

Create New Case in Odyssey eFileIL

NOTE: You must be a registered user before continuing with New Case.

You **MUST** have your Complaint, Petition or other document you are e-Filing in **PDF format** before you will be able to e-File.

You **MUST** have a payment account added before you will be able to submit your e-Filing.

1. Visit: <https://illinois.tylerhost.net/ofswweb>



Court Information

Welcome to the Illinois eFiling site...

Counties going live soon...

1st Appellate District, 2nd Appellate District, 3rd Appellate District, 4th Appellate District, 5th Appellate District, Adams, Alexander, Carroll, Champaign, Christian, Coles, Cumberland, Effingham, Gallatin, Greene, Hamilton, Hardin, Iroquois, Jersey, Jo Daviess, Kankakee, LaSalle, Livingston, Morgan, Pike, Saline, Stephenson, Supreme Court, Vermillion, Washington Wayne White Williamson

Actions



Sign In



Register

Self Help

[Need Help?](#)

[FAQs](#)

[Web Training Sessions](#)

2. Click "Sign In"





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Actions

 **Sign In**  **Register**

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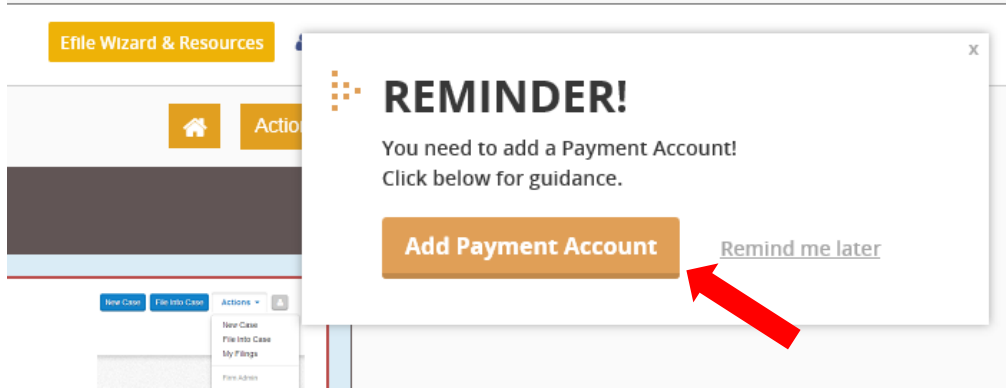
3. Sign In

