

STEP 7

UPLOAD DOCUMENTS

ILLINOIS SUPREME COURT COMMISSION

ACCESS

TO JUSTICE

EDUCATION. SUPPORT. EMPOWERMENT.



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

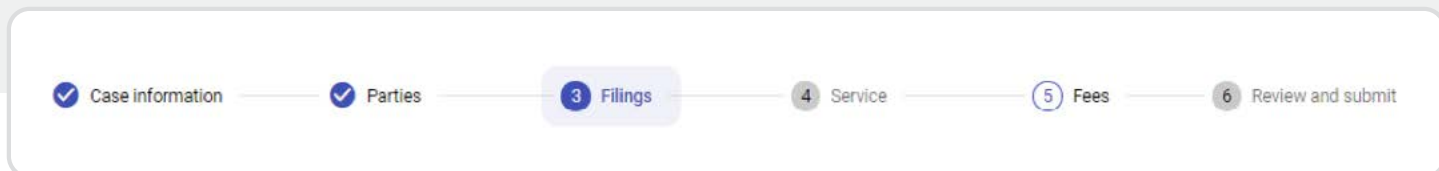


11. Check status

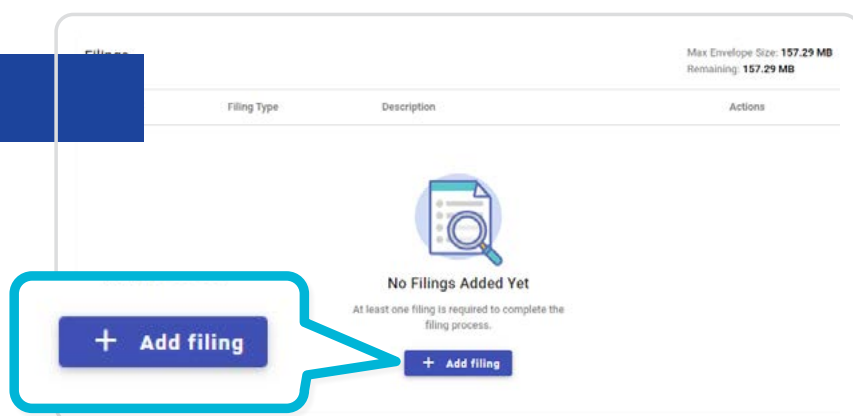
(Rev 9/2023)

UPLOAD DOCUMENTS

The documents you want to file with the court have to be uploaded onto the Odyssey eFileIL website. This happens on the **Filings** screen after you have completed the **Case information** and **Parties** screens. You must upload at least one document to e-file.

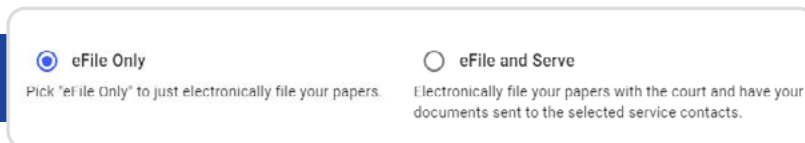


CLICK + ADD FILING



The screenshot shows the 'Filings' screen with a table header: Filing Type, Description, and Actions. Below the header, there is a message: 'No Filings Added Yet' with a magnifying glass icon. A callout box with a blue border points to a '+ Add filing' button. Another '+ Add filing' button is visible below the message. In the top right corner, it says 'Max Envelope Size: 157.29 MB' and 'Remaining: 157.29 MB'.

CHOOSE THE FILING TYPE



The screenshot shows two radio button options:

- eFile Only**
Pick "eFile Only" to just electronically file your papers.
- eFile and Serve**
Electronically file your papers with the court and have your documents sent to the selected service contacts.

1. On the new screen, select **eFile Only**.

i Odyssey eFileIL should already have **eFile Only** selected, but some Court Locations may have other options like **eFile and Serve** or **Service Only**. Make sure you select **eFile Only** or ask your local court, clerk's office, or Illinois Court Help for information about the other options.

i **NOTE:** Selecting **eFile and Serve** or **Service Only** does NOT mean official service of process, which is required when you first start a case. More information on service of process is available at: www.illinoislegalaid.org/legal-information/serving-summons.

