

## 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/ofswweb>



**Court Information**

Welcome to the Illinois eFiling site...

Counties going live soon...

1st Appellate District, 2<sup>nd</sup> Appellate District, 3rd Appellate District, 4th Appellate District, 5th Appellate District, Adams, Alexander, Carroll, Champaign, Christian, Coles, Cumberland, Effingham, Gallatin, Greene, Hamilton, Hardin, Iroquois, Jersey, Jo Daviess, Kankakee, LaSalle, Livingston, Morgan, Pike, Saline, Stephenson, Supreme Court, Vermillion, Washington Wavne White Williamson

**Actions**

Sign In Register

**Self Help**

Need Help?  
FAQs  
Web Training Sessions

2. Click "Sign In"



**Court Information**

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1st Appellate District, 2<sup>nd</sup> Appellate District, 3rd Appellate District, 4th Appellate District, 5th Appellate District, Adams, Alexander, Carroll, Champaign, Christian, Coles, Cumberland, Effingham, Gallatin, Greene, Hamilton, Hardin, Iroquois, Jersey, Jo Daviess, Kankakee, LaSalle, Livingston, Morgan, Pike, Saline, Stephenson, Supreme Court, Vermillion, Washington Wavne White Williamson

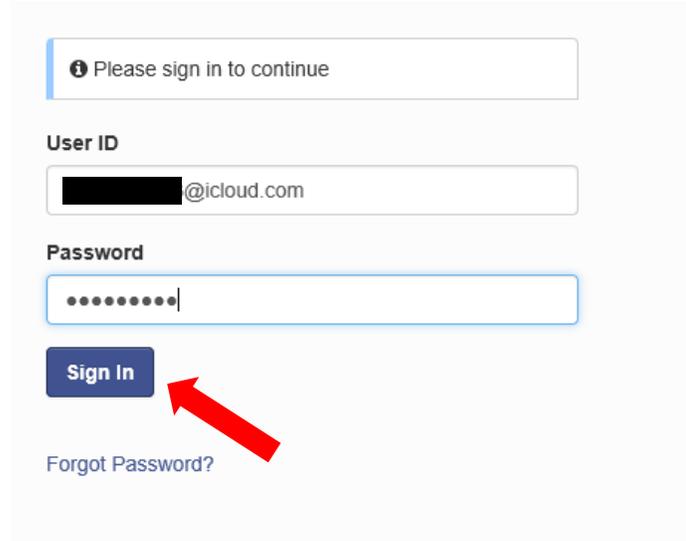
**Actions**

Sign In Register

**Self Help**

Need Help?  
FAQs  
Web Training Sessions

### 3. Sign In



Please sign in to continue

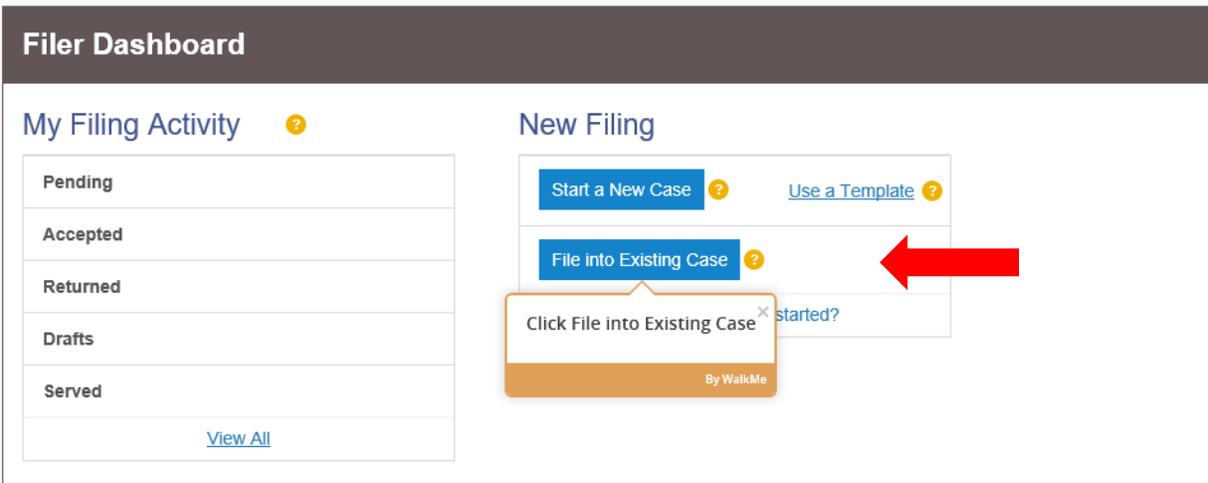
**User ID**  
[Redacted]@icloud.com

**Password**  
[Redacted]

**Sign In**

[Forgot Password?](#)

