

Create New Case in Odyssey eFileLL

NOTE: You must be a registered user before continuing with New Case.

You **MUST** have your Complaint, Petition or other document in **PDF format** before you will be able to e-File.

You **MUST** have a payment account added before you will be able to submit your e-Filing.

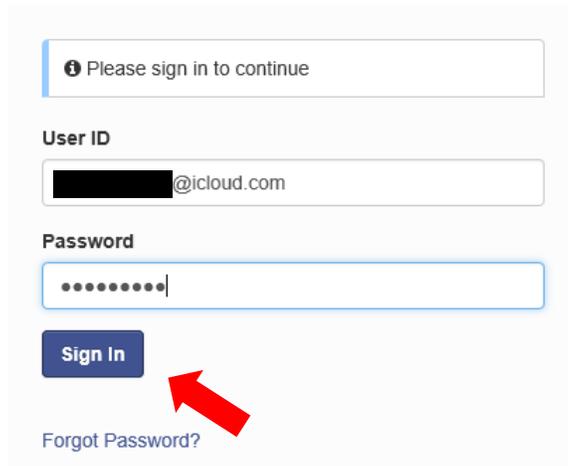
1. Visit: <https://illinois.tylerhost.net/ofsw eb>



2. Click "Sign In"



3. Sign In



Please sign in to continue

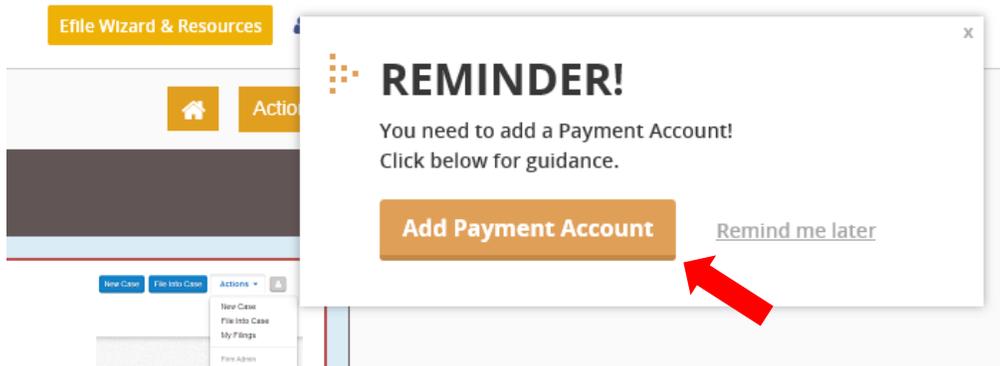
User ID
[redacted]@icloud.com

Password
[redacted]

