

GUIDE TO ILLINOIS E-FILING FOR SELF-REPRESENTED LITIGANTS



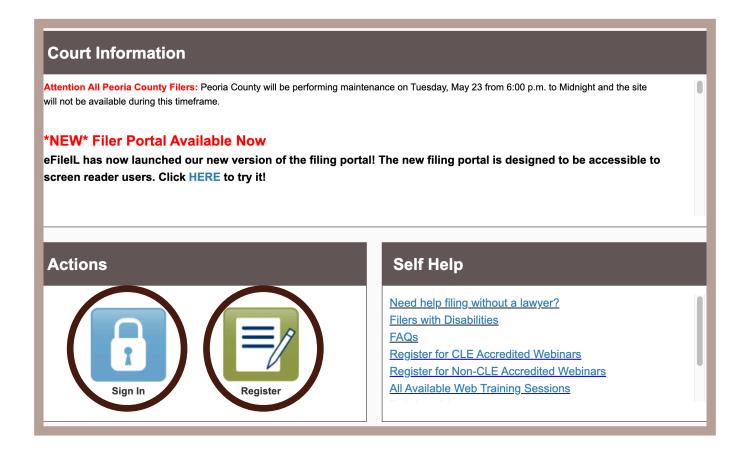
 This guide will walk you through how to use the Odyssey System to e-file court documents in Illinois.

STEP 1: Prepare documents to be e-filed

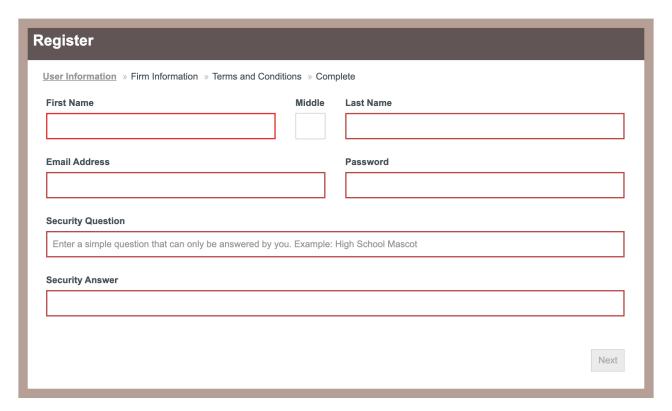
1. To e-file court documents, they must be saved as PDF files.

STEP 2: Register to e-file.

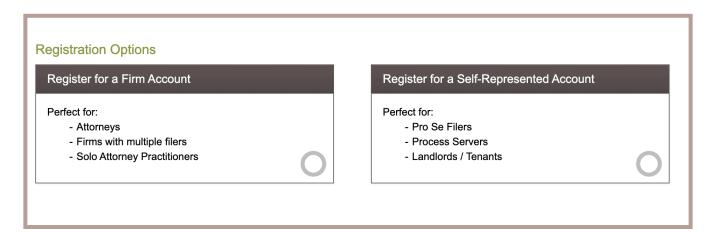
- 1. Before you can electronically file your court documents, you need to create an account.
- 2. To create a new account and register a user go to https://Illinois.tylerhost.net/ofsweb
- 3. The Actions panel is where you sign into Odyssey, or where you register as a User.

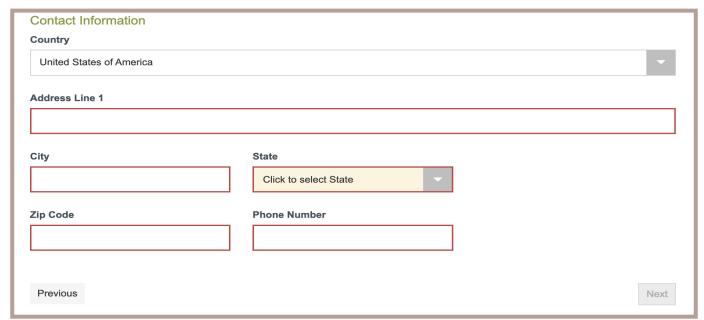


- 4. Click "Register".
- 5. You will be directed to a page where you can register in the system by using your name and contact information. If you have already registered, click the "Sign In" button instead.
- 6. In order to register, you will need an email address, a mailing address (no P.O. Boxes), and a telephone number.



- 7. Enter your information and create a password. Then click "Next".
- 8. Be sure to register as a self-represented litigant and then click on "Continue" as Pro Se.
- 9. Enter contact information, read the terms and conditions, and then confirm your account via email (you must do this to complete the registration process).





