

STEP 9

TAKE CARE OF FEES/FEE WAIVER

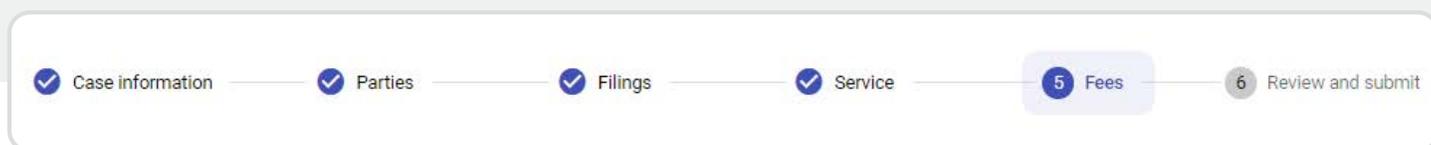


1. Prepare documents
2. Register
3. Sign in & reset password
4. Start a filing
5. Add or find case information
6. Add or see parties
7. Upload documents
8. Add service contacts (optional)
- 9. Take care of fees/fee waiver**
10. Review & submit
11. Check status

(Rev 9/2023)

TAKE CARE OF FEES

Once you have uploaded the documents you want to e-file, you must add a payment account and take care of any filing fees. Even if your filing has no fees or you are requesting a waiver of your fees, you must add and select a payment account. This happens in the **Fees** screen after you have completed the **Case**, **Parties**, and **Filings** screens (and **Service** if you filled out that screen).



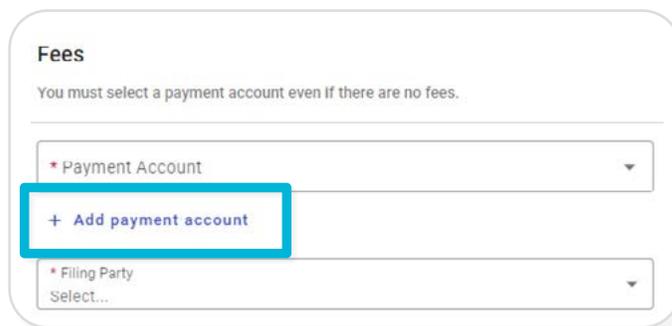
If there is a filing fee due, it must be paid at the time of e-filing. **If you cannot afford the filing fee**, you still must follow the steps to create a payment account, but you can upload an *Application for Waiver of Court Fees* and create a waiver payment account. This does not mean your waiver will be approved, and you may still have to pay filing fees if your *Application* is denied.

i If you CAN afford to pay your filing fees, you must have a credit or debit card or a bank account to pay through the Odyssey eFileLL website.

i **If you want to pay in cash**, you need to ask your local clerk's office if they accept cash and what the process is for paying in cash.

ADD PAYMENT ACCOUNT

1. If you have not already added a payment account, click **+Add payment account**.
2. A new window will open where you can type in a name for your payment account. You can name it anything. This name is just so you can identify the payment account in the drop-down menu (for example "My Waiver" or "Tom's Visa Card").

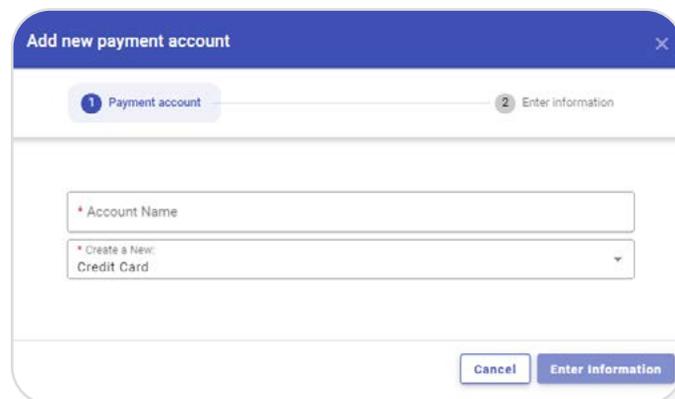


The screenshot shows the 'Fees' screen with the following elements:

- Title: Fees
- Instruction: You must select a payment account even if there are no fees.
- Payment Account dropdown menu with a red asterisk and a downward arrow.
- A button labeled '+ Add payment account' highlighted with a blue border.
- Filing Party dropdown menu with a red asterisk and the text 'Select...' and a downward arrow.

