File Into Existing Case with Odyssey eFileIL

NOTE: You **MUST** be a registered user before continuing, **AND** have a Payment Account set up.

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

1.   Visit: https://illinois.tylerhost.net/ofsweb

2.   Click "Sign In"

3. Sign In

① Please sign in to continue

User ID

████████@icloud.com

Password

●●●●●●●●

Sign In ◀

Forgot Password?

4.   Click "File Into Existing Case"
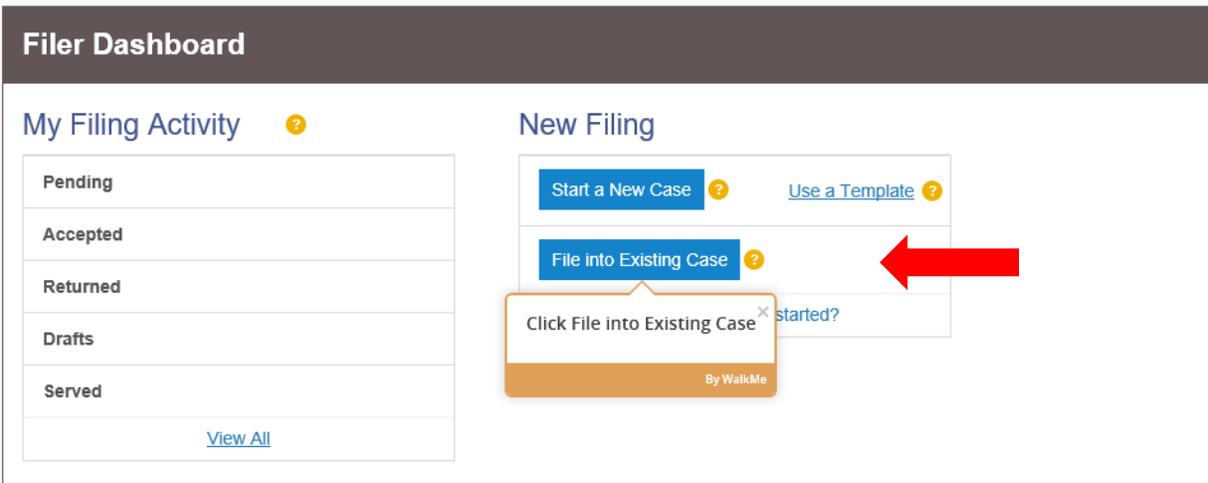
Filer Dashboard

My Filing Activity ❓
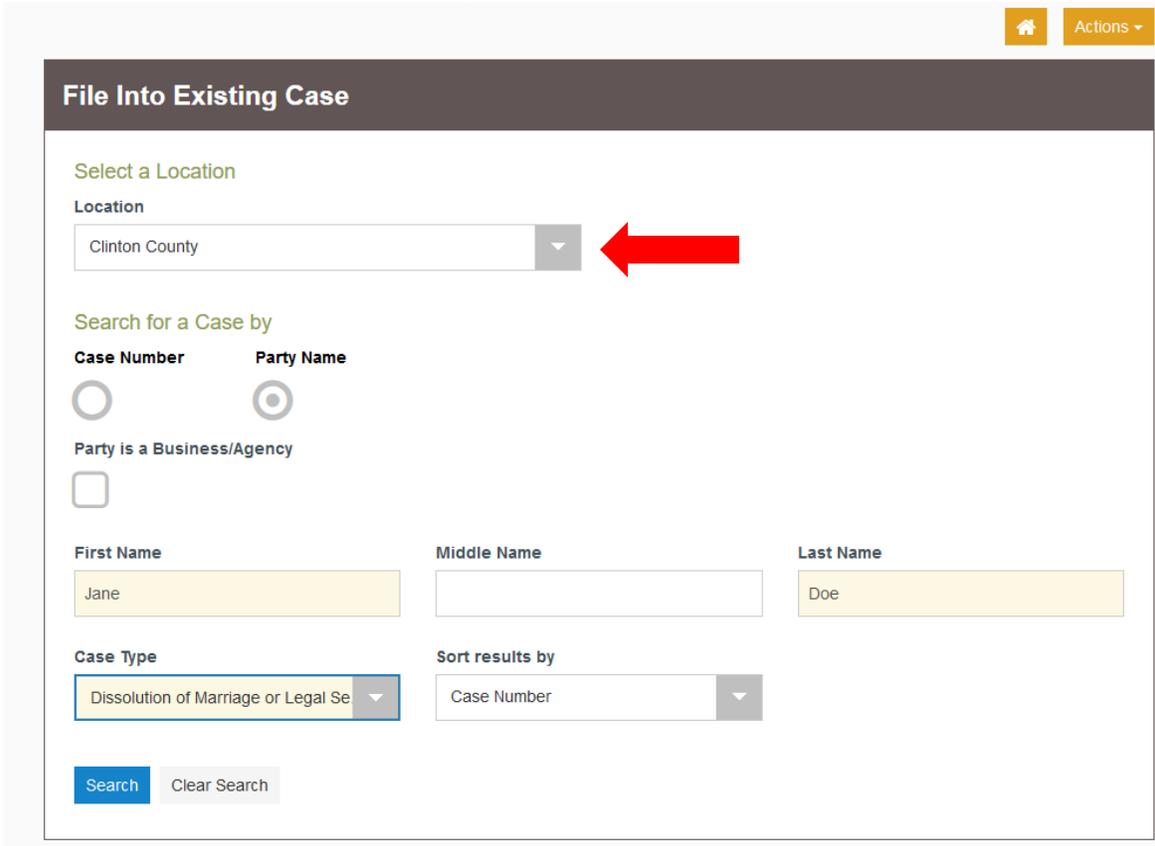
Pending
Accepted
Returned
Drafts
Served
View All

New Filing

Start a New Case ❓   Use a Template ❓

File into Existing Case ❓   ◀

Click File into Existing Case ✕ started?

By WalkMe

5.	Enter Location: "Clinton County"

File Into Existing Case

Select a Location

Location

Clinton County

Search for a Case by

Case Number   Party Name

Party is a Business/Agency

First Name   Middle Name   Last Name

Jane   Doe

Case Type   Sort results by

Dissolution of Marriage or Legal Se   Case Number

Search   Clear Search

6.	Search for Case by "Party Name", an eaiser option is to enter by Case Number (i.e. 2017D1)

File Into Existing Case

Select a Location

Location

Clinton County

Search for a Case by

Case Number   Party Name

Party is a Business/Agency

First Name   Middle Name   Last Name

Jane   Doe

Case Type   Sort results by

Dissolution of Marriage or Legal Se   Case Number

Search   Clear Search

7.   Enter "First" and "Last Name"

8.   Enter "Case Type" (type of case you are searching for; Small Claims, Dissolution (Divorce), etc.)

If you don't know the case type, you may leave this section blank.

9.   Click "Search"

10.   The case will appear; or if searching by name and that person has numerous cases, several cases may appear (make sure you choose the correct case if more than one case appears for the name you searched.)

