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

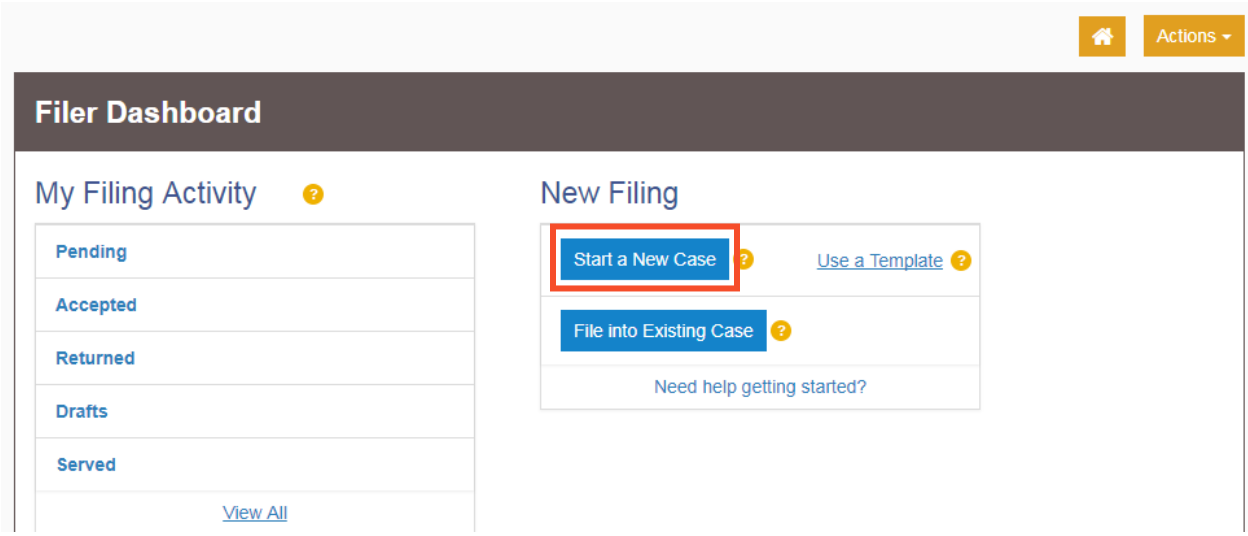
1. Prepare Documents
2. Register
3. Sign In
4. Create New Password
5. Add Payment Account
6. **Case Information**
7. Party Information
8. Upload Filings
9. Pay Fees
10. Review Summary / Submit

Enter Your Case Information

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

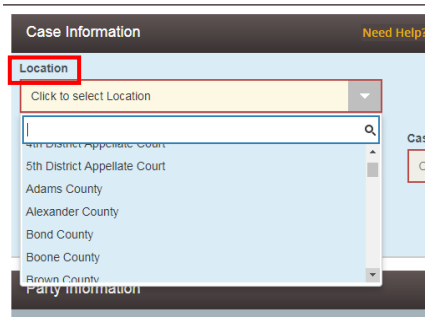
- To start a new case, you will need to know three pieces of information: (1) Location; (2) Category; and (3) Case Type.
- To file into an existing case, you will need to know two pieces of information: (1) Location; and (2) Case Number OR Party Name.

New Case – Click Start a New Case

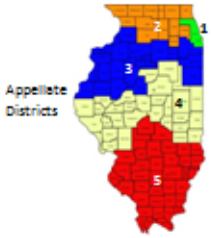


Choose the Location

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.



