

STEP 11

CHECK STATUS



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**



CHECK STATUS

Your documents will only be filed with the court if the clerk accepts and electronically stamps them. This can take 24-48 business hours. This step will show you how to:

- (i) Check the status of your documents, including comments from the clerk,
- (ii) Get copies of your electronically stamped documents, and
- (iii) Copy your envelope if any of your documents are rejected and must be re-filed.

Save Draft and Exit

← Fees

Submit →

CHECK THE STATUS OF YOUR DOCUMENTS, including comments from the clerk

1. Check the email that you used to register for e-filing.
 - a. You should receive an email confirming each document you submitted and an email letting you know whether each document has been accepted or rejected.
 - b. **These emails will be sent from no-reply@efilingmail.tylertech.cloud.**
Be sure to check your junk mail or spam folder.

Subject: Filing Submitted for Case: 2022FC000297; DEUTSCHE BANK NATIONAL TRUST CO VS JOHNSON, MERCIA, ET AL; Envelope Number: 275582

no-reply@efilingmail.tylertech.cloud <no-reply@efilingmail.tylertech.cloud>
to O'Streetmail@gmail.com • Wed, Mar 22, 12:06 PM

 **Filing Submitted**

Envelope Number: 275582
Case Number: 2022FC000297
Case Name: DEUTSCHE BANK NATIONAL TRUST CO VS JOHNSON, MERCIA, ET AL

The filing below has been submitted to the clerk's office for review and assigned Envelope Number: 275582. You will be notified by email in 24-48 hours if your filing has been accepted or rejected.

Filing Details	
Court	McHenry County
Date/Time Submitted	3/22/2023 12:05 PM CST
Filing Type	EFile
Filing Description	
Filing Code	Notice of Appeal
Filed By	TestFirst TestLast
Filing Attorney	

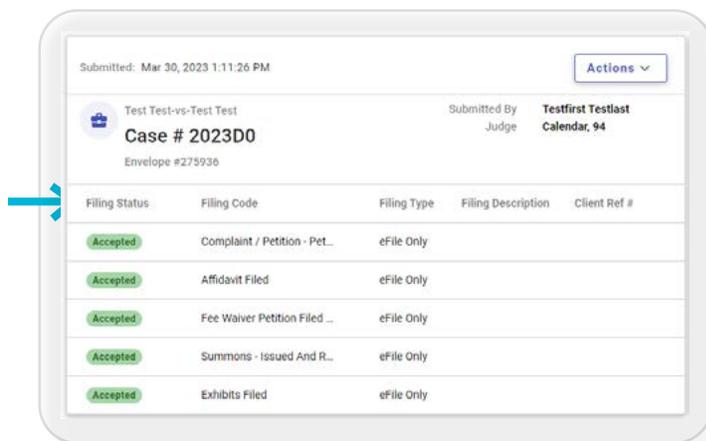
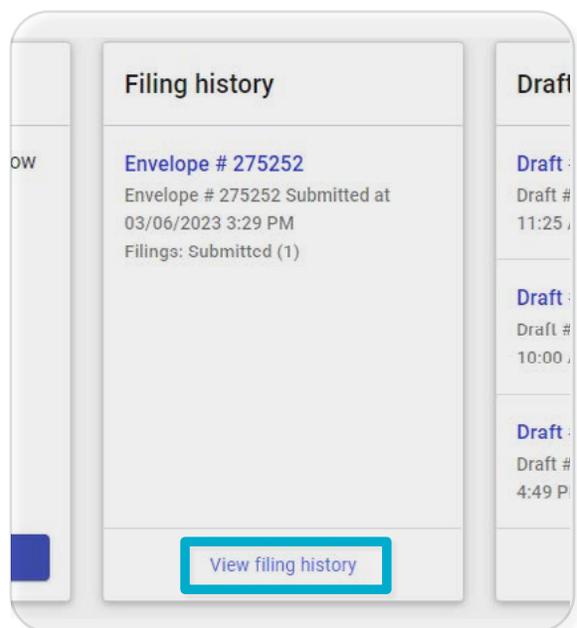
Fee Details

Check the status, continued

2. If you don't see these emails, sign back into the Odyssey eFileLL website. For detailed instructions on how to sign in, see *How to e-file in Odyssey eFileLL Step 3: Sign in.*
 - a. On the home page, click **View filing history**, or if the envelope that you want to check is listed, click it. Every time you submit a document or group of documents, it is called an envelope.
 - b. Find the envelope that you want to check and see the **Filing Status