

RINCKER *Law* PLLC



GUIDE TO ILLINOIS E-FILING FOR SELF-REPRESENTED LITIGANTS



FOOD, FARM, AND FAMILY

- 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/ofswb>
3. The Actions panel is where you sign into Odyssey, or where you register as a User.


Court Information

Attention All Peoria County Filers: Peoria County will be performing maintenance on Tuesday, May 23 from 6:00 p.m. to Midnight and the site will not be available during this timeframe.


***NEW* Filer Portal Available Now**

eFileIL has now launched our new version of the filing portal! The new filing portal is designed to be accessible to screen reader users. Click [HERE](#) to try it!

Actions



Sign In



Register

Self Help

- [Need help filing without a lawyer?](#)
- [Filers with Disabilities](#)
- [FAQs](#)
- [Register for CLE Accredited Webinars](#)
- [Register for Non-CLE Accredited Webinars](#)
- [All Available Web Training Sessions](#)

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.

Register

[User Information](#) » [Firm Information](#) » [Terms and Conditions](#) » Complete

First Name **Middle** **Last Name**

Email Address **Password**

Security Question

Enter a simple question that can only be answered by you. Example: High School Mascot

Security Answer

Next

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).

Registration Options

Register for a Firm Account

Perfect for:

- Attorneys
- Firms with multiple filers
- Solo Attorney Practitioners



Register for a Self-Represented Account

Perfect for:

- Pro Se Filers
- Process Servers
- Landlords / Tenants



Contact Information

Country

United States of America



Address Line 1

City

State

Click to select State



Zip Code

Phone Number

Previous

Next

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.

The screenshot shows a web interface with a light blue background. At the top, there is a navigation bar with a left arrow, a blue square containing the number '1', a right arrow, and a double right arrow. On the far right of the navigation bar, it says '1 - 4 of 4 items' followed by a circular refresh icon. Below the navigation bar, the form is divided into two sections. The first section is titled 'Payment Account Name' and contains a single-line text input field with a red border. The second section is titled 'Payment Account Type' and contains a dropdown menu with a red border. The dropdown menu currently displays the text 'Click to select Payment Account Type' and has a small downward-pointing arrow on its right side.

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.

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.

The screenshot shows the 'Filer Dashboard' with two main sections: 'My Filing Activity' and 'New Filing'. 'My Filing Activity' is a table with rows for 'Pending', 'Accepted', 'Returned', 'Drafts', and 'Served', and a 'View All' link at the bottom. 'New Filing' contains buttons for 'Start a New Case' and 'File into Existing Case', a link for 'Use a Template', and a link for 'Need help getting started?'.

Filer Dashboard	
My Filing Activity	New Filing
Pending	Start a New Case
Accepted	Use a Template
Returned	File into Existing Case
Drafts	Need help getting started?
Served	
View All	

- 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.

Start a New Case

Case Information

Need Help?

Location

Click to select Location

Category ?

Click to select Category

Case Type

Click to select Case Type

Undo

Save Changes

Party Information

Party Type	Party Name	Lead Attorney
There are no parties		

+

 Add Another Party

Enter details for this Party

Party Type

Click to select Party Type

Party is a Business/Agency

First Name

Middle Name

Last Name

Suffix

- B. To file into an existing case click “File into Existing Case”
- Choose the county the case is registered in.
 - 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).
 - Click Search
 - Once you find your case click on the Actions button on the right and select File into Case.

File Into Existing Case

Select a Location

Location

1st District Appellate Court

Search for a Case by

Case Number

Party Name



Case Number ?

Case #

Search

Clear Search

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.

Filings Need Help?

Enter the details for this filing

Filing Type ? EFile

Filing Code ? Petition

Filing Description ? Petition for Dissolution of Marriage

Client Reference Number ?

Comments to Court ?

Courtesy Copies

Lead Document (Required)

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.

Optional Services and Fees	Fee Amount	Quantity	Fee Total
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+ Add Optional Services and Fees

+ Add Another Filing

Undo 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.

Fees
Need Help?

▼ Affidavit

Description	Amount
Filing Fee	\$0.00
Filing Total: \$0.00	

Total Filing Fee
\$0.00

Payment Account

Rincker Law echeck

Party Responsible for Fees ?

Click to select Party Responsible for Fees

Filing Attorney

Click to select Filing Attorney

Undo
Save Changes

Save as Draft
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.