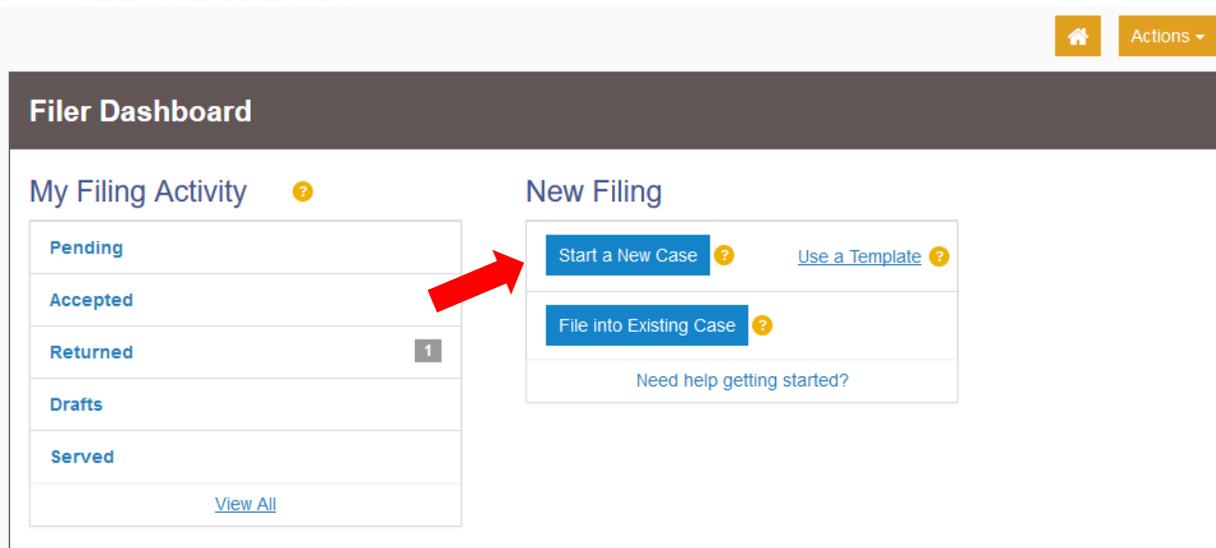
Sign In

[Forgot Password?](#)

4. “Add Payment Account” before beginning (if you have already done this, you will NOT see this REMINDER). If you are requesting a Waiver for court fees, add another payment account labeled “Waiver” and Choose “Waiver” as “Payment Account Type”.



5. Click “Start New Case”



6. Select "Location", choose Clinton County

The screenshot shows the 'Start a New Case' form. The 'Case Information' header is at the top. Below it, the 'Location' dropdown menu is open, displaying a list of counties: Clark County, Clay County, Clinton County (highlighted), Coles County, Crawford County, Cumberland County, and De Witt County. A red arrow points to the 'Clinton County' option. Another red arrow points to the 'Location' dropdown menu. To the right, the 'Case Type' dropdown menu is closed, showing 'Click to select Case Type'. At the bottom right, there are 'Undo' and 'Save Changes' buttons.

7. Select "Category" of case from the drop down menu

The screenshot shows the 'Start a New Case' form. The 'Location' dropdown menu is now closed and shows 'Clinton County'. The 'Category' dropdown menu is open, displaying a list of categories: Chancery, Dissolution (highlighted), Eminent Domain, Family, and Law. A red arrow points to the 'Dissolution' option. Another red arrow points to the 'Category' dropdown menu. The 'Case Type' dropdown menu remains closed. At the bottom right, there are 'Undo' and 'Save Changes' buttons.

8. Select "Case Type" from the drop down menu

The screenshot shows the 'Start a New Case' form. The 'Location' dropdown menu is closed and shows 'Clinton County'. The 'Category' dropdown menu is closed and shows 'Dissolution'. The 'Case Type' dropdown menu is open, displaying a list of case types: 'Click to select Case Type' (highlighted) and 'Dissolution of Marriage or Legal Separation - \$241.00'. A red arrow points to the 'Dissolution of Marriage or Legal Separation - \$241.00' option. Another red arrow points to the 'Case Type' dropdown menu. At the bottom center, there is a red arrow pointing to the right.

9. Click "Save Changes"

The screenshot shows the 'Case Information' section of a web form. It includes dropdown menus for 'Location' (Clinton County), 'Category' (Small Claims), and 'Case Type' (Small Claims - up thru & including \$ 250.00 - \$134.00). At the bottom right, there are 'Undo' and 'Save Changes' buttons. A red arrow points to the 'Save Changes' button. A tooltip above the button says 'Click Save Changes' and 'By WalkMe'.

10. Click "I am this party", your information will appear (you are the Plaintiff/Petitioner)

The screenshot shows the 'Party Information' section. A table lists 'Plaintiff' and 'Defendant' as 'Required Party' types. Below the table, there is a section titled 'Enter details for this Party' with a checked checkbox 'I am this party'. A red arrow points to this checkbox. Below the checkbox are fields for 'Lead Attorney' (Pro Se), 'First Name', 'Last Name', 'Address', 'Country' (United States of America), and 'Phone Number'. 'Undo' and 'Save Changes' buttons are at the bottom right. A tooltip at the top says 'You will fill out information for each of the required party types. Click next for guidance'.

11. Click "Save Changes"

The screenshot shows the 'Party Information' form with the following details:

- Party Type:** Plaintiff (Selected), Defendant (Required Party)
- Party Name:** (Redacted)
- Lead Attorney:** Pro Se
- First Name:** (Redacted)
- Last Name:** (Redacted)
- Address:** (Redacted)
- Country:** United States of America
- Phone Number:** (Redacted)

A red arrow points to the **Save Changes** button at the bottom right. A tooltip above the button says "Click Save Changes" and "By WalkMe".