User ID

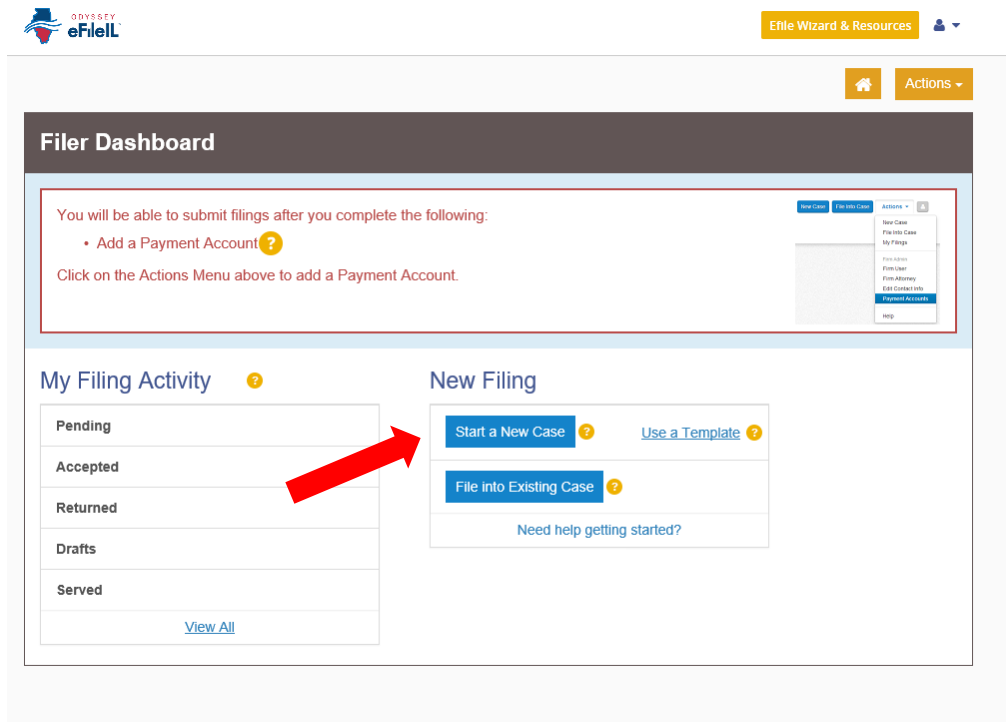
Password

[Forgot Password?](#)

4. Add Payment Account before beginning



5. Click "Start New Case"



6. Fill in all "Case Information"

ODYSSEY eFileLL

Efile Wizard & Resources

You will be able to submit filings after you complete the following:

- Add a Payment Account ?

Click on the Actions Menu above to add a Payment Account

Fill in all Case Information
Fields highlighted in red are required.
Click **Next** before saving changes

Case Information Next

Location
Clinton County

Category
Small Claims

Case Type
Small Claims - up thru & including \$ 250.00 - \$134.00

Undo Save Changes

7. Click "Save Changes"

Case Information Need Help?

Location
Clinton County

Category
Small Claims

Case Type
Small Claims - up thru & including \$ 250.00 - \$134.00

Undo Save Changes

Party Information

Party Type Party Name Lead Attorney

Click Save Changes

By WalkMe

8. Click "I am this party", your information will appear

You will fill out information for each of the required party types. Click next for guidance.

Undo Save Changes

Party Information

Party Type	Party Name	Lead Attorney
Plaintiff		Required Party
Defendant		Required Party

+ Add Another Party

Enter details for this Party

I am this party

Lead Attorney

Pro Se

First Name [REDACTED] Last Name [REDACTED]

Address [REDACTED]

Country United States of America Phone Number [REDACTED]

Undo Save Changes

9. Click "Save Changes"

Party Information Need Help?

Party Type	Party Name	Lead Attorney
Plaintiff		Required Party
Defendant		Required Party

[+ Add Another Party](#)

Enter details for this Party

I am this party

Lead Attorney
Pro Se

First Name: [Redacted] Last Name: [Redacted]
Address: [Redacted]
Country: United States of America Phone Number: [Redacted]

Undo Save Changes

Click Save Changes ×
By WalkMe



10. Enter "Defendant Information"

Party Information Need Help?

Party Type	Party Name		
Plaintiff	Monica Mensi		Required Party
Defendant			Required Party

Enter details for this Party

I am this party

Party is a Business/Agency

First Name: Jane Middle Name: Last Name: Doe Suffix: [Dropdown]

Country: United States of America [Dropdown]

Address Line 1: 1234 XXXX Street Address Line 2: [Text Box]


City: XXXXXXXX State: Illinois [Dropdown]

Zip Code: 62245 Phone Number: [Text Box] Filer ID: [Text Box] [?]

Lead Attorney: Pro Se [Dropdown]

Next

+ Add Another Party



11. Click "Save Changes"

City: XXXXXXXX State: Illinois [Dropdown]


Zip Code: 62245 Phone Number: [Text Box] Filer ID: [Text Box] [?]

Lead Attorney: Pro Se [Dropdown]

Save Changes

Undo **Save Changes**

Click Save Changes [?]



12. If you need to add additional parties, click “Add Another Party” and enter that individuals information.

Party Type	Party Name	Lead Attorney	
Plaintiff	[REDACTED]	Pro Se	Required Party
Defendant	Jane Doe	Pro Se	Required Party

+ Add Another Party

13. Enter Filing Code by using the dropdown, and Filing Description

Enter Filing Details

*Note Click on the Filing Code field and use the top search bar to quickly find your Filing Code.

