



Civil Appeals – Self-Represented Litigants

How to E-File in Odyssey (Kiosk Mode) Step 6: Enter your Case Information



E-filing Steps

- 1 • Prepare Documents
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- 3 • Sign In
- 4 • Create new Password
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- 6 • Case Information**
- 7 • Upload Filings
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- 9 • Pay Fees
- 10 • Review Summary / Submit

This guide will review how to locate your case information, so that you can file your Notice of Appeal with the circuit court and file subsequent documents relating to your appeal in the correct appellate district.

Appeals are initiated by filing your Notice of Appeal as a **SUBSEQUENT FILING** into your **EXISTING CASE NUMBER IN THE CIRCUIT COURT**.

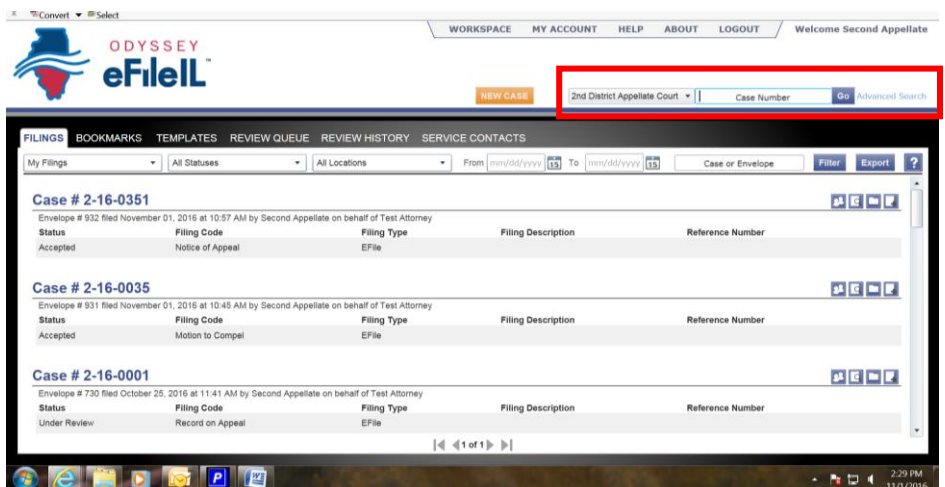
The circuit court clerk then files the Notice of Appeal with the appellate court (no action required by you). When the Notice of Appeal is received by the appellate court, your case will be assigned a case number and you will be notified either by mail or e-mail of the appellate court case number.

Once you have the appellate court case number you (and the other parties) will then file documents into the existing appellate court case by choosing the correct appellate court district and entering the case number assigned by the appellate court. Follow instructions for filing into an existing case below.

➤ Locating your case to start a new filing into a subsequent case

➔ Search by Location and Case Number

1. The Location means where the case was filed.
 - a. When filing your Notice of Appeal as part of a case in the circuit court, select the County where the case was filed.
 - b. If you are filing into an existing appellate court case, select the district where the appeal was filed.



FOR COOK COUNTY: To file your Notice of Appeal with the circuit court, in the Location box you will need to know three pieces of information to make your selection:

Click to select Location

- Cook County - Civil - District 1 - Chicago
- Cook County - Civil - District 2 - Skokie
- Cook County - Civil - District 3 - Rolling Meadows
- Cook County - Civil - District 4 - Maywood
- Cook County - Civil - District 5 - Bridgeview
- Cook County - Civil - District 6 - Markham

1. County (Cook);
2. Division (in Cook County the Division is what is described below as Category). The options are Chancery, Civil, County, Criminal, Domestic Relations, Domestic Violence, Juvenile, Law, Probate); and
3. District (in Cook County there are 6 different districts, divided up by location. Chicago is District 1). To figure out what District your city is in, go to: <http://www.cookcountyclerkofcourt.org/NewWebsite/Departments.aspx?deptTtype=Districts>.

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.
3. Enter your **Case Number** in the box to the right of the location.

