

STEP 5

ADD OR FIND CASE INFORMATION



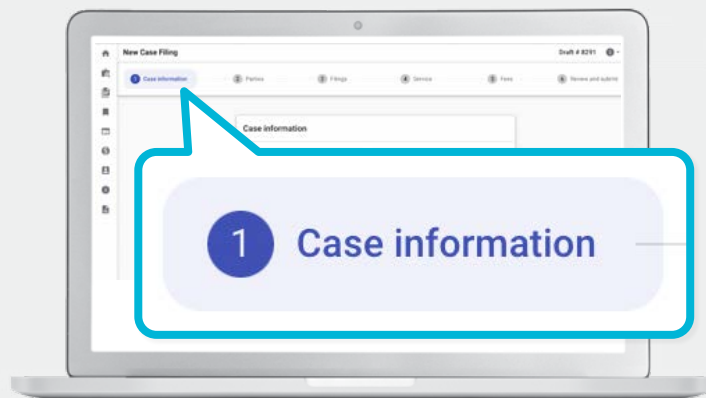
1. Prepare documents
2. Register
3. Sign in & reset password
4. Start a filing
- 5. Add or find case information**
6. Add or see parties
7. Upload documents
8. Add service contacts (optional)
9. Take care of fees/fee waiver
10. Review & submit
11. Check status

(Rev 9/2023)

ADD OR FIND CASE INFORMATION

This step will go over adding your case information for a new case or finding your case information for an existing case. This happens on the **Case information** screen.

- To add case information to a new case, see **Option 1** below.
- To find case information for an existing case, you can skip to **Option 2** on page 7.



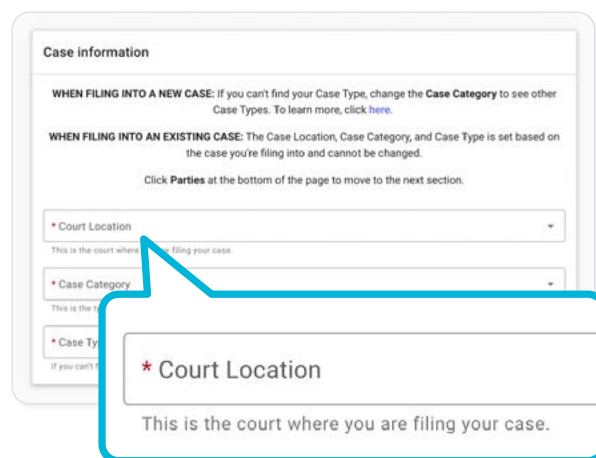
OPTION 1:

ADD CASE INFORMATION FOR A NEW CASE

Choose the **Court Location**, **Case Category**, and **Case Type**

1. Click the **Court Location** box and select the correct location.

- Scroll through the options or type in the correct location and click it.
- Court Location means where your court case will be heard.
 - New cases will be filed in the county where you or another party in the case lives or where the transaction took place.
 - Family law cases can be filed in the county where you or your partner/other parent live.
 - Cases for money or property can be filed where the defendant lives or where the events happened. For example, where the accident occurred, contract was signed, or leased apartment is located.
 - Name change cases can be filed in the county where you live.

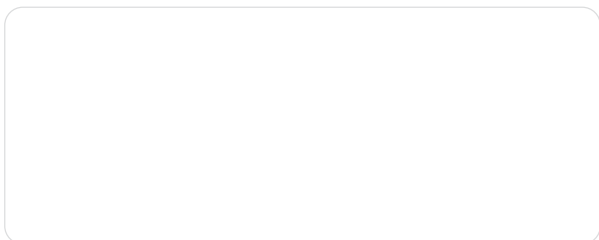


1. Court Location, continued

i FOR COOK COUNTY:

In the **Court Location** box, you will need to know three pieces of information to make your selection:

- (1) County: Cook
- (2) Division: Chancery, County, Criminal, Domestic Relations, Juvenile Justice, Law, Municipal Civil, and Probate. See the chart below for more information about Cook County's Divisions.
- (3) District: In some Divisions, there are 6 different districts divided up by location. Chicago is in District 1. To figure out what District your city is in, go to: ilcourts.info/CookDistricts.



