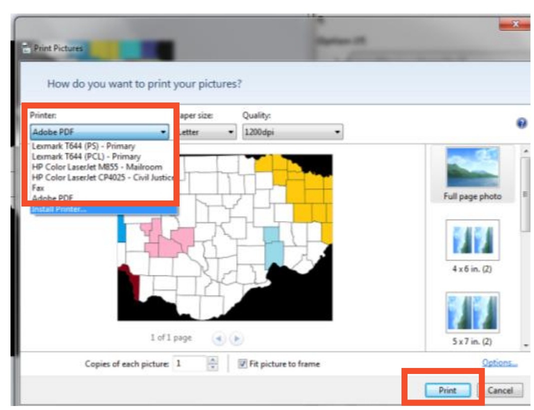


3. With the document up on the computer, click **File** and **Save As**. A Save As box will pop up. When it does, name your file. You can choose to name it anything but it should be something that helps you and the court identify the document. Make sure the Save as type box (under your file name) says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

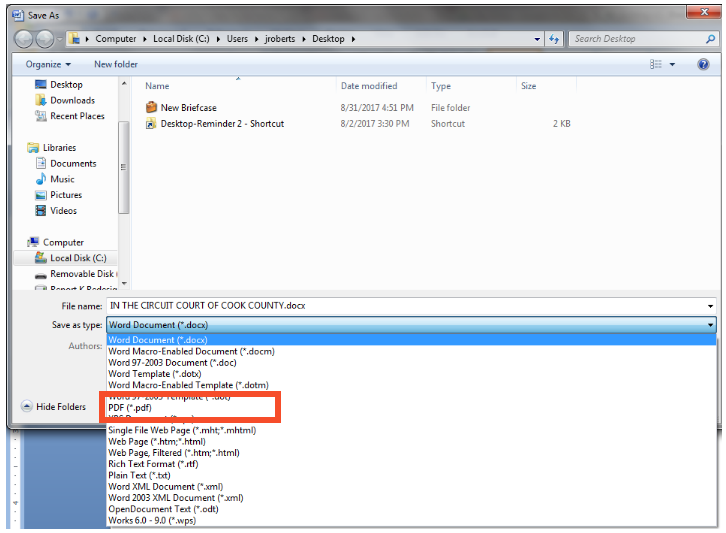
7. A **Save As** box will pop up. When it does, name your file. You can choose to name it anything but it should be something that helps you and the court identify the document. Make sure the Save as type box (under your file name) says PDF. Click **Save**.

You may now e-file your court documents.

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.

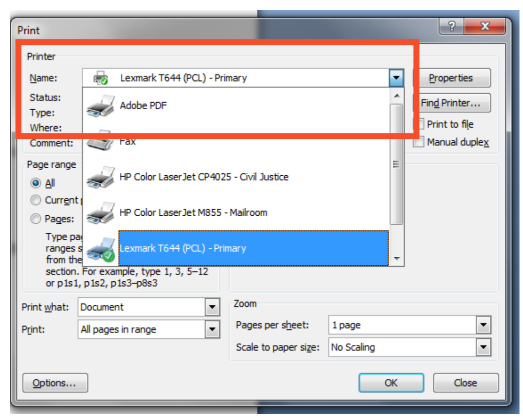
Option 1



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.

ILLINOIS SUPREME COURT COMMISSION ON ACCESS TO JUSTICE

Self-Represented Litigants

How to E-File in Odyssey File & Serve
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.

Choose to register a new account

1. To create a new account and register as a user click: https://illinois.tylerhost.net/ofsweb
2. The Actions panel is where you sign into Odyssey File & Serve or register as a user.
3. Click **Register**.

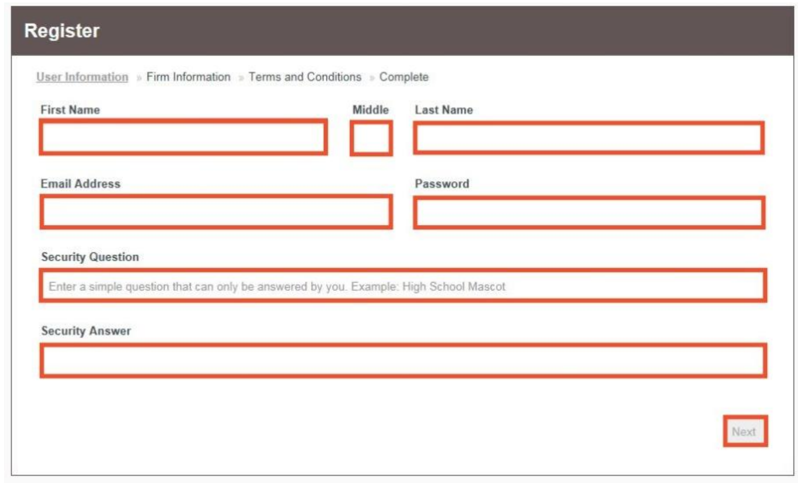
The **Register** button takes you to the page where you can register in the system by using your name and contact information. If you have already registered as a user, click **Sign In**. For detailed instructions on how to Sign In to your account see *How to E-File in Odyssey File & Serve Step 3: Sign In*.

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 and Yahoo Mail, https://mail.yahoo.com
- ✓ Mailing address that is not a P.O. Box.
- ✓ Telephone number

Enter email, password, and create a security question

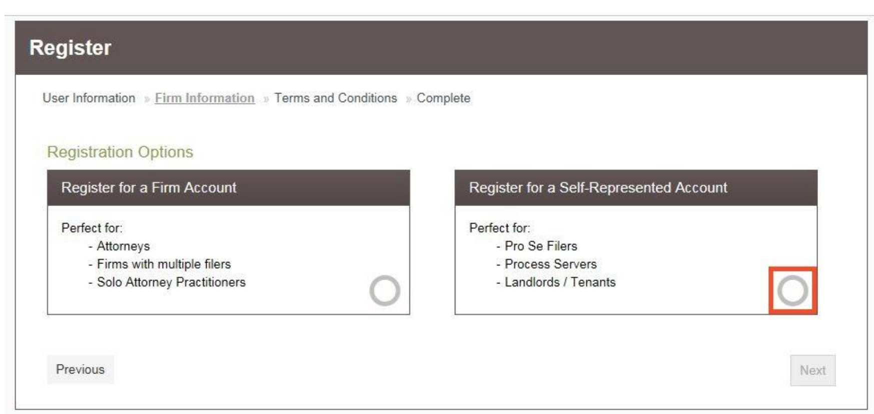
1. Enter your name, email address, and create a password.
2. Enter a security question and answer that you can easily remember.
3. Then click **Next**.



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 and security question and answer.

Register as a self-represented litigant

1. If you do not have an attorney, you need to register for a self-represented litigant account and not a firm account.
2. Click on the **Circle to register as a self-represented litigant**.

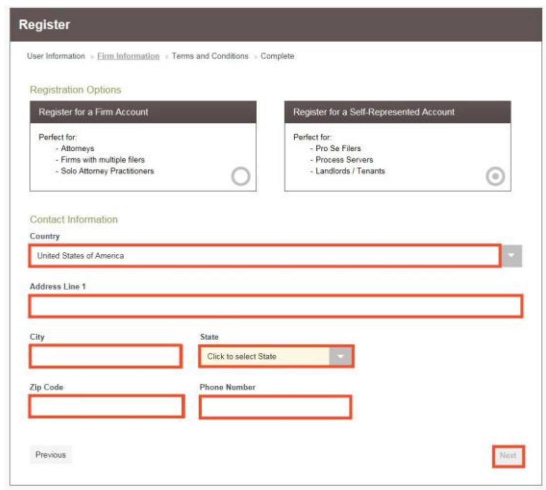


When you click on the button above, this alert will pop up.

3. Click on **Continue as Pro Se**.

Enter your contact information

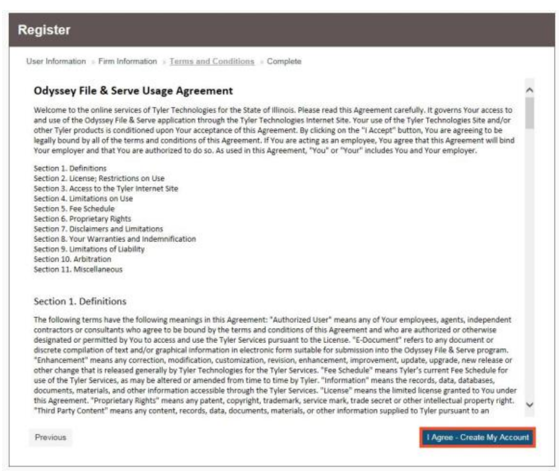
1. Select the country where you live. The United States of America is the default country.
2. Enter your address and telephone number.
3. Click **Next**.



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

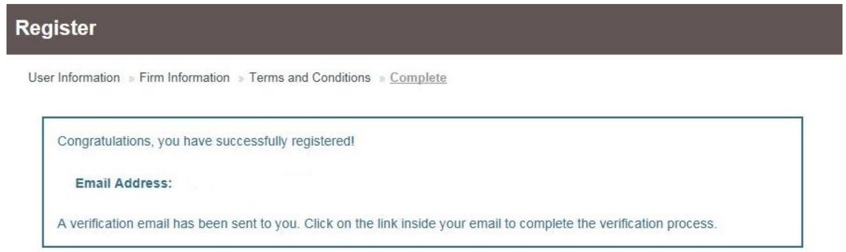
Read the Terms and Conditions

1. Read the Terms and Conditions.
2. If you agree, click **I Agree – Create My Account**



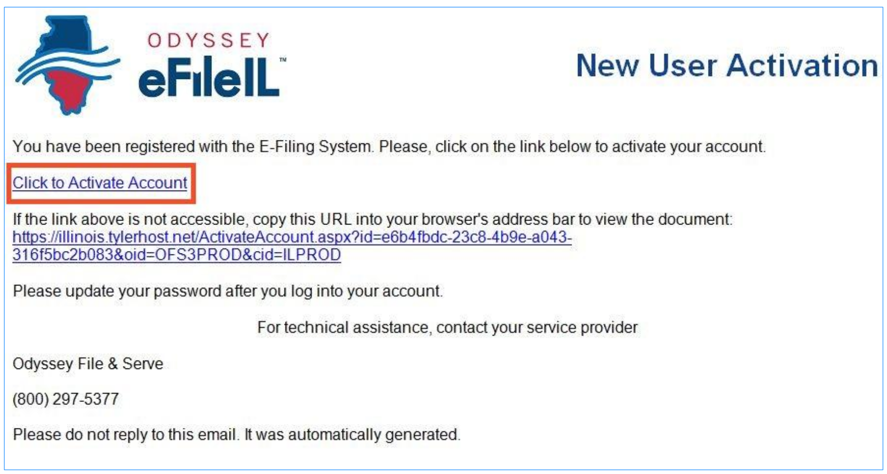
Confirm your account through email

After you agree to the Terms and Conditions, you will see this screen:



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

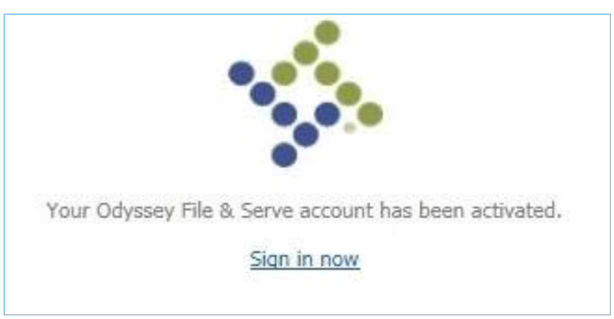
1. Login the email account you listed during step 2 to see the verification email.
2. Open the email and click the link to confirm your email address. The email will look like this:



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

3. Click on **Click to Activate Account.**

A page will open with confirmation that your account has been created. It will look like this:



You have successfully created your account with Odyssey File & Serve.

