



Self-Represented Litigants

How to E-File in Odyssey File & Serve Step 6: Enter your Case Information



E-filing Steps

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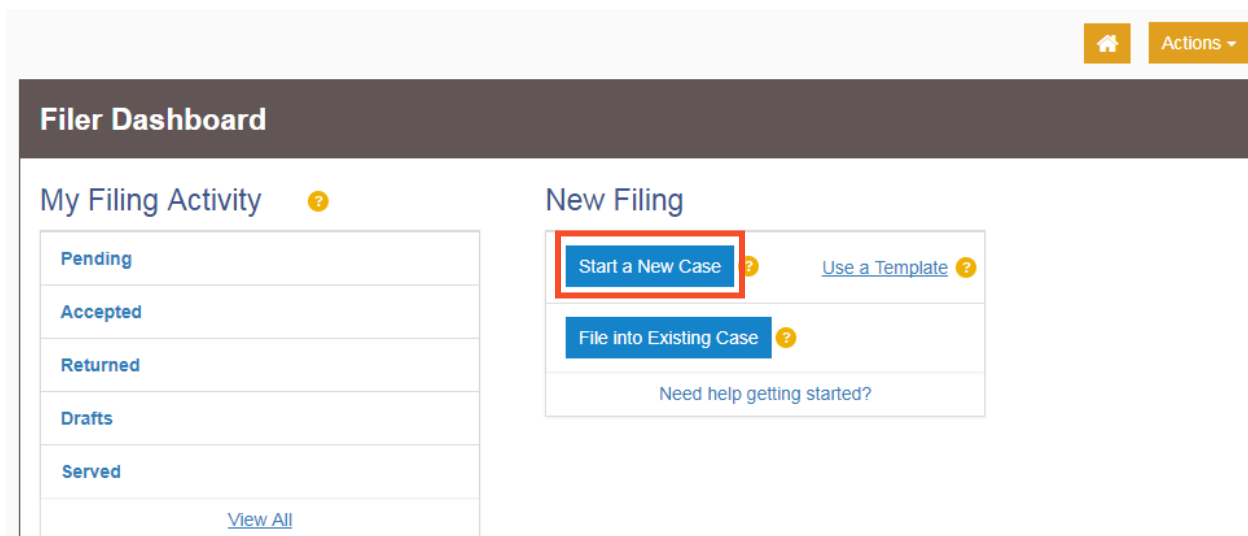


Enter Your Case Information

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.

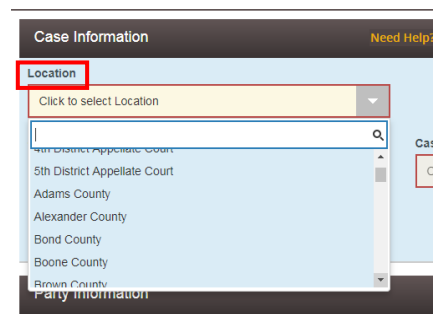
➤ New Case – Click Start a New Case



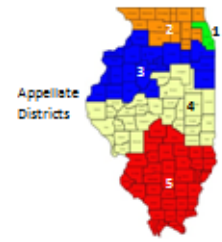
➤ Choose the Location

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

 A screenshot of a web form titled "Case Information". At the top right, there is a "Need Help?" link and a close icon. The form has a light blue background.

- The "Location" dropdown menu is set to "Bureau County".
- The "Category" dropdown menu is set to "Click to select Category" and has a red border.
- The "Case Type" dropdown menu is set to "Click to select Case Type" and has a red border.
- At the bottom right, there are "Undo" and "Save Changes" buttons.

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

- 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 

- 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.



The screenshot shows a web form titled "Case Information" with a "Need Help?" link and a close button. The form has the following fields:

- Location:** A dropdown menu with "Douglas County" selected.
- Category:** A dropdown menu with "Dissolution" selected.
- Case Type:** A dropdown menu with "Dissolution of Marriage or Legal Separation - \$207.00" selected.

At the bottom right of the form, there are two buttons: "Undo" and "Save Changes". The "Save Changes" button is highlighted with a red box.

- 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

The screenshot shows the 'Filer Dashboard' with a 'New Filing' section. In this section, the 'File into Existing Case' button is highlighted with a red rectangular box. Other buttons visible include 'Start a New Case' and 'Use a Template'. The 'My Filing Activity' section on the left lists categories like Pending, Accepted, Returned, Drafts, and Served.

➡ 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

The left screenshot shows the 'File Into Existing Case' form with the search options. The 'Party Name' radio button is circled in red. The right screenshot shows the full form with the 'Party Name' radio button also circled in red. The form includes fields for Location, Case Number, Party Name, First Name, Middle Name, Last Name, Case Type, and Sort results by.



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.

File Into Existing Case				
Case Number	Location	Description	Case Type	
01-L-00355	Peoria County	SUMMY, ANGELA H. ET...	Arbitration and Award	Actions ▾
02-LM-00804	Peoria County	WILLIAMS, DAVID T SR...	Arbitration & Award	Actions ▾
03-LM-00244	Peoria County	MCGEE, CHARLES J vs...	Arbitration & Award	Actions ▾
03-LM-01840	Peoria County	SMITH, JOHN ETAL vs ...	Arbitration & Award	Actions ▾
03-SC-00857	Peoria County	MCGEE, CHAS J vs SMI...	Confession & Judgment	Actions ▾
06-LM-00451	Peoria County	WILLIAMS, MATTHEW ...	Arbitration & Award	Actions ▾
07-SC-01010	Peoria County	OSF HEALTHCARE SY...	Confession & Judgment	Actions ▾
07-SC-01917	Peoria County	T-H PROFESSIONAL A...	Confession & Judgment	Actions ▾
10-MH-00061	Peoria County	IN THE MATTER OF vs ...	Petition to Administer Tr...	Actions ▾
12-SC-00010	Peoria County	FULLER, CHESTER C v...	Confession & Judgment	Actions ▾
71-D-03298	Peoria County	SMITH CAROL F vs SMI	Custody Hearing	Actions ▾

4. Click on the Actions arrow.

- a. Click on **File Into Case**.

07-SC-01010	Peoria County	OSF HEALTHCARE SY...	Confession & Judgment	Actions ▾
07-SC-01917	Peoria County	T-H PROFESSIONAL A...	Confession & Judgment	Actions ▾
10-MH-00061	Peoria County	IN THE MATTER OF vs ...	Petition to Administer Tr...	Actions ▾
12-SC-00010	Peoria County	FULLER, CHESTER C v...	Confession & Judgment	Actions ▾
71-D-03298	Peoria County	SMITH CAROLE vs SMI...	Custody Hearing	Actions ▾
84-LM-05564	Peoria County	JOHN SMITH vs DEREK...	Arbitration & Award	Actions ▾
87-LM-00015	Peoria County	CECU vs SMITH JOHN ...	Arbitration & Award	Actions ▾

Actions ▾

File Into Case

File into Case With Template

View Service Contacts

Bookmark This Case



You have successfully selected the Case Information for an Existing Case.