

File Into Existing Case On Odyssey eFileIL

NOTE: You must be a registered user before continuing.

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

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





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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3. Sign In

Please sign in to continue

User ID
[REDACTED]@icloud.com

Password
[REDACTED]

Sign In

Forgot Password?

4. Click "File Into Existing Case"

Filer Dashboard

My Filing Activity ?

Pending
Accepted
Returned
Drafts
Served
View All

New Filing

Start a New Case ? [Use a Template](#) ?

File into Existing Case ?

Click File into Existing Case started? [By WalkMe](#)

- Enter Location: "Clinton County"
Enter Case Number: "2017-SC-____" (or whatever case number you may have)
Click "Search"

File Into Existing Case

Select a Location

Location
Clinton County

Search for a Case by

Case Number Party Name

Case Number

Search Clear Search

Enter search criteria then click Search

By WalkMe

- If this is the first time you are entering in a particular case, you will receive a message stating "No Results Found".
Click "File into an existing case"

File Into Existing Case

Case Number	Location

No Results Found
To continue filing into the case you searched, Click "File into an existing case" or "File into an existing case using template".
Otherwise, Click "Back to Search" to refine your search.

If your case is not listed above, you are attempting to efile into a case that has yet to receive an electronic submission and the case is not searchable from the court's case management system.

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

File into an existing case

File into an existing case using template

Back to Search

7. You will have to enter all information as if starting a new case. Fill in all “Case Information”.

Start a New Case

Case Information Need Help?

Case #
2017-SC-150

Location
Clinton County

Category
Click to select Category

Case Type
Click to select Case Type

Undo Save Changes

8. 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**

Click Save Changes

Party Information

Party Type	Party Name	Lead Attorney
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By WalkMe

9. 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 Next

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

10. 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]

Click Save Changes

By WalkMe

Undo Save Changes

11. 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

Click Next before saving changes



12. Click "Save Changes"


City: XXXXXXXX State: Illinois [Dropdown]

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

Lead Attorney: Pro Se [Dropdown]


Undo Save Changes

Click Save Changes



13. 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



14. 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.