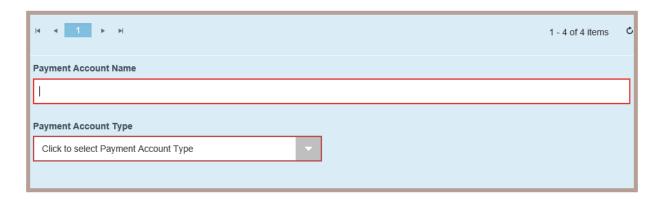
- 10. Follow the prompts you are sent via email.
- 11. Click "Activate Account".

STEP 3: Sign In

- 1. After you have registered an account by following the steps in Step 2, you may use the "Sign In" button from now on.
- 2. Click the "Sign In" button on the home page and enter your email and password created when you registered.

STEP 4: Add a Payment Account

1. Before e-filing any court document you must set up payment account. If there is a filing fee due, it must be paid at the time of e-filing. Filing fees may vary depending on county and the type of matter.

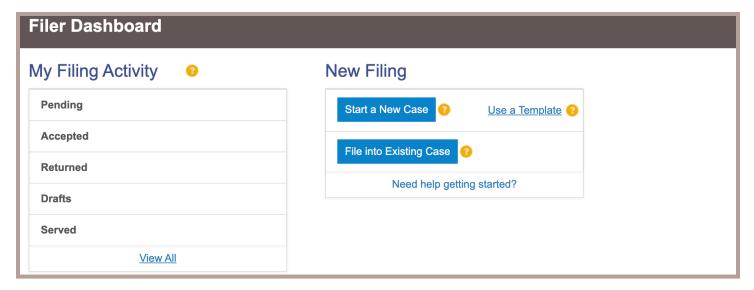


- 2. You must have either a credit card or checking account linked to your account to e-file (even if the document you are filing has no filing fee).
- 3. Click on the Actions button and select Payment Account.
- 4. Click Add Payment Account and enter a name for your payment account. You can name it whatever you wish.
- 5. Select how you want to pay (Credit Card, eCheck, etc.).
- 6. Once you have entered your payment information based on which form of payment you selected, click Continue, then click Save Information.

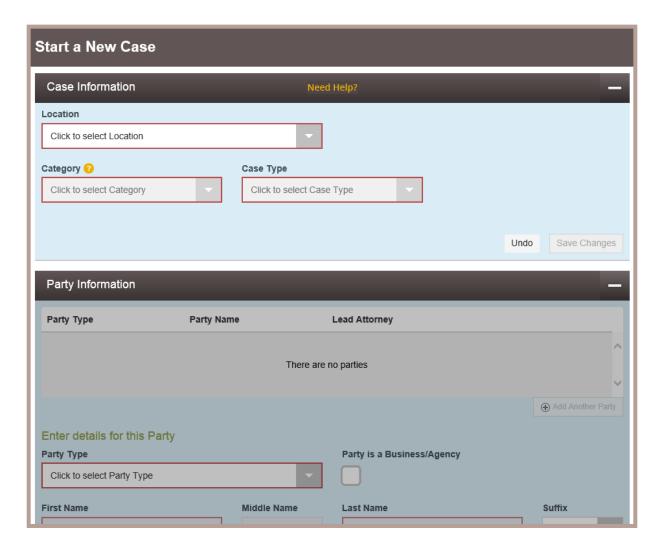
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STEP 5: Case Information

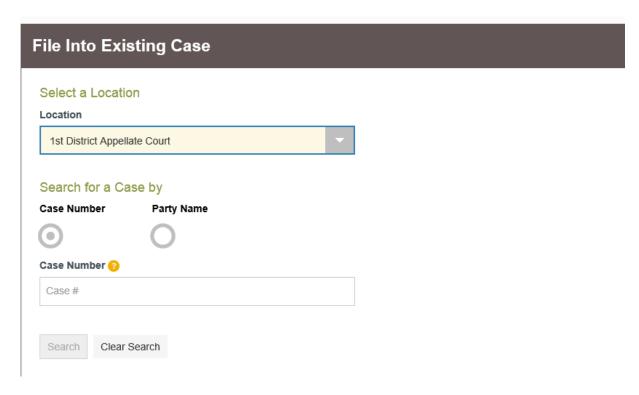
1. When e-filing, you have two options; starting a new case and filing into an existing case. IT IS VERY IMPORTANT that once you have a case number you select "Filing into an Existing Case" when e-filing. The only time you will select "Start a New Case" is before you have a case number and are setting up the case for the first time.



- A. To start a new case click on Start a New Case button.
- i) It will ask you to choose the location and you will choose which ever county your case is being filed in (Champaign, Vermilion, Piatt, Shelby, etc.)
- ii) Next you will be asked to choose a category. Choose Dissolution if you are filing for divorce.
- iii) Then you will be asked to choose Case Type. If you are filing for divorce, choose Dissolution of Marriage.
- iv) Click on Save Changes.



