STEP 1

PREPARE DOCUMENTS

ILLINOIS SUPREME COURT COMMISSION

ACCESS TO JUSTICE

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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)

PREPARE DOCUMENTS

Before you electronically file (e-file), you must complete your court documents. Fillable PDF statewide forms for common legal issues are available at ilcourts.info/forms. Your local court or clerk may also have other forms that you can fill out and e-file.

After you fill out your court documents, you must convert them into *PDFs* that are no longer fillable. This step will show you how to convert your fillable PDF forms, handwritten documents, or Microsoft Word documents into non-fillable PDFs.

These instructions are for people who have computers with software called Windows and Adobe Reader. Converting files to PDF on other devices and other programs may work differently. If you have questions or need help, contact Illinois Court Help at 833-411-1121.

*NOTE:* You must remove the following information from all filings:

-Social security and taxpayer ID number,
-Driver's license number,
-Financial bank account number,
-Debit and credit card numbers, and
-Any other information ordered by the court.

You can remove information by physically crossing it out or using white out so that it is no longer visible on your paper document before scanning and uploading it. You can also remove electronically using PDF editing software like Adobe Acrobat.

FILLABLE PDF FORMS

1. A fillable PDF form is an electronic document that lets you type in your information in the shaded boxes. To e-file this kind of document, you want to make sure the document is no longer fillable (so no one can change your answers).

2. You can save your document while you are working on it by clicking *File* and then *Save as*. This keeps the fields fillable and means you can keep typing in the document.

3. Once you have finished filling out your document, click *File* then *Print*. This does not mean you are going to print a physical copy of the document. This is just a way to save the document so that it cannot be changed after you are done filling it out.


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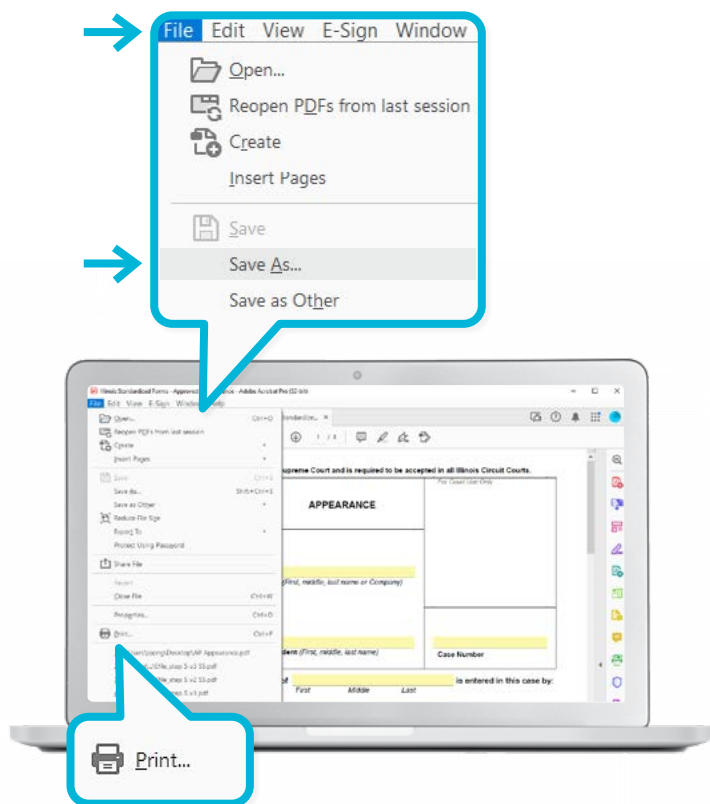
Fillable PDF forms, *continued*

4. A "Print" box will open. Click on the printer/ destination labeled **Adobe PDF** or **Save as PDF**. Click on **Print, Save,** or **OK.**

5. Next, a "Save PDF File As" box will open. You can choose where to save your document (like on your Desktop or Documents folder) and what to name it. You can name it anything, but it should be something that helps you and the court identify the document. Make sure the "Save as type" box (under your file name) says PDF. Click **Save.**

You may now e-file your court documents.