ILLINOIS SUPREME COURT COMMISSION ON ACCESS TO JUSTICE

Self-Represented Litigants

How to E-File in Odyssey File & Serve
Step 3: Sign In

ODYSSEY eFileIL

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

Sign in to e-file

After you have created an account with Odyssey File & Serve, 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 Odyssey File & Serve Step 2: Register to E-File*.

Click Sign In

1. To sign in to your account visit: https://illinois.tylerhost.net/ofsweb
2. The Actions panel is where you sign into Odyssey File & Serve or register as a user.
3. Click **Sign In**.

Enter your email and password

1. Enter the email address and password you used when you registered for your Odyssey File & Serve account.
2. Click **Sign In**.

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

You have successfully signed in to your Odyssey File & Serve account.

Self-Represented Litigants

How to E-file in Odyssey File & Serve
Step 5: Add a Payment Account

ODYSSEY eFileIL

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

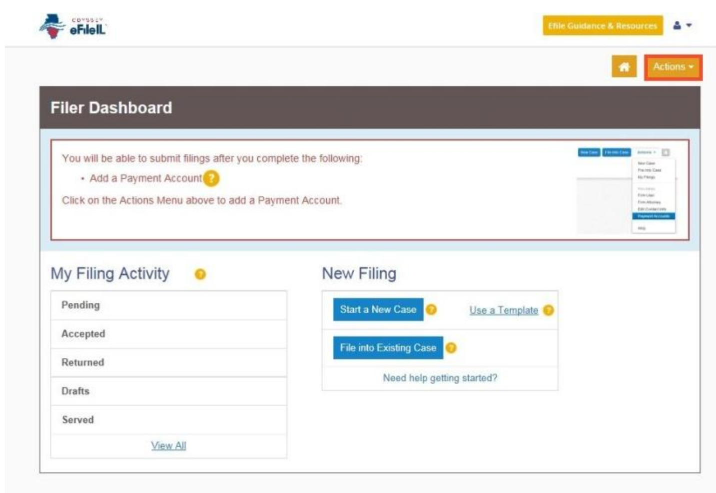
Add a payment account

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.

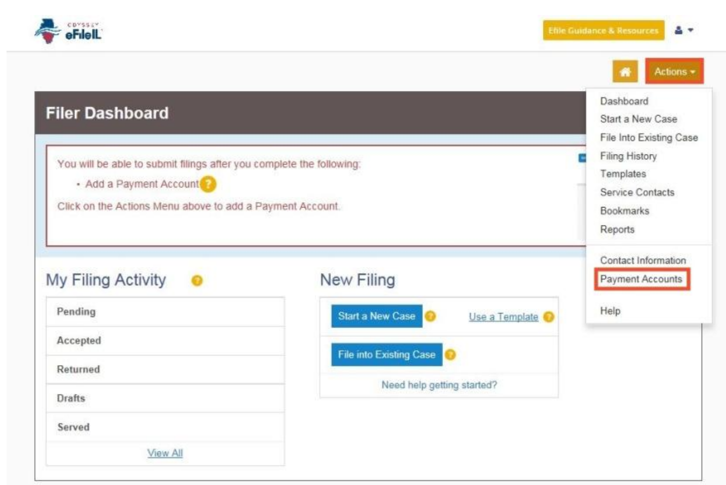
If you can afford to pay your filing fee, you must have a credit card or a checking account to pay online. If you do not have a credit card or checking account, one option is to buy a pre-paid debit card from most major stores such as Walgreens, Walmart, or Target. If you want to pay in cash, you would 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

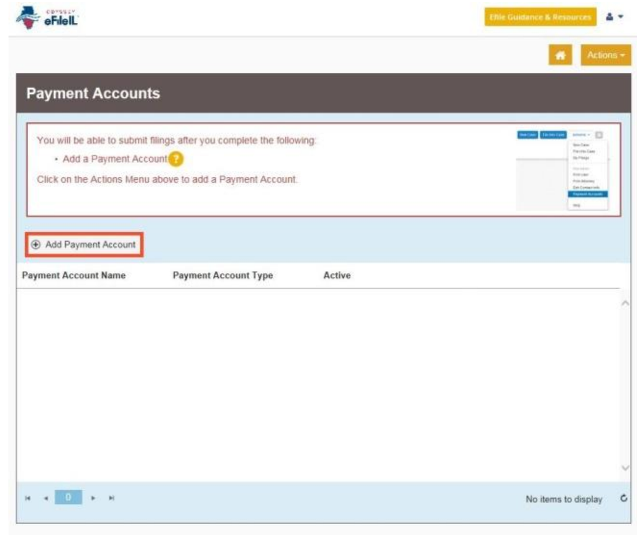
1. Click **Actions**.



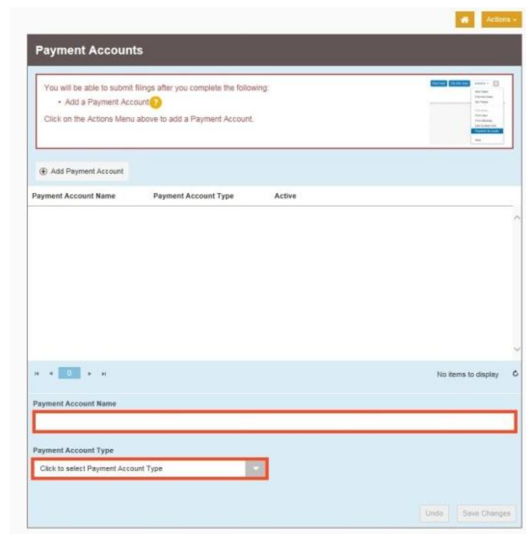
2. Under Actions click **Payment Account**.



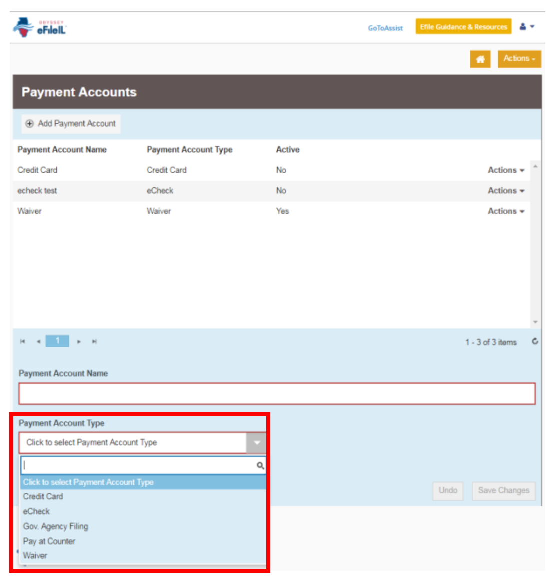
3. Click **Add Payment Account**.



4. Enter a name for the account payment. You may name it anything. This name is just so you can identify the payment account.



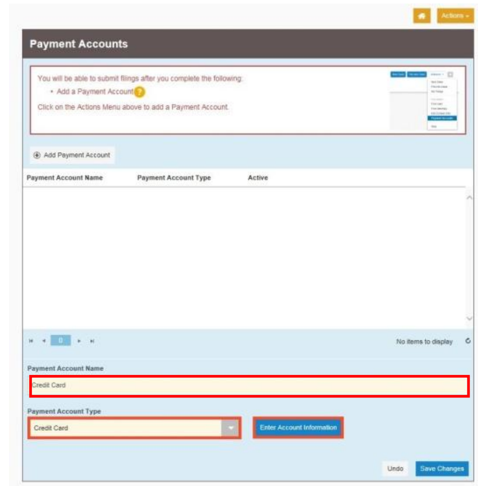
5. Select how you want to pay. The options are: **Credit Card, eCheck, Gov. Agency Filing, Pay at Counter,** or **Waiver**.
    a. Credit Card also includes prepay debit cards.
    b. eCheck means direct payment from a checking or savings bank account.
    c. Gov. Agency Filing option will not apply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



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

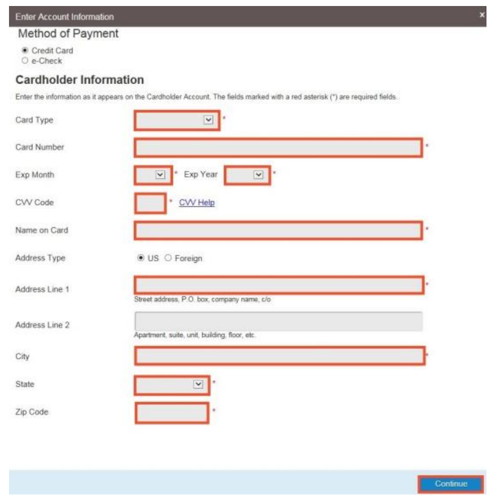
Credit card or prepay debit card

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.



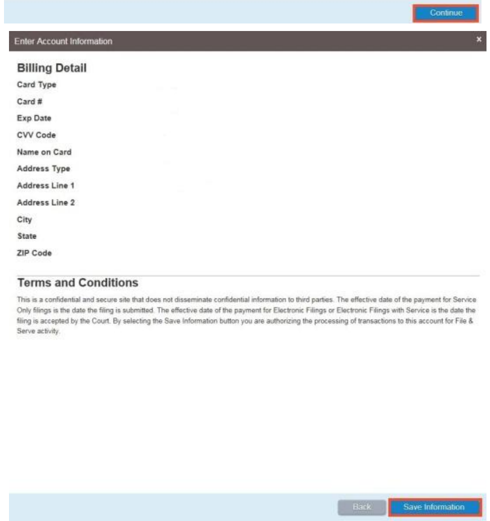
2. Click **Enter Account Information**.