12. Enter "Defendant/Respondent Information"

The screenshot shows the 'Party Information' form with the following details:

- Party Type:** Plaintiff (Required Party), Defendant (Selected, Required Party)
- Party Name:** Monica Mensi
- Enter details for this Party:**
 - I am this party
 - Party is a Business/Agency
- First Name:** Jane
- Middle Name:** (Empty)
- Last Name:** Doe
- Suffix:** (Empty)
- Country:** United States of America
- Address Line 1:** 1234 XXXX Street
- Address Line 2:** (Empty)
- City:** XXXXXXX
- State:** Illinois
- Zip Code:** 62245
- Phone Number:** (Empty)
- Filer ID:** (Empty)
- Lead Attorney:** Pro Se

A red arrow points to the **Party is a Business/Agency** checkbox. A tooltip above the 'Next' button says "Enter details for the selected party", "Fields highlighted in red are required.", and "Click Next before saving changes".

13. Click "Save Changes"

City: XXXXXXXX
State: Illinois
Zip Code: 62245
Phone Number:
Filer ID:
Lead Attorney: Pro Se

Click Save Changes
By WalkMe

Undo Save Changes

14. If you need to add additional parties, click "Add Another Party" and enter that individuals information.

Party Type	Party Name	Lead Attorney	
Plaintiff		Pro Se	Required Party
Defendant	Jane Doe	Pro Se	Required Party

+ Add Another Party

15. Click "Save Changes"

City: XXXXXXXX
State: Illinois
Zip Code: 62245
Phone Number:
Filer ID:
Lead Attorney: Pro Se

Click Save Changes
By WalkMe

Undo Save Changes

16. Enter "Filing Code" by using the dropdown

Filings
Need Help?

Enter the details for this filing

Filing Type: EFile

Filing Code: Click to select Filing Code

- Click to select Filing Code
- Complaint
- Petition
- Summons

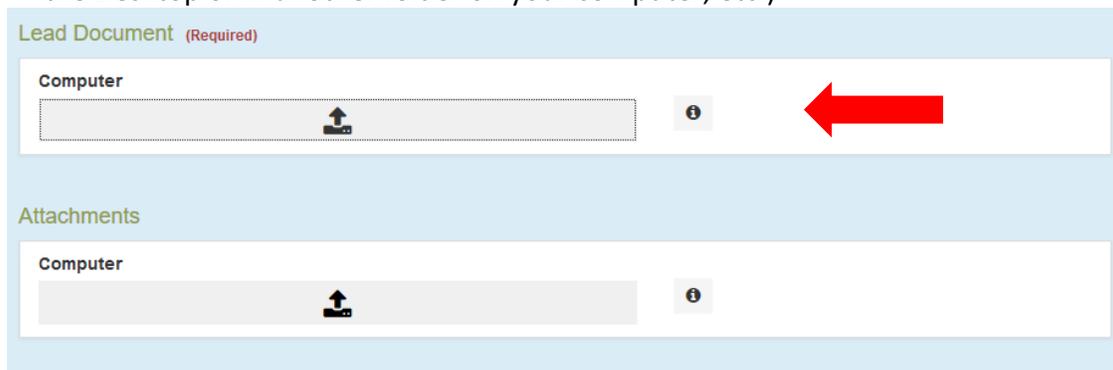
Filing Description:
Client Reference Number:

17. Enter the “Filing Description” (name of your document you are filing, Motion to Modify, Motion to Continue, Affidavit, etc.)