ADD FILING INFORMATION

1. Click **Filing Code** to select or type in a filing code. Select the type of document you are filing.
2. Once you select the **Filing Code**, you have the option of filling out three additional boxes. These are NOT required.

i **Filing Code** refers to the title or description of the document you are filing with the court. For example: Complaint, Motion, Waiver. If you do not know your **Filing Code**, ask your local court, clerk's office, or Illinois Court Help.

a. **Filing Description** (optional): This is for you to remember what you are filing.

b. **Client Reference Number** (optional): This is for lawyers to track which client's case they are filing into. If you are representing yourself, you don't need to use this box.

c. **Comments to Court** (optional): This is where you can provide information to the clerk reviewing your document. The judge does NOT read this. You should not include anything that the judge needs to know about in this box.

Filing Information

* Filing Code
Complaint
X ▾

Filing Description

Client Reference Number

Comments to Court


EXPLANATION OF LEAD DOCUMENTS, ATTACHMENTS, AND DOCUMENT SIZE

Lead Document

- Most documents should be filed as Lead Documents. Only Lead Documents get electronically stamped by the clerk.
 - For example, if you want the court to grant your request to reschedule a court date, upload your *Motion for Continuance* as a Lead Document.
- All notice documents (such as *Notice for Court Date* or *Notice of Motion*) are Lead Documents.
- You can file more than one Lead Document at a time.
 - For example, you could have 4 Lead Documents in one e-filing submission or envelope (every time you submit a document or group of documents through Odyssey eFileLL, it is called an envelope):
 - (1) *Notice of Motion*,
 - (2) *Motion*,
 - (3) *Application for Waiver of Court Fees*, and
 - (4) *Proposed Order for Application for Waiver of Court Fees*.
- An *Application for Waiver of Court Fees* is always a Lead Document and should be filed at the same time as your other documents.
 - If the court already approved your *Application for Waiver of Court Fees*, you should file a copy of the approved *Order* as a Lead Document along with anything you file that has a fee.
- Note: All Lead Documents MUST be uploaded as separate Lead Documents or your filing may be rejected. This means that you must scan or save each Lead Document as a separate PDF file so you can upload each file one at a time. In general, most filings will have at least 2 Lead Documents: (1) the main document you are filing and (2) a notice of delivering the main document to the other participants in the case. If any Lead Document is more than one page long, all the pages of the same document should be scanned or saved as one PDF file and uploaded as one Lead Document.

EXPLANATION OF LEAD DOCUMENTS, ATTACHMENTS, AND DOCUMENT SIZE

<p>Attachments (not available in all locations)</p>	<ul style="list-style-type: none"> • Attachments are any documents that support your Lead Document. They are usually exhibits or attachments to the Lead Document. <ul style="list-style-type: none"> → For example, if you write an <i>Answer</i> in an eviction case saying why you shouldn't be evicted, that written <i>Answer</i> is the Lead Document. In the <i>Answer</i>, you reference a receipt for paying rent. You can label a copy of the receipt as an <i>Exhibit</i> or <i>Attachment</i> and upload it as an Attachment. → Another example, if you fill out a <i>Petition for Dissolution</i> and need to use the <i>Additional Minor Children</i> form, the <i>Petition</i> is the Lead Document and the <i>Additional Minor Children</i> form can be uploaded as an Attachment. • If you don't see Attachments as an option, file everything as a Lead Document. You can do that by: <ul style="list-style-type: none"> → Adding any supporting or related attachments/exhibits to the end of the Lead Document so that they are one PDF file, and uploading it as one Lead Document, or → Uploading supporting or related attachments/exhibits as separate Lead Documents.
<p>Document Size Limits</p>	<ul style="list-style-type: none"> • For Trial Courts, each document cannot be larger than 25MB and a combined total of 50MB per submission or envelope. • For the Supreme Court and the Appellate Courts, the file size limit is 150MB per submission or envelope.