Add payment account, continued

3. Click **Create a New** and select how you want to pay. The options are **Waiver**, **Credit Card**, or **Bank Account**.
 - a. **Waiver** means that you are asking the court to waive your filing fees because you cannot afford to pay them.
 - b. **Credit Card** means all major credit cards and prepaid debit cards.
 - c. **Bank Account** means direct payment from a checking or savings bank account.



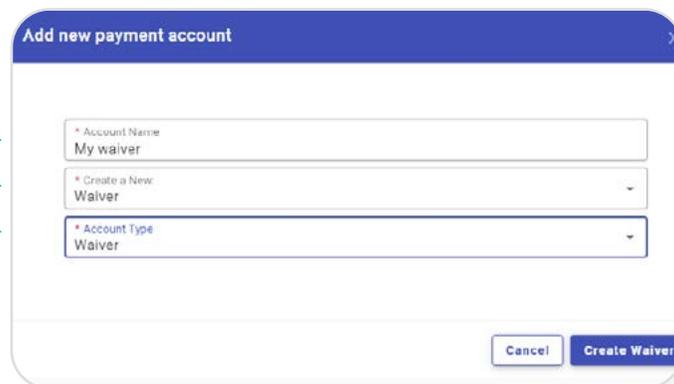
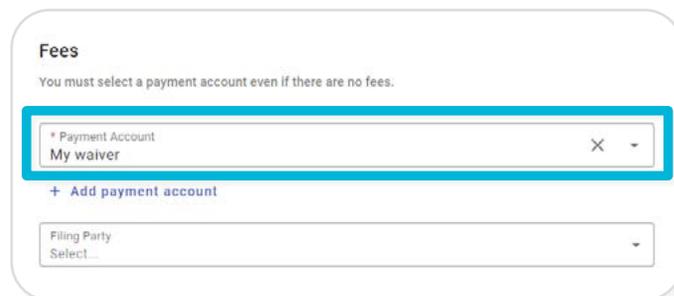
i IMPORTANT NOTE IF YOU ARE PAYING WITH A CREDIT OR DEBIT CARD OR BANK ACCOUNT (ECHECK) PAYMENT ACCOUNT:

Odyssey eFileLL will put a temporary charge on your account for the fee while the clerk's office reviews your submission. Your account will not be charged this amount until the documents are accepted. BUT, if your documents are rejected by the clerk's office, it could take up to 10 business days for the temporary charge to be removed.

Waiver payment account



1. If you filing an *Application for Waiver of Court Fees*, choose **Waiver** in the **Create a New** drop-down menu.
2. Click **Account Type** and select **Waiver**.
3. Click **Create Waiver**.
4. After you create a waiver payment account, it will be listed as an option when you click the **Payment Account** drop-down menu for you to select.

i IMPORTANT NOTE ABOUT THE WAIVER PAYMENT ACCOUNT

- Creating and selecting a waiver payment account does **NOT** mean you will get your fees waived.
- If you are asking the court to waive your fees for the first time in a case, you must upload an *Application for Waiver of Court Fees* as a Lead Document. A judge will review your application and rule on it. You will receive an order either granting or denying your application, requesting supporting documentation, or scheduling a hearing. If your application is denied, you will need to pay your filing fees. If you do not upload the *Application*, your filing may be rejected.

You can find an *Application for Waiver of Court Fees* under Fee Waiver for Civil Cases at ilcourts.info/forms. For more information about how to upload the *Application* as a Lead Document, see *How to e-File in Odyssey eFileLL Step 7 Upload Documents*.