Filings

Enter the details for this filing

Filing Type

Filing Code

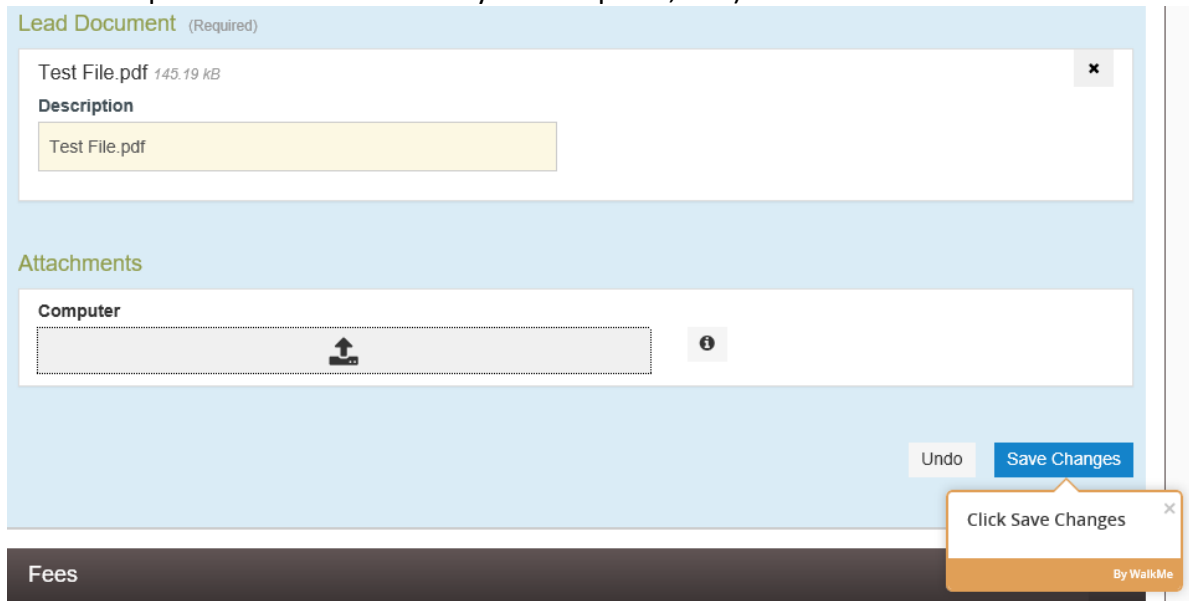
Filing Description

Reference Number

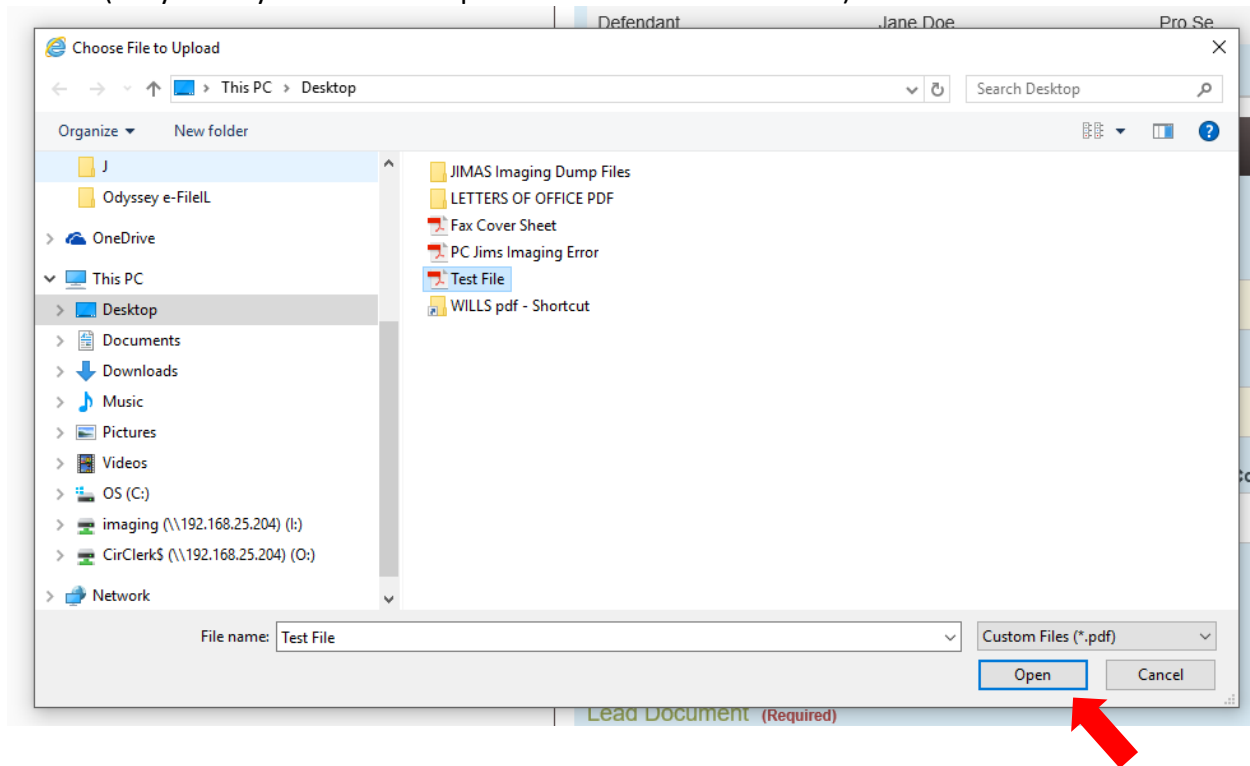
Filing Comments

Courtesy Copies

15. Upload primary document (this is the document you scanned, created PDF, and saved to the Desktop or in another folder on your computer, etc.)



16. Choose the file scanned and saved to Desktop, and click "Open":
(OR you may choose a "Dropbox" or "OneDrive" location).



17. 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

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

Optional Services

Optional Service	Fee Amount	Quantity	Fee Total	Actions
		1		⌵

Optional Service

Click to select Optional Service ▼

⊕ Add Optional Service

Undo Save Changes

19. 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 this menu.
- Party Responsible for Fees**: A dropdown menu with the text "Click to select Party Responsible for Fees". A red arrow points to this menu.

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

20. Click "Save Changes"

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

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

The "Undo" button remains visible next to it.

21. 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



22. If all information is correct click "Submit"

Fees

▼ Complaint

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

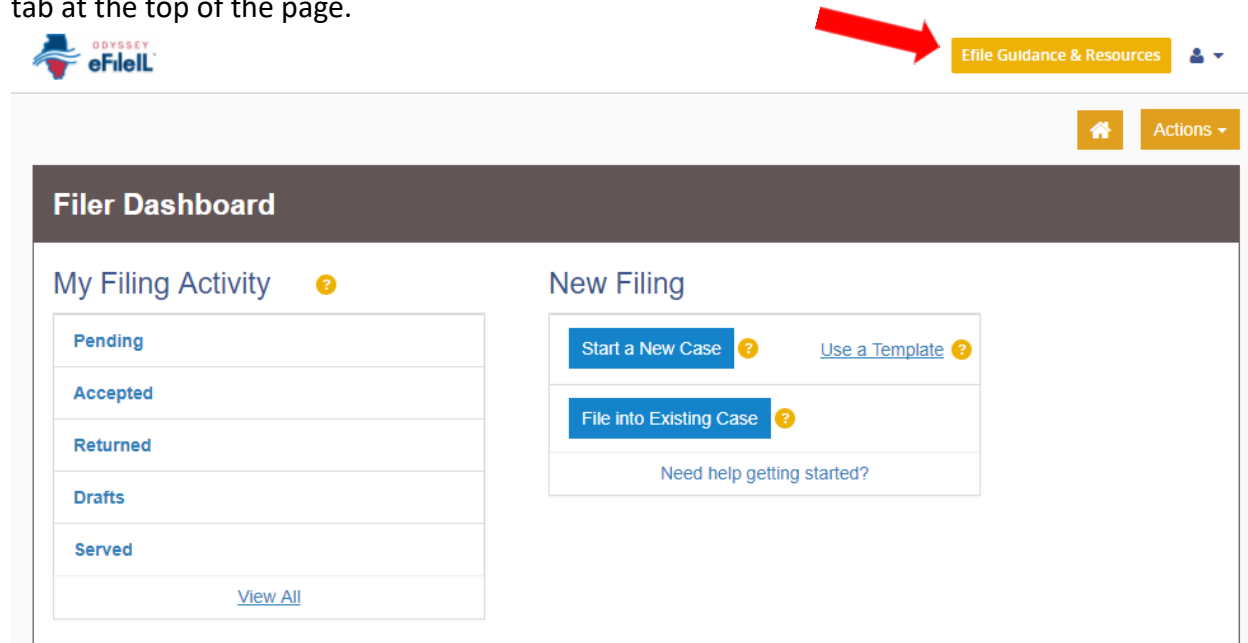
Total Filing Fee \$0.00

Envelope Total: \$0.00
Waiver selected

Payment Account: Waiver



23. If you are having trouble or need more guidance, use the “Efile Guidance & Resources” tab at the top of the page.



24. This is a “Virtual Help Desk” that will guide you through the process step by step.