### 4. Click "File Into Existing Case"



**Filer Dashboard**

**My Filing Activity** ?

- Pending
- Accepted
- Returned
- Drafts
- Served

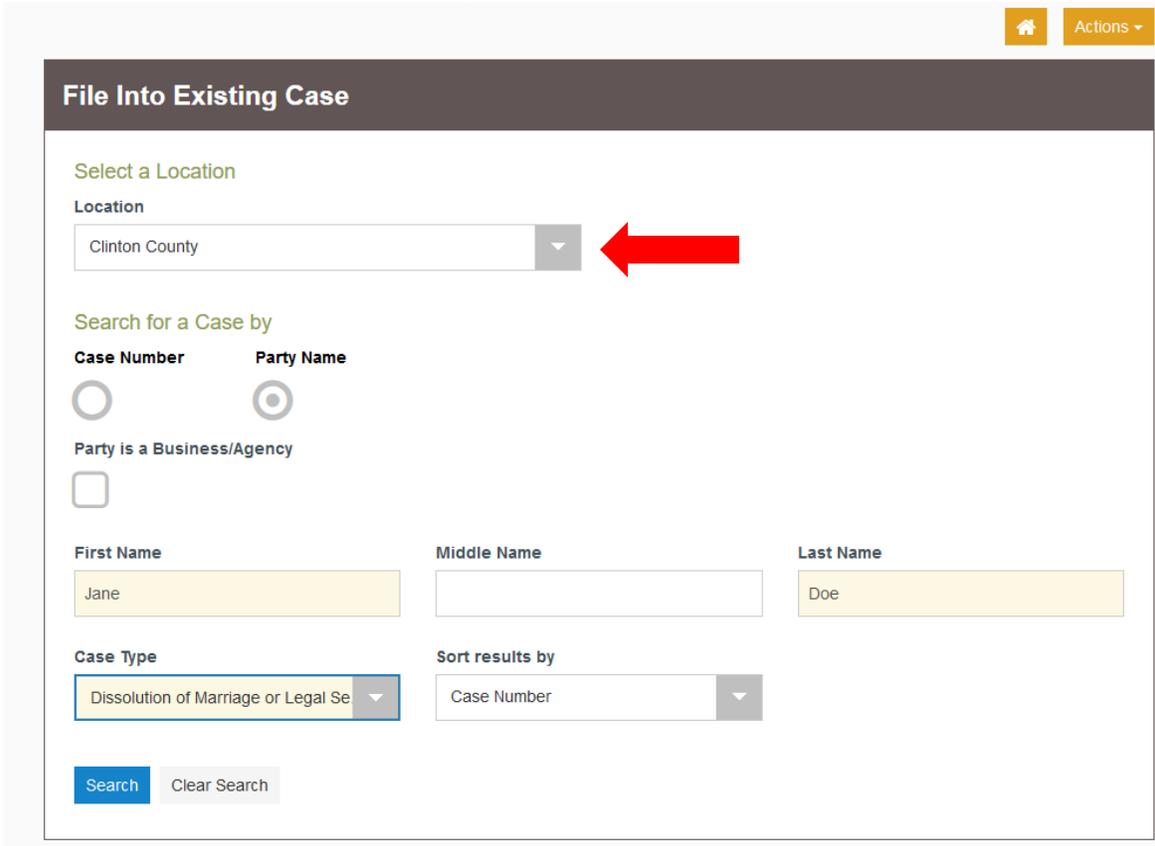
[View All](#)

**New Filing**

- [Start a New Case](#) ? [Use a Template](#) ?
- [File into Existing Case](#) ?

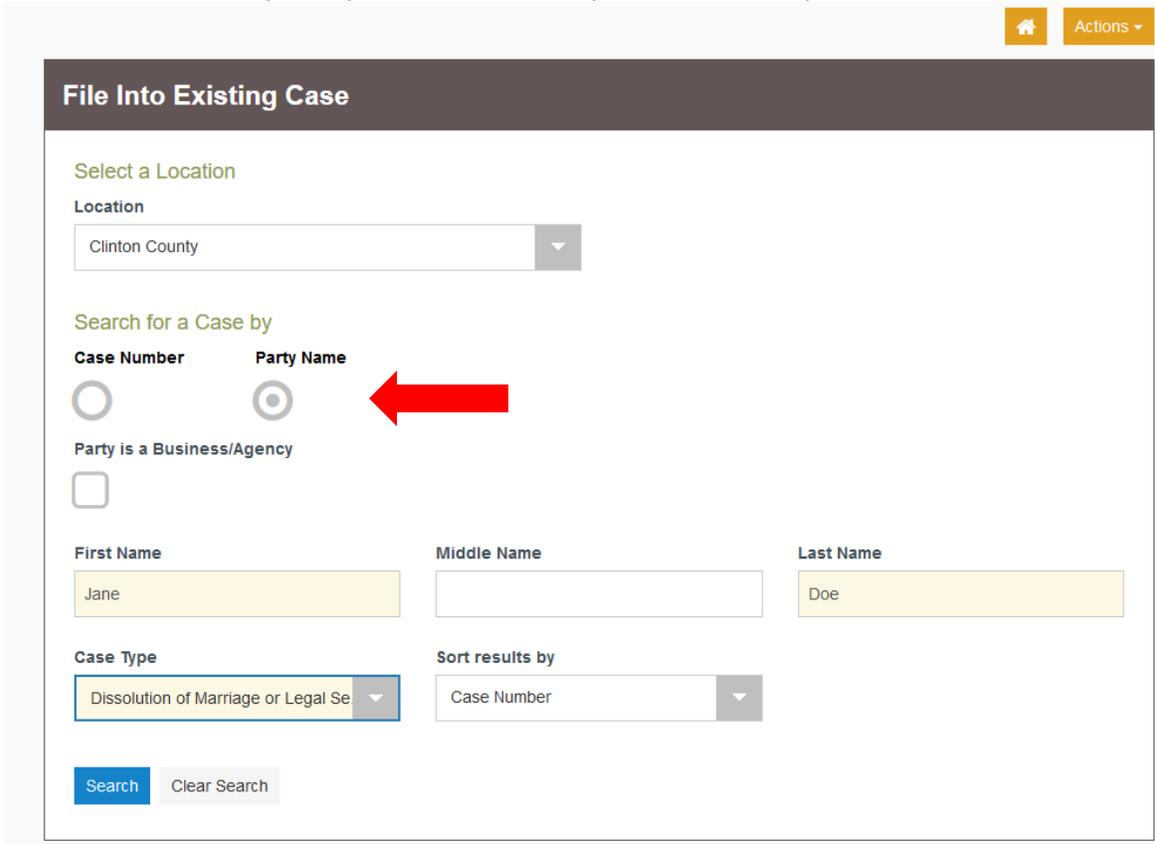
Click File into Existing Case started?  
By WalkMe