3. Click the **Credit Card bubble** at the top. Enter your credit card or prepay debit card information and click **Continue**.



The card must be Discover, Master Card, or Visa.

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

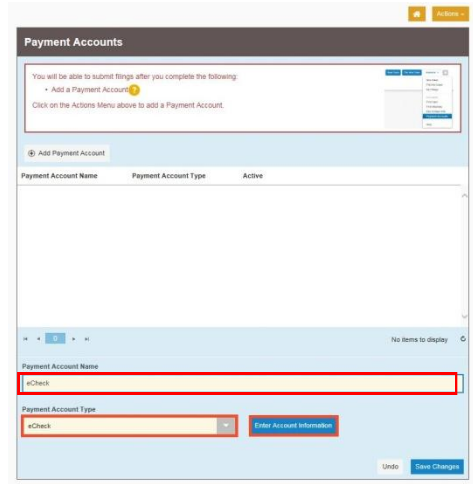


5. If approved, the payment account will be listed in the box and the word "Yes" will be listed under active.

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

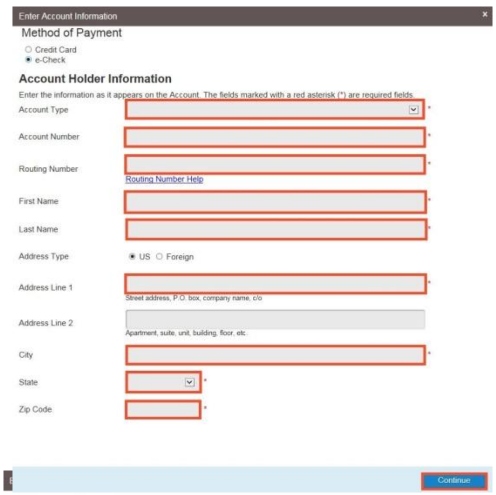
eCheck (bank account)

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.



2. Click **Enter Account Information**.

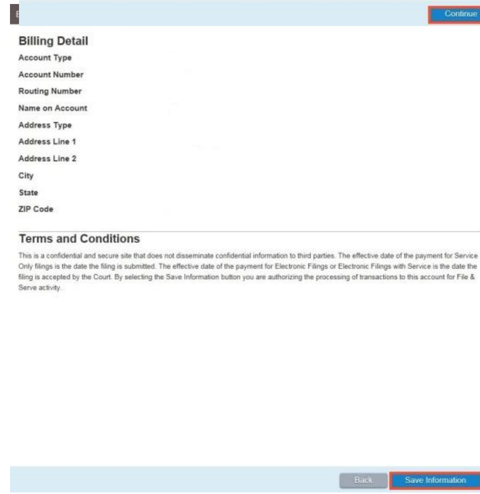
3. Click the **eCheck bubble** at the top. Under Account Type, select whether you want to pay from your checking or savings account.



4. 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 under the Routing Number box.

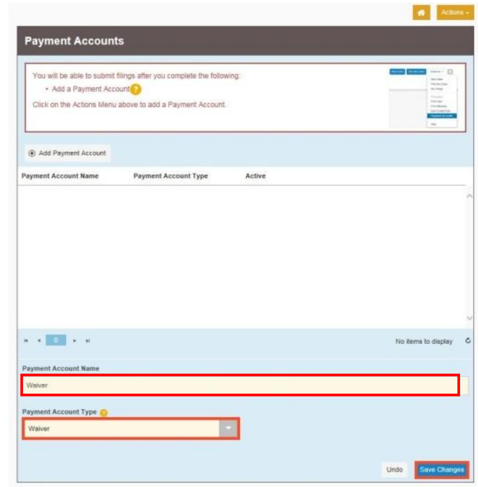
5. Review your checking or savings information, read the Terms and Conditions, and click **Save Information**.



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

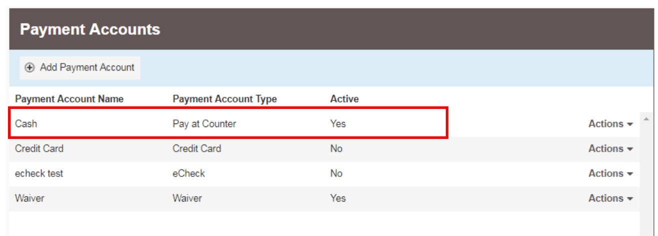
You may now e-file your court documents and pay with an eCheck.

Pay at Counter (cash)



1. If you want to pay in cash (and you've confirmed your local court accepts cash payments) choose **Pay at Counter** in the drop down menu and create a Payment Account Name. This name is just so you can identify the payment account.

2. Click **Save Changes**.



3. If you successfully chose Pay at Counter, "Pay at Counter" will be listed in the box and the word "Yes" will be listed under active.

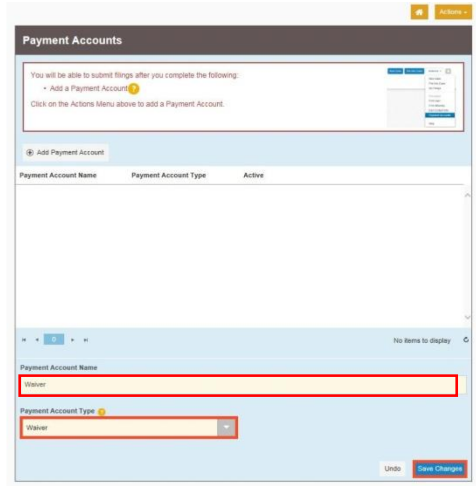
Important note about the Pay at Counter payment account

➢ Selecting the Pay at Counter 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 Pay at Counter 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 Pay at Counter payment account.

You may now e-file your court documents and Pay at Counter in cash.

Fee waiver

1. If you are going to file a fee waiver choose **Waiver** in the drop down menu and create a Payment Account Name. This name is just so you can identify the payment account.



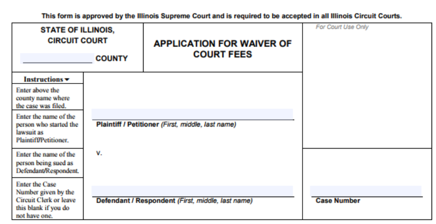
2. Click **Save Changes**.

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

Important note about the Waiver payment account

- 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 or 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.



This form is approved by the Illinois Supreme Court and is required to be accepted in all Illinois Circuit Courts.

STATE OF ILLINOIS, CIRCUIT COURT

COUNTY

APPLICATION FOR WAIVER OF COURT FEES

For Court Use Only

Instructions

Enter above the county name where the case was filed.

Enter the name of the person who started the lawsuit as Plaintiff/Petitioner.

Plaintiff / Petitioner (First, middle, last name)

Enter the name of the person being sued as Defendant/Respondent.

v.

Enter the Case Number given by the Circuit Clerk or leave this blank if you do not have one.

Defendant / Respondent (First, middle, last name)

Case Number

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 Odyssey File & Serve 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.

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

ILLINOIS SUPREME COURT COMMISSION ON ACCESS TO JUSTICE

Self-Represented Litigants

How to E-File in Odyssey File & Serve
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
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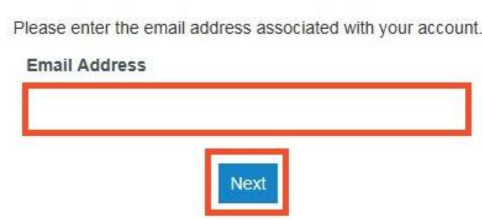
Create a new password

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

Tell Odyssey File & Serve you forgot you password

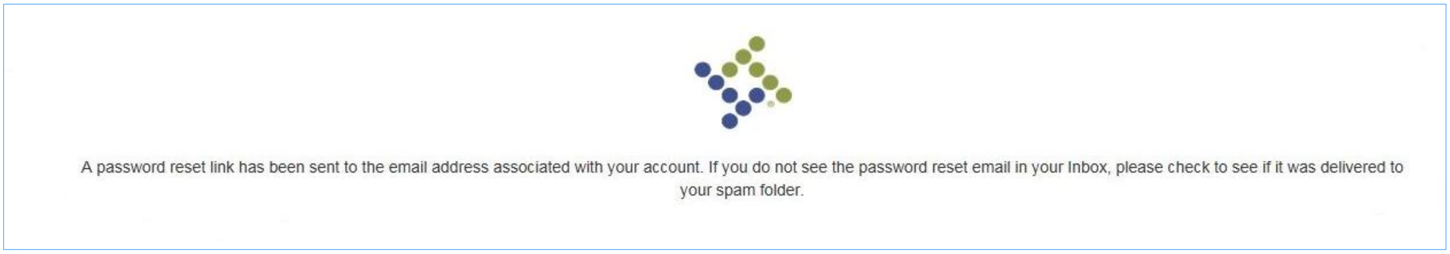
1. At the login screen, click **Forgot Password?**

