

E-Filing Instructions

In order to E-File, you **must** have your documents in PDF format. If you are creating them with a word processor, save them as a PDF. If you have paper documents, you will need to scan them as a PDF and attach to the E-Filing. If you cannot do either one of these two options come to the courthouse and we can assist you.

- 1) Click on **Odyssey File & Serve**.
- 2) Sign in or Register if you do not have an account. **YOU MUST** have an email account to file. If you do not have email, click on the **Email Account Setup** icon and set up an account. Be sure to write down or remember your email address and password. It is important that you check your email regularly because this is the way the court will communicate with you regarding your case.
- 3) Go back Odyssey File & Serve. If you do not have an eFileIL account, click on **Register** and set up an account. You will need a credit/debit card if you are starting a new civil case. (If you do not have a credit/debit card, please see one of the clerks for instruction on how to proceed. If payment is required, you must pay within two work days or your filing will be rejected.) If you are not starting a new case, but are making a sequent filing in an existing case, many times filing fees are not required. If so, select Waiver for payment type. The program will inform you if fees are necessary. If you already have an account, click on **Sign In**.
- 4) If you are starting a new case click on **Start a New Case**. If you are filing into an existing case, click on **File into Existing Case**.
- 5) If you are starting a new case, first you will have to complete the **Case Information** page. You can file a case in any county or appellate court in Illinois, most likely, you will be filing in Bond County. Click the location dropdown and select the appropriate county.
- 6) **Category** drop-down box – Choose the appropriate case category from the drop-down box. If you don't know what your case Category is, ask one of the clerks in the west office.
- 7) **Case Type** – same as #6.
- 8) Click **Save Changes**.
- 9) **Party Information** – Complete all the information. Click **Save Changes**
- 10) **Filings – Filing Code** – if this is a new case you are probably filing a Complaint/Petition. If not a new case, it could be any of the other choices. Attach the document in the **Lead Document** box. Proposed Orders or additional information should be added to the **Attachment** box. **Save Changes**.
- 11) **Fees** – complete the two drop-downs and **Save Changes**. If you want to pay by cash or check you will need to select Waiver for the fees and include a note that you will come into the office to pay. Any fees not paid within two working days will result in your filing being rejected.
- 12) Review all the information. When satisfied click **Summary**.
- 13) Review again. Click **Submit**.