11.   Click "Actions"

12.   Highlight and choose "File Into Case"

13. Case Information will be listed, proceed to "Filings" section

14. Notice "Filing Type" default to "EFileAndServe"; if you have service contacts set up and will be "serving" a party by email, do not change this. If you **DO NOT** have service contacts set up and **WILL NOT** be emailing another party, change this to "EFile".
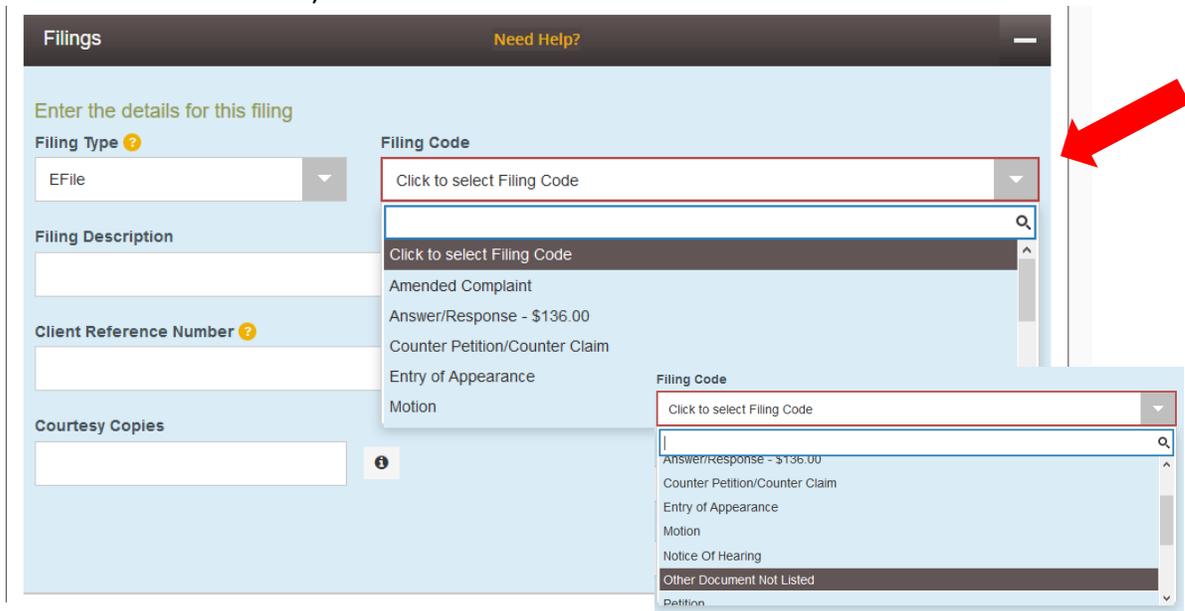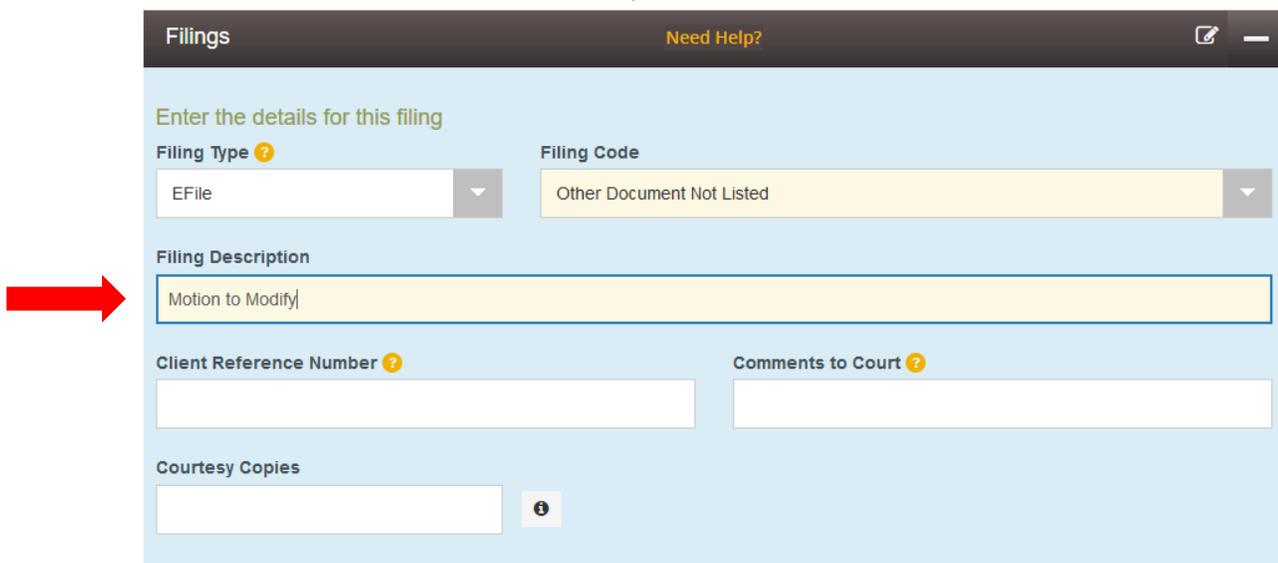
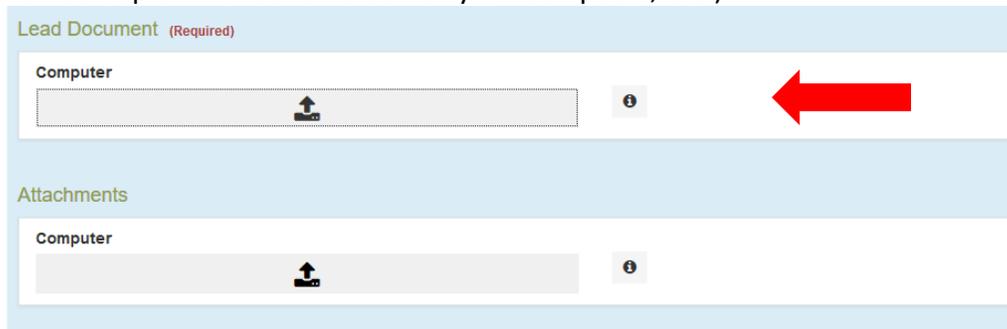15. Enter "Filing Code" (type of document you are filing, if not listed choose "Other Document Not Listed")

