STEP 8

ADD SERVICE CONTACTS (OPTIONAL)

- 1. Prepare documents
- 2. Register
- 3. Sign in & reset password
- 4. Start a filing
- 5. Add or find case information
- 6. Add or see parties
- 7. Upload documents
- **8. Add service contacts (optional)**
- 9. Take care of fees/fee waiver
- 10. Review & submit
- 11. Check status

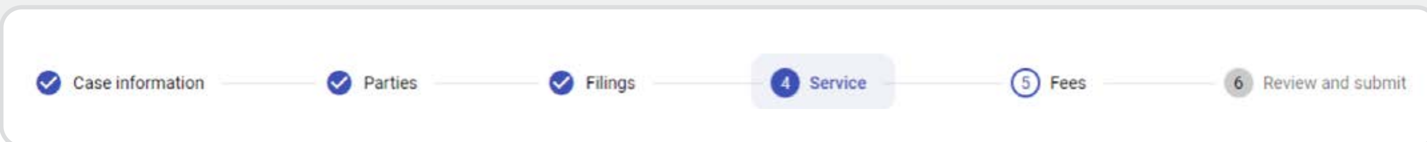
(Rev 9/2023)

ADD SERVICE CONTACTS (OPTIONAL)

If you want, you can add people as service contacts on the Odyssey eFileIL website to let them know you e-filed a document. The website will email them only if the clerk accepts your document. Note: This is not official service of process, which is required when you first start a case. More information on service of process is available at: www.illinoislegalaid.org/legal-information/serving-summons.

If you selected eFile Only as your Filing Type on the **Filings** screen, this step is totally optional. You can skip it completely and click **Fees** → to go to the next screen.

If you selected eFile and Serve as your Filing Type, you must add a service contact (if one has not been added) and choose a service contact.

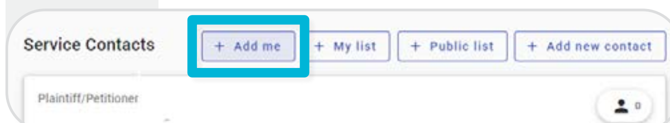


INPUT SERVICE CONTACT INFORMATION

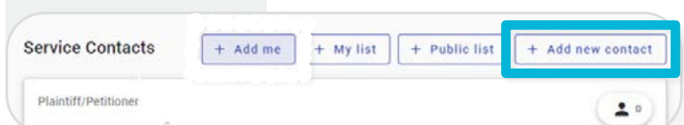
1. If you are adding yourself as a service contact click **+Add me**.
    a. Select your name or the party you are associated with in the drop-down menu.
    b. Click **Save**.

2. If you are adding anyone else as a service contact, click **+Add new contact**.
    a. Select the party that this service contact is associated with in the drop-down menu.
    b. Enter the service contact's **First** and **Last name** and **Email**.
    c. You can enter other contact information but Odyssey eFIleIL will only email notification of the accepted documents.
    d. Click **Save**.

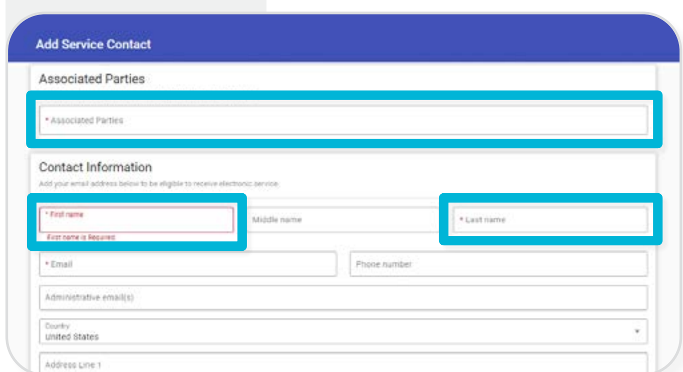
+Add me



+Add new contact

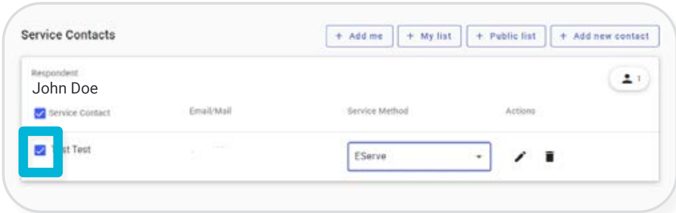


+Add new contact



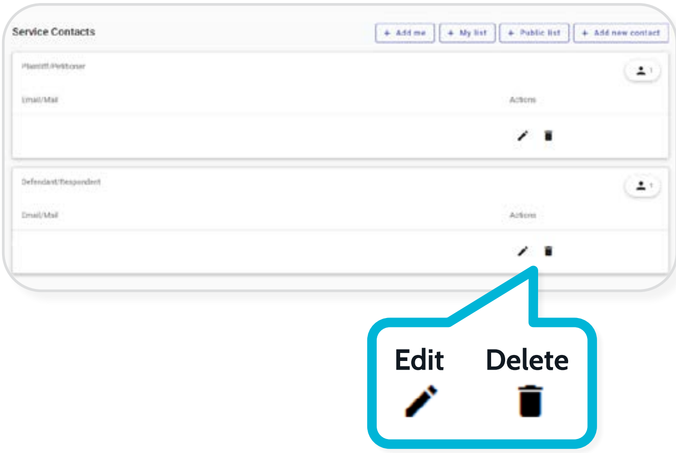
SELECT A SERVICE CONTACT

1. Check the box next to the service contact you want Odyssey eFileIL to email when the clerk accepts your e-filed documents. If someone has already added themselves to the case as a service contact, you can check the box next to their name.
2. Click **Fees** → to go to the next screen.



EDIT OR DELETE SERVICE CONTACTS (IF APPLICABLE)

1. After you add your service contacts, you can make edits by clicking the pencil icon on the same row as the service contact's email.
2. You can delete a service contact by clicking the trash icon on the same row as the service contact's email.



You have successfully added service contacts.