- B. To file into an existing case click "File into Existing Case"
- i) Choose the county the case is registered in.
- ii) Either choose to look it up by case number (enter your case number 2018-D-___) or by party name (first and last name of one of the parties).
- iii) Click Search
- iv) Once you find your case click on the Actions button on the right and select File into Case.

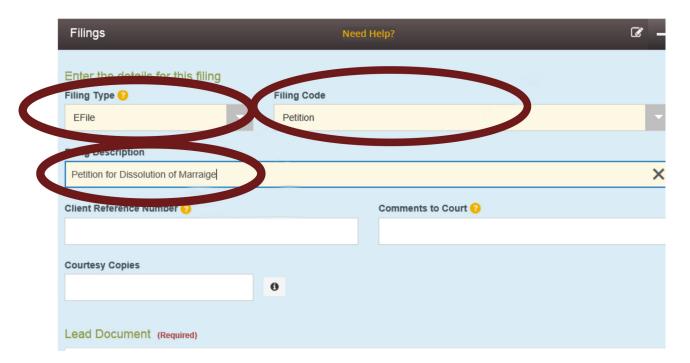


STEP 6: Party Information

- 1. You need to enter information about yourself and the other party before e-filing. It is very important that you enter the correct information for which person is the Petitioner and which is the Respondent. Some of your information will auto-populate from what you entered when you registered, but make sure it is correct.
- 2. Make sure you enter Pro Se for the lead attorney box.
- 3. Once all your information is entered correctly, click Save Changes.
- 4. Next you must fill in the same information for the other party. Try to be as accurate as possible, but all that is required is the first and last name of the other party.
- 5. Once all the other party information is entered, click Save Changes.

STEP 7: Upload Filings

- 1. Any documents you wish to file with the court must be uploaded into the system. This is done in the Filings section.
- 2. Under the Filing Type tab select Efile from the drop down.
- 3. Under the Filing Code tab select the document you are wanting to upload. For example a Petition for Dissolution of Marriage is a Petition, and Entry of Appearance is an Appearance, a Marital Settlement Agreement is an Agreement, a Judgment of Divorce is a proposed order, a Children's First Certificate is a Certificate, etc.
- 4. Under Filing Description you can type in the name of the document exactly as it appears in the title of the document.
- 5. Leave Client Reference Number, Comments to the Court, and Courtesy Copies blank.

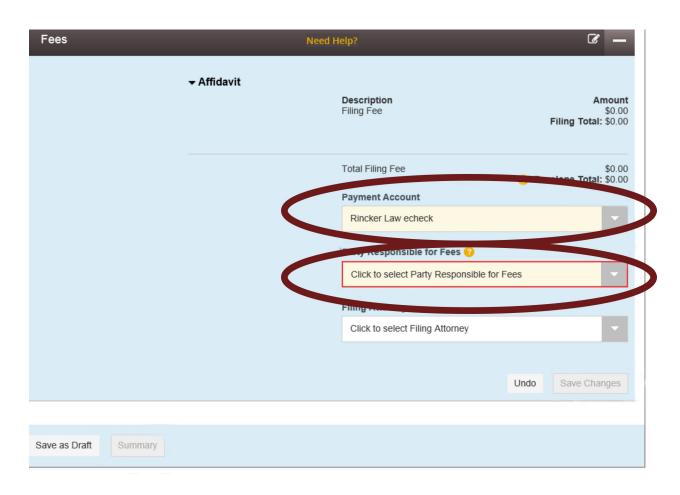


- 6. Now it is time to upload your document. Under the Lead Document tab, you may search your computer and upload whichever document you are trying to file. Alternatively, if the document is saved then you can drag and drop it under the lead document.
- 7. Once uploaded, you will need to choose if the document is confidential or non-confidential. You will choose non-confidential for all documents except your Certificate of Dissolution as this has personal and sensitive information such as social security numbers on it. Once that is chosen, click Save Changes located in blue on the bottom right hand side.
- 8. If you have additional documents to upload you may click on Add Another Filing in the bottom right hand side and start the process of uploading documents until you have uploaded all desired documents.
- 9. If the document you are uploading has a filing fee you may select the appropriate fee by clicking the Add Optional Services and Fees button and selecting the correct fee.
- 10. Once you are done uploading and selecting fees, click Save Changes.



STEP 8: Pay Fees

- 1. This is where you select the payment account you added when registered. Under the "Payment Account" tab select your preferred payment.
- 2. Next is the "Party Responsible for Fees" tab, select yourself.
- 3. At the bottom click "Save Changes" and then if everything is ready click Summary.



Step 9: Review Summary Submit

- 1. Take a final look at the summary page, make sure the documents you uploaded are correct, filing fees are correct, etc. then hit "Submit".
- 2. At this point you should have successfully submitted your filing to the court.