5. Enter Location: "Clinton County"



The screenshot shows the 'File Into Existing Case' form. At the top right, there are 'Home' and 'Actions' buttons. The form title is 'File Into Existing Case'. Under 'Select a Location', the 'Location' dropdown menu is set to 'Clinton County', with a red arrow pointing to it. Below this, the 'Search for a Case by' section has two radio buttons: 'Case Number' (unselected) and 'Party Name' (selected). There is also a checkbox for 'Party is a Business/Agency' which is unchecked. The 'First Name' field contains 'Jane', 'Middle Name' is empty, and 'Last Name' contains 'Doe'. The 'Case Type' dropdown is set to 'Dissolution of Marriage or Legal Se...', and 'Sort results by' is set to 'Case Number'. At the bottom, there are 'Search' and 'Clear Search' buttons.

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



The screenshot shows the 'File Into Existing Case' form. At the top right, there are 'Home' and 'Actions' buttons. The form title is 'File Into Existing Case'. Under 'Select a Location', the 'Location' dropdown menu is set to 'Clinton County'. Below this, the 'Search for a Case by' section has two radio buttons: 'Case Number' (unselected) and 'Party Name' (selected), with a red arrow pointing to the 'Party Name' radio button. There is also a checkbox for 'Party is a Business/Agency' which is unchecked. The 'First Name' field contains 'Jane', 'Middle Name' is empty, and 'Last Name' contains 'Doe'. The 'Case Type' dropdown is set to 'Dissolution of Marriage or Legal Se...', and 'Sort results by' is set to 'Case Number'. At the bottom, there are 'Search' and 'Clear Search' buttons.

7. Enter "First" and "Last Name"

The screenshot shows the 'File Into Existing Case' form. At the top right, there are a home icon and an 'Actions' dropdown menu. The form has a dark header with the title 'File Into Existing Case'. Below the header, there is a section 'Select a Location' with a 'Location' dropdown menu set to 'Clinton County'. The next section is 'Search for a Case by', which includes two radio buttons for 'Case Number' and 'Party Name', with 'Party Name' selected. There is also a checkbox for 'Party is a Business/Agency'. Below these are three text input fields: 'First Name' (containing 'Jane'), 'Middle Name' (empty), and 'Last Name' (containing 'Doe'). A red arrow points to the 'Last Name' field. At the bottom, there are two dropdown menus: 'Case Type' (set to 'Dissolution of Marriage or Legal Se') and 'Sort results by' (set to 'Case Number'). At the very bottom are 'Search' and 'Clear Search' buttons.

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

This screenshot is identical to the one above, but with a red arrow pointing to the 'Case Type' dropdown menu. A text box at the bottom right contains the text: 'If you don't know the case type, you may leave this section blank.'

9. Click "Search"

The screenshot shows a web form titled "File Into Existing Case". At the top right, there are icons for home and a dropdown menu labeled "Actions". The form is divided into several sections:

- Select a Location:** A dropdown menu with "Clinton County" selected.
- Search for a Case by:** Two radio buttons for "Case Number" and "Party Name", with "Party Name" selected.
- Party is a Business/Agency:** An unchecked checkbox.
- First Name:** Text input field containing "Jane".
- Middle Name:** Empty text input field.
- Last Name:** Text input field containing "Doe".
- Case Type:** Dropdown menu with "Dissolution of Marriage or Legal Se" selected.
- Sort results by:** Dropdown menu with "Case Number" selected.
- Buttons:** A blue "Search" button and a grey "Clear Search" button. A red arrow points to the "Search" button.

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.)

The screenshot shows the search results page for the "File Into Existing Case" search. A red arrow points to the search results table. The table has the following columns: Case Number, Location, Description, Case Type, and Actions.

Case Number	Location	Description	Case Type	Actions
2015-D-44	Clinton County		Dissolution of Marriage ...	Actions

Below the table, there is a pagination bar showing "1" of 1 items, "20" items per page, and "1 - 1 of 1 items".

A yellow message box contains the following text:

If your case is not listed above, you are attempting to efile into a case that has yet to receive an electronic submission and the case is not searchable from the court's case management system.

You are still able to file into this case, but you will first be required to manually input the case information. Any additional filings on this case will not require the manual data entry.

There are two buttons: "File into an existing case" and "File into an existing case using template".

At the bottom left, there is a "Back to Search" button.

11. Click "Actions"

The screenshot shows a web interface titled "File Into Existing Case". At the top, there is a table with the following columns: Case Number, Location, Description, and Case Type. The table contains one row with the following data: Case Number: 2015-D-44, Location: Clinton County, Description: Dissolution of Marriage ... The "Actions" column for this row contains a dropdown menu labeled "Actions". A red arrow points to this dropdown menu. Below the table, there is a pagination control showing "1" of "20" items per page, and "1 - 1 of 1 items". A large yellow box contains the following text: "If your case is not listed above, you are attempting to efile into a case that has yet to receive an electronic submission and the case is not searchable from the court's case management system. You are still able to file into this case, but you will first be required to manually input the case information. Any additional filings on this case will not require the manual data entry." Below this text are two buttons: "File into an existing case" and "File into an existing case using template". At the bottom left, there is a "Back to Search" button.

