



Self-Represented Litigants

How to E-File in i2File Step 6: Enter your Case Information



E-filing Steps

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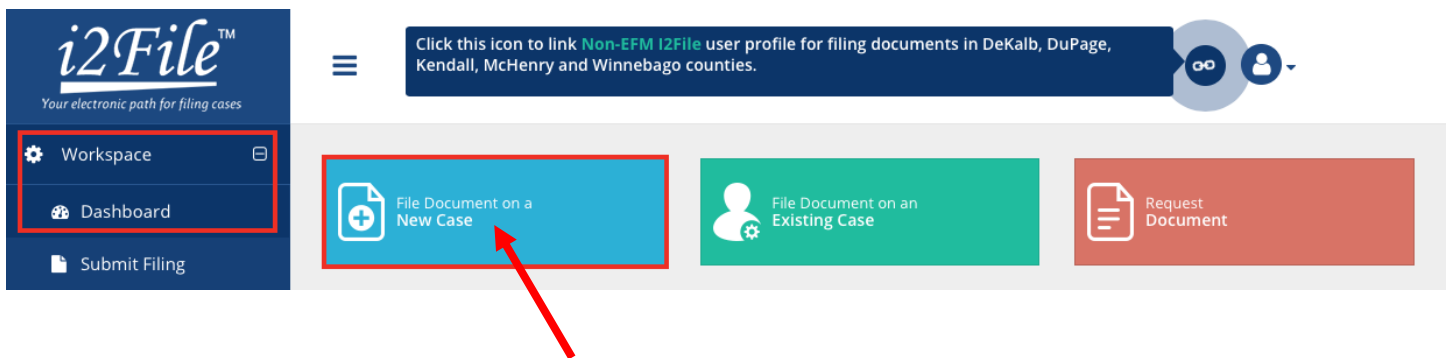


Enter Your Case Information

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. A pop up window will appear that will look like this. Click one of the two options, “Click Here”.



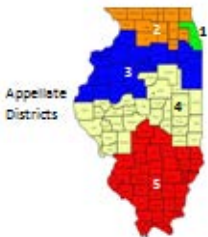
Note: This manual will explain the process and show images of the eFileIL Active Courts only. If you need assistance with filing in DeKalb, DuPage, Kendall, McHenry, or Winnebago, please speak to your local court staff.

Need Help? Contact i2File's Filer Support at support@i2file.net

2. When you arrive at the new screen you will be in Case Information that will look like this. You must fill out every section with an *. Below are steps for completing each section. Once you complete each section click **Next**.

3. 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.



4. 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

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

3. 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 from the drop down menu. Then the Case Types will show up, **click** on your Case Type.



All Categories and Case Types can be found in the appellate or trial court Configuration Standards on www.efile.illinoiscourts.gov.

- Click a **Payment Account**. If you do not have any payment options in the dropdown menu under Payment Account, you can find detailed instructions in *How to E-File in i2File Step 5: Add a Payment Account*.

A screenshot of a web form. At the top, it says "Payment Account*" in a small font. Below that is a dropdown menu with the text "Select Payment Account" and a small downward-pointing arrow on the right. Below the dropdown menu are two buttons: "EXIT" and "NEXT". The "NEXT" button is highlighted with a red border.

- Click **Next**.



You have successfully entered the Case Information for a New Case.