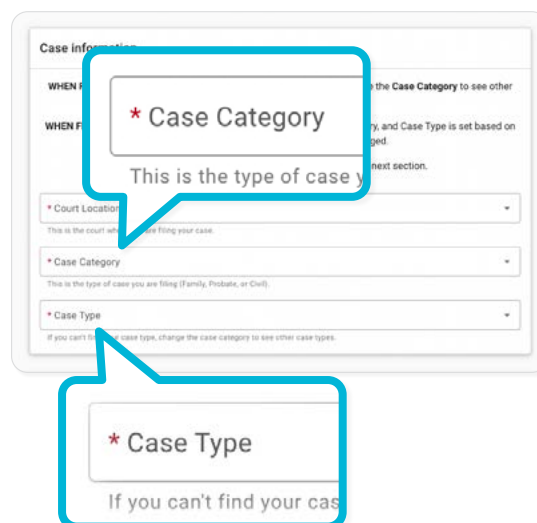
i FOR APPEALS:

If you are filing to *appeal* a trial court's decision, select the Appellate District that your county is in. If you are filing to *appeal* an appellate court's decision, select the Supreme Court of Illinois. More information about civil appeals is available at: ilcourts.info/AppealsResources.



2. Click the **Case Category** box and select the correct case category, then click the **Case Type** box and select the correct case type.



- a. The **Case Category** is the way the court has divided up and labeled groups of **Case Types**.
- b. See below for more information about **Case Type** and **Case Category**.



2. Case Category continued

Common **Case Categories** and **Case Types** in Illinois (*not including Cook County*) are:

| CASE CATEGORIES | CASE TYPES |
|---|--|
| Chancery (CH) | Specific Performance (order someone to do something), Injunction (order someone to stop doing something), Mechanics Lien Foreclosure (put a lien on someone's property if they didn't pay for your services to improve it) |
| Criminal Felony (CF) or Criminal Misdemeanor (CM) | Petition to Expunge or Seal |
| Dissolution with Children (DC) or without Children (DN) <i>NOTE: Dissolution means Divorce</i> | Dissolution of Marriage or Civil Union, Legal Separation, Invalidity |
| Eviction (EV) <i>NOTE: Eviction may also be called Forcible Entry and Detainer</i> | Residential, Commercial, Ejectment |
| Family (FA) | Petition for Parentage, Visitation, or Custody |
| Guardianship (GR) | Guardianship of Minor or Person with Disability |
| Law Magistrate (LM) | Contract, Tort, and other claims for money over \$10,000 up to \$50,000 |
| Miscellaneous Criminal (MX) | Petition to Expunge or Seal (arrests only), Civil Asset/Property Forfeiture |
| Miscellaneous Remedy (MR) | Administrative Review (for example, review of unemployment decisions), Certiorari (for example, administrative review of housing authority decisions) |
| Miscellaneous Remedy (MR) | Change of Name |
| Order of Protection (OP) | Order of Protection, Stalking No Contact, Civil No Contact, Firearms Restraining |
| Probate (PR) | Administration of Decedent's Estate |
| Small Claims (SC) | Contract and Tort claims for money \$10,000 or less |

-  The Case Category abbreviations will be part of your case number. They may be different if your case was filed before 2022.
-  Ask your local court, clerk's office, or Illinois Court Help if you need help picking your Case Category or Case Type.

2. Case Category, continued

Common *Divisions, Case Categories* and *Case Types* in Cook County are:

| DIVISION <i>(and District, if applicable)</i> | CASE CATEGORIES | CASE TYPES |
|---|---|--|
| Chancery (CH) <i>(only in District 1 - Chicago)</i> | General Chancery (CH) | Administrative Reviews (for example, review of unemployment decisions), Certiorari (for example, administrative review of housing authority decisions), Specific Performance (order someone to do something), Injunction (order someone to stop doing something) |
| | Mechanics Lien (CH) | Mechanic's Lien (put a lien on someone's property if they didn't pay for your services to improve it) |
| County <i>(only in District 1 - Chicago)</i> | Miscellaneous (CONC) | Name Change (may be filed in the Suburban Districts in Municipal Civil (M) under the Civil case category) |
| | Miscellaneous Remedy (COFO) | Civil Asset Forfeiture |
| Domestic Relations <i>(in all 6 Districts)</i> | General Proceedings (D) <i>NOTE: Dissolution means Divorce</i> | Petition for Dissolution of Marriage or Civil Union, Petition for Legal Separation |
| | Parentage/ Child Support (D) | Petition to Establish Parentage, Petition for Allocation of Parental Responsibilities |
| | Domestic Violence – Civil Protection (DV) | Petition for Order of Protection, Stalking No Contact Order, Civil No Contact Order, or Firearms Restraining Order |
| Municipal Civil <i>(in all 6 Districts)</i> | Civil (M) | Eviction (residential or commercial), Consumer Debt, Contract, Tort, and other claims for money over \$30,000 in Chicago and \$100,000 in the Suburban Districts, Name Change in the Suburban Districts only |
| Probate <i>(only in District 1 - Chicago)</i> | Disabled (P) | Guardianship |
| | Minor (P) | Guardianship |

i The Case Category abbreviations will be part of your case number. They may be different if your case was filed before 2022.

i Ask your local court, clerk's office, or Illinois Court Help if you need help picking your Case Category or Case Type.

2. Case Category, continued

i FOR COOK AND DUPAGE COUNTIES:

Case Cross Reference Number

- In Cook and DuPage Counties, you must enter a Case Cross Reference ID. This appears after you select Case Type.
- Even though you are representing yourself, you **MUST** type **99500** in the Case Cross Reference ID box. The website may automatically add this for you in some cases.

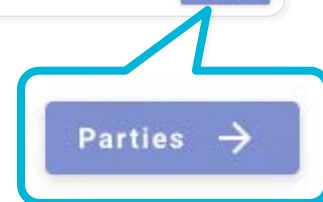
The screenshot shows a form titled "Case Cross Reference" with two input fields: "* Case Cross Reference ..." (with a dropdown menu showing "Cook County Attor...") and "* Case Cross Reference ID". Below the first field is a "+ Add more" button. A callout box with a keyboard icon points to the "Case Cross Reference ID" field, containing the text "99500".

3. Click Parties → to move to the next screen.



You have successfully added the Case information for a new case.

The screenshot shows the "New Case Filing" form in the "eFile Illinois Stage" interface. The "Case information" section contains instructions for filing into a new or existing case, followed by dropdown menus for "Court Location", "Case Category", and "Case Type". A "Parties →" button is located at the bottom right of the form.



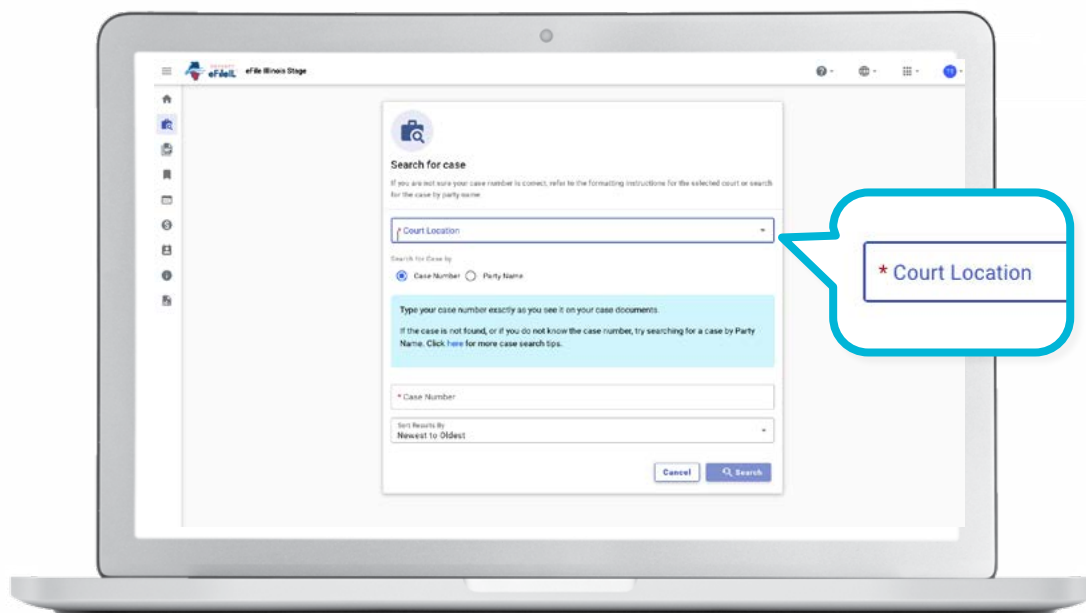
OPTION 2:

FIND CASE INFORMATION FOR AN EXISTING CASE

Choose the **Court Location** and search by **Case Number** or **Party Name**

1. Click the **Court Location** box and select the correct location.

- a. Scroll through the options or type in the correct location and click it.
- b. Court Location means where the case was filed.
 - i. If you are filing as part of a case at the trial court, select the County where the case was filed.
 1. For Cook County, the Court Location will contain the County, Division, and District. More information can be found above.
 - ii. If you are filing as part of a case on appeal, select the Appellate District or Supreme Court where the case was filed.



2. Decide if you want to search by **Case Number** or **Party Name** and click that option.

a. Searching by **Case Number**

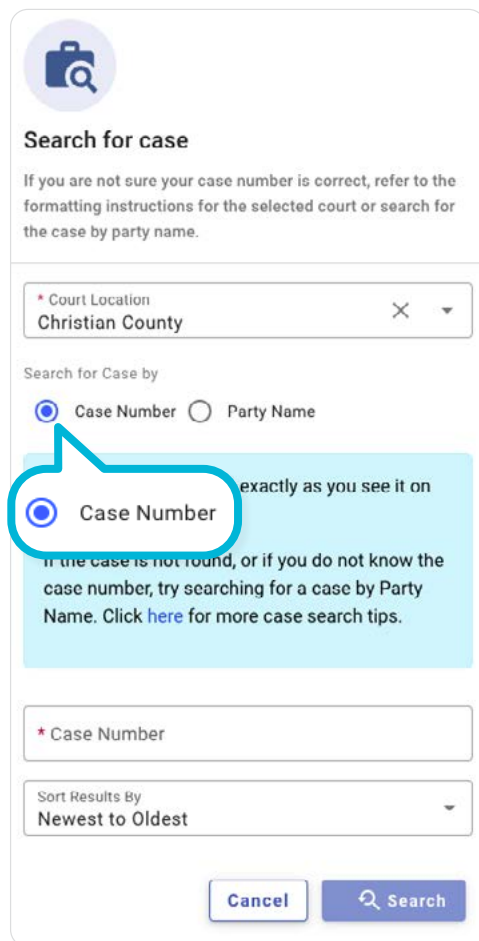
- i. The **Case Number** can be found on the upper right corner of any court documents you have received about the case.
- ii. The **Case Number** should be entered in a specific format, usually with no extra spaces or dashes.

Use the full 4 digits of the year, 2 capital letters for the case category abbreviation, and the remaining numbers that are unique to your case.

- a. *For example:* Document says 23-DC-1234, you should search 2023DC1234.
- b. In some cases, you may need to add zeroes so that there are 6 numbers in your unique case number or you may need to take away leading zeroes. *For example:* Try searching 2023DC123 and if that doesn't work, try searching 2023DC000123.

i **EXCEPTION:** For Cook County cases in the Civil Division that have the letter "M" in the case number, do NOT include the letter M when searching.

For example: Document says 18-M4-123456, you should search 20184123456



Search for case

If you are not sure your case number is correct, refer to the formatting instructions for the selected court or search for the case by party name.

* Court Location
Christian County

Search for Case by

Case Number Party Name

Case Number exactly as you see it on

If the case is not found, or if you do not know the case number, try searching for a case by Party Name. Click [here](#) for more case search tips.