2. Enter the email address you used when you registered for your Odyssey File & Serve account.
3. Click **Next**.

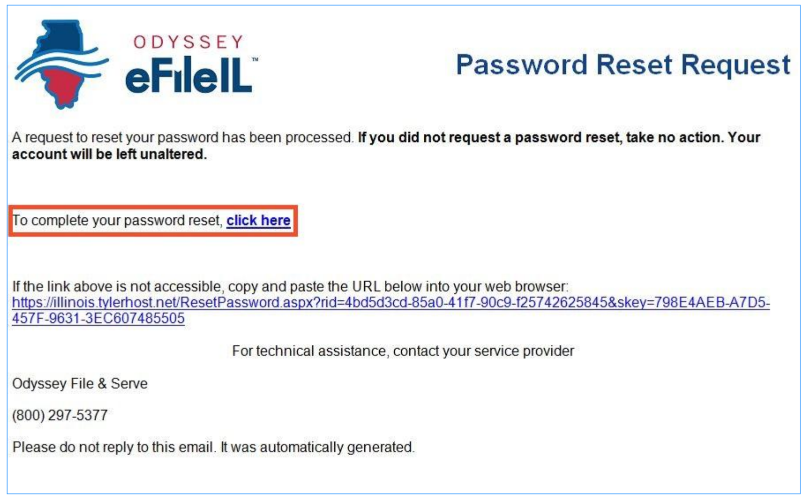


4. Check the box next to **I'm not a robot**.
5. Click **Reset Password**.

6. The following message will pop up. Check your email to find the link to reset your password.

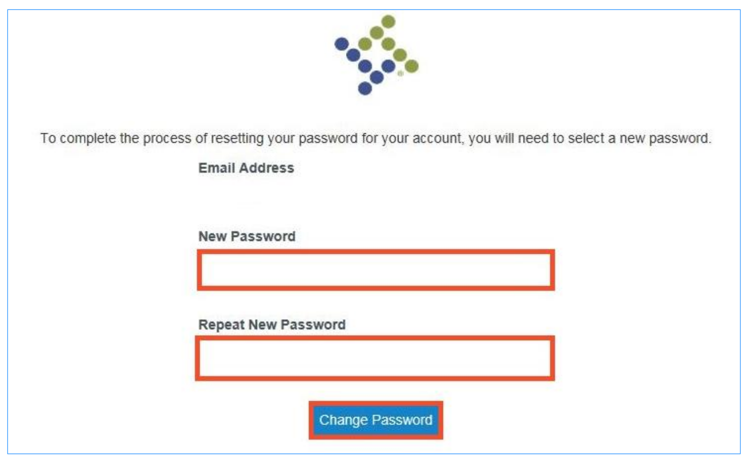


7. This is what the email will look like. Click **click here**.

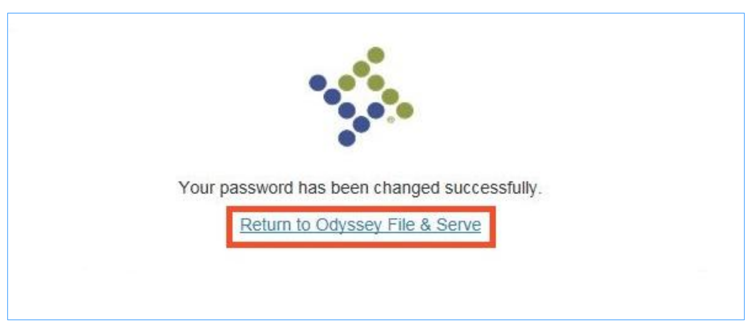


8. Enter your new password in the first box and then enter the same new password again.

9. Click **Change Password**.



10. This message will pop up and confirm you successfully changed your password.



You have successfully created a new password. You can now login to your Odyssey File & Serve account.

ILLINOIS SUPREME COURT COMMISSION ON ACCESS TO JUSTICE

Self-Represented Litigants

How to E-File in Odyssey File & Serve
Step 6: Enter your Case Information

E-filing Steps

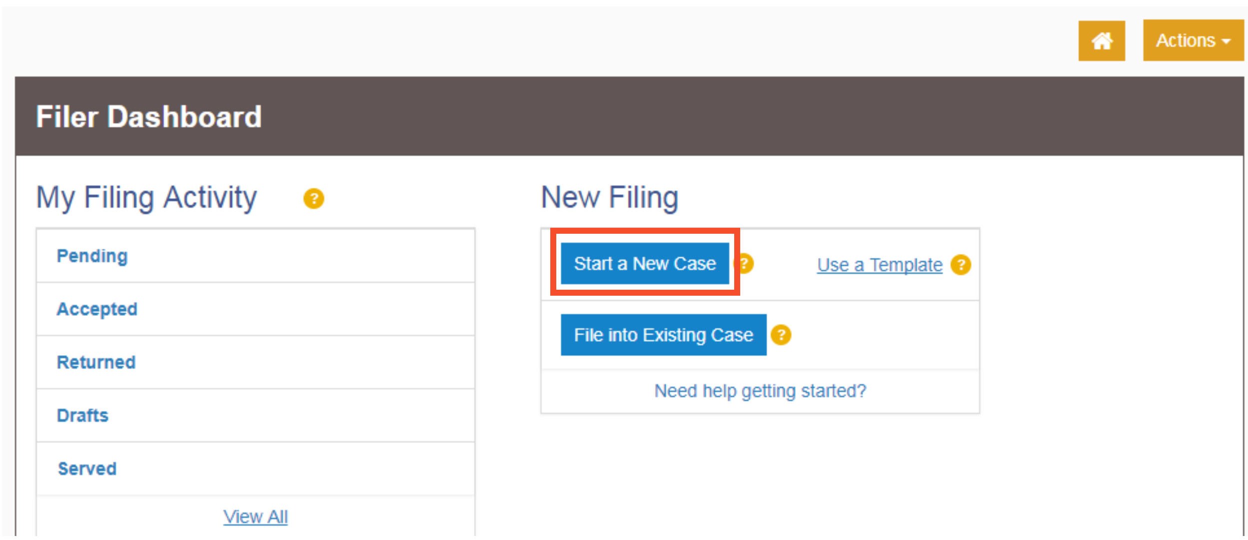
1. Prepare Documents
2. Register
3. Sign In
4. Create New Password
5. Add Payment Account
6. **Case Information**
7. Party Information
8. Upload Filings
9. Pay Fees
10. Review Summary / Submit

Enter Your Case Information

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

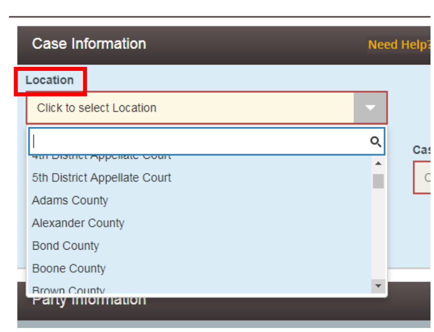
- To start a new case, you will need to know three pieces of information: (1) Location; (2) Category; and (3) Case Type.
- To file into an existing case, you will need to know two pieces of information: (1) Location; and (2) Case Number OR Party Name.

New Case – Click Start a New Case

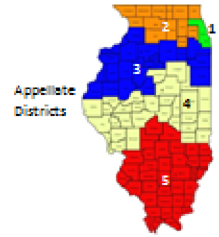


Choose the Location

1. 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.



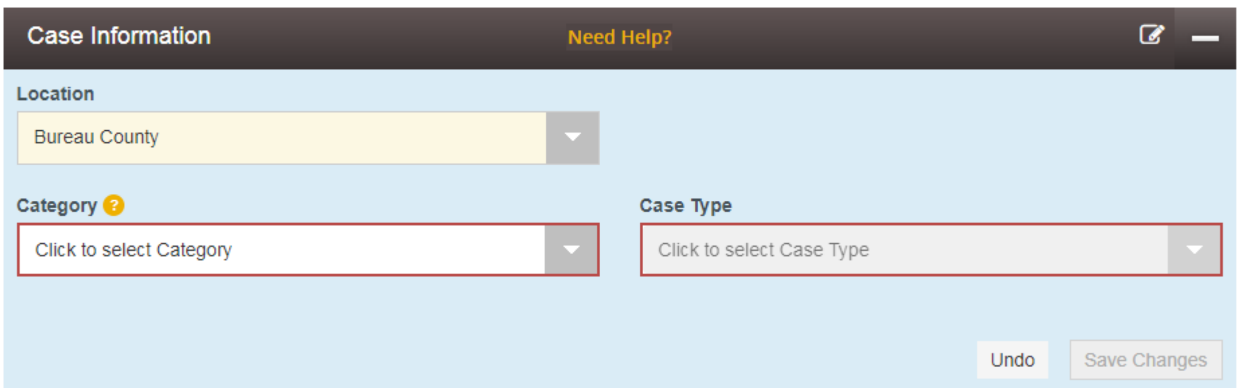
b. If you are filing to *appeal* a trial court's decision, select the Appellate District that your County is in.
c. If you are filing to *appeal* an appellate court's decision, select Supreme Court of Illinois.



2. 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

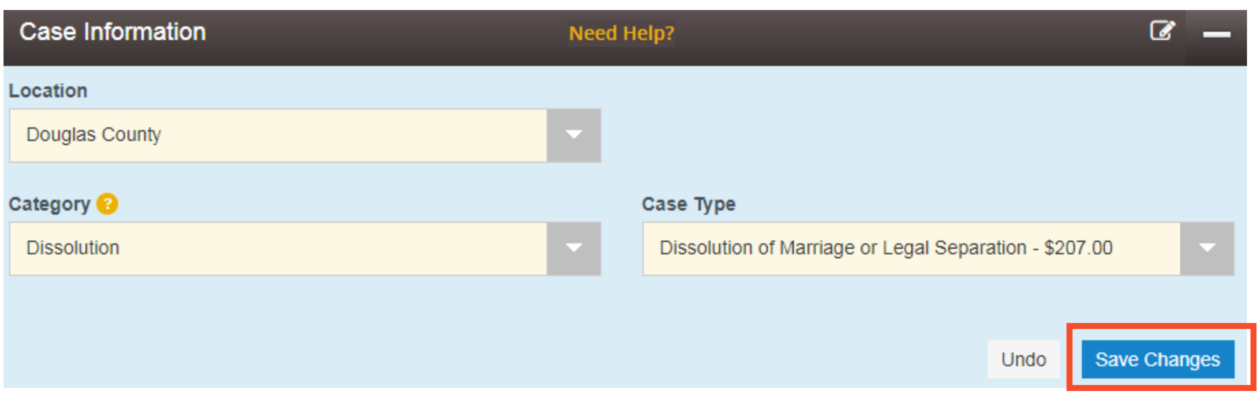
3. To figure out what Category to select, you need to know what kind of Case Type you have. Here are commonly used Case Types and which Category they are in:

Dissolution means Divorce

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

4. Once you have figured out your Case Type and Category, you must first **click** the Category. Then the Case Types will show up, **click** on your Case Type.

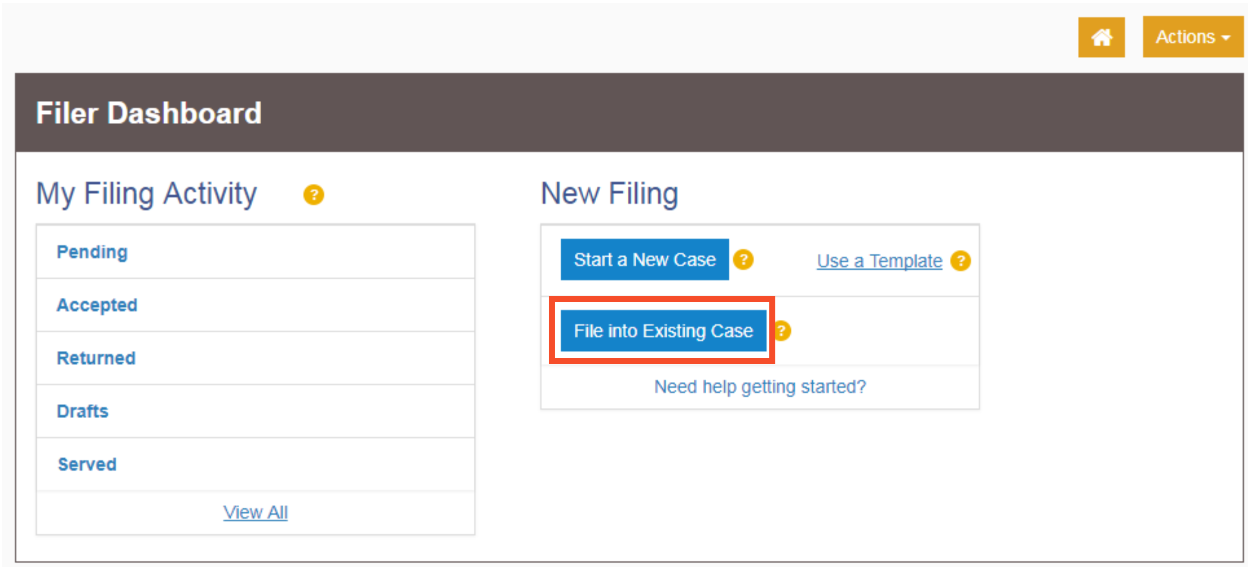
5. Click **Save Changes**.