Existing Case – Click File Into Existing Case

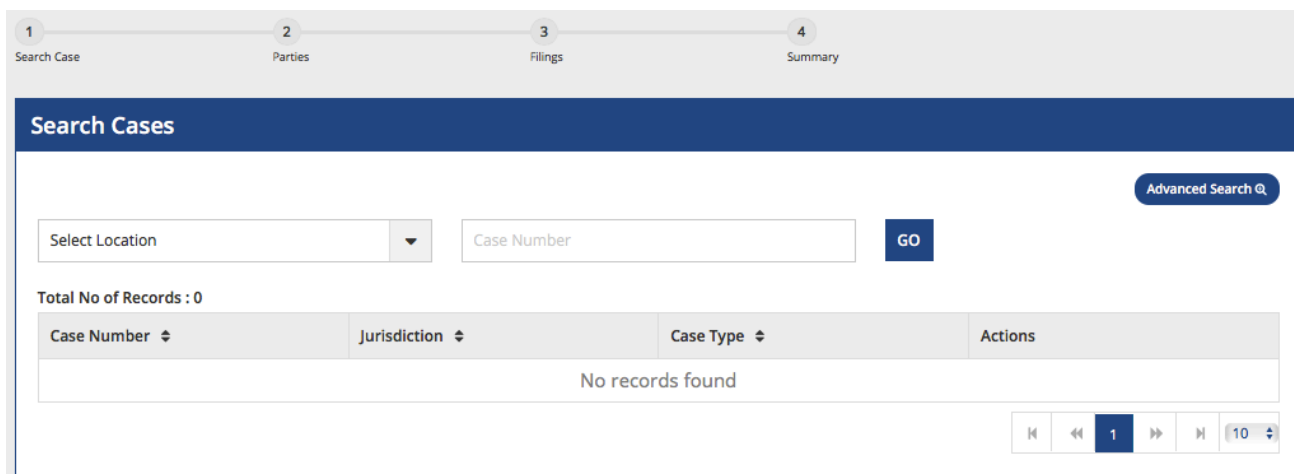


Choose the Location

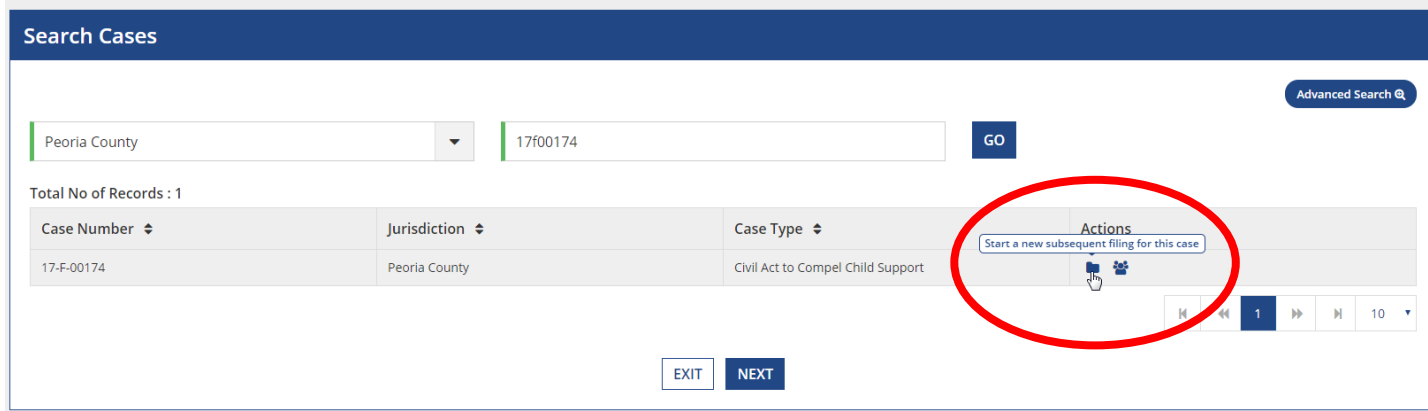
1. A pop up window will appear that will look like this. Click one of the two options, "Click Here".



2. When you arrive at the new screen you will be in Search Cases that will look like this.



3. 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.
4. Click in the Location box and a drop down menu will appear. Scroll through until you find the correct location and **click on it**.
5. Enter a case number if you have it.
 - 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 **Go**.
6. Case search results will appear like this.



7. Click the file icon to **Start a new subsequent filing for this case** under Actions.

Note ✕

You are attempting to efile on a case that is not submitted electronically in Odyssey File & Serve and is not searchable from the court's case management system.

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

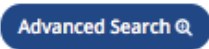
FILE INTO AN EXISTING CASE



Some counties may not have existing case information available. If that happens, this pop up box will show. Click **File Into An Existing Case** button to file into that case. All it means is that you will have to enter all the information yourself rather than it already being in the system.

You can also search with the Advanced Search function. Choose to search by Party Name.

1. Party Name
 - a. If you cannot find the Case Number, you can search by Party Name instead.
 - b. Click the **Advanced Search** button.



- c. This pop up window will appear.

Advanced Search ✕

Location*

Select Location ▼

Party Role Person Business

First Name*

Your First Name

Middle Name

Your Middle Name

Last Name*

Your Last Name

Case Types*

All Case Types ▼

Show Results Sorted By*

Case Number ▼

SEARCH
RESET
CANCEL

- d. You must enter a Location, First and Last Name, and Case Type and then click **Search**.
 - i. You can search by your name if you are a party in the case.
 - e. After you select Search, a list of cases will appear.

Peoria County ▼

Case Number

GO

Total No of Records : 31

Case Number ⇅	Jurisdiction ⇅	Case Type ⇅	Actions
01-L-00355	Peoria County	Arbitration and Award	
02-LM-00804	Peoria County	Arbitration & Award	
03-LM-00244	Peoria County	Arbitration & Award	
03-SC-00857	Peoria County	10033	
06-LM-00451	Peoria County	Arbitration & Award	
07-SC-01010	Peoria County	10033	
07-SC-01917	Peoria County	10033	
10-MH-00061	Peoria County	Petition to Administer Treatment	
12-SC-00010	Peoria County	10033	
18-D-00113	Peoria County	10043	

2. Click the file icon to **Start a new subsequent filing for this case** under Actions.

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

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