ILLINOIS SUPREME COURT COMMISSION ON ACCESS TO JUSTICE

Self-Represented Litigants

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

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

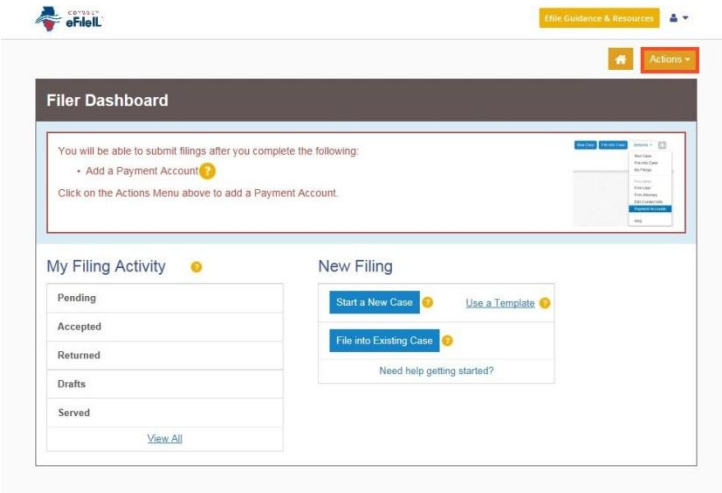
Add a payment account

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.

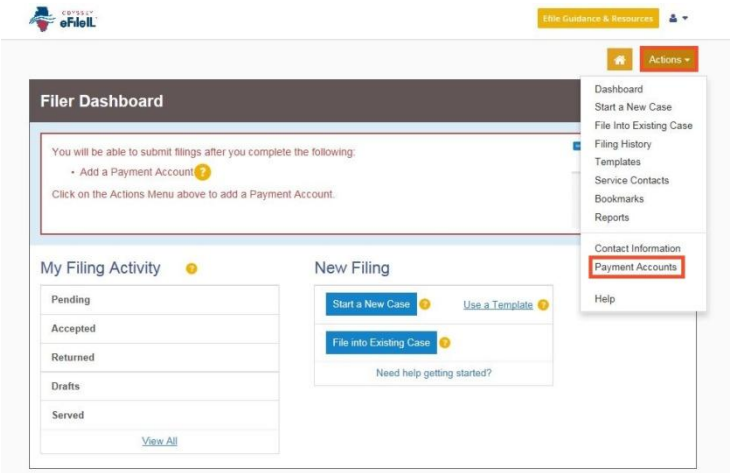
If you can afford to pay your filing fee, you must have a credit card or a checking account to pay online. If you do not have a credit card or checking account, one option is to buy a pre-paid debit card from most major stores such as Walgreens, Walmart, or Target. If you want to pay in cash, you would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

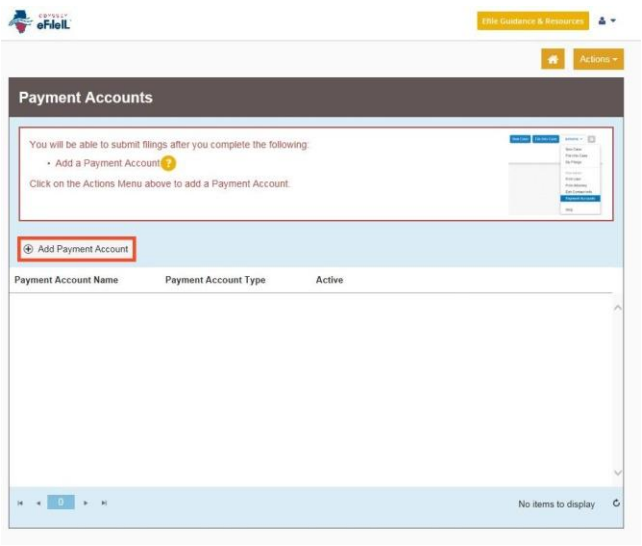
1. Click **Actions**.



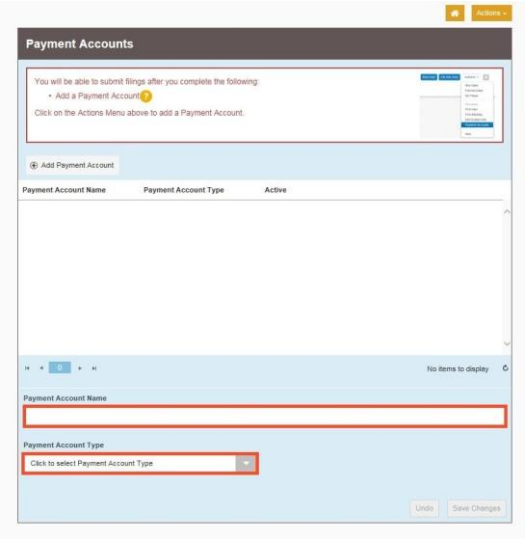
2. Under Actions click **Payment Account**.