All Categories and Case Types can be found in the appellate or trial court Configuration Standards on www.efile.illinoiscourts.gov.

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

Existing Case – Click File Into Existing Case

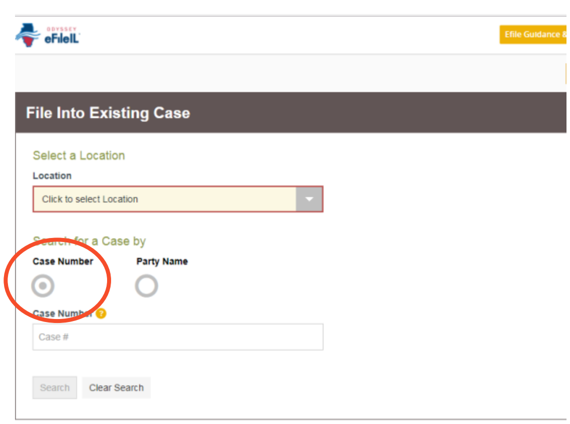


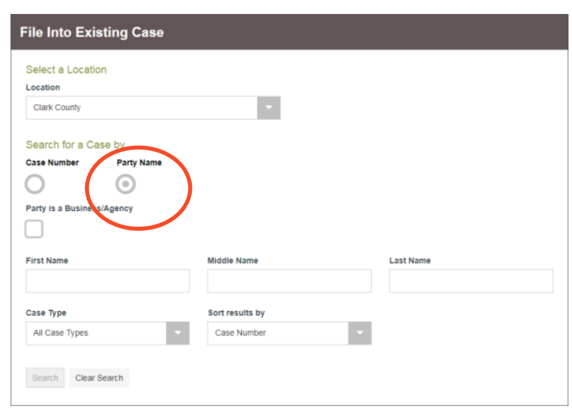
Choose the Location

1. 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.

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

Choose to search by Case Number or Party Name

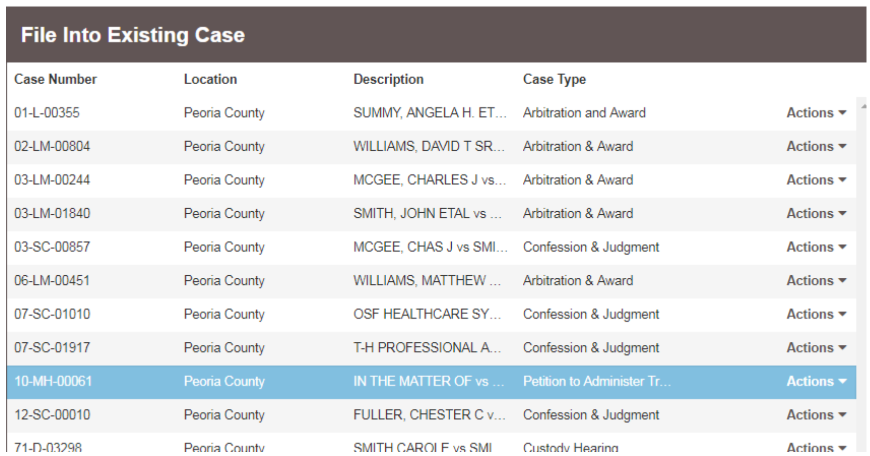




Decide if you want to search by Case Number or by Party Name and **click** that button.

1. **Case Number**
    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 **Search**.

2. **Party Name**
    a. If you cannot find the Case Number, you can search by Party Name instead.
    b. You must enter a first and last name and then click **Search**.
    c. You can search by your name if you are a party in the case.



3. **Select the existing case you want to file documents in**
    a. After you select Search, a list of cases will appear.
    b. Find your case and **click** on it to highlight it.

4. **Click on the Actions arrow.**
    a. Click on **File Into Case**.

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

Self-Represented Litigants

How to E-File in Odyssey File & Serve
Step 7: Enter the Party Information

ODYSSEY eFileIL

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

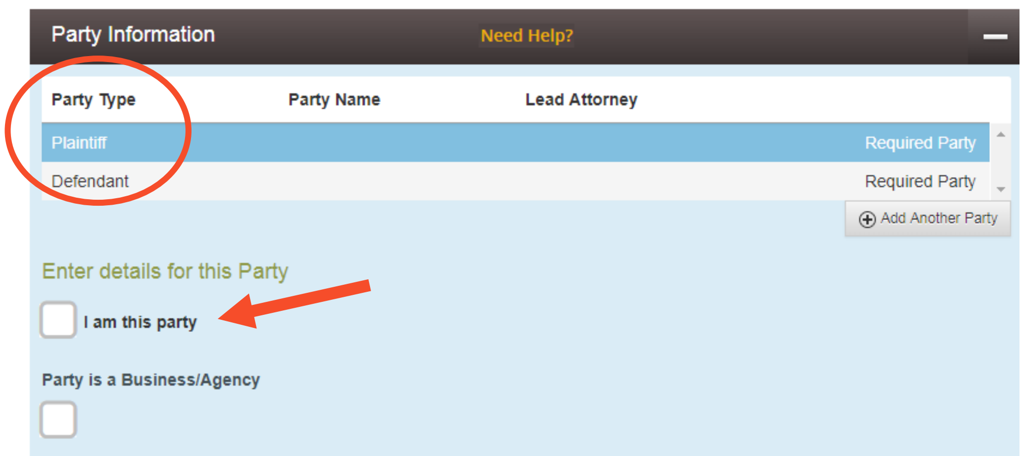
You need to enter information about yourself and the other party before e-filing.

Enter Your Information

1. The Party Information tab will activate once you Click on Save Changes in Case Information.

2. The Party Type that you are entering information for will be highlighted. It will always start with the Plaintiff or Petitioner.

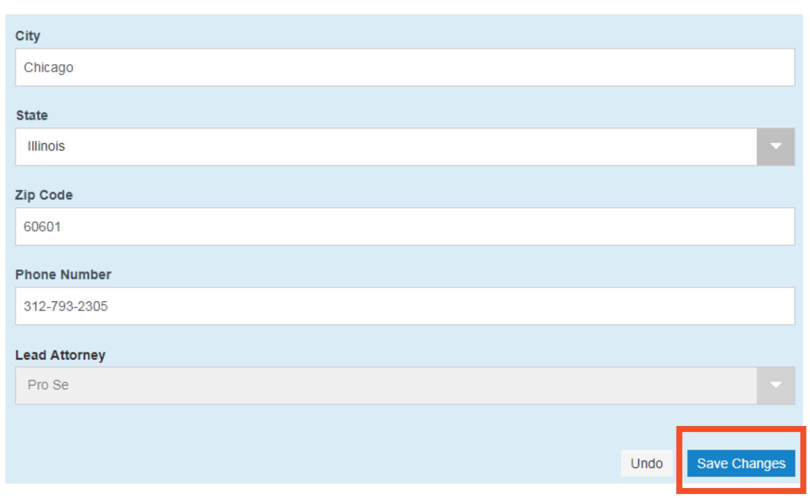
If you are filing or starting the case, you are the Plaintiff or Petitioner. If someone else filed or started the case and you are responding to it, you are the Defendant or Respondent.



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

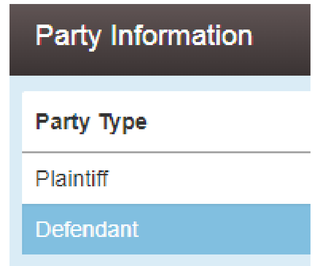
4. The name, address, and phone number you used when you registered for e-filing will pop up in the boxes.

5. Click **Save Changes**.



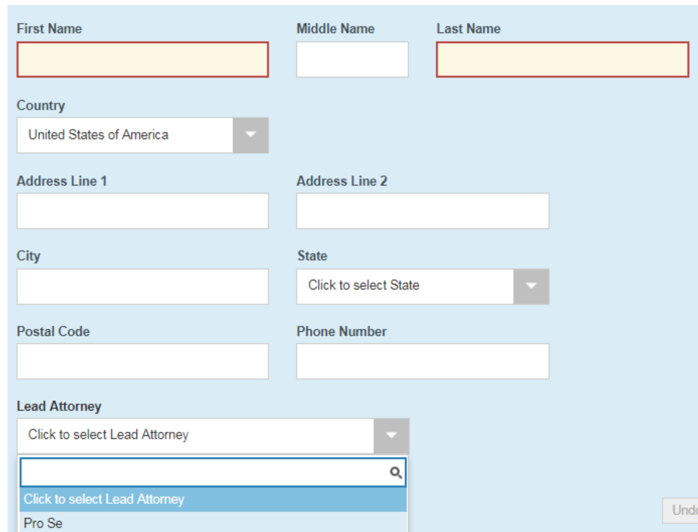
Enter the Details of the Other Party or Parties

Once you have saved your information, the other Party Type will be highlighted.



Other Party is a Person

1. You must fill in their **First Name** and **Last Name**.

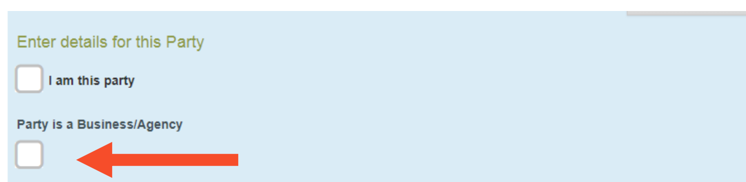


2. You may also fill in the other Party's street address, city, state, postal code, and phone number. None of those are required fields.