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

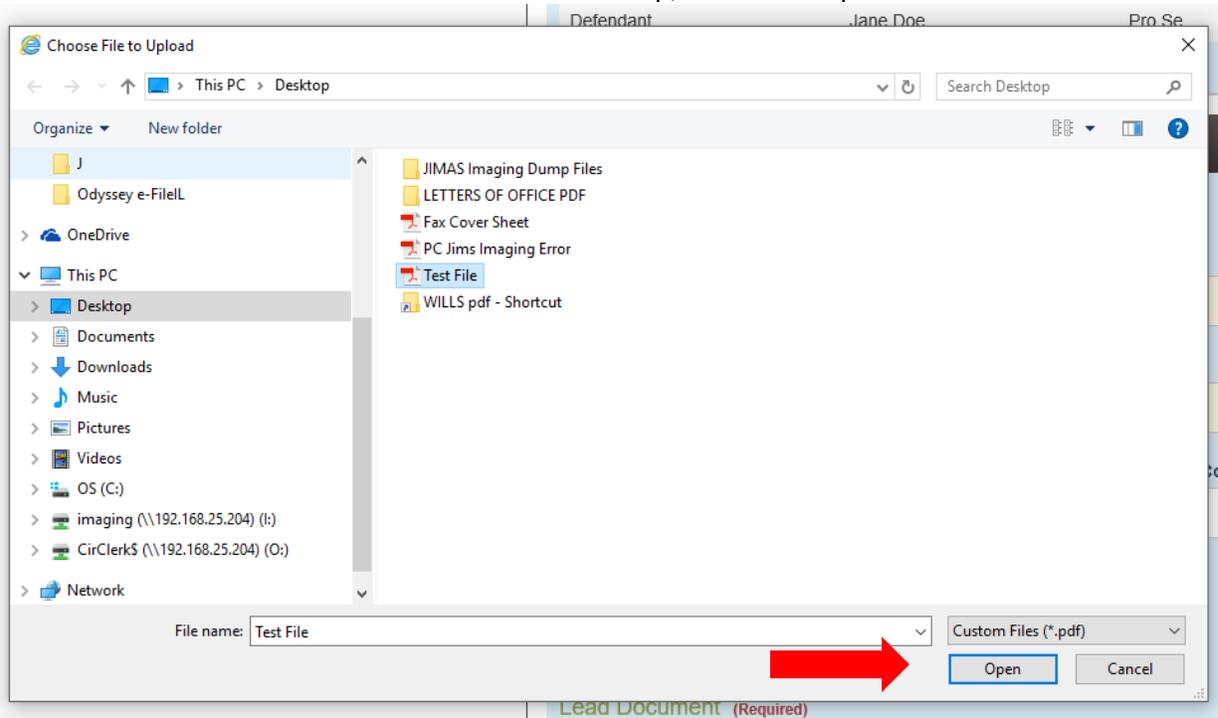17. Upload "LEAD document" (this is the document you scanned, created PDF, and saved to the Desktop or in another folder on your computer, etc.)
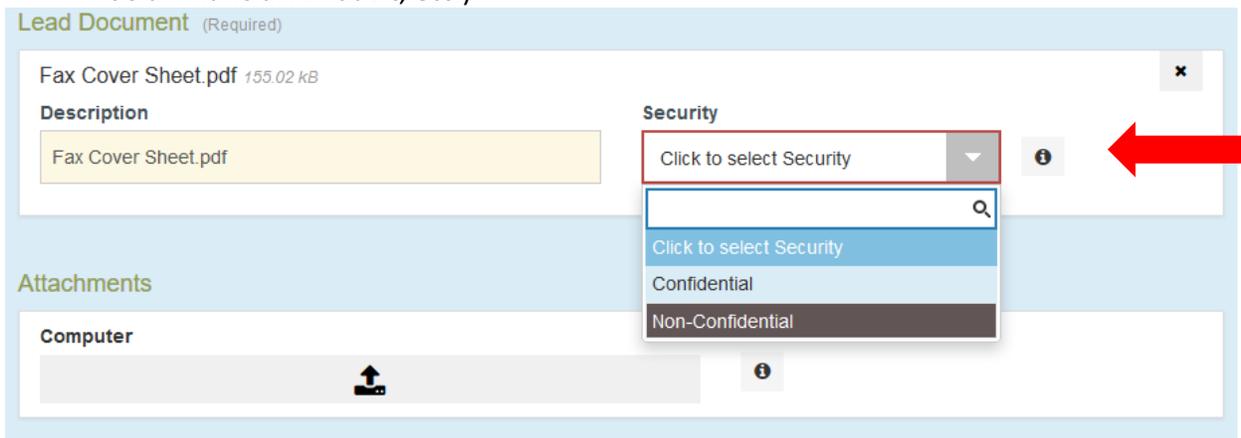
18.   Choose the file scanned and saved to Desktop, and click "Open"