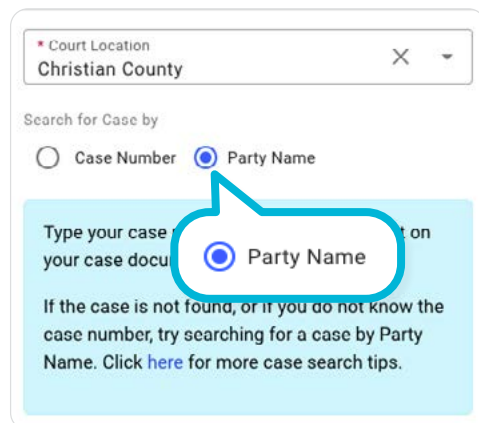
* Case Number

Sort Results By
Newest to Oldest

Cancel Search

b. Search by **Party Name**

- i. If you cannot find the **Case Number**, you may be able to search by **Party Name**.
- ii. You must enter a first and last name (or the organization name).
- iii. You can search your name if you are a party in the case or you can search by another party's name.



* Court Location
Christian County

Search for Case by

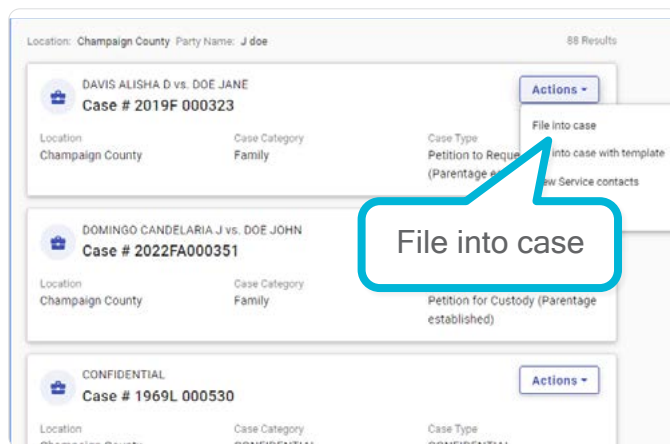
Case Number Party Name

Type your case Party Name on

If the case is not found, or if you do not know the case number, try searching for a case by Party Name. Click [here](#) for more case search tips.

2. Choose to search by Case Number or Party Name, continued

- c. After you click **Search**, a list of cases will appear.
 - i. If no cases appear, double check the case number or party name and try again. If you need help, ask your local court, clerk's office, or Illinois Court Help.
- d. Find your case and click on **Actions** to the right of your case name and number. Select **File into case**.

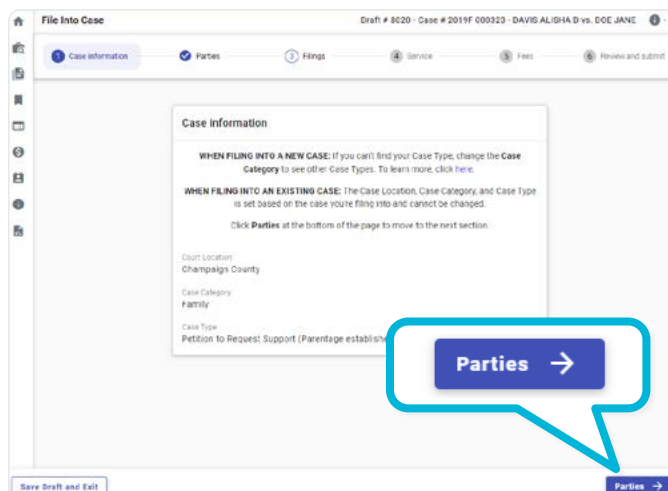


3. View Case information

- a. The website will automatically fill in the information on the **Case information** screen. Contact your local court, clerk's office, or Illinois Court Help if this information needs to be changed.
- b. Click **PARTIES** → to go to the next screen.



You have successfully found the Case information for an existing case.



IMPORTANT NOTE

- Not all existing cases are in Odyssey eFileLL. If your case is not found and you see the message in the blue box, you can still e-file into your case. Click **I don't see my case** to start a manual subsequent filing.
- If your case is not found and this message does not appear, ask local court staff to verify the case number and your next steps.

If you don't see your case above:

1. Try your case search again. Type your case number in a different way or search using party names. To search again click the Refine Search button below.
2. If the case you are looking for was not created on the eFile site, you may need to fill in more information to file into the case. If you are sure you typed the right case number and party name, click the **I don't see my case** button below to file into your case.

Click here for more information.

[I don't see my case](#)