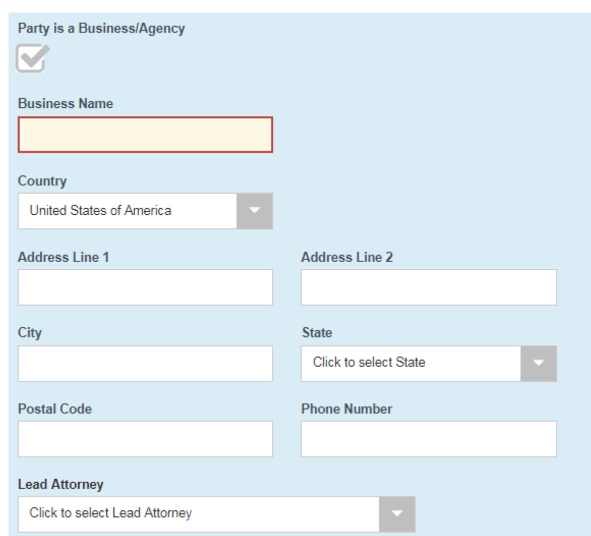
3. If the other Party has an attorney that has already filed something in the case, they will appear on the drop down menu under Lead Attorney. You can select them. If you know the other Party is representing themselves, you can select Pro Se. This is not a required field.

Other Party is a Business or Agency

1. Click the box that says "**Party is a Business/Agency**."



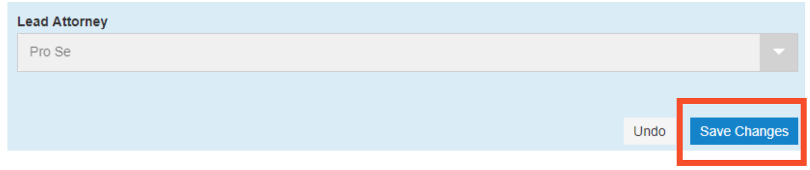
2. You must fill in the **Business Name**.



3. You may also fill in the Business's street address, city, state, postal code, and phone number. None of those are required fields.

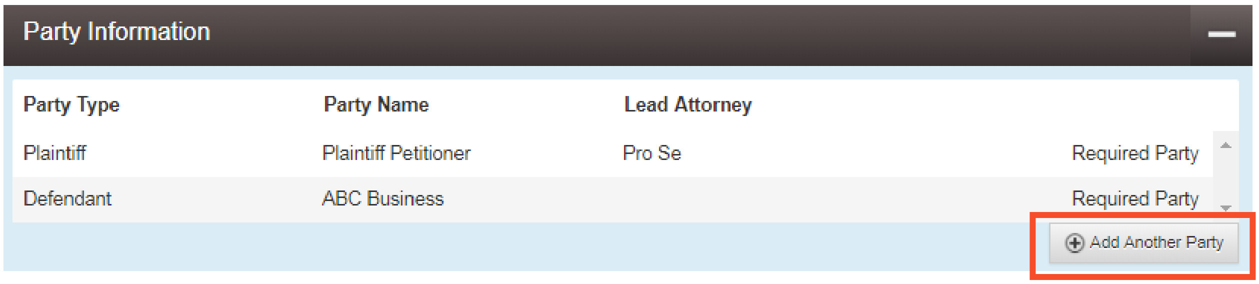
4. If the Business's attorney has already filed something in the case, they will appear on the drop down menu under Lead Attorney. You can select them. This is not a required field.

5. Once you have entered the Other Party's information, click **Save Changes**.



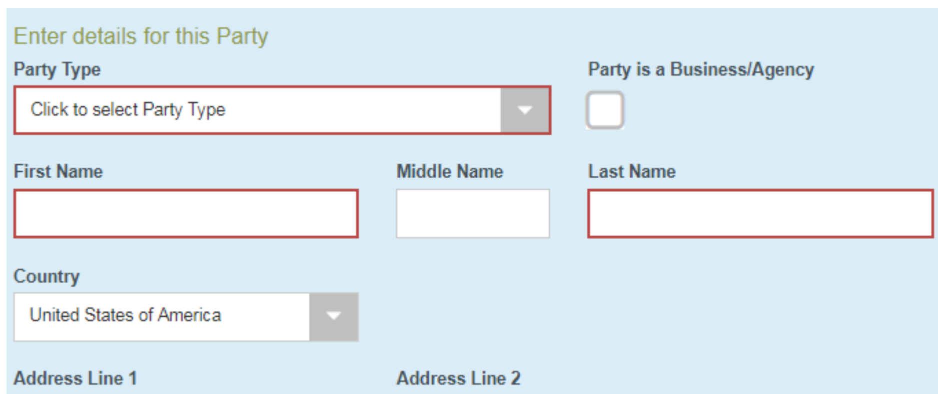
Enter Additional Party's Information

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



1. Select the Party Type from a drop down menu.

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.



2. 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**.

3. You may fill in the remaining information, but it is not required.

4. Click **Save Changes**.

5. Repeat as needed until you have entered the Party Information for all Parties in the case.

You have successfully entered the Party Information.

Self-Represented Litigants

How to E-File in Odyssey File & Serve

Step 8: Upload Your Documents in the Filings Section

E-filing Steps

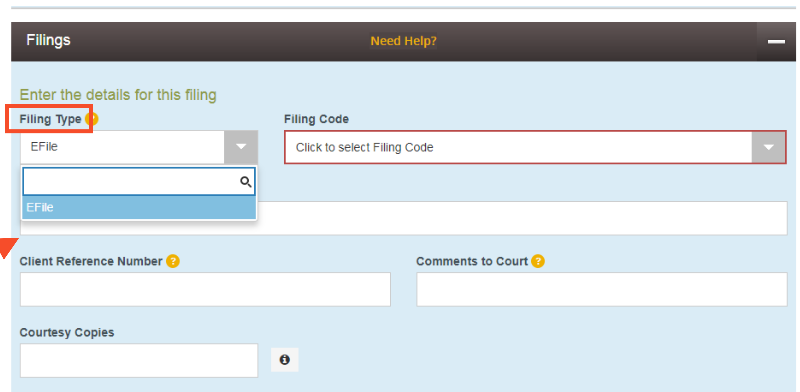
1. Prepare Documents
2. Register
3. Sign In
4. Create New Password
5. Add Payment Account
6. Case Information
7. Party Information
8. **Upload Filings**
9. Pay Fees
10. Review Summary / Submit

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 Type

1. Click on **Efile**.

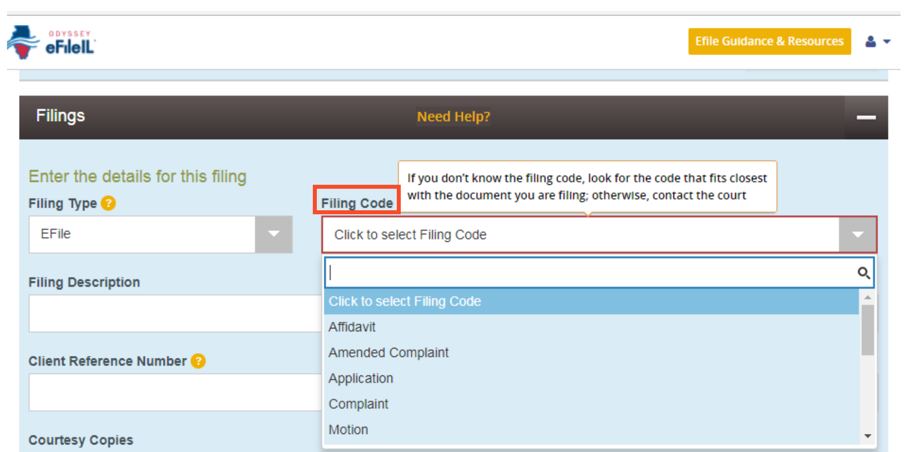


This box should be defaulted to Efile, but some Locations may also have Serve or EfileAndServe as the Filing Type. Make sure you select Efile or talk to your court staff about the other options.

Choose the Filing Code

1. 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).

2. **Click** on the type of document you are filing.



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

3. Once you select the Filing Code, you have the option of filling out four boxes, but they are not required.
    a. Filing Description (optional)
        i. This is just for you to remember what you are filing.
    b. Client 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. Comments to Court (optional)
        i. These comments are for the court reviewer to read when assessing your document.
    d. Courtesy Copies (optional)
        i. You may enter a list of email addresses (separated by a comma) for where you want the document sent.

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

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* with anything you file after that.

What are Attachments?

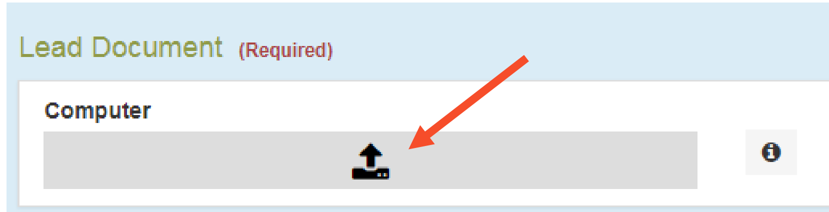
- A category of filing that is only an option in some counties and for some types of Filing Codes. If you don't see Attachments as an option, file everything in the Lead Document section. You can do that by making the Lead Document and any attachments/exhibits one PDF, and upload as a Lead Document.
- 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.

Upload Lead Document (Required)

1. Click on the **Upload Icon** under the Lead Document heading.

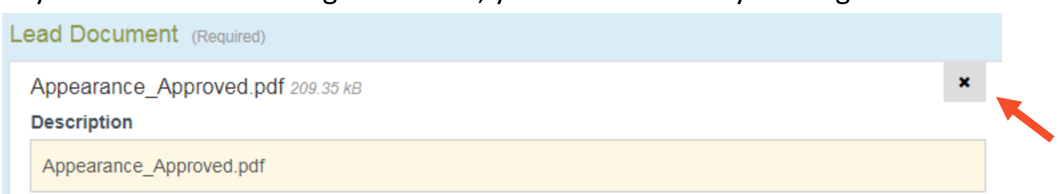


2. A Window will pop up where you will select your document.

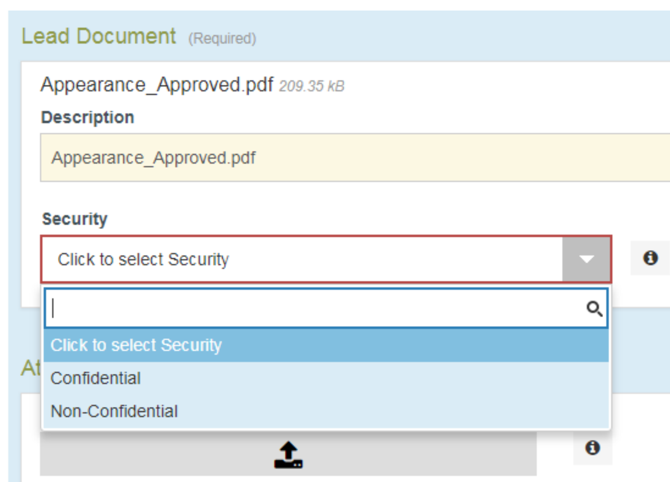
3. Find where the document is saved on the computer (desktop, documents folder, flash drive).