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

20. Click "Save Changes"

21. If you have multiple documents, "Add Another Filing" and repeat steps #14 - #20
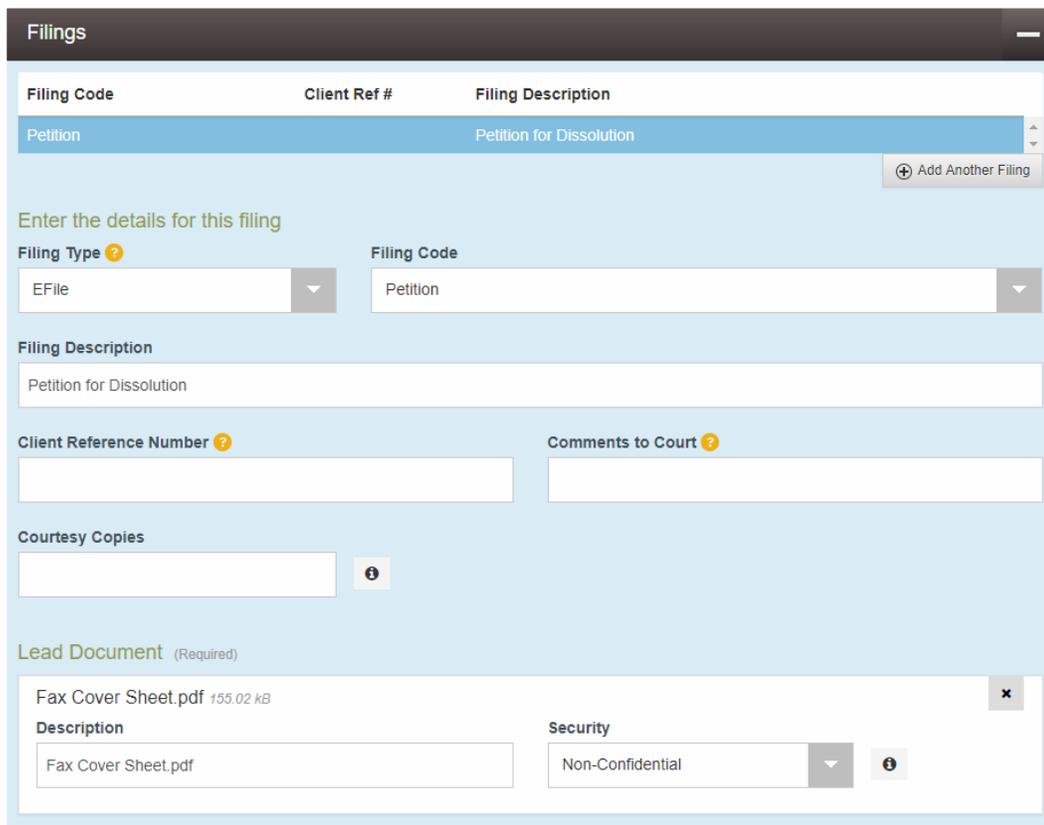
22.   Continue until all of your documents are uploaded by following Steps #14 through #21.