To Find Your 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 exactly as it is written (including dashes).
 - i. If the case does not appear, ask court staff about the specific format for your court.

4. Click the **Go** button to conduct the search

 **Search by Party Name**

If you want to search by Party Name, **click** the **Advanced Search** button. A box will then pop-up on your screen, where you can enter party information. NOTE: Party Name searches are not available in Cook County.



Advanced Search

Search by Party Name

Location*

Person Business

First Name*

Middle Name

Last Name*

Case Type*

Show Results Sorted by*

2. Party Name

- a. You must enter a first and last name and then click **Search**.

➔ Enter a Party Name (if your name isn't listed)

1. If your name or the other party/parties do not appear after you have located your case, you will need to enter this information into the system.
 - a. The **Party Type*** is a required field and is a pull down menu with available options.
 - b. If you are filing the appeal, select **Appellant** and also select the **I am this party** box. Your information should then pre-populate the fields. Check to ensure your information is correct.
 - c. If you are representing yourself, under the **Lead Attorney** box, select Pro Se.
 - d. If you are entering information for the opposing party, select **Appellee** and enter the full name, complete address, and phone number for the party. You will also select if that party is an individual or a business. Then click **Add Party**.
 - e. You can add additional parties on your case by selecting the **Add Party** box. Complete this step as often as you need to in order to add all parties to your case.
 - f. All the parties you associated with the case (from those you added) will appear in summary box at the top of the page.
 - g. When you are done, click on the **Filings** box in the lower right hand corner to move onto the next step.

2nd District Appellate Court - Notice of Appeal - Civil

1 Case Information 2 Parties 3 Filings 4 Summary

Enter the Details for the Parties Involved in this Case

Party Type	Name	Attorney(s)
Appellee	Jane Doe	
Appellant	Kathryn Hensley	Pro Se (L)

ADD PARTY

I am this party

Party Type* Person Business Lead Attorney

First Name* Middle Last Name* Suffix

Date of Birth m/d/yyyy 15

Country United States of America

Address Line 1

Address Line 2

City

State Zip Code

Phone

Case Information

1 Case Information 2 Parties 3 Filings 4 Summary

Enter the Details for the Parties Involved in this Case

Party Type	Name
Appellee	Jane Doe
Appellant	Kathryn Hensley

ADD PARTY

I am this party

Party Type* Person Business Lead Att

Amicus Curiae

Appellant

Appellant/Cross-Appellee

Appellee

Appellee/Cross-Appellant

Applicant

Cross-Appellant

Cross-Appellee

Guardian Ad Litem

Intervenor - Defendant

Debitors

City

Middle Last Na

➔ Getting Case Results


3. After you select Search, a list of cases will appear.

- The page will now show your case number, location of your case, and case type.
- If no cases appear, double check the case number and you may wish to contact your local court to confirm the case number format.



NEW CASE 2nd District Appellate Court 2-16-0009 Go [Advanced Search](#)

Searching for:
As: Case Number

Case Number	Location	Description	Case Type	Actions
2-16-0009	2nd District Appellate Court		Notice of Appeal - Civil	  

➔ Start a New Subsequent Filing for this Case

1. Click on the File Folder icon

- Click on **File Folder icon** to the right of the case information (the 1st icon listed in the small blue boxes).
- You will then select what party you are (or represent).
- Select **Filings**
- For more information on how to upload your Notice of Appeal in to Odyssey, see *How to E-File in Odyssey Step 7 - Upload Your Documents in the Filings*.

WORKSPACE MY ACCOUNT HELP ABOUT LOGOUT Welcome Second Appellate

Case 2-16-0001 2nd District Appellate Court - Notice of Appeal

1 Parties 2 Filings 3 Summary

required fields are bold and have an asterisk (*).

Party Type	Name	Attorney(s)
Appellant	Jane Doe	
Appellee	John Doe	

ADD PARTY

Party Type: Appellant Lead Attorney

Party Name: Jane Doe

Filings



You have successfully selected the Case Information within an Existing Case to file documents into your case.