12. Highlight and choose "File Into Case"

This screenshot is similar to the one above, but the "Actions" dropdown menu is open, showing a list of options: "Actions", "File Into Case", "File Into Case With Template", "View Service Contacts", and "Bookmark This Case". A red arrow points to the "File Into Case" option, which is highlighted in blue. The rest of the page content, including the table, pagination, and yellow information box, is the same as in the previous screenshot.

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

**Case # 2016D5**

**Case Information** Need Help?

<b>Location</b> Clinton County	<b>Category</b> Dissolution	<b>Case Type</b> Dissolution
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**Case #**  
2016D5

**Party Information** Need Help?

Party Type	Party Name	Lead Attorney
Defendant/Respondent	[REDACTED]	
Plaintiff/Petitioner	[REDACTED]	

+ Add Another Party

**Filings** Need Help?

Enter the details for this filing

**Filing Type** ? **Filing Code**

EFileAndServe ▼ Click to select Filing Code ▼

**Filing Description**

**Client Reference Number** ? **Comments to Court** ?

Courtesy Copies

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”.

**Filings** Need Help?

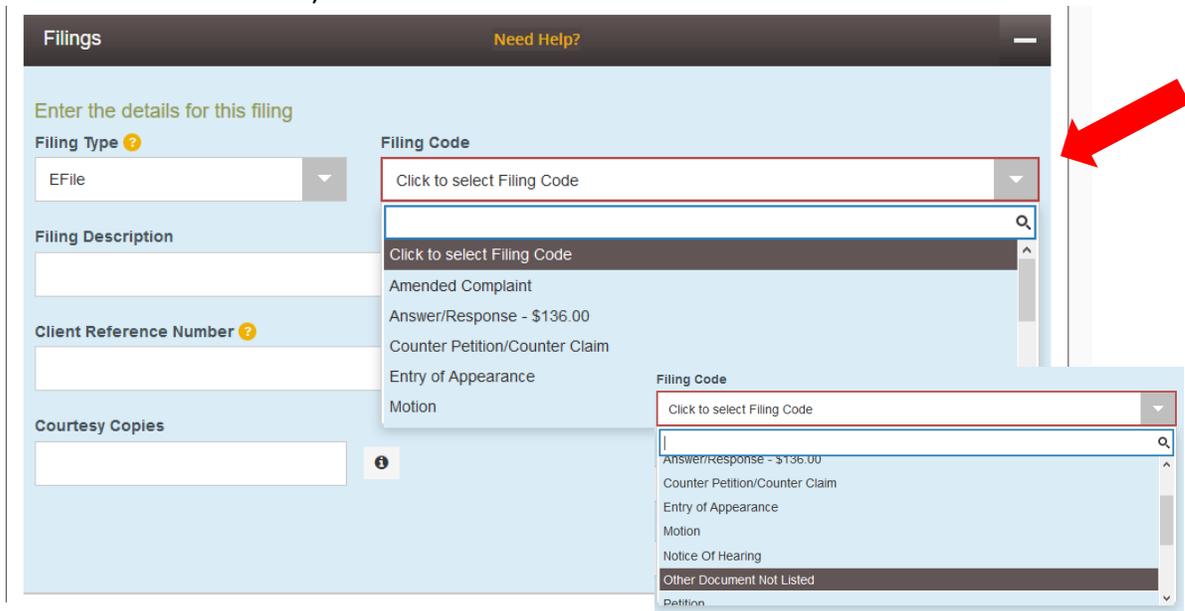
Enter the details for this filing

**Filing Type** ? **Filing Code**

EFileAndServe ▼ Click to select Filing Code ▼

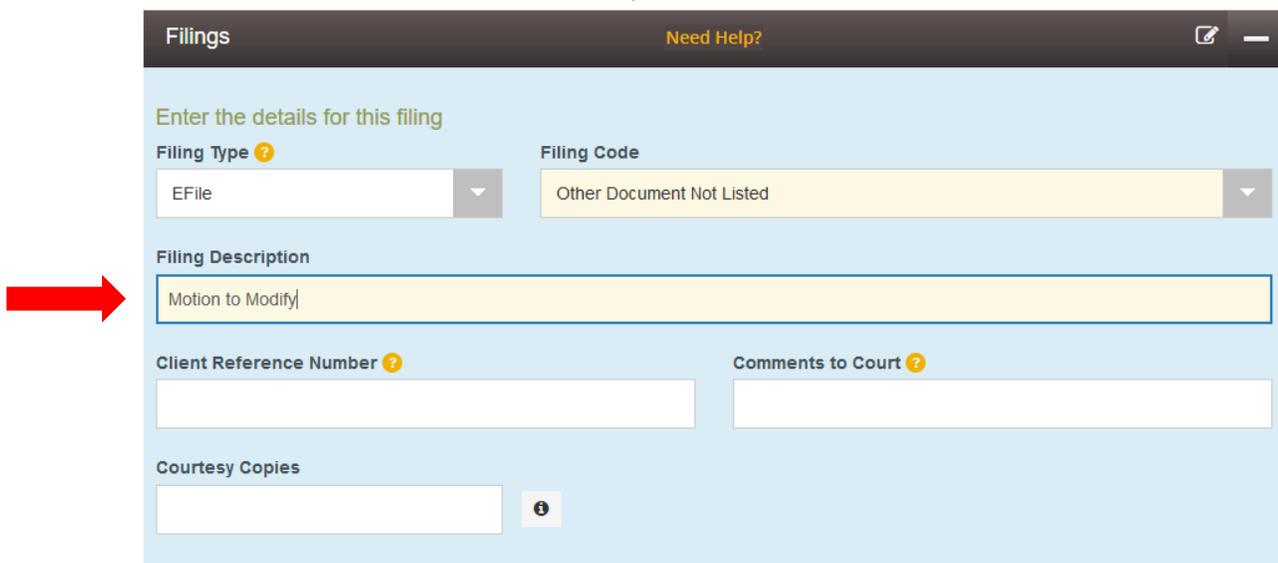
**Comments**

15. Enter "Filing Code" (type of document you are filing, if not listed choose "Other Document Not Listed")



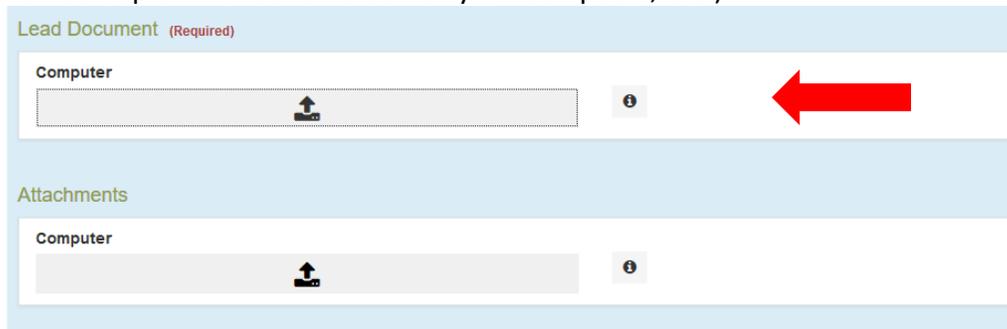
The screenshot shows the 'Filings' form with the 'Filing Code' dropdown menu open. The dropdown menu lists several options: Amended Complaint, Answer/Response - \$136.00, Counter Petition/Counter Claim, Entry of Appearance, and Motion. A red arrow points to the dropdown menu.

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



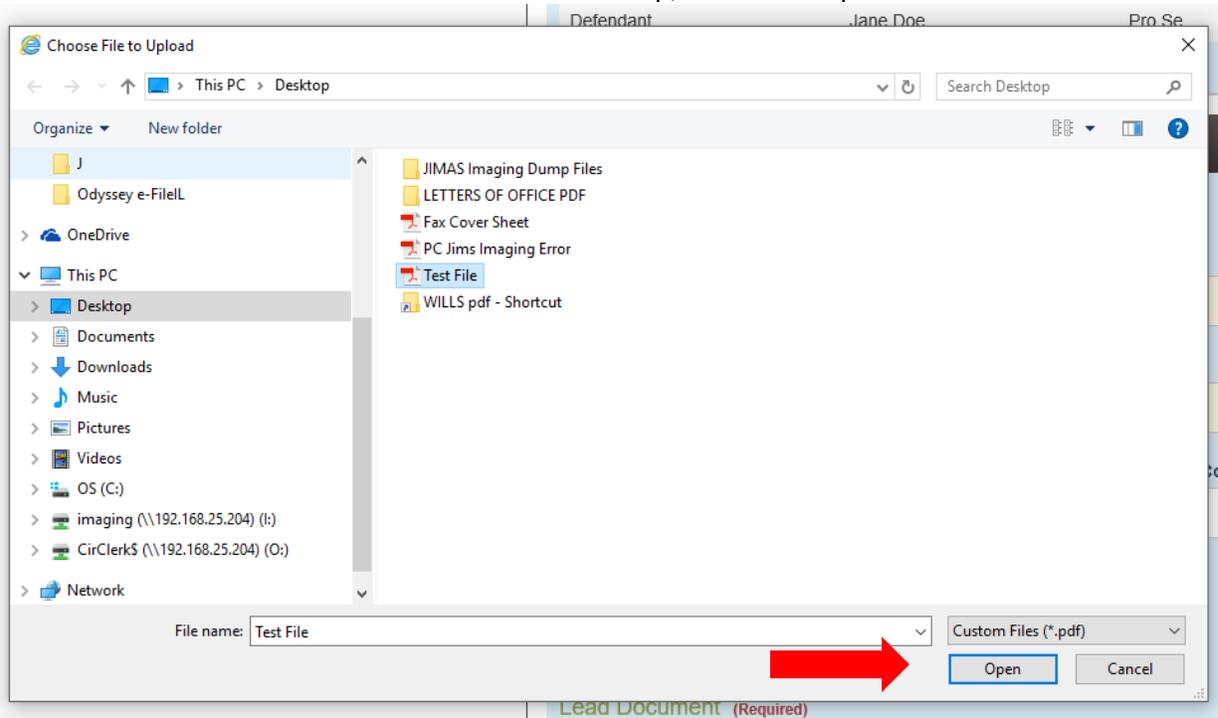
The screenshot shows the 'Filings' form with the 'Filing Code' dropdown menu set to 'Other Document Not Listed'. The 'Filing Description' field is filled with 'Motion to Modify'. A red arrow points to the 'Filing Description' field.

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.)