23.   If you need to add "Optional Services" choose "Add Optional Services and Fees". This option is used for adding an Appearance, Answer, Citations, Garnishments, Wage Deductions, etc.
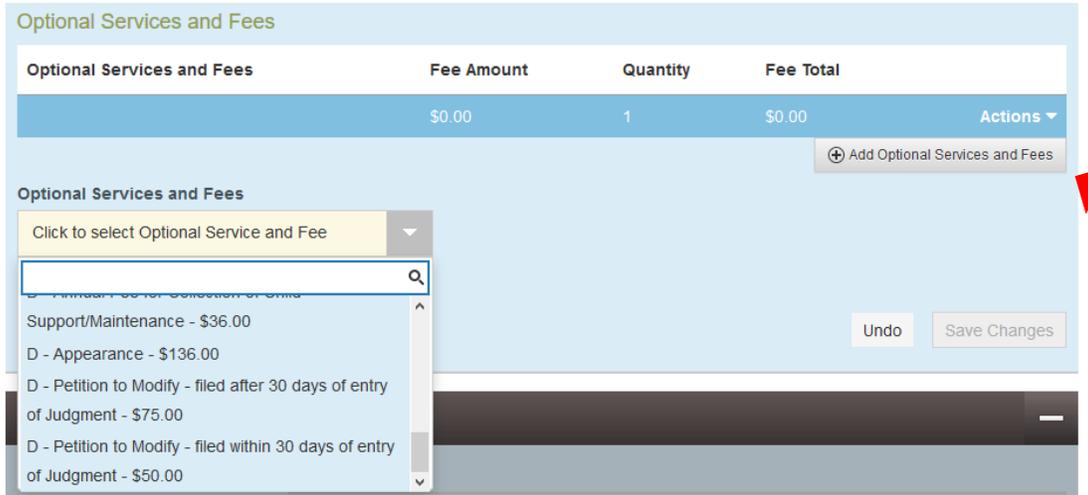
24.   Choose the "Optional Service and Fees" from the dropdown menu that is needed
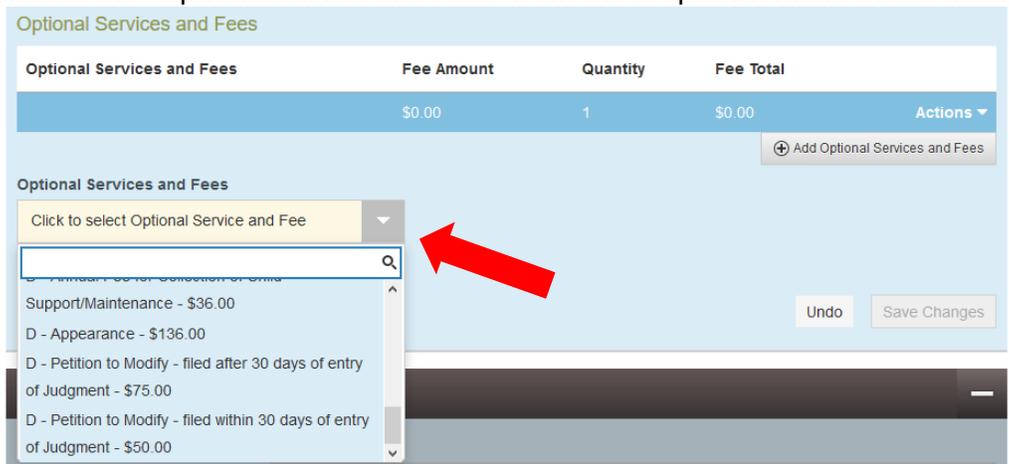
25.   Click "Save Changes"

