ILLINOIS SUPREME COURT COMMISSION ON ACCESS TO JUSTICE

Self-Represented Litigants

How to E-File in i2File

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**

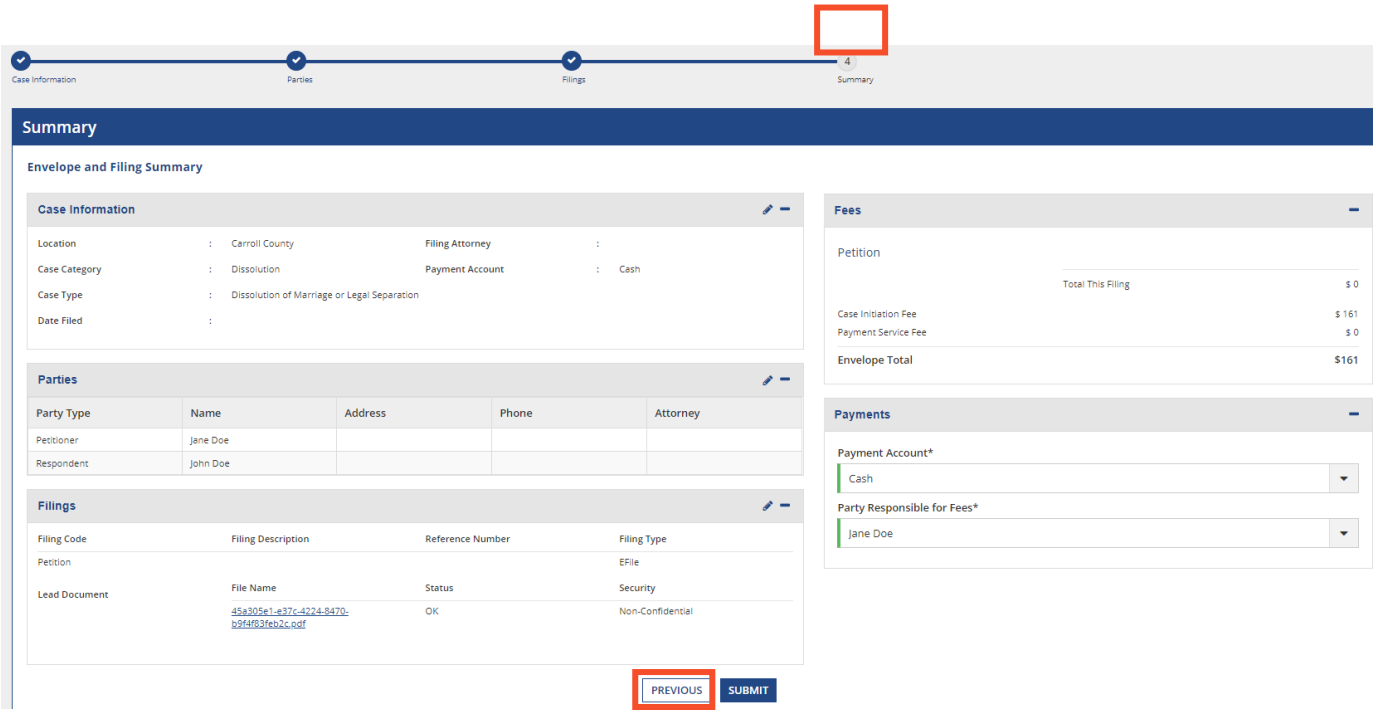
Need Help? Contact i2File's Filer Support at support@i2file.net

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.

Review your e-file Summary

1. After you click Next, you will be taken to the “Summary” to review the Case Information, Party Information, Filings, and Fees.



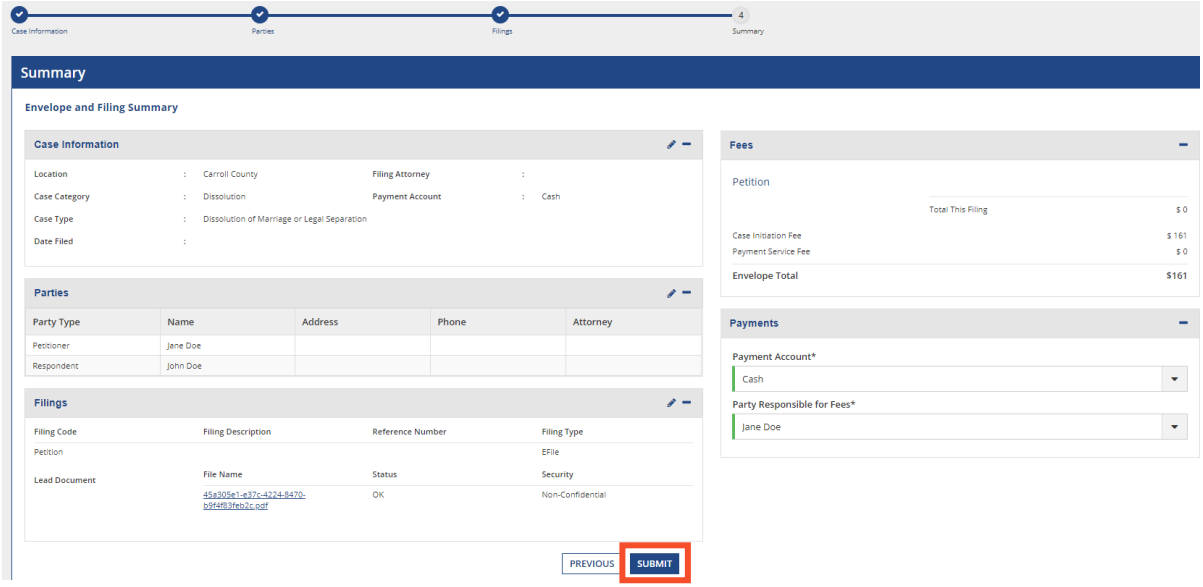
2. If anything is incorrect, click **Previous**. Once on the previous page, you can click into any section that is incorrect and make the changes you want.

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.

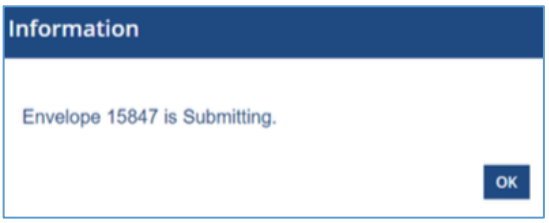
Click Submit

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

2. Click **Submit**.



3. Once you click **Submit** you will get a message with an Envelope Number.



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.**