Fields highlighted in red are required. Click Next before uploading the primary document.

Next

Enter the details for this filing

Filing Type ? EFile

Filing Code Complaint

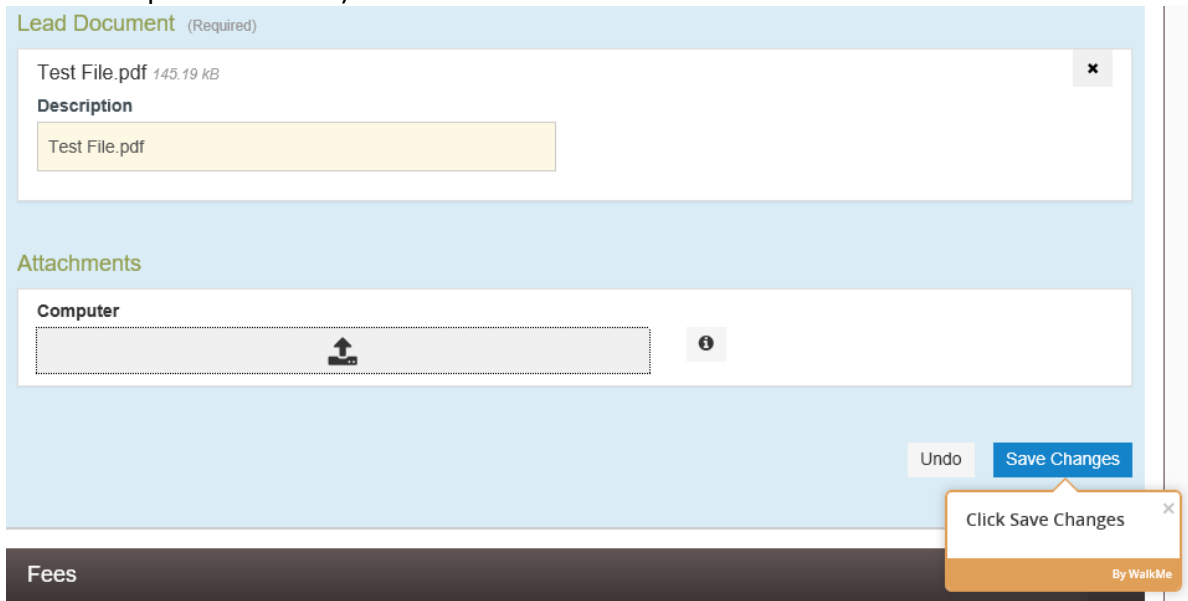
Filing Description Small Claims Complaint

Reference Number ?

