



# Civil Appeals – Self-Represented Litigants

## How to E-file in Odyssey (Kiosk Mode) Step 5: Add a Payment Account




### 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



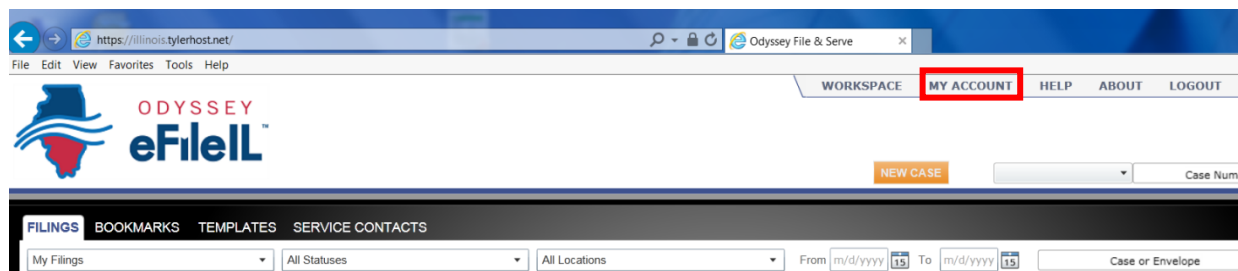
## Add a payment account

Before you can e-file your court documents, you must add a payment account. If there is a filing fee due, it must be paid at the time of e-filing. **If you cannot afford the filing fee**, you still have to follow the steps to create a payment account, but can select "Waiver." This does not mean your waiver will be approved, and you may have to create another payment account and pay filing fees if the waiver is denied.

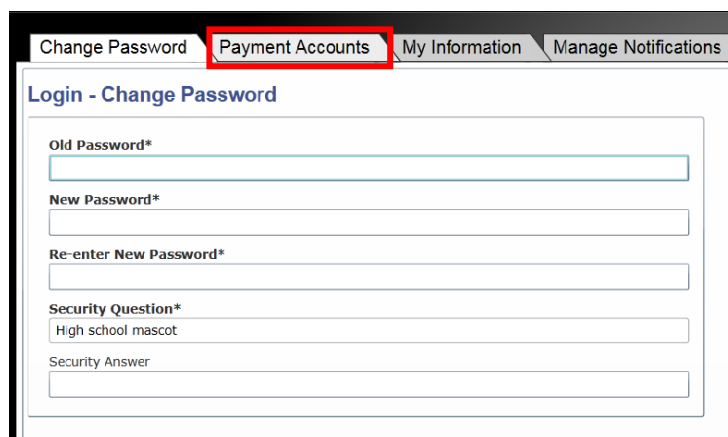
 If you can afford to pay your filing fee, you must have a credit card to pay online. If you do not have a credit card, one option is to buy a pre-paid debit card from most major stores such as Walgreens, Walmart or Target.

### Click Payment Accounts under "My Account"

1. From the Home Page above Filer Dashboard, click the **My Account** tab.



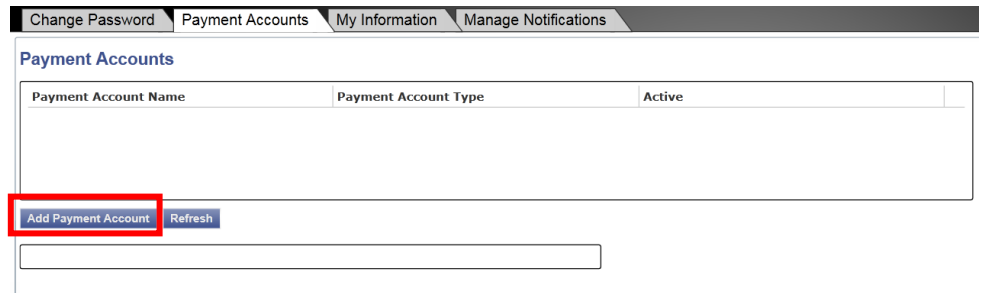
2. Under the tabs, click **Payment Accounts**.



The screenshot shows the "Payment Accounts" tab selected in the navigation menu. The page title is "Login - Change Password". The form contains the following fields:

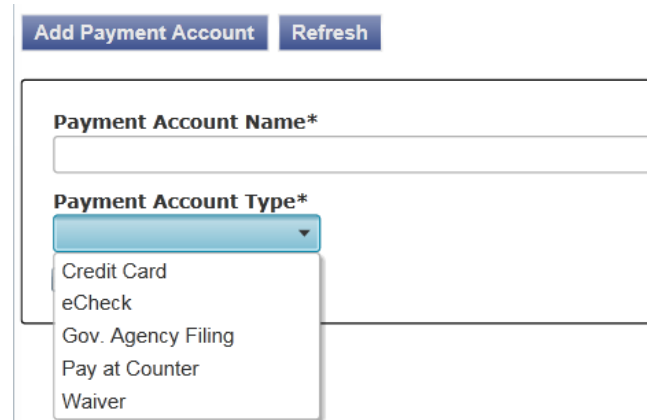
- Old Password\*
- New Password\*
- Re-enter New Password\*
- Security Question\* (High school mascot)
- Security Answer

3. Click **Add Payment Account**.



The screenshot shows the 'Payment Accounts' page with a navigation bar at the top containing 'Change Password', 'Payment Accounts', 'My Information', and 'Manage Notifications'. Below the navigation bar is a table with columns for 'Payment Account Name', 'Payment Account Type', and 'Active'. At the bottom of the table, there are two buttons: 'Add Payment Account' (highlighted with a red box) and 'Refresh'.

