

STEP 6

ADD OR SEE PARTIES



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

ADD OR SEE PARTIES

This step will go over adding or seeing information about yourself and the other party or parties in the case. This step happens on the **Parties** screen after you have completed or reviewed the **Case information** screen.

A party in a court case is the person or organization that is suing or being sued.

- To add party information for a new case, see **Option 1** below.
- To see party information for an existing case, you can skip to **Option 2** on page 5 of this step.



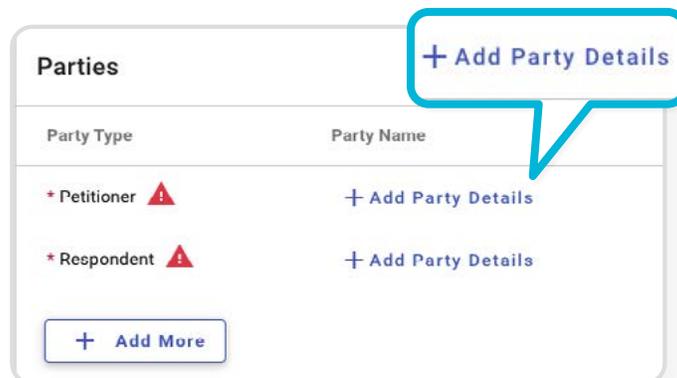
OPTION 1:

ADD PARTY INFORMATION FOR A NEW CASE

Enter your information

1. Click **+Add Party Details** next to your **Party Type** to add your information.

i If you are filing or starting a new case, you are the Plaintiff/Petitioner. If someone else filed or started the case and you are responding to it, you are the Defendant/Respondent. Other party types may apply, check your court forms for more information.



Party Type	Party Name
* Petitioner 	+ Add Party Details
* Respondent 	+ Add Party Details

+ Add More

Enter your information continued

2. A new screen will open. Make sure **Person** is selected and then click **I Am This Party**.
 - a. Your name, address, phone number, and email that you used to register for e-filing will automatically show up on this screen.
 - b. You can enter your birth date if you would like to, but you do not have to.
3. Click **Save** to return to the Parties landing page.

Person

Person Organization

* First Name

Date of Birth

I Am This Party

I Am This Party

Enter the other party's information

1. Click **+Add Party Details** next to any other **Party Type**.
 - a. The other party may be the Defendant/ Respondent, Plaintiff/Petitioner, or someone else who is suing or being sued.
2. If the other party is a person, make sure **Person** is selected and then fill in their **First Name** and **Last Name**.
 - a. You can provide additional information like contact information, but you do not have to.
3. If the other party is a business, government entity, or other type of organization, click the word **Organization** and type in the **Organization Name**.
 - a. You can provide additional information like contact information, but you do not have to.
4. Click **Save** to return to Parties landing page.

Party Type
Respondent

WHEN FILING A NEW CASE:

- Plaintiff, Petitioner, or Applicant means someone who wants to start a case. Because you are starting the case, you are the the Plaintiff, Petitioner, or Applicant. Click the toggle next to **I am this Party** to auto-fill information from your registration instead of entering it again.
- Defendant or Respondent is who the case is filed against. To enter their information, click on **+Add Party Details** next to the Defendant Party Type.
- To add more parties, click **+Add More**. Select the Party Type from the drop down menu and then fill in the name and other information about that party.
- For Attorney Information, select Pro Se if you are representing yourself and leave it blank for the other parties if it is not already filled in.

WHEN FILING AN EXISTING CASE: Check to make sure your information is correct. If you want to change information for a party already on the case, please contact the court. To add more parties, click **+Add More**.

Person Organization

I Am This Party

* First Name Middle Name * Last Name Suffix Select...

* First Name

* Last Name

WHEN FILING AN EXISTING CASE: Check to make sure your information is correct. If you want to change information for a party already on the case, please contact the court. To add more parties, click **+Add More**.

Person Organization

* Organization Name

Organization Name

Enter additional party information (if applicable)

1. If there are more parties in your case, you can add another party by clicking **+Add More**.

- a. Additional parties may be any additional Plaintiffs/Petitioners, Defendants/ Respondents, or someone else who is suing or being sued.

2. On the new screen, select the additional party's **Party Type** from the drop-down menu.

 The **Party Type** drop-down menu may list many different types of parties, like Additional Plaintiff, Additional Defendant, Adoptive Child, Ward, etc. If you don't know the party type, ask your local court, clerk's office, or Illinois Court Help.

3. If the additional party is a person, make sure **Person** is selected and then fill in their **First Name** and **Last Name**. If the additional party is an Organization, you need to click the word **Organization** and type in the **Organization Name**. For more information, see page 3 above.

4. Repeat until you have entered information for all the parties in the case.

5. If you need to edit a party's information, click the pencil icon on the same row as the party's name. If you need to delete a party, click the trash icon.

6. When you're done, click **Filings** → to move to the next screen.



You have successfully added party information for a new case.

Parties	
Party Type	Party Name
* Petitioner	John Doe
* Responde	

+ Add More

+ Add More

Party information

Enter the name(s) of the people or entities involved in the case.

* Party Type ▼

Edit **Delete**

OPTION 2:

SEE PARTY INFORMATION FOR AN EXISTING CASE

1. The website will automatically fill in the information on the **Parties** screen.
2. Click the pencil icon next to your name to see your information.
 - a. If you are representing yourself, you can select **Pro Se** in the drop-down menu under **Attorney information**.
 - b. Click **Save** to return to Parties landing page.

 If any of your information needs to be changed or updated, ask your local court, clerk's office, or Illinois Court Help

3. Click the pencil icon next to each party to see their information.
4. Click **Filings** → to go to the next screen.



You have successfully seen party information for an existing case.

Parties

Party Type	Party Name	Actions
* Petitioner	John Doe	
* Respondent	Jane Doe	

[+ Add More](#)

Attorney information

Main Attorney
Pro Se X ▾

Pro Se