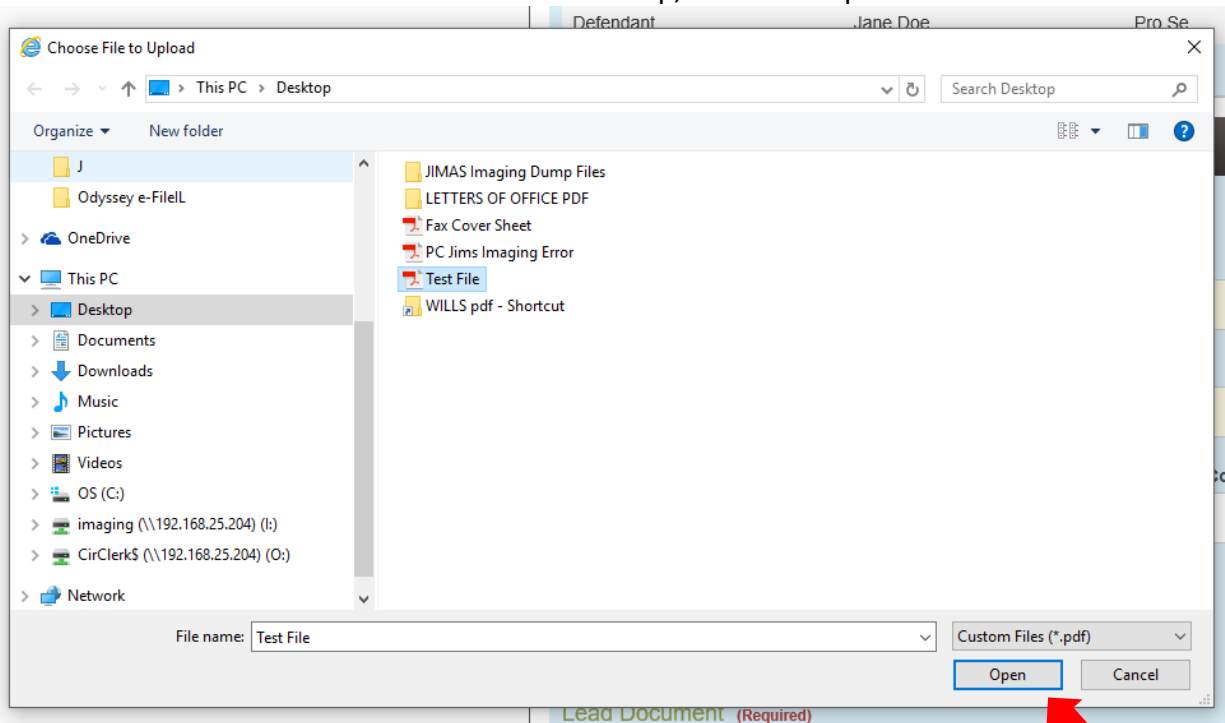
Filing Comments ?

Courtesy Copies

14. Upload primary document (this is the document you scanned, created PDF, and saved to the Desktop or elsewhere)



15. Choose the file scanned and saved to Desktop, and click "Open"



16. Click "Save Changes"

Lead Document (Required)

Test File.pdf 145.19 kB ✕

Description

Test File.pdf

Attachments

Computer 📁 ℹ️

Undo **Save Changes**

Click Save Changes ✕

By WalkMe

Fees

17. If you need additional services, choose "Optional Service"

Optional Services

Optional Service	Fee Amount	Quantity	Fee Total	Actions
		1		⌵

⊕ Add Optional Service

Optional Service

Click to select Optional Service ▾

Undo Save Changes

18. Pay for the filing fee by choosing “Payment Account” and “Party Responsible for Fees”

The screenshot shows a web interface titled "Fees" with a "Need Help?" link. Under a "Complaint" dropdown, there is a table of charges:

Description	Amount
Filing Fee	\$0.00
Filing Total: \$0.00	
<hr/>	
Total Filing Fee	\$0.00
Court Case Fee	\$134.00
Envelope Total: \$134.00	

Below the table are two dropdown menus:

- Payment Account**: A dropdown menu with the text "Click to select Payment Account". A red arrow points to it.
- Party Responsible for Fees**: A dropdown menu with the text "Click to select Party Responsible for Fees" and a question mark icon. A red arrow points to it.

At the bottom right, there are "Undo" and "Save Changes" buttons.

19. Click “Save Changes”

The screenshot shows the same "Fees" interface as above, but with the following changes:

- The **Payment Account** dropdown menu is now set to "Waiver".
- The **Envelope Total** is now \$0.00, with the text "Waiver selected" below it.
- The **Save Changes** button is highlighted in blue, and a red arrow points to it.

The "Undo" button remains visible next to it.

20. Click "Summary"

Fees Need Help?

▼ Complaint

Description	Amount
Filing Fee	\$0.00
Filing Total: \$0.00	

Total Filing Fee \$0.00

Envelope Total: \$0.00
Waiver selected

Payment Account

Waiver



21. If all information is correct click "Submit"

Fees

▼ Complaint

Description	Amount
Filing Fee	\$0.00
Filing Total: \$0.00	

Total Filing Fee \$0.00

Envelope Total: \$0.00
Waiver selected

Payment Account Waiver

