



Civil Appeals – Self-Represented Litigants

How to E-File in Odyssey (Kiosk Mode) Step 1: Prepare your Documents



E-filing Steps

- 1 • Prepare Documents
- 2 • Register
- 3 • Sign In
- 4 • Create New Password
- 5 • Add Payment Account
- 6 • Case Information
- 7 • Upload Filings
- 8 • Add Service Contacts
- 9 • Pay Fees
- 10 • Review Summary / Submit

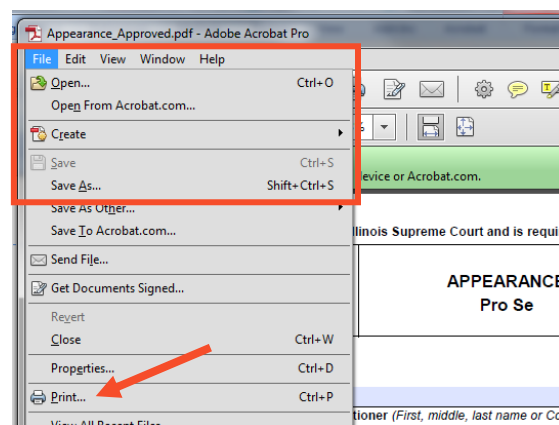


Prepare court documents to be e-filed

To e-file your court documents, they must be saved as a text-searchable **PDF** file, whether you start from a fillable PDF, handwritten form or Word document.

➔ Fillable PDF forms

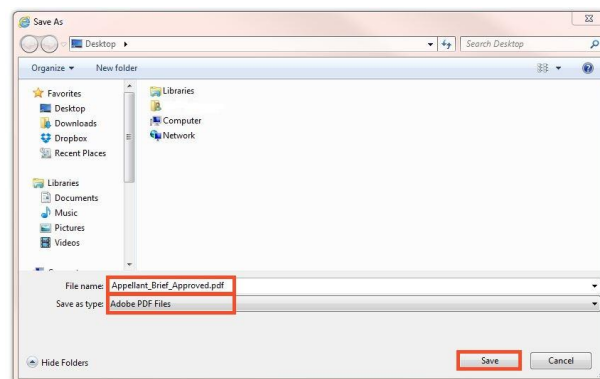
1. A Fillable PDF form is an electronic document that allows you to type in your information in the shaded boxes. To e-file this document, you want to make sure the document is no longer fillable (so no one can type anything else).
2. You can save your document while you are working on it by clicking **File** then **Save As**. This keeps the fields fillable, meaning you can keep typing in the document.
3. Once you have finished working on your document, click **File** then **Print**. This does not mean you are going to print the document. This is just the way to save the document in the right format and so that no one can type anything else in the document.



If your form is a Court Form found at <http://www.illinoiscourts.gov/Forms/approved/default.asp> the fillable PDF form has the "Print Form" and "Save Form" boxes at the bottom of your document and you can click **Save Form** to save your work while you are finishing your document or **Print Form** when you are ready to save it to file.



4. When the "Print" box pops up click on the printer/destination labeled **Adobe PDF** or **Save as PDF**. Click on **Print** or **Save** or **OK**.
5. A "Save As" box will pop up. When it does, name your file. You can choose to name it anything, but it should be something that helps you and the court identify the document.
6. Make sure the "Save as type" box (under your file name) says PDF or Adobe PDF. Click **Save**.
7. Your document is now saved as a PDF on your computer.



You may now e-file your court documents.

Handwritten forms



If you filled in your forms by hand, you will need to scan and save them as a PDF to a computer.

1. Take your handwritten document to a scanner. Click **Scan**.

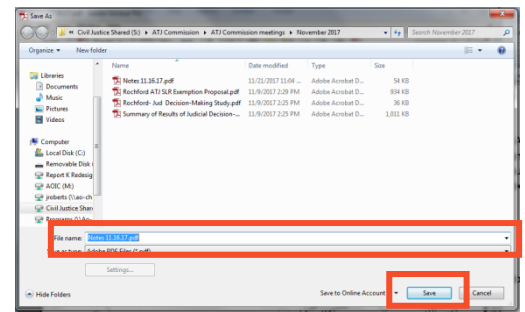


If you do not have a scanner at home, you may be able to scan your documents at the court, your public library or other office supply store.

2. When it is scanned, the document will either:

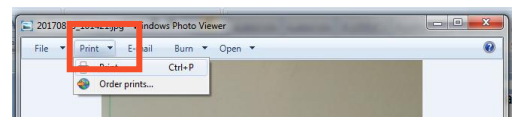
- Appear on the computer screen and you have to save it, or
- It will be sent to a folder on the computer and you will want to open it and save it with a file name that you choose.