The form is titled "APPLICATION FOR WAIVER OF COURT FEES" and is approved by the Illinois Supreme Court. It includes sections for:

- Plaintiff/Petitioner (First, middle, last name)
- Defendant/Respondent (First, middle, last name)
- Case Number
- NOTE: If you are completing this form on behalf of a minor or an incompetent adult, provide that person's information on this form based on your own information.
- Instructions for completing the form, including:
 - 1. I believe I cannot afford to pay the court fees, costs and charges in this case and I am providing the following information about myself:
 - a. Name: First, Middle, Last
 - b. Year of Birth
 - c. Street Address, City, State, ZIP
 - 2. I am providing the following information about people who live with me:
 - a. I support adults (not counting myself) who live with me.
 - b. I support children under 18 who live with me.
 - 3. I am receiving 1 or more of the benefits listed below:
 - Supplemental Security Income (SSI) (Not Social Security)
 - Aid to the Aged, Blind and Disabled (AABD)
 - Temporary Assistance to Needy Families (TANF)
 - SNAP (Food Stamps)
 - General Assistance (GA), Transitional Assistance, or State Children and Family Assistance

- If the court already approved your *Application for Waiver of Court Fees*, you do NOT need to submit another *Application*, but you should upload a copy of the signed Fee Waiver Order as a Lead Document when you e-file. You should still select your waiver payment account as your payment account.
- i** Contact your local court or clerk's office if you have questions about the fee waiver process.



You may now e-file your court documents with an *Application for Waiver of Court Fees*.

Credit or debit card payment account



1. To use a credit card or prepaid debit card, choose **Credit Card** in the **Create a New** drop-down menu.
2. Click **Enter Information**.
3. A new window will open, and you will have to choose to pay by **Credit Card** or **e-Check**. **Credit Card** means paying with Discover, Master Card, Visa, or a prepaid debit card, and **e-Check** means paying using a bank account.

i NOTE: To use American Express, please go to <http://efile.illinoiscourts.gov/active-courts.htm#legend> to see if your location accepts it.

4. Under Method of Payment, select **Credit Card**.
5. You will see boxes where you can enter your credit or debit card information. Enter your information and click **Continue**.
6. Verify your information is correct, read the Terms and Conditions, and click **Save Information**.
7. After you create a credit card payment account, it will be listed as an option when you click the **Payment Account** drop-down menu for you to select.



You may now e-file your court documents and pay with a credit or debit card.

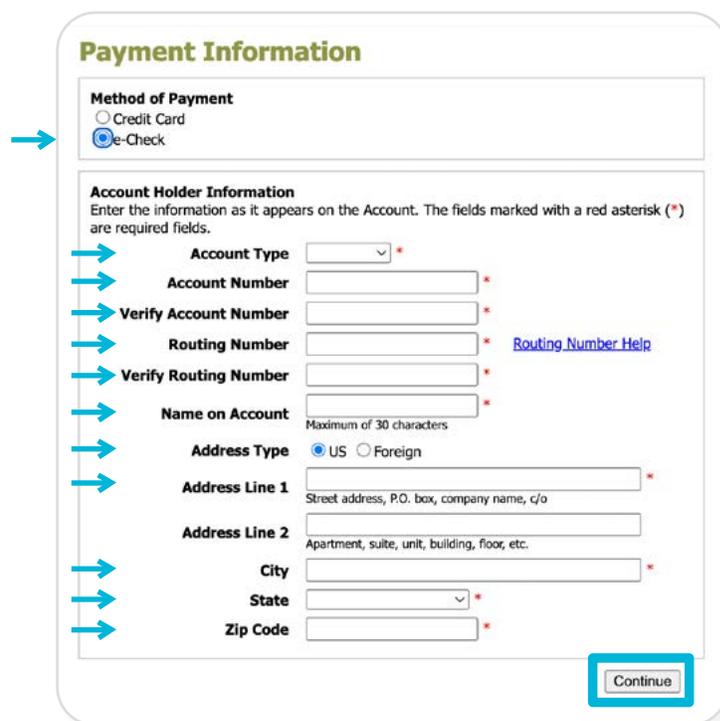
Bank account payment account

1. To use a bank account, choose **Bank Account** in the **Create a New** drop-down menu.
2. Click **Enter Information**.
3. A new window will open, and you will have to choose to pay by **Credit Card** or **e-Check**. **Credit Card** means paying with Discover, Master Card, Visa, or a prepaid debit card, and **e-Check** means paying using a bank account.
4. Under Method of Payment, select **e-Check**.
5. You will see boxes where you can enter your bank account information. Enter your information and click **Continue**.