4. Select the document you would like to file and click **Open**. The document 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.

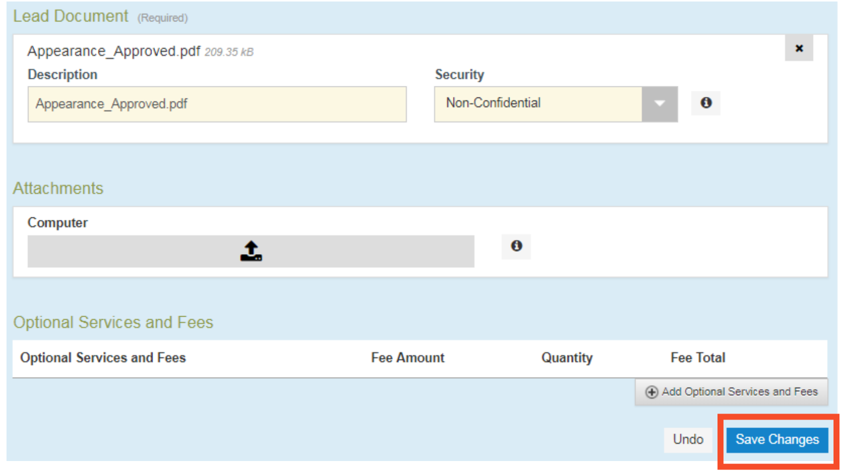


6. Once you have the correct document, select the drop down menu for the **Security** box. Click whether the document is public (non-confidential) or confidential. For some case filings, the Security options are different. If there is only one option like Case Manager, select that. If you see multiple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



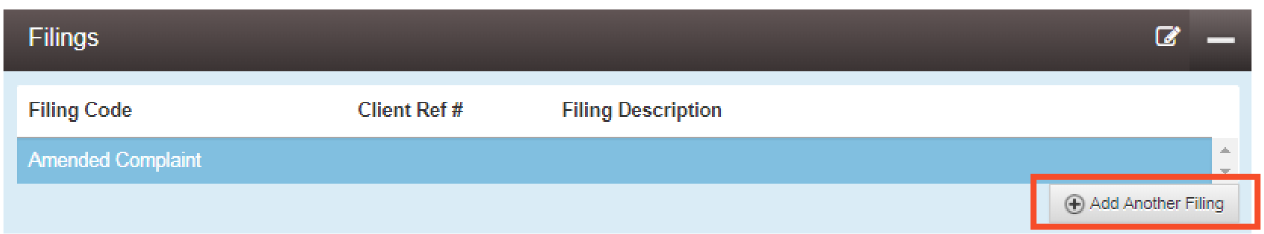
Most court documents are public (non-confidential) even though they contain personal information that you may like to keep confidential. Please speak to court staff before selecting confidential on your document.

7. Click **Save Changes**.



Upload Additional Lead Document (Optional)

1. Add additional Lead Documents by clicking the **Add Another Filing**.

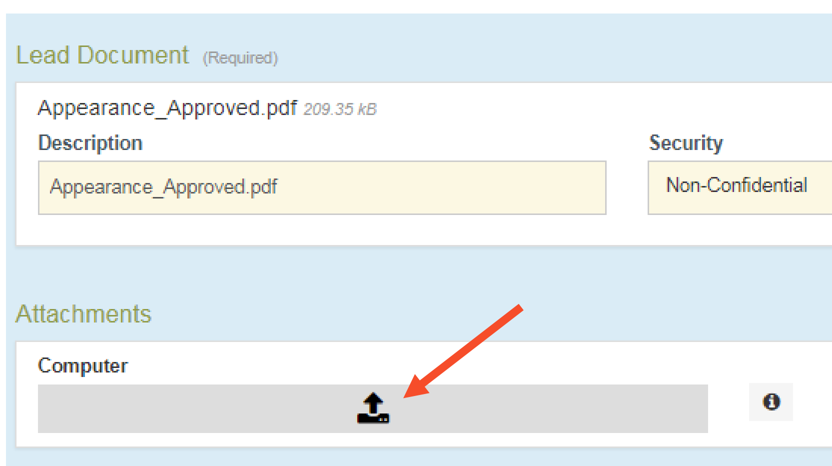


2. Follow the instructions above for Uploading another Lead Document.

Upload Attachments (Optional)

1. Click on the **Upload** Icon under the Attachments heading.

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

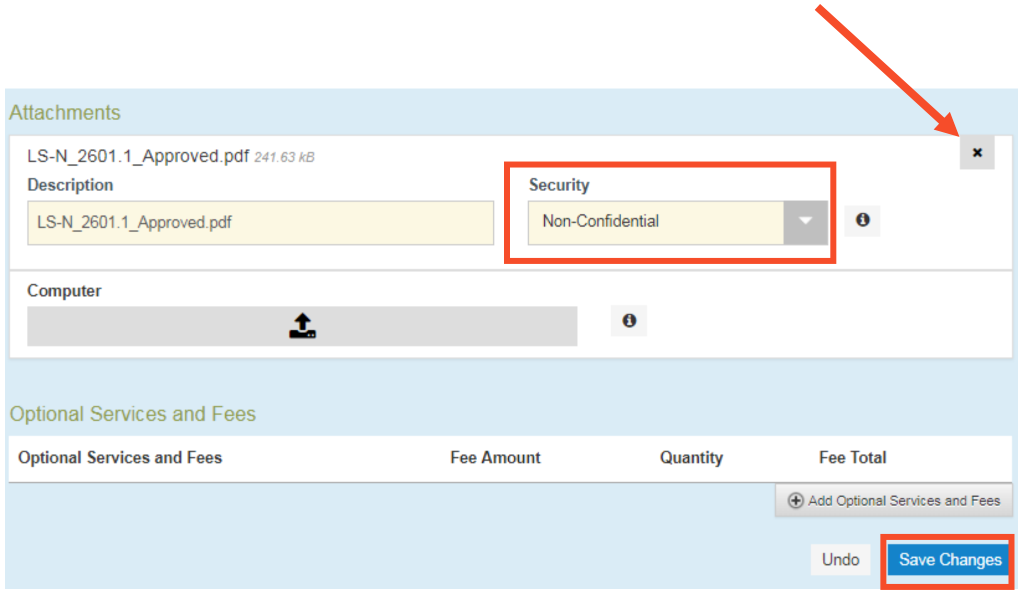


3. Find where the document is saved on the computer (desktop, documents folder, flash drive).

4. Select the document you would like to file and click **Open**. The document will appear in the Description Box.

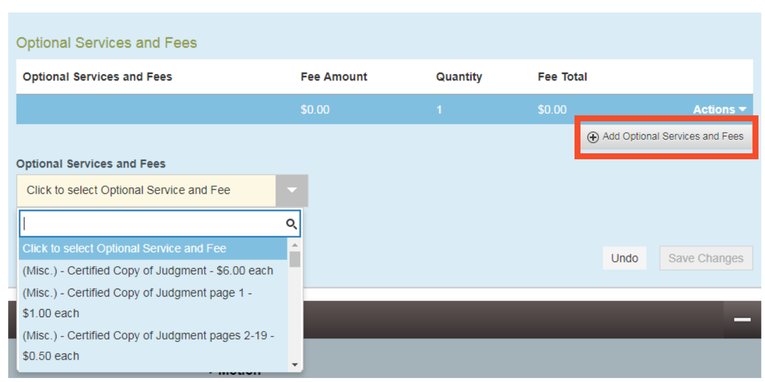
5. If you selected the wrong document, you can delete it by clicking on the X in the right corner.

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. 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.



7. Click **Save Changes**.

Optional Services and Fees. 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 **Add Optional Services and Fees** and look through the drop down menu to see what is offered. Be sure not to click anything you already selected in the Filing Code, or you will be charged twice.



You have successfully uploaded your documents/completed the Filings section.

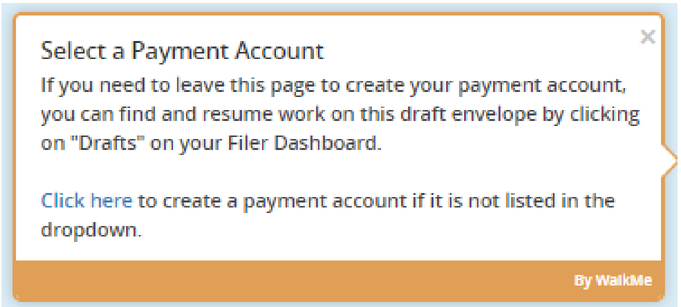
Self-Represented Litigants

How to E-File in Odyssey File & Serve
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

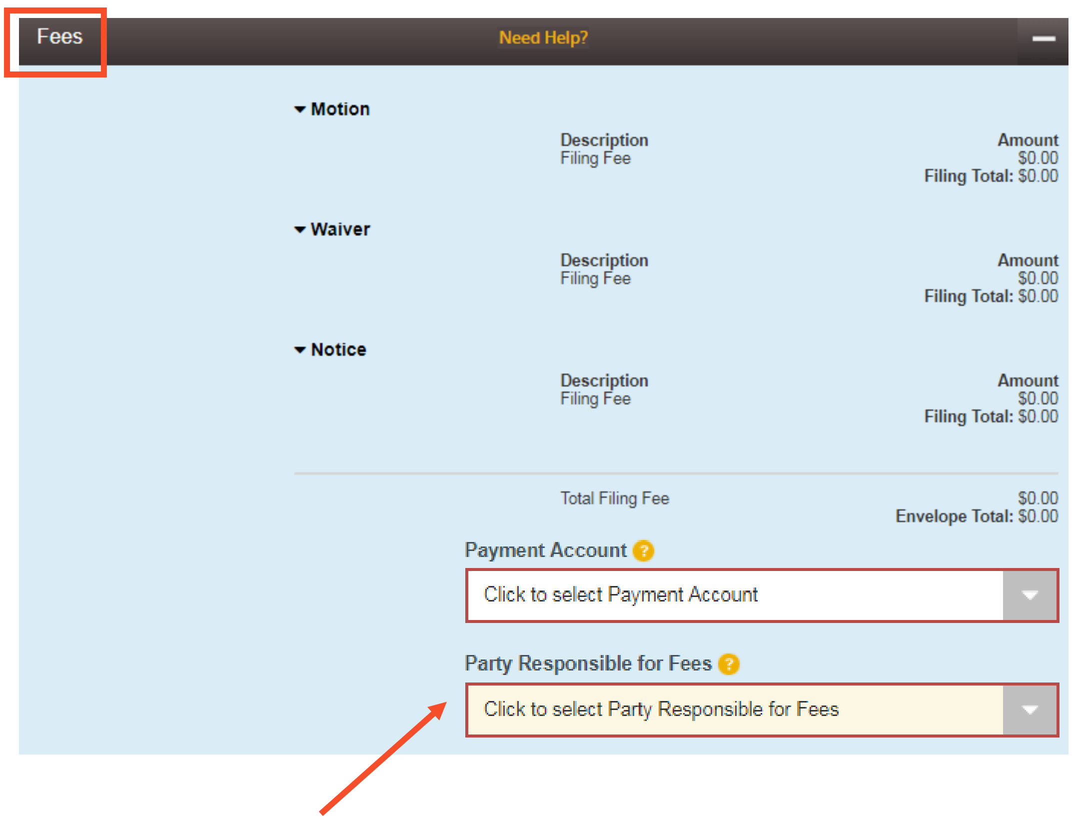


If you did not create a Payment Account when you registered for e-filing, please see *How to E-file in Odyssey File & Serve Step 5: Add a Payment Account* for instructions on how to do so.

