ODYSSEY eFileIL™

STEP 10

REVIEW & SUBMIT

ILLINOIS SUPREME COURT COMMISSION
ACCESS TO JUSTICE
EDUCATION. SUPPORT. EMPOWERMENT.

SEAL OF THE SUPREME COURT · STATE OF ILLINOIS · AUG. 26, 1818

✓ 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)

Need help? Call or text Illinois Court Help: 1-833-411-1121 | *ilcourthelp.gov*

REVIEW & SUBMIT

Once you have completed the **Case, Parties, Filings, Service** (optional), and **Fees** screens, you will be able to review a summary of your filing before submitting it on the **Review and submit** screen. After you review your summary, you must click **Submit** to send your documents to the clerk's office.

✓ Case information   ✓ Parties   ✓ Filings   ✓ Service   ✓ Fees   6 Review and submit

REVIEW YOUR E-FILING SUMMARY

1. Click the arrow ❤ to expand a section and review the information you added for **Case, Parties, Filings, Service** (optional), and **Fees**.

2. If anything is incorrect or missing, click the pencil icon for the section you need to fix and make your changes.
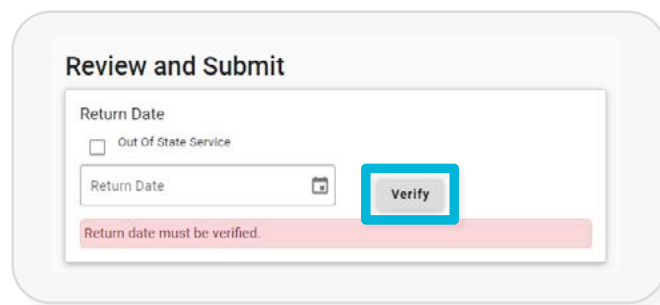
🖉 Edit

> ℹ️ **IMPORTANT NOTE FOR COOK COUNTY ONLY — RETURN DATE AND AGREEMENT:**
>
> There may be two extra boxes on the **Review and submit** screen if you are e-filing in Cook County.

RETURN DATE (Cook County)

The Return Date is the first court date for certain Divisions in Cook County.

1. Click **Verify.**

2. If your filing does NOT require a return date, Odyssey eFileIL will show you a message in green near the top righthand corner that says "Return Date verified." You can then move onto the Submission Agreement.

Review and Submit

Return Date

☐ Out Of State Service

Return Date   📅   Verify

Return date must be verified.

✓ **Return Date verified.**

Return date, continued

3. If your filing requires a return date, Odyssey eFileIL will automatically add a date to the Return Date field.

    a. If you are available that day, click **Verify** again.

    b. If you are not available on the date that is automatically added, click the calendar, and select another available date. Then, click **Verify**.

        i. If the date you selected is available, Odyssey eFileIL will show you a message in green near the top righthand corner that says "Return Date verified." You can then move onto the Submission Agreement.

SUBMISSION AGREEMENT (Cook County)

1. Read the notice.

2. Check the box to confirm that you have met the requirements.

* Agreements

☐ IMPORTANT NOTICE: REDACTION AND DISCOVERY RESPONSIBILITY REQUIREMENTS. All filers must redact from all documents they file, including attachments, the following: - social security and taxpayer ID numbers, - driver's license numbers, - financial account numbers, - debit and credit card numbers, and - any other information ordered by the court. See Illinois Supreme Court Rule 138. Also, filers may not file discovery unless ordered by the court. See Illinois Supreme Court Rule 201. If you have followed these requirements, please click the box above.

You must accept the Submission Agreements.

> **NOTE:** You must remove the following information from all filings:
>
> • Social security and taxpayer ID number,
>
> • Driver's license number,
>
> • Debit and credit card numbers,
>
> • Financial bank account number,
>
> • Any other information ordered by the court.

SUBMIT YOUR E-FILING

1. Once you have reviewed each section and confirmed everything is correct, click **Submit →** .

> **Save Draft and Exit**   **← Fees**   **Submit →**
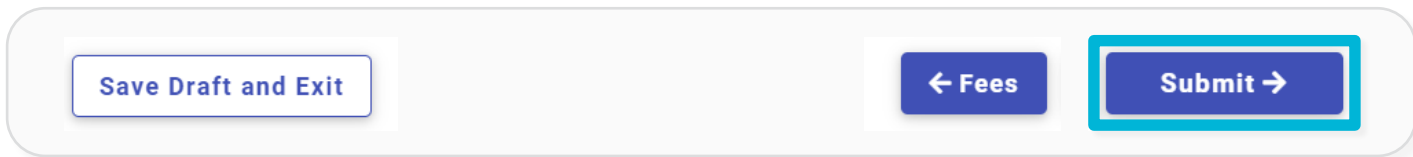
You have now successfully reviewed and submitted your e-filing envelope to the court.

NOTE: Submitting your e-filing envelope is the first step in getting your documents to the court. Once you submit the e-filing envelope, the clerk's office will review what you have submitted and either accept or reject your documents.

Check your email or filing history on Odyssey eFileIL for notification about whether your documents are accepted or rejected. For more information on how to check on the status of your documents, see *How to e-file in Odyssey eFileIL Step 11: Check status.*

IMPORTANT NOTE FOR COOK COUNTY ONLY:

In Cook County only, you may see a final screen called **Hearing** after you click **Submit→**. If this option is available to you, you may select a hearing date and time for your court case or you may select **Do Not Schedule.** If you need help with this step, contact the Cook County Circuit Clerk's office at 312-603-5030, the Cook County JusticeCorps Helpline at 872-529-1093, or Illinois Court Help at 833-411-1121.

Service — 5 Fees — 6 Review and submit — 7 Hearing

Request Hearing Date

Select a Hearing Date (Optional)   Select a Hearing Time
-- Choose One --   -- Choose One --

If you want to schedule a Hearing Date and Time, please select a date and time above and click 'Save' below.

⚠ If you do not want to schedule a Hearing Date and Time, click 'Do Not Schedule' below. You will be unable to schedule a hearing later if you do not schedule one now.

Do Not Schedule   Save