26. 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. **Even if your fees are $0.00, enter your "Payment Account"; your account will NOT be charged.**

27. Click "Save Changes"

28. Click "Summary"

29. If all information is correct click "Submit"

If you are having trouble or need more guidance, use the "Efile Guidance & Resources" tab at the top of the page.
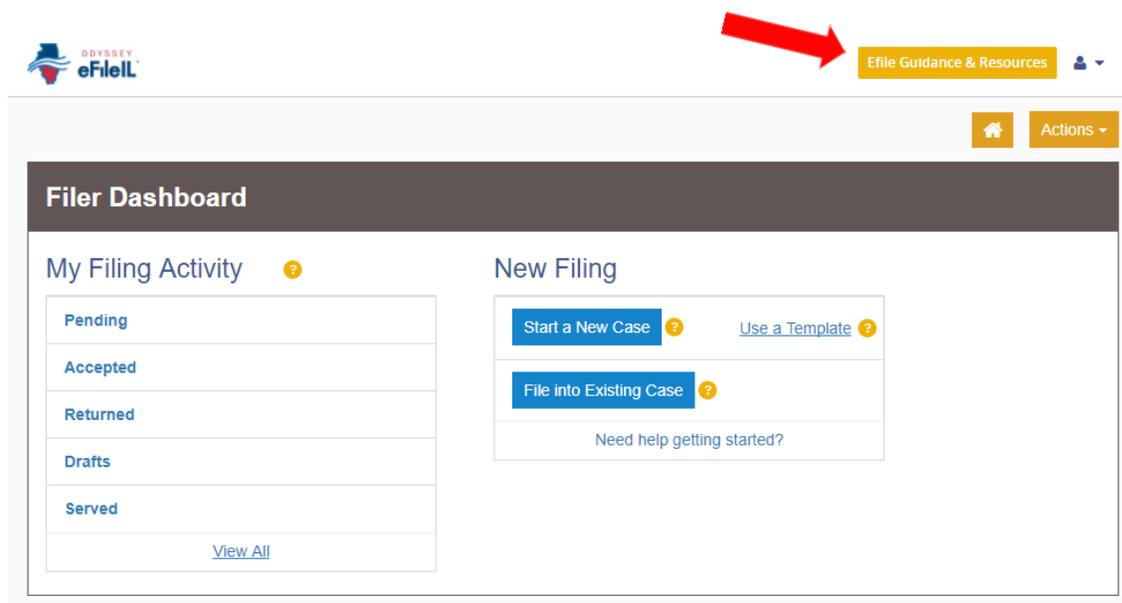
This is a "Virtual Help Desk" that will guide you through the process step by step.