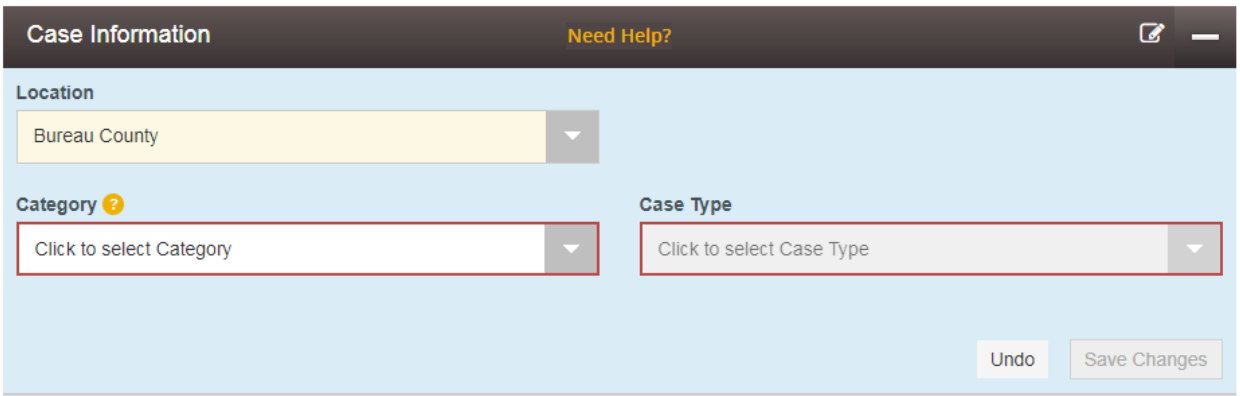
b. If you are filing to *appeal* a trial court's decision, select the Appellate District that your County is in.
c. If you are filing to *appeal* an appellate court's decision, select Supreme Court of Illinois.



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

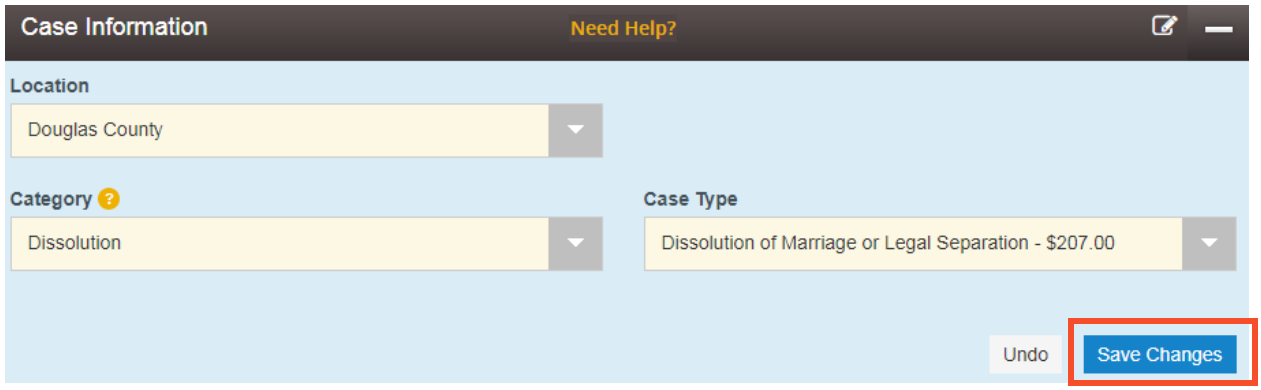
3. To figure out what Category to select, you need to know what kind of Case Type you have. Here are commonly used Case Types and which Category they are in:

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

Dissolution means Divorce

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.

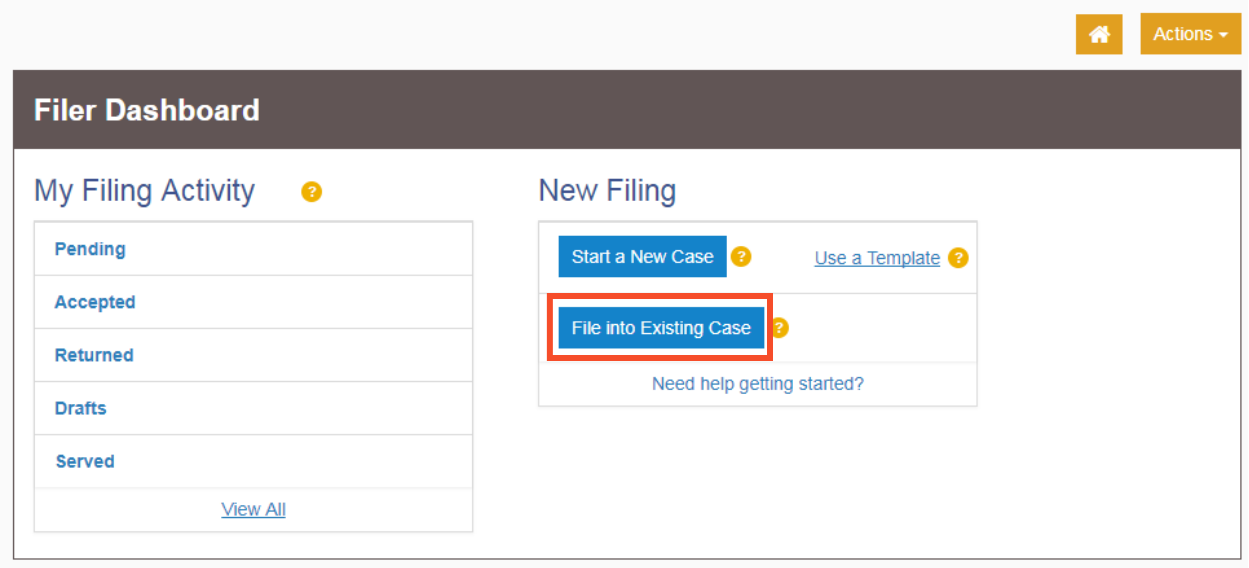
5. Click **Save Changes**.