4. Enter a name for the account payment. You may name it anything. The name is just so you can identify the payment account later. This name will appear in Step 9: Pay Fees.




The screenshot shows the 'Add Payment Account' form. It has two main sections: 'Payment Account Name\*' with a text input field, and 'Payment Account Type\*' with a dropdown menu. The dropdown menu is open, showing the following options: Credit Card, eCheck, Gov. Agency Filing, Pay at Counter, and Waiver.

5. Select how you want to pay. The options are: **Credit Card**, **eCheck**, **Gov. Agency Filing**, **Pay at Counter** or **Waiver**. However, the appellate courts will only accept payment with a Credit Card or Waiver and the following instructions will only discuss those two options.

- Credit Card also includes prepay debit cards.
- eCheck is **NOT** available in appellate courts.
- Gov. Agency Filing option will not apply to a self-represented litigant.
- Pay at Counter is **NOT** available in appellate courts.
- Waiver means that you are requesting the court to waive your filing fees because you cannot afford the fees.

See the following pages for detailed information about each payment account type.

### Credit card or prepay debit card

 **There is a convenience fee for paying by credit card. You will pay an extra 2.89% of the total filing fee. If using a prepaid card, make sure to purchase it for the total filing fee plus 2.89%.**

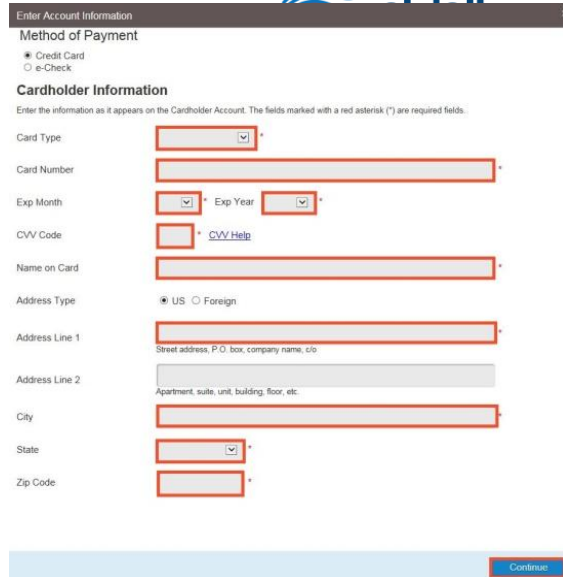
1. To use a credit card or prepay debit card, choose **Credit Card** in the drop down menu and create a Payment Account Name. This name is just for you to know which card you entered.

2. Click **Enter Account Information**.

3. Click the **Credit Card** bubble at the top. Enter your credit card or prepay debit card information and click **Continue**.



The card must be Discover, Master Card, or Visa. If you want to use American Express, please check <http://efile.illinoiscourts.gov/active-courts.htm#legend> to see if your Location accepts it.



4. Review your card information, read the Terms and Conditions, and click **Save Information**.



5. If approved, the payment account will be listed in the box and the word "Yes" will be listed under active.

| Add Payment Account  |                      |        |         |
|----------------------|----------------------|--------|---------|
| Payment Account Name | Payment Account Type | Active | Actions |
| Credit Card          | Credit Card          | Yes    |         |



**You may now e-file your court documents and pay with a credit card.**

## ➤ Fee waiver

1. If you are going to file a fee waiver choose **Waiver** in the drop down menu and create a Payment Account Name. This name is just so you can identify the payment account.
2. Click **Save Changes**.

3. If you successfully chose Waiver, "Waiver" will be listed in the box and the word "Yes" will be listed under active.

| Add Payment Account  |                      |        |
|----------------------|----------------------|--------|
| Payment Account Name | Payment Account Type | Active |
| Waiver               | Waiver               | Yes    |

### Important note about the Waiver payment account

- Selecting the Waiver Payment Account does NOT mean you will get your fees waived.
- If you were approved for a fee waiver in your circuit court (trial-level), you must still file a separate *Application for Waiver of Court* in the appellate court.
- If you are asking the court to waive your fees for the first time in this case, you must upload an *Application for Waiver of Court Fees* as a Lead Document. You will receive an order either granting or denying your application. If your application is denied, you will need to create another payment account and pay your filing fees. If you do not upload the *Application*, your filing may be rejected.

This form is approved by the Illinois Supreme Court and is required to be accepted in all Illinois Circuit Courts. For Court Use Only

| STATE OF ILLINOIS<br>CIRCUIT COURT   | APPLICATION FOR WAIVER OF<br>COURT FEES           |             |
|--|---|-------------|
| COUNTY   |   |             |
| <b>Instructions</b> ▼  |   |             |
| Enter above the county name where the case was filed.  |   |             |
| Enter the name of the person who mailed the lawsuit as Plaintiff/Petitioner.                 | Plaintiff / Petitioner (first, middle, last name) |             |
| Enter the name of the person being sued as Defendant/respondent.                             | v.  |             |
| Enter the Case Number given by the Circuit Clerk or leave this blank if you do not have one. | Defendant / Respondent (First, middle, last name) | Case Number |



An *Application for Waiver of Court Fees* can be found under Fee Waiver for all appellate courts: <http://illinoiscourts.gov/Forms/approved/appellate/appellate.asp>. For more information about how to upload the Application as a Lead Document, see *How to E-File in Odyssey Step 7: Upload Filings*.

- If the court already approved your *Application for Waiver of Court Fees* in this case, you do NOT need to submit another application, but you MUST upload a copy of the signed *Fee Waiver Order* when you submit your court filing. You still select "Waiver" as your payment account.



**You may now e-file your court documents with an application for fee waiver.**