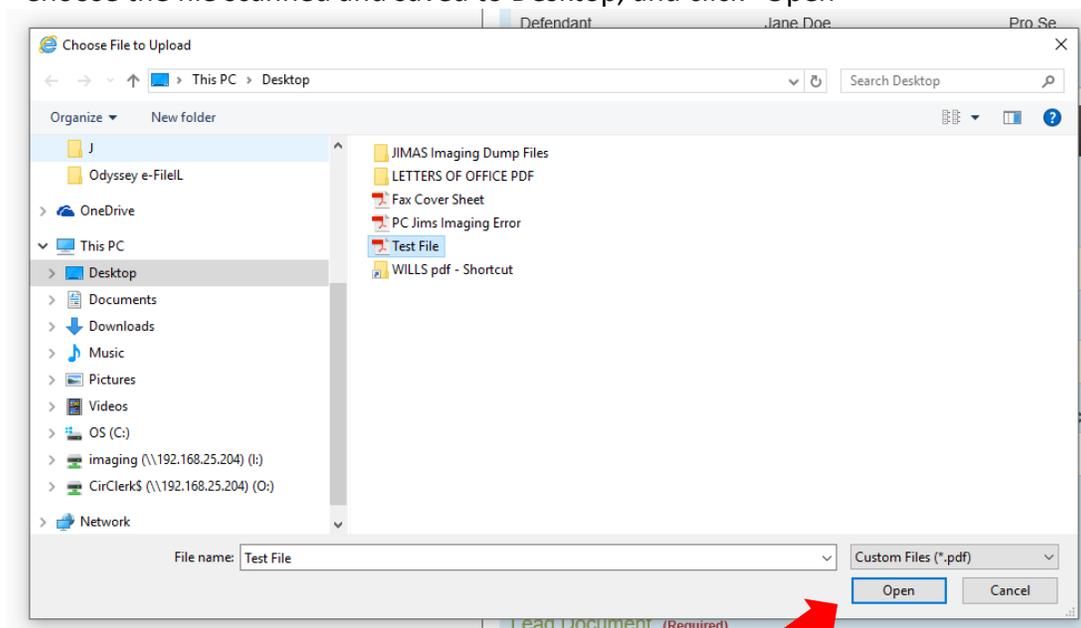
The screenshot shows the 'Filings' application window. The title bar includes 'Filings' and 'Need Help?'. The main content area is titled 'Enter the details for this filing'. It contains several input fields: 'Filing Type' (set to 'EFile'), 'Filing Code' (set to 'Petition'), 'Filing Description' (set to 'Petition for Dissolution'), 'Client Reference Number', and 'Comments to Court'. A red arrow points to the 'Filing Description' field.

18. Upload “LEAD document” (this is the document you scanned, created PDF, and saved to the Desktop or in another folder on your computer, etc.)



The screenshot shows the 'Lead Document (Required)' section of the application. It features a 'Computer' upload area with a dashed border, an upload icon, and an information icon. A red arrow points to the information icon. Below this is an 'Attachments' section with a similar upload area.

19. Choose the file scanned and saved to Desktop, and click “Open”



20. Select "Security" of the document (normally documents are "Non-Confidential" unless it's a Financial Affidavit, etc.)

Lead Document (Required)

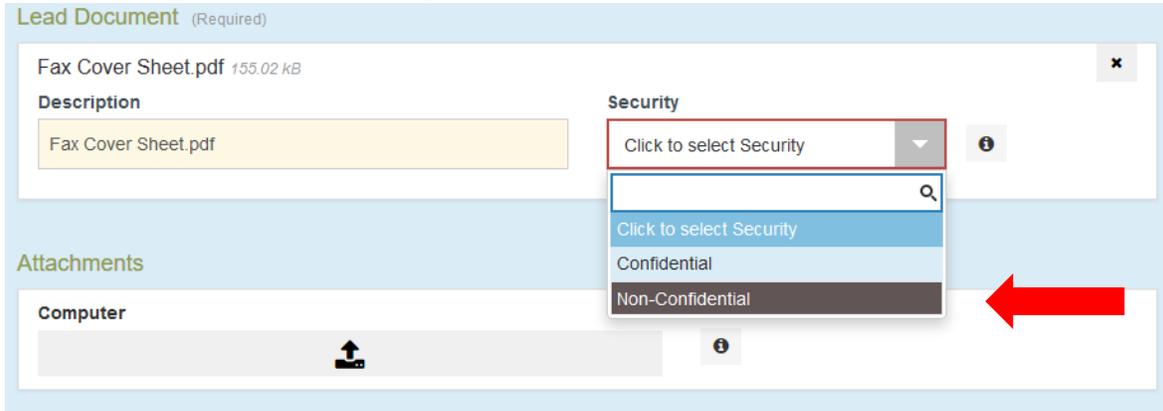
Fax Cover Sheet.pdf 155.02 kB

Description
Fax Cover Sheet.pdf

Security
Click to select Security

Attachments

Computer



The screenshot shows a web form for uploading a document. The document is 'Fax Cover Sheet.pdf' (155.02 kB). The 'Security' dropdown menu is open, showing options: 'Click to select Security', 'Confidential', and 'Non-Confidential'. A red arrow points to the 'Non-Confidential' option.