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

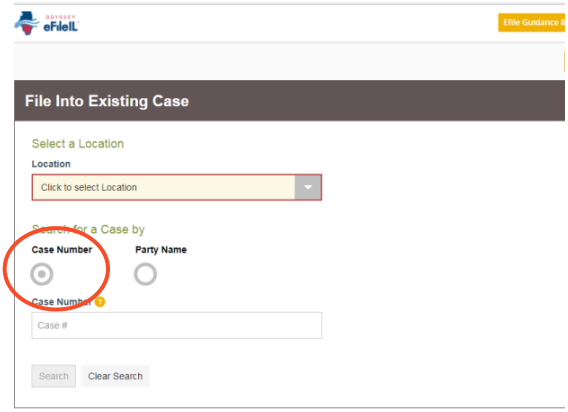


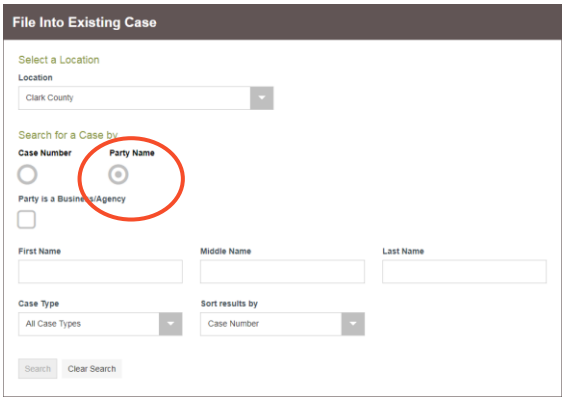
Choose the Location

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



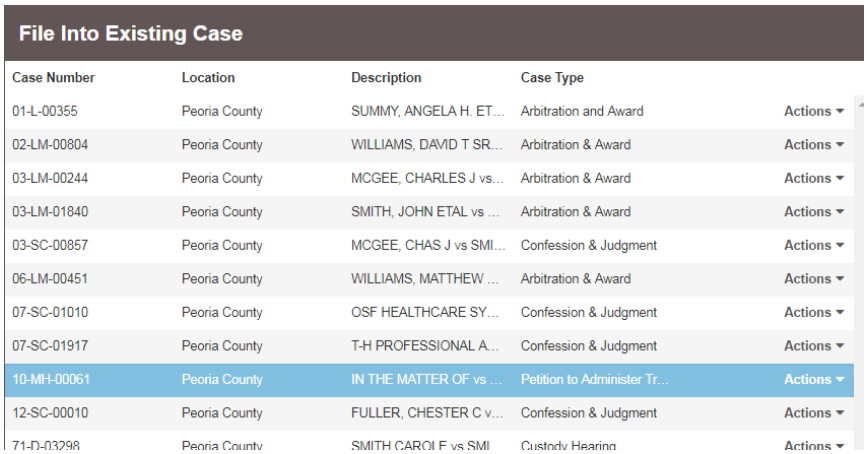


Decide if you want to search by Case Number or by Party Name and **click** that button.

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.