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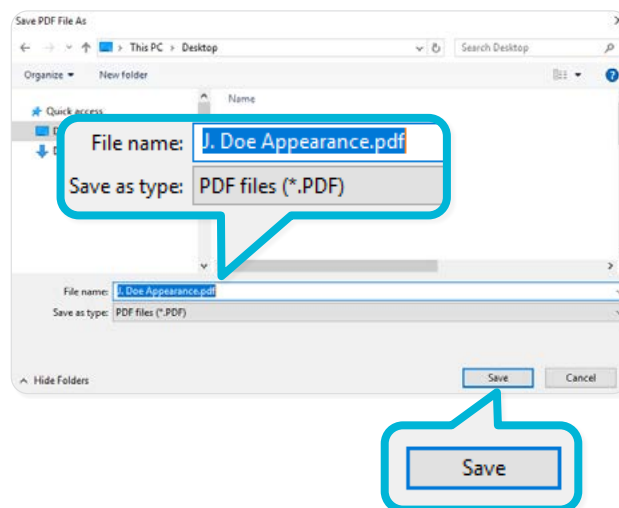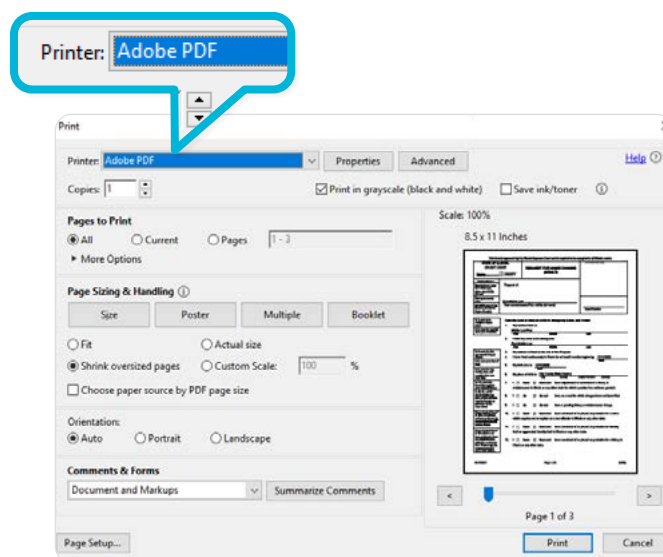
HANDWRITTEN FORMS

If you filled out your court forms by hand, you will need to scan your paper forms and save them as a PDF to a computer or mobile device.

1. Scan your handwritten document.

   ℹ️ *You may be able to scan your document using a smart phone app (like the Notes app on the iPhone or Adobe Scan) or at a courthouse, local library, or office supply store.*

2. When your document is scanned, it may:

   a. Appear on the computer screen and you must save it, or

   b. Automatically be saved to a folder on the computer.

3. To save and name (or re-name) your document to something that helps you and the court identify it, open the document and click *File* and *Save As*.
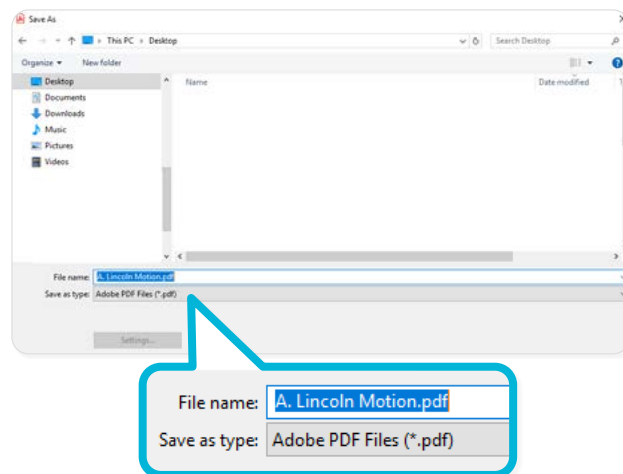
4. A "Save As" box will open. You can choose where to save your document (like on your Desktop or Documents folder) and what to name it. Click *Save*.