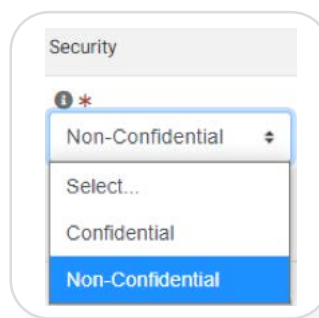
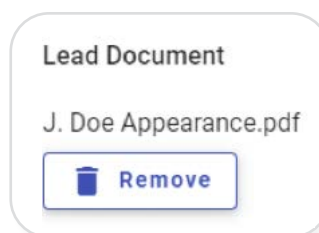
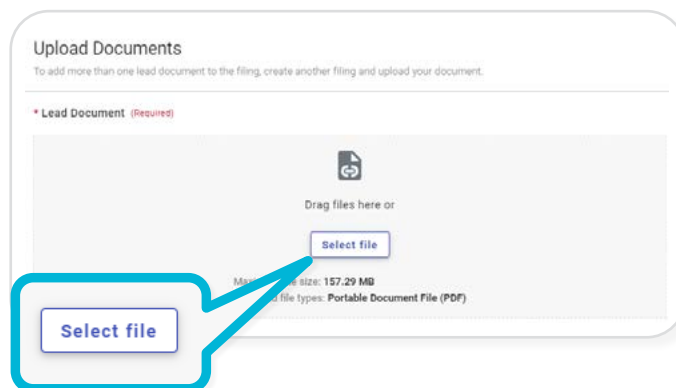
-  Each document must be saved and uploaded as its own PDF file. Do not combine multiple documents into one PDF file.

UPLOAD LEAD DOCUMENT (REQUIRED)

1. Under **Lead Document**, click **Select file** or drag your document into the gray box.
 - a. If you click **Select file**, a new window will open. Find where your document is saved on the computer (for example: on your Desktop, in the Documents folder, or on a flash drive), select the document you want to upload, and click **Open**.

2. If you uploaded the wrong document, you may remove or delete it by clicking the trash icon under the document.

3. Once you have the correct document uploaded, click **Security** and select whether the document is **Confidential** or **Non-Confidential**.



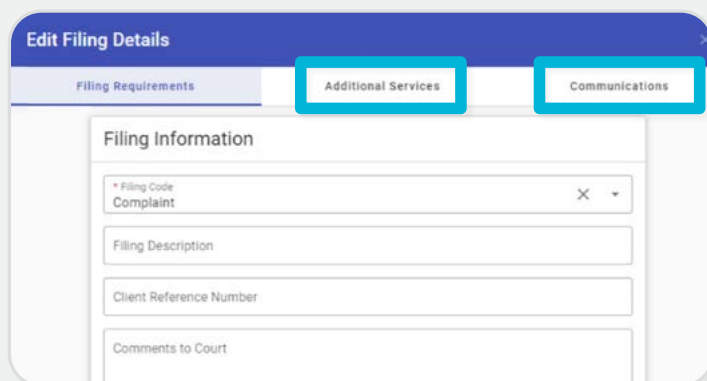
i Most court documents are **Non-Confidential** even though they contain personal information that you may want to keep private. You may need a court order to be able to select **Confidential**. Ask your local court, clerk's office, or Illinois Court Help before selecting **Confidential** because your filing may be rejected if you select the wrong option.

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

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

i **Additional Services** (optional). Most filings do not require additional services. Use this for things like issuing an alias summons or asking the clerk to send a document by certified mail (only available in very limited cases).

If you need an additional service, you can click **Additional Services** under **Edit Party Details** near the top of the page and select a service and enter the quantity, if applicable. Be sure not to select anything you already selected as a Filing Code or you may be charged twice.



i **Communication**. You may enter a list of emails (separated by a comma) for where you want a copy of the uploaded document sent. **Note: These DO NOT qualify as official service of process or proper notice.**