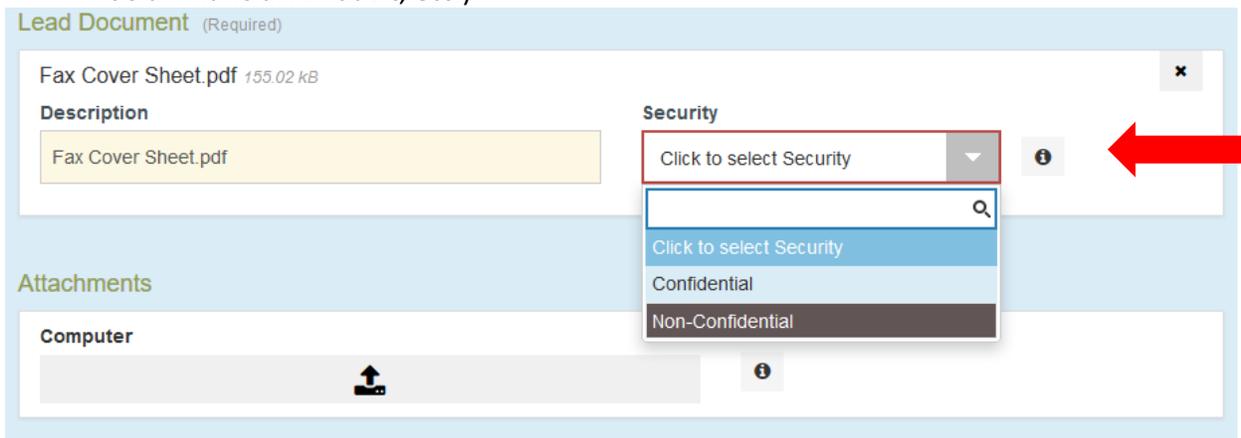


The screenshot shows the 'Lead Document' and 'Attachments' sections of the form. Both sections have a 'Computer' upload button. A red arrow points to the 'Computer' upload button in the 'Lead Document' section.

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"

**Lead Document** (Required)

Fax Cover Sheet.pdf 155.02 kB

Description: Fax Cover Sheet.pdf Security: Non-Confidential

**Attachments**

Fax Cover Sheet.pdf 155.02 kB

Description: Fax Cover Sheet.pdf Security: Non-Confidential

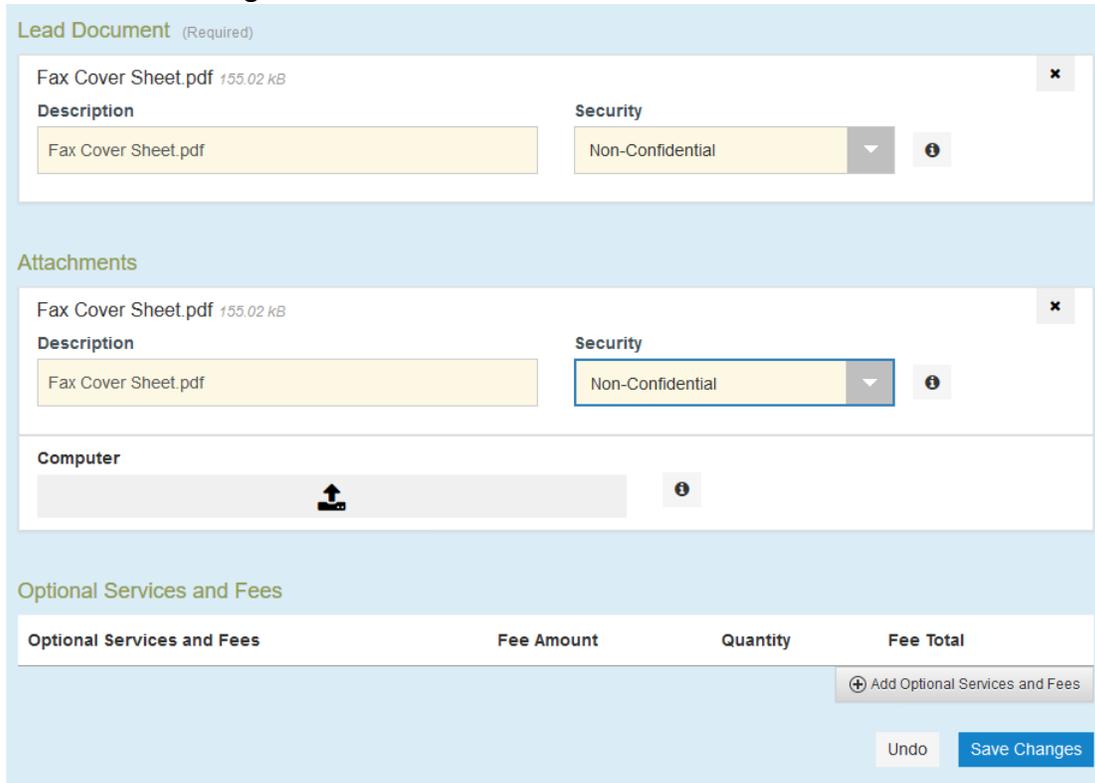
Computer

Optional Services and Fees

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

Undo Save Changes



21. If you have multiple documents, "Add Another Filing" and repeat steps #14 - #20

**Filings**

Filing Code	Client Ref #	Filing Description
Petition		Petition for Dissolution

+ Add Another Filing

Enter the details for this filing

Filing Type: EFile Filing Code: Petition

Filing Description: Petition for Dissolution

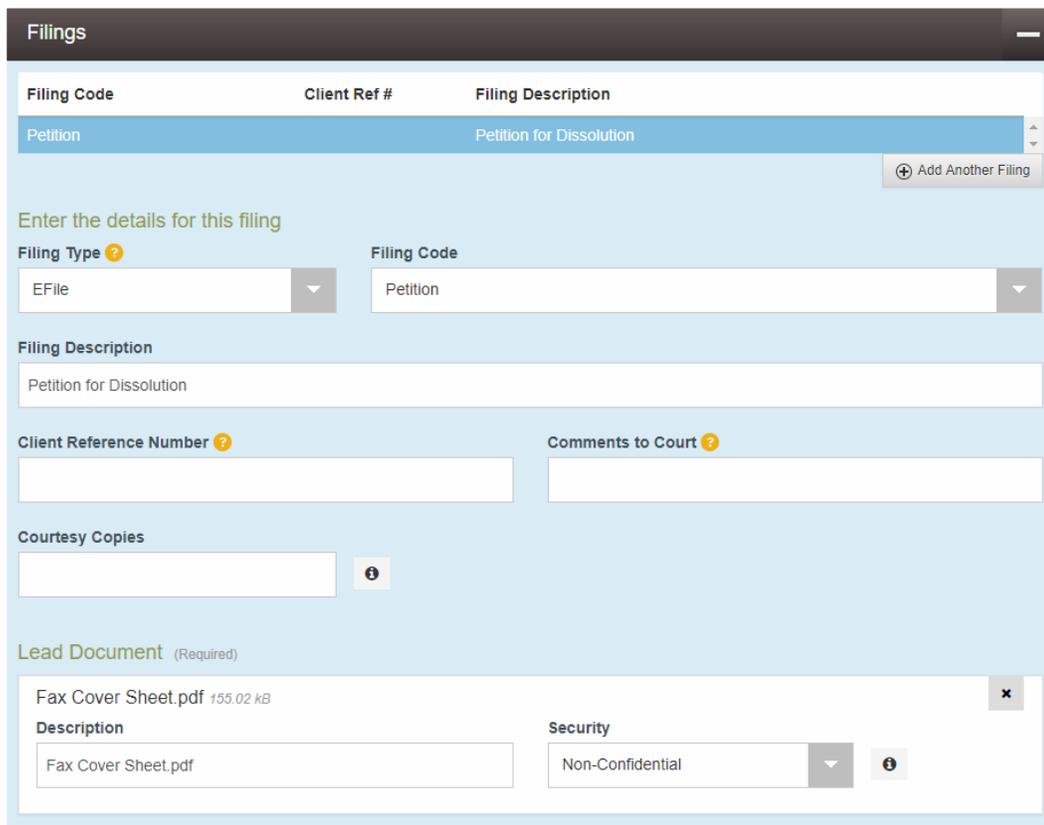
Client Reference Number: Comments to Court:

Courtesy Copies:

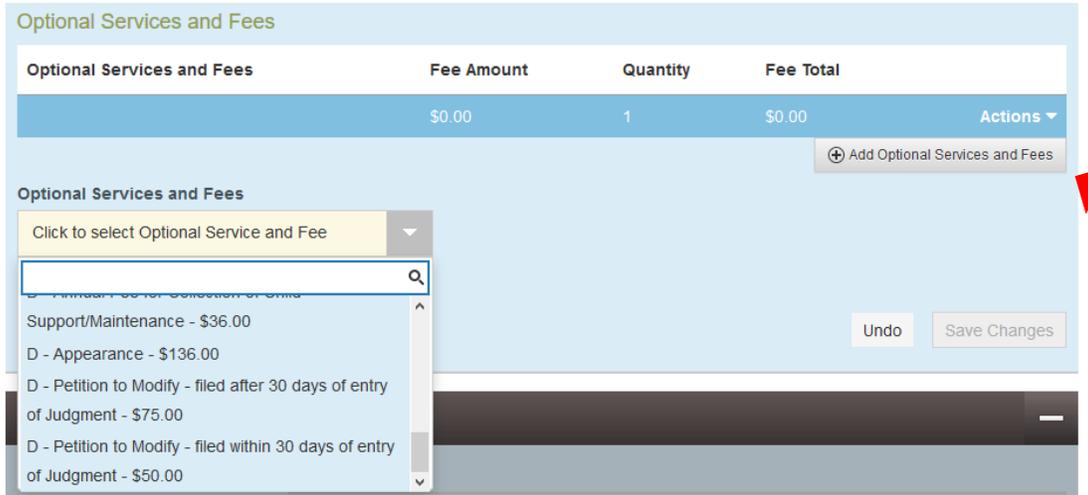
**Lead Document** (Required)

Fax Cover Sheet.pdf 155.02 kB

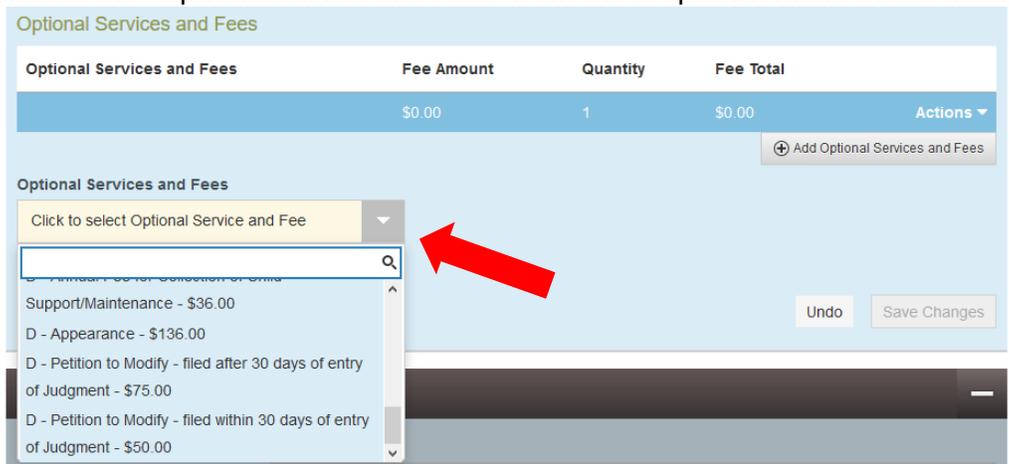
Description: Fax Cover Sheet.pdf Security: Non-Confidential



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.

The screenshot shows the 'Fees' page with a table of fees and two dropdown menus. The table lists 'Filing Fee' with an amount of '\$0.00' and a 'Filing Total' of '\$0.00'. Below the table, there are 'Total Filing Fee' (\$0.00) and 'Court Case Fee' (\$134.00), resulting in an 'Envelope Total' of '\$134.00'. Two dropdown menus are visible: 'Payment Account' and 'Party Responsible for Fees'. Both dropdowns have a red box around them and a red arrow pointing to them. The 'Payment Account' dropdown has the text 'Click to select Payment Account' and the 'Party Responsible for Fees' dropdown has the text 'Click to select Party Responsible for Fees'. At the bottom right, there are 'Undo' and 'Save Changes' buttons.

Description	Amount
Filing Fee	\$0.00
<b>Filing Total: \$0.00</b>	

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Total Filing Fee	\$0.00
Court Case Fee	\$134.00
<b>Envelope Total:</b>	<b>\$134.00</b>

**Payment Account**

Click to select Payment Account

**Party Responsible for Fees** ?

Click to select Party Responsible for Fees

Undo Save Changes

27. Click “Save Changes”

The screenshot shows the 'Fees' page after the 'Payment Account' dropdown menu has been set to 'Waiver'. The table of fees is the same as in the previous screenshot, but the 'Envelope Total' is now '\$0.00' and the text 'Waiver selected' is displayed below it. The 'Payment Account' dropdown menu is highlighted with a blue border and contains the text 'Waiver'. The 'Save Changes' button is highlighted in blue and has a red arrow pointing to it. The 'Undo' button is still visible.

Description	Amount
Filing Fee	\$0.00
<b>Filing Total: \$0.00</b>	

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

**Payment Account**

Waiver

Undo Save Changes

28. Click "Summary"

The screenshot shows a web interface titled "Fees" with a "Need Help?" link. A dropdown menu is open for "Complaint". Below it is a table with the following data:

Description	Amount
Filing Fee	\$0.00
<b>Filing Total:</b>	<b>\$0.00</b>

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Total Filing Fee: \$0.00  
**Envelope Total:** \$0.00  
*Waiver selected*

Payment Account: Waiver

Buttons: Undo, Save Changes

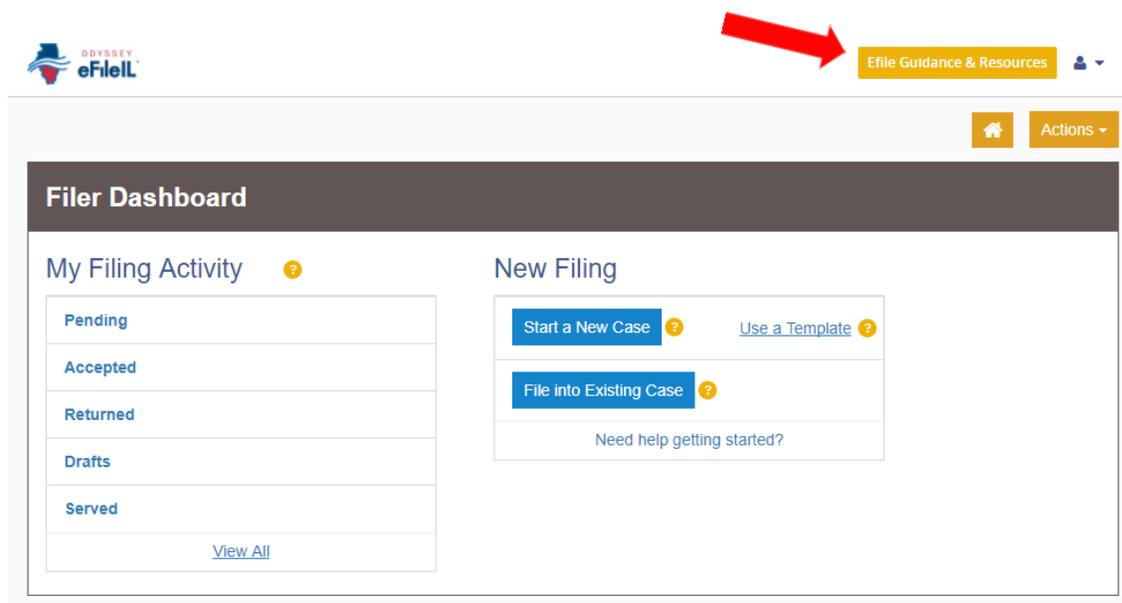
Bottom navigation: Save as Draft, **Summary** (highlighted with a red arrow)

29. If all information is correct click "Submit"

The screenshot shows the same "Fees" page as above, but with the "Payment Account" field now displaying "Waiver" instead of a dropdown menu. The bottom navigation bar now contains "Back" and **Submit** (highlighted with a red arrow).



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.