21. Click "Save"

Lead Document (Required)

Fax Cover Sheet.pdf 155.02 kB

Description
Fax Cover Sheet.pdf

Security
Non-Confidential

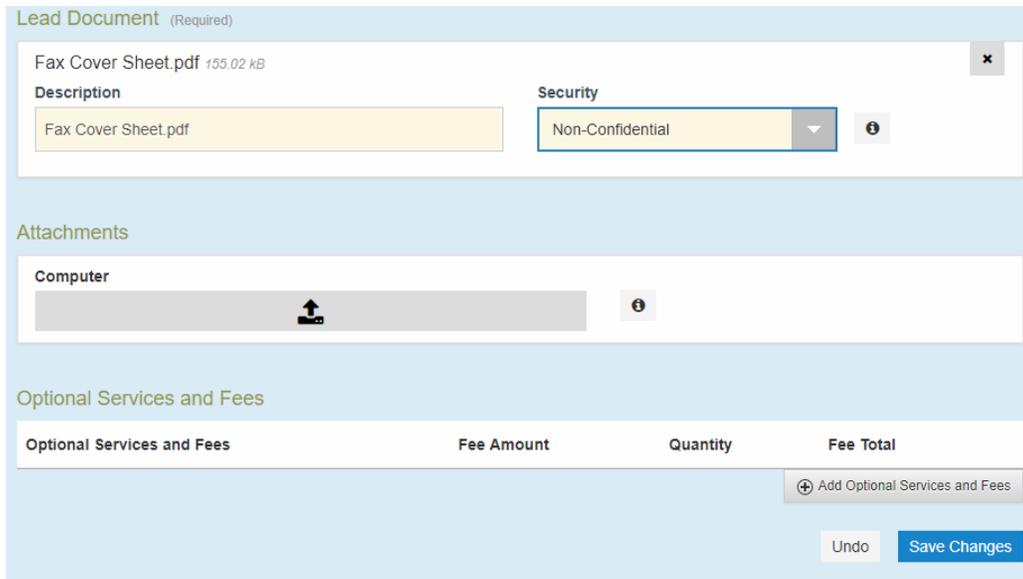
Attachments

Computer

Optional Services and Fees

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

Undo Save Changes



The screenshot shows the same web form as above, but now the 'Security' dropdown is closed and 'Non-Confidential' is selected. The 'Save Changes' button is highlighted in blue, and a red arrow points to it.

22. If you have multiple documents, add another "Lead Document"

The screenshot shows the 'Filings' form interface. At the top, there is a table with columns 'Filing Code', 'Client Ref #', and 'Filing Description'. The first row contains 'Petition' and 'Petition for Dissolution'. To the right of this table is a button labeled '+ Add Another Filing', which is highlighted with a red arrow. Below the table, the form is titled 'Enter the details for this filing'. It contains several fields: 'Filing Type' (set to 'EFile'), 'Filing Code' (set to 'Petition'), 'Filing Description' (set to 'Petition for Dissolution'), 'Client Reference Number', 'Comments to Court', and 'Courtesy Copies'. At the bottom, there is a 'Lead Document' section (marked as required) showing a document named 'Fax Cover Sheet.pdf' (155.02 kB) with a 'Description' of 'Fax Cover Sheet.pdf' and a 'Security' level of 'Non-Confidential'.

23. Enter "Filing Code" by using the dropdown

The screenshot shows the 'Filings' form interface with the 'Filing Code' dropdown menu open. The dropdown menu is highlighted with a red arrow and contains the following options: 'Click to select Filing Code', 'Click to select Filing Code', 'Complaint', 'Petition', and 'Summons'. The 'Filing Code' field is currently empty. The rest of the form is partially visible, showing 'Filing Type' (set to 'EFile') and 'Filing Description'.

24. Enter the “Filing Description” (name of your document you are filing, Motion to Modify, Motion to Continue, Affidavit, etc.)



Filings Need Help?