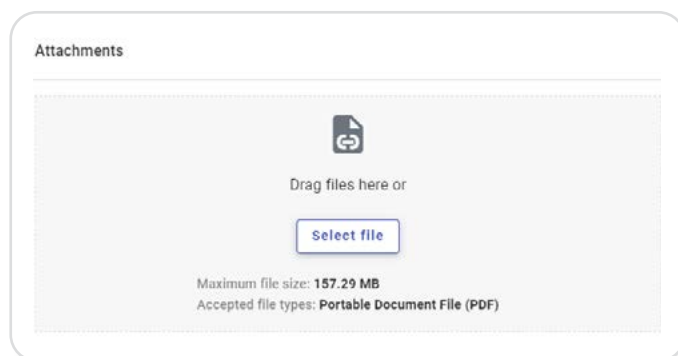
- **Courtesy Copies:** These emails will get a stamped copy of the document if the clerk accepts it.
- **Preliminary Copies:** These emails will get a copy of the document as soon as you submit it, regardless of whether it is accepted or not, and the document will not have a stamp on it.

4. Click **Save**.



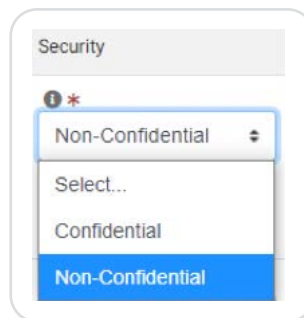
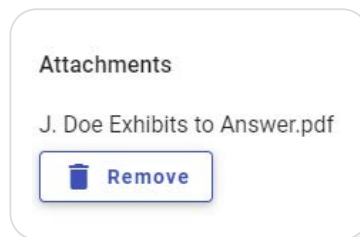
UPLOAD ATTACHMENTS (IF APPLICABLE)

1. Under **Attachments**, click **Select file** or drag your document into the gray box.
 - a. If you click **Select file**, a new window will open. Find where your document is saved on the computer (for example: on the Desktop, in the Documents folder, or on a flash drive), select the document you want to upload, and click **Open**.



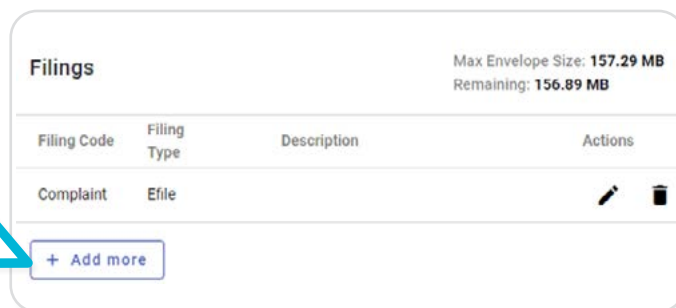
Upload Attachments, continued

- If you uploaded the wrong document, you may remove or delete it by clicking the trash icon under the document.
- Once you have the correct document uploaded, click **Security** and select whether the document is **Confidential** or **Non-Confidential**. More information is available on page 6.
- Click **Save**.



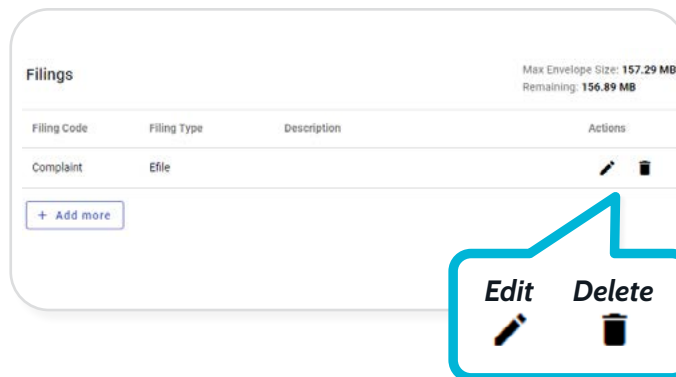
UPLOAD ADDITIONAL LEAD DOCUMENTS (IF APPLICABLE)

- Add any additional Lead Documents by clicking **+Add more**.
- Follow the **Upload Lead Document** instructions above.



EDIT OR DELETE UPLOADED DOCUMENTS (IF APPLICABLE)

- After you upload your documents and click **Save**, you can edit information related to each document by clicking the pencil icon.
- You can delete the document by clicking the trash icon.
- When you're done, click **Skip to fees** to go to the next screen. You can add service contacts by clicking **Service** but this is optional if you selected the **eFile Only** filing type.



You have successfully uploaded your filings.