 **NOTE:** If you need help finding your account or routing numbers on your check, click Routing Number Help next to the Routing Number box.

6. Verify your information, read the Terms and Conditions, and click **Save Information**.
7. After you create a bank account payment account, it will be listed as an option when you click the **Payment Account** drop-down menu for you to select.

 You may now e-file your court documents and pay with a bank account.



Payment Information

Method of Payment

Credit Card

e-Check

Account Holder Information
Enter the information as it appears on the Account. The fields marked with a red asterisk (*) are required fields.

 **Account Type** *

 **Account Number** *

 **Verify Account Number** *

 **Routing Number** * [Routing Number Help](#)

 **Verify Routing Number** *

 **Name on Account** *

Maximum of 30 characters

 **Address Type** US Foreign

 **Address Line 1** *

Street address, P.O. box, company name, c/o

Address Line 2

Apartment, suite, unit, building, floor, etc.

 **City** *

 **State** *

 **Zip Code** *

CHOOSE A PAYMENT ACCOUNT

1. Select the payment account you want to use for your filing. This may be a credit card (including debit card), bank account (eCheck), or waiver payment account that you created or pay at counter (where available).
 - a. Select **Waiver** if:
 - i. You are filing an *Application for Waiver of Court Fees* and one of your Lead Documents is the *Application* or the court order waiving your court fees.
 - b. Select **Pay at Counter** if:
 - i. You want to pay in cash and have confirmed that your local clerk's office accepts cash.

- i IMPORTANT NOTE FOR COOK COUNTY ONLY – AMOUNT OF MONEY ASKED FOR IN COMPLAINT:**
- In some types of cases, there is a box on the Fees screen labeled **Amount of money asked for in complaint**. You must type in the total amount of money that is asked for in the complaint. If you don't fill this out, you cannot e-file.
- For example, if you are starting a new small claims case and asking for \$4,000 in your complaint, type \$4,000 into this box.

SELECT FILING PARTY

1. Click the drop-down menu.
2. Select your name or the party you are filing the documents on behalf of.

Fees

You must select a payment account even if there are no fees.

+ Add payment account

CLICK CALCULATE FEES



1. If you selected a waiver payment account, the fees should be \$0.00.
 - a. If you selected a waiver payment account and uploaded an *Application for Waiver of Court Fees*, you will need to check with your local clerk's office if you need to do anything more. In some cases, you may need to submit documentation or attend a remote hearing for the judge to decide if you get a waiver. Make sure you follow your local clerk's office's process, otherwise your application could be denied. If your application is denied, you will need to pay your filing fees.
2. If you selected credit card, bank account (e-Check), or pay at counter, make sure all the fees for the documents you want to file are listed correctly. If not, return to the **Filing** screen to edit your documents.
 - a. If you selected pay at counter, you will need to pay in cash at your local clerk's office before your filing will be processed.
3. Click **Review and Submit** →

 **NOTE:** For payments using a credit or debit card or bank account, the following convenience fees apply:

- **Credit or debit card:** \$1.00 or 2.89% of the total fees, whichever is greater.
- **Bank account:** \$0.25 flat fee for each submission (also called an envelope).

See above for detailed information about adding each type of payment account.

 If something has changed with your credit or debit card or bank account (eCheck) since you added it as a payment account, this can cause your filing to be rejected when you e-file. Make sure your payment account information is up to date and accurate before e-filing.



You have now successfully completed the Fees screen for e-filing.