Review 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.

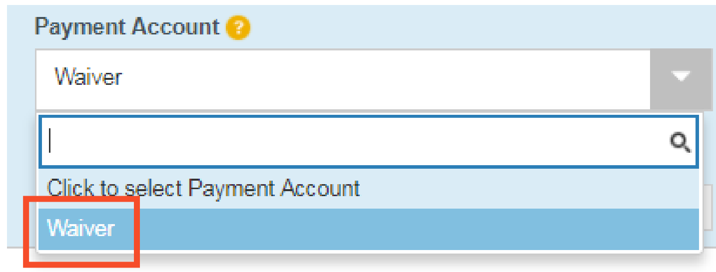


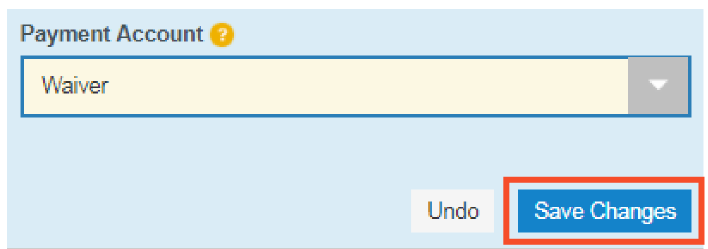
If the Party Responsible for Fees drop down menu appears (it won't in every Location or Case Type), always select yourself.

Select the Payment Account

1. Click on the drop down menu.

2. **Select** which Payment Account (that you created during registration) you want to use for this filing (Credit, eCheck, Pay at Counter, or Waiver).
   a. Select Pay at Counter if:
      i. You want to pay in cash and you have confirmed that your court accepts cash.
   b. Select Waiver if:
      i. You are filing an Application for Waiver of Court Fees and one of your Lead Documents is the Application; or
      ii. You have been approved for a Fee Waiver and one of your attachments is the signed order from the judge.





3. Click **Save Changes**.

4. If you used Credit or eCheck, you have paid your court fees.

5. If you selected Pay at Counter you will need to pay in cash before your filing will be processed.

6. If you have submitted an Application for Waiver of Court Fees, you will need to check with the court and if the application is denied, you will need to pay your filing fees.

If something has changed about your Credit or eCheck accounts since they were approved during registration and when you e-file, this could cause your filing to be rejected. Make sure your payment account information is up to date and accurate before e-filing.

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

ILLINOIS SUPREME COURT COMMISSION ON ACCESS TO JUSTICE

Self-Represented Litigants

How to E-File in Odyssey File & Serve

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

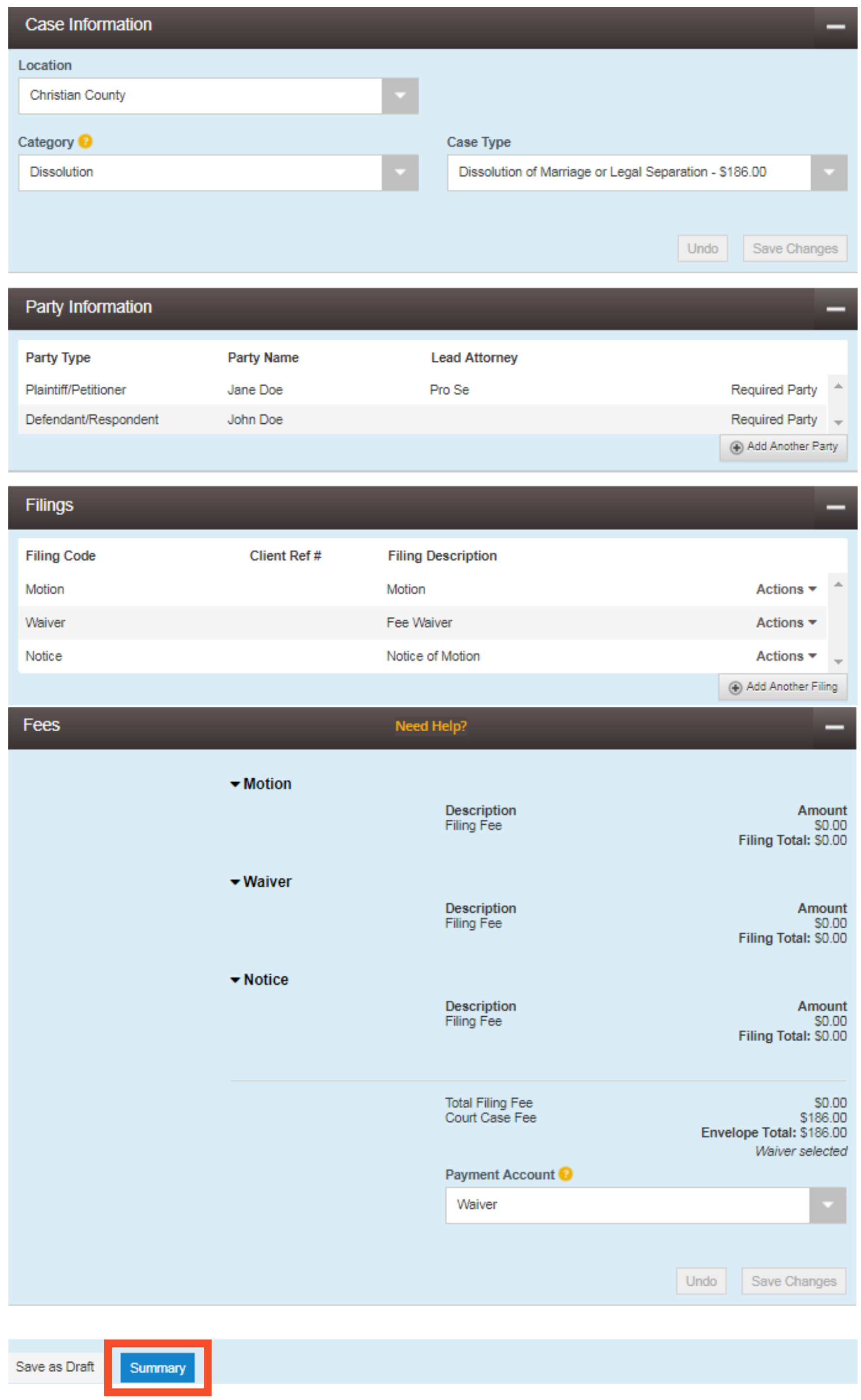
Once you have completed all the e-filing steps (Case Information, Party Information, Filings, and Fees), you can review a **Summary** of your filing before submitting it. After you review your Summary, you must **Submit** your filing to the court to complete e-filing. The whole packet of what you submit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

Click Summary

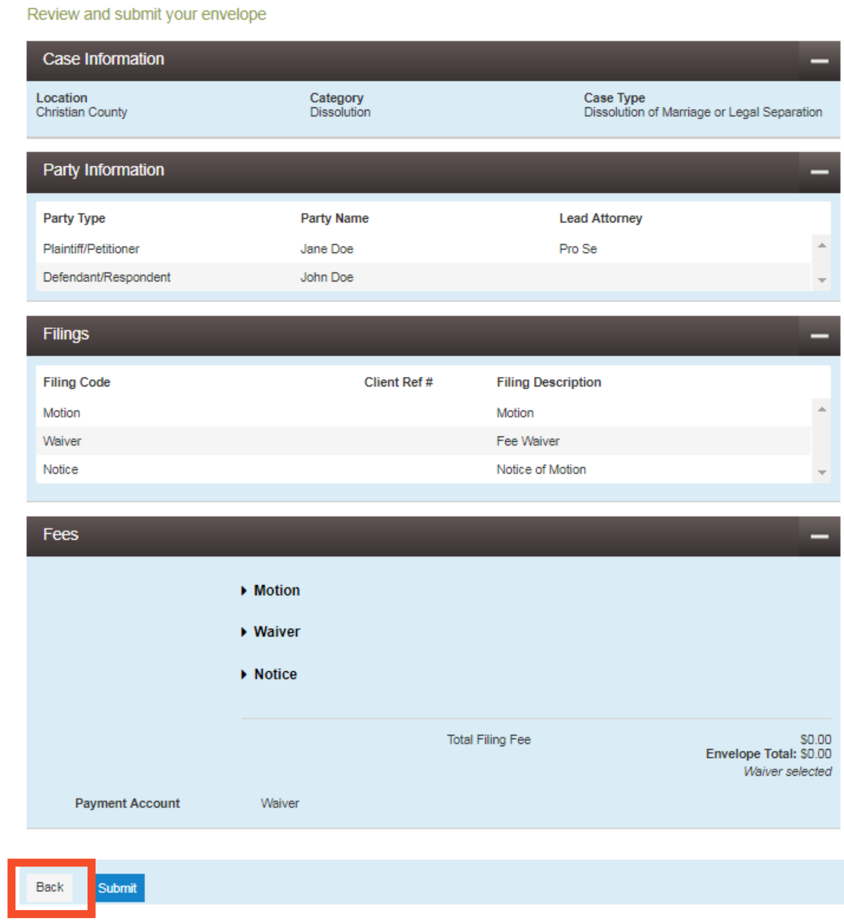
1. Scroll to the bottom of the webpage after you've completed the Case Information, Party Information, Filings, and Fees sections.

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.



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.

Submit your e-filing

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