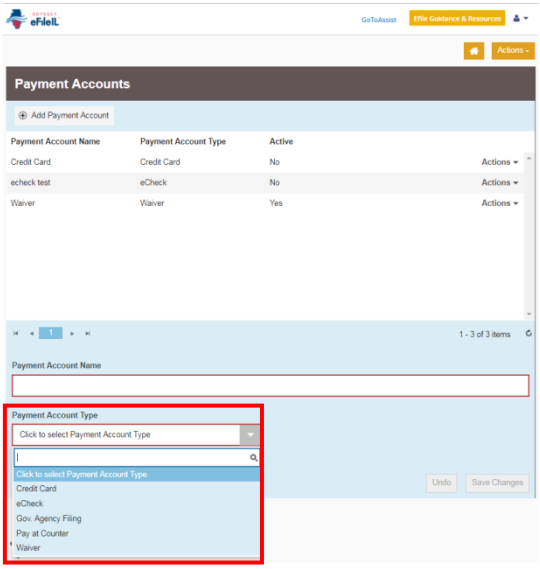
3. Click **Add Payment Account**.



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



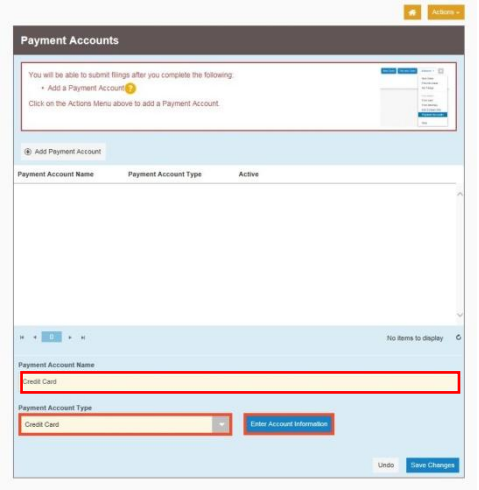
5. Select how you want to pay. The options are: **Credit Card, eCheck, Gov. Agency Filing, Pay at Counter,** or **Waiver**.
   a. Credit Card also includes prepay debit cards.
   b. eCheck means direct payment from a checking or savings bank account.
   c. Gov. Agency Filing option will not apply to 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.

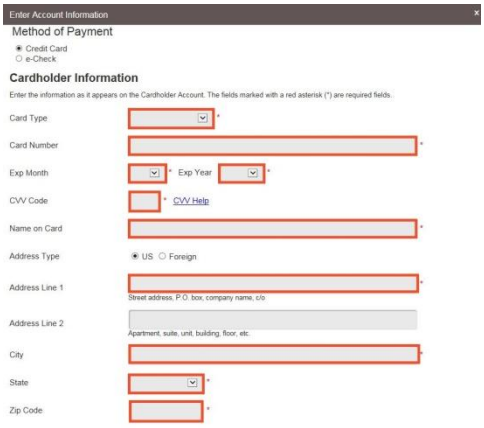
Credit card or prepay debit card

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.



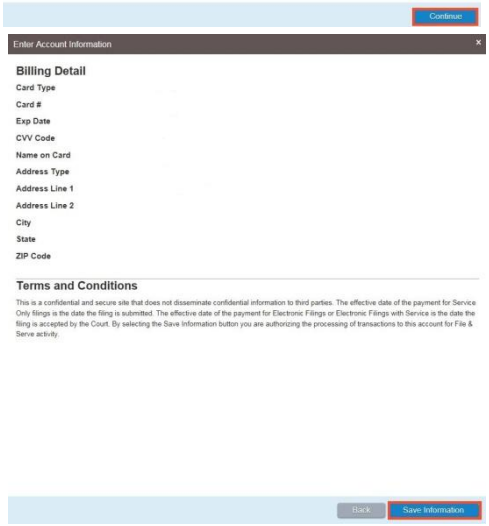
2. Click **Enter Account Information**.

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.

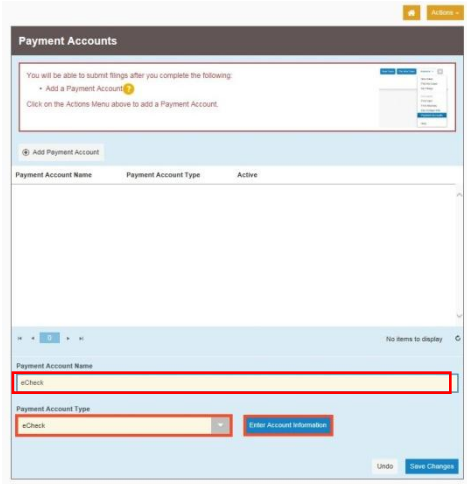
4. Review your card information, read the Terms and Conditions, and click **Save Information**.