5. If your document scans in a different format like JPG or PNG, you will need to save it as a PDF.

6. To do that, select *Print*. This does not mean you are going to print a physical copy of the document. This is just a way for you to save the document in the right format.
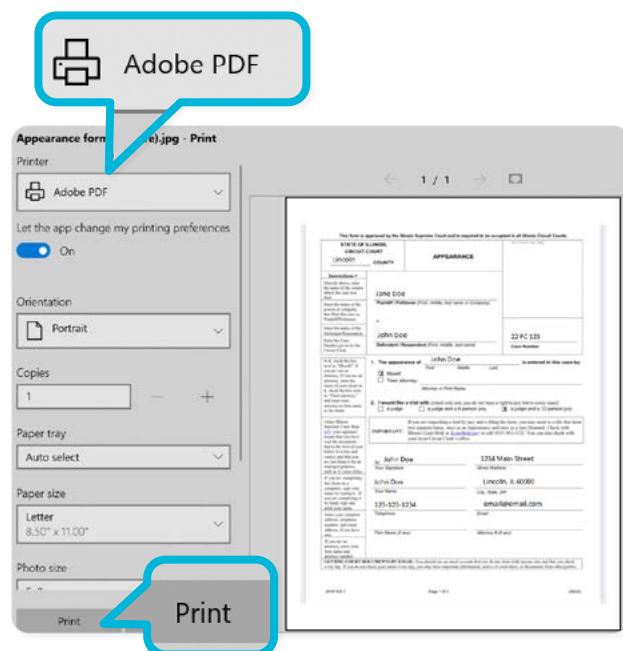
7. A "Print" box will open. Click on the printer/destination labeled *Adobe PDF* or *Save as PDF* and click on *Print, Save,* or *OK*.

8. A "Save As" box will open. Make sure the "Save as type" box (under your file name) says PDF. Click *Save*.

   👍 You may now e-file your court documents.

MICROSOFT WORD DOCUMENTS

If you created your own document in Microsoft Word, you will need to save it as a PDF. There are two ways to do this.
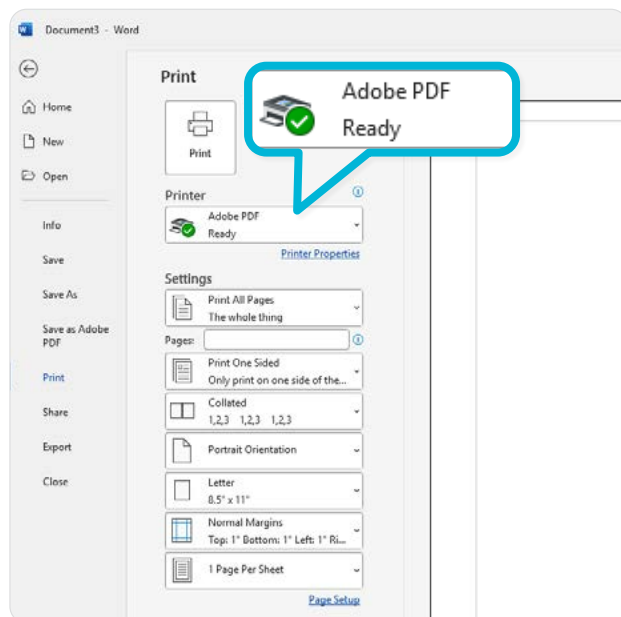
Option 1

1. Click **File** then **Save As.**

2. A "Save As" box will open. You can choose where to save your document (like on your Desktop or Documents folder) and what to name it. You can name it anything, but it should be something that helps you and the court identify the document.

3. Select the drop-down arrow for Save as type. Click on **PDF** or **Adobe PDF**. Click **Save**.
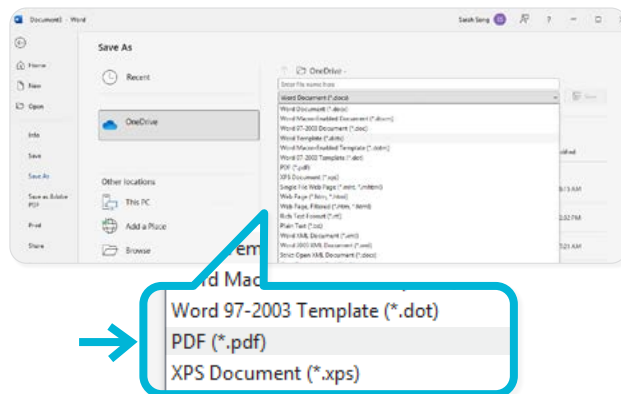
Option 2

1. Click **File** then **Print**. This does not mean you are going to physically print the document. This is just a way for you to save the document in the right format.

2. When the "Print" box opens, click on the printer/destination labeled **Adobe PDF** or **Save as PDF.** Click on **Print, Save,** or **OK**.

3. A "Save As" box will open. You can choose where to save your document (like on your Desktop or Documents folder) and what to name it. You can name it anything, but it should be something that helps you and the court identify the document. Make sure the "Save as type" box (under your file name) says PDF. Click **Save**.

You may now e-file your court documents.