Enter the details for this filing

Filing Type ? Filing Code

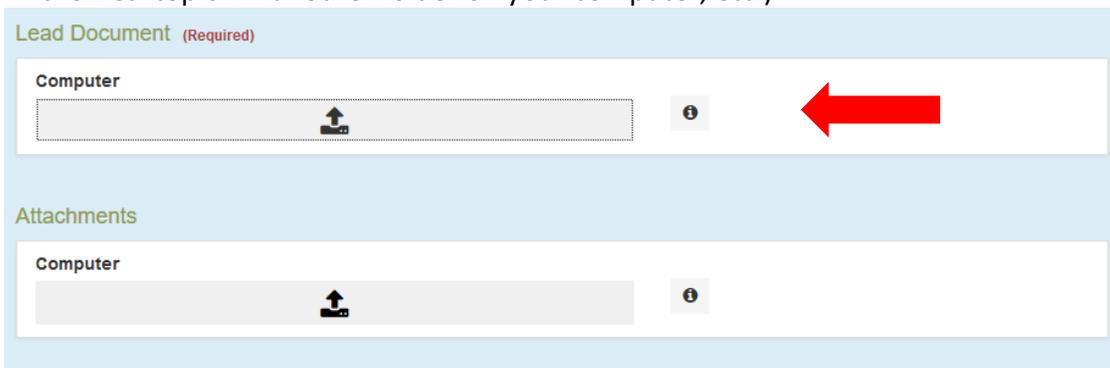
EFile Petition

Filing Description

Petition for Dissolution

Client Reference Number ? Comments to Court ?

25. Upload “LEAD document” (this is the document you scanned, created PDF, and saved to the Desktop or in another folder on your computer, etc.)



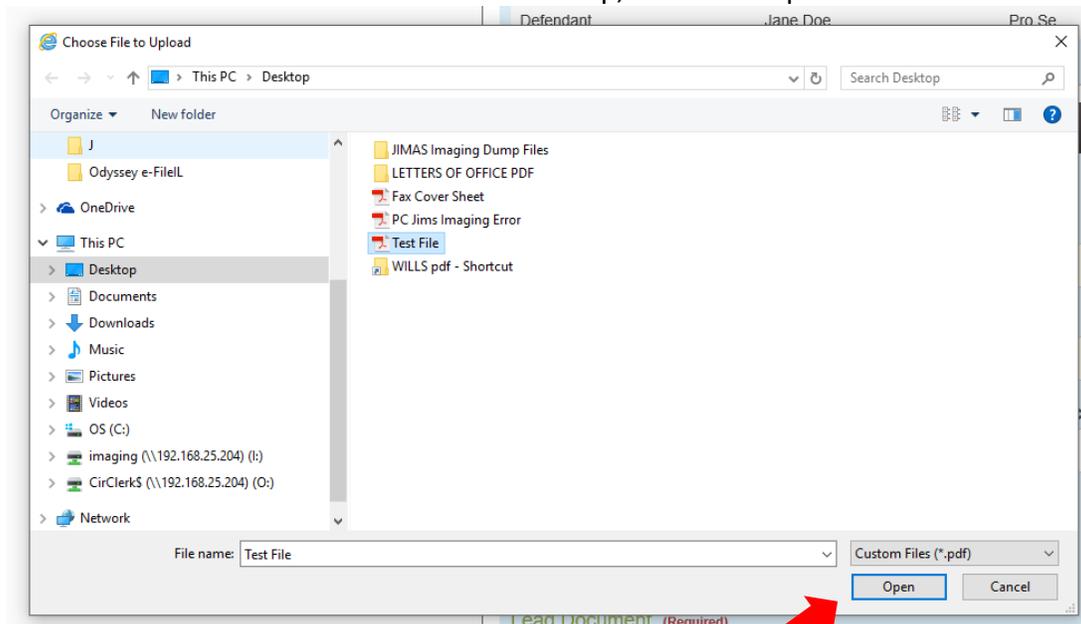
Lead Document (Required)

Computer

Attachments

Computer

26. Choose the file scanned and saved to Desktop, and click “Open”



27. Select "Security" of the document (normally documents are "Non-Confidential" unless it's a Financial Affidavit, etc.)

The screenshot shows a 'Lead Document' form for a file named 'Fax Cover Sheet.pdf' (155.02 kB). The 'Description' field contains 'Fax Cover Sheet.pdf'. The 'Security' dropdown menu is open, showing options: 'Click to select Security', 'Confidential', and 'Non-Confidential'. A red arrow points to the 'Non-Confidential' option. Below the form is an 'Attachments' section with a 'Computer' upload button.

28. Click "Save"

The screenshot shows the 'Lead Document' form with the 'Security' dropdown menu now set to 'Non-Confidential'. Below the form is an 'Attachments' section with a 'Computer' upload button. At the bottom of the form is an 'Optional Services and Fees' table with columns for 'Optional Services and Fees', 'Fee Amount', 'Quantity', and 'Fee Total'. A 'Save Changes' button is highlighted with a red arrow.

29. Continue until all of your documents are uploaded by following Steps #22 through #28. Most documents will be uploaded as "Lead Documents" and NOT "Attachments"; Attachments are only used when uploading "Exhibits" and in which case the Exhibits should be scanned behind the actual pleading.

30. If you need to add “Optional Services” choose “Add Optional Services and Fees”

The screenshot shows the 'Optional Services and Fees' section. At the top, there is a table with the following data:

Optional Services and Fees	Fee Amount	Quantity	Fee Total	Actions
	\$0.00	1	\$0.00	

Below the table, there is a dropdown menu titled 'Optional Services and Fees' with the text 'Click to select Optional Service and Fee'. The dropdown is open, showing a search bar and a list of options:

- Support/Maintenance - \$36.00
- D - Appearance - \$136.00
- D - Petition to Modify - filed after 30 days of entry of Judgment - \$75.00
- D - Petition to Modify - filed within 30 days of entry of Judgment - \$50.00

Buttons for 'Add Optional Services and Fees', 'Undo', and 'Save Changes' are visible. A red arrow points to the 'Add Optional Services and Fees' button.

31. Choose the “Optional Service and Fees” from the dropdown menu that is needed

This screenshot is similar to the previous one, but the dropdown menu is open, and a red arrow points to it. The table data remains the same:

Optional Services and Fees	Fee Amount	Quantity	Fee Total	Actions
	\$0.00	1	\$0.00	

The dropdown menu is open, showing the same list of options as in the previous screenshot. The 'Save Changes' button is now highlighted.

32. Click “Save Changes”

This screenshot shows the 'Optional Services and Fees' section after a selection has been made. The table now contains one row:

Optional Services and Fees	Fee Amount	Quantity	Fee Total	Actions
D - Petition to Modify - filed within 30 days of entry of Judgment	\$50.00	1	\$50.00	

The dropdown menu is now closed, and the selected option 'D - Petition to Modify - filed within 30 days of en...' is visible in the dropdown box. The 'Save Changes' button is highlighted in blue, and a red arrow points to it.

33. Pay for the filing fee by choosing “Payment Account” and add “Party Responsible for Fees”. If you are requesting your fees to be waived, please choose the “Waiver” account you set up initially.

The screenshot shows a window titled "Fees" with a "Need Help?" link. Under a "Complaint" dropdown, there is a table with the following data:

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

Summary of fees:

Total Filing Fee	\$0.00
Court Case Fee	\$134.00
Envelope Total:	\$134.00

Below the summary are two dropdown menus:

- Payment Account:** A dropdown menu with the text "Click to select Payment Account". A red arrow points to this menu.
- Party Responsible for Fees:** A dropdown menu with the text "Click to select Party Responsible for Fees" and a question mark icon. A red arrow points to this menu.

At the bottom right, there are "Undo" and "Save Changes" buttons.

34. Click “Save Changes”

The screenshot shows the same "Fees" window. The table of fees is now empty:

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

Summary of fees:

Total Filing Fee	\$0.00
Envelope Total:	\$0.00
<i>Waiver selected</i>	

The "Payment Account" dropdown menu now displays "Waiver". A red arrow points to the "Save Changes" button at the bottom right.

35. Click "Summary"

Fees Need Help?

▼ Complaint

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

Total Filing Fee \$0.00

Envelope Total: \$0.00
Waiver selected

Payment Account

Waiver



36. If all information is correct click "Submit"

Fees

▼ Complaint

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

Total Filing Fee \$0.00

Envelope Total: \$0.00
Waiver selected

Payment Account Waiver