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

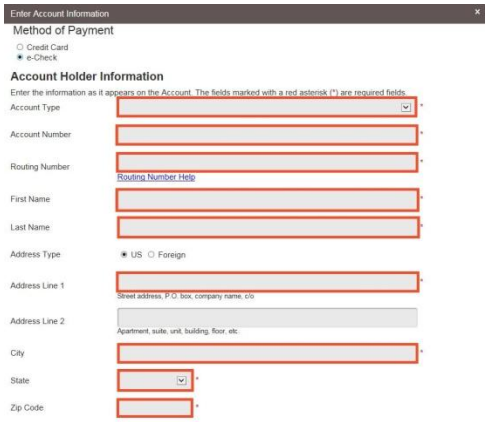
You may now e-file your court documents and pay with a credit card.

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.

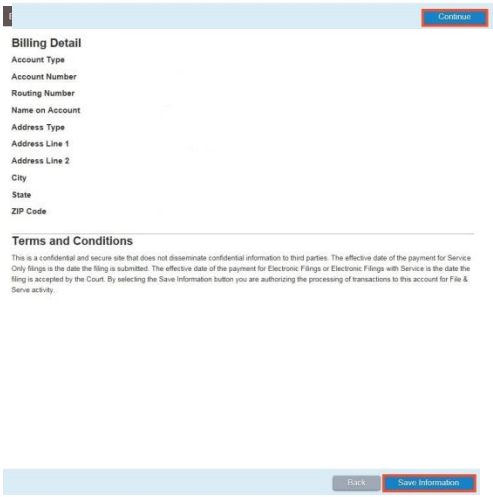
2. Click **Enter Account Information**.



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.



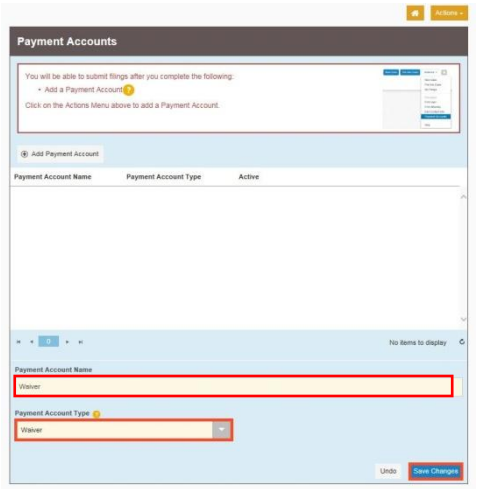
5. Review your checking or savings information, read the Terms and Conditions, and click **Save Information**.

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.

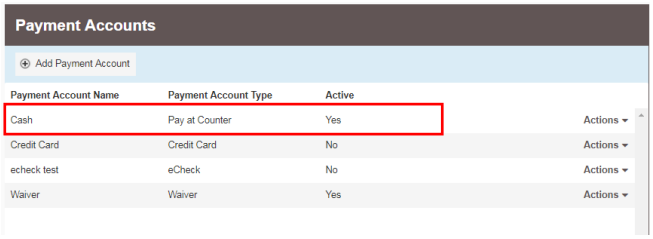
Pay at Counter (cash)

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.



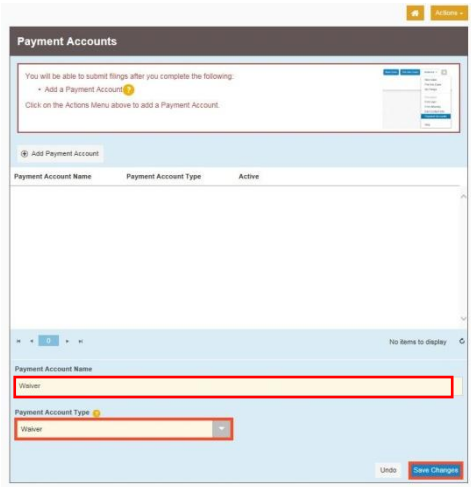
Important note about the Pay at Counter payment account

- 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.

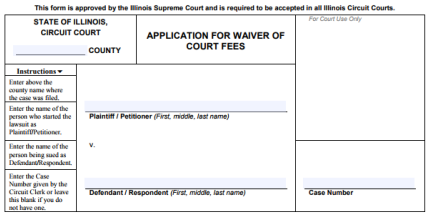


2. Click **Save Changes**.

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.