3. With the document up on the computer, click **File** and **Save As**. A "Save As" box will pop up. When it does, name your file. You can choose to name it anything, but it should be something that helps you and the court identify the document. Make sure the "Save as type" box (under your file name) says PDF. Click **Save**.

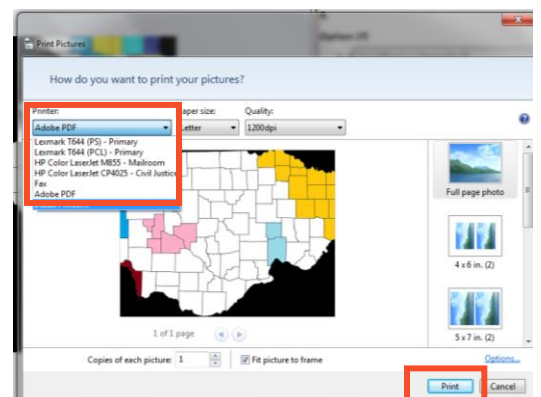


4. If your document scans in a different format like **JPG or PNG**, you will need to save it as a PDF.

5. To do that, select **Print**. This does not mean you are going to print the document. This is just the way that you can save the document in the right format.



6. When the "Print" box pops up click on the printer/destination labeled **Adobe PDF** or **Save as PDF**. Click on **Print** or **Save** or **OK**.



7. A "Save As" box will pop up. When it does, name your file. You can choose to name it anything, but it should be something that helps you and the court identify the document. Make sure the "Save as type" box (under your file name) says PDF. Click **Save**.



You may now e-file your court documents.

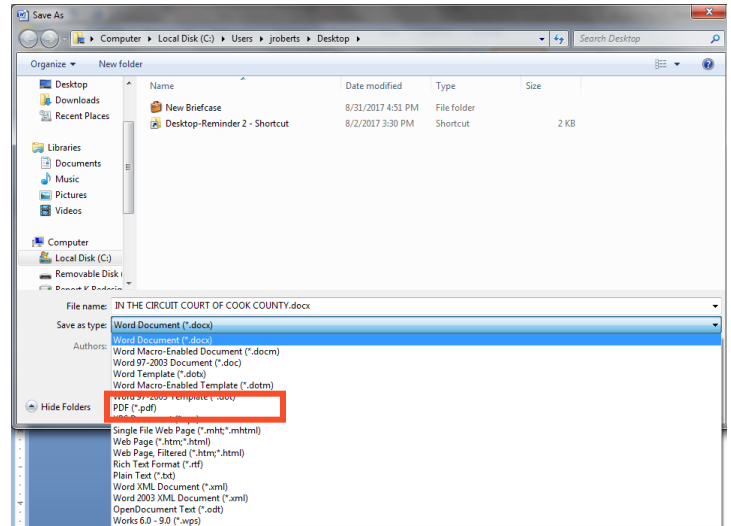


➔ Microsoft Word Documents

If you created your own document in Word, you will need to save it as a PDF document. There are two ways to do this.

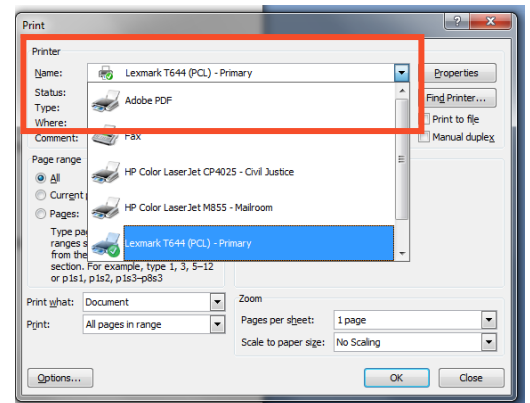
➔ Option 1

1. Click **File** then **Save As**.
2. A "Save As" box will pop up. When it does, name your file. You can choose to name it anything, but it should be something that helps you and the court identify the document.
3. Select the dropdown arrow for Save as type. Click on **PDF** or **Adobe PDF**. Click **Save**.



➔ Option 2

1. Click **File** then **Print**. This does not mean you are going to print the document. This is just the way that you can save the document in the right format.
2. When the "Print" box pops up click on the printer/destination labeled **Adobe PDF** or **Save as PDF**. Click on **Print** or **Save** or **OK**.
3. A "Save As" box will pop up. When it does, enter your file name. You can choose to name it anything, but it should be something that helps you and the court identify the document.
4. Make sure the "Save as type" box (under your file name) says PDF. Click **Save**.



 **You may now e-file your court documents.**

Need Help? Call Odyssey's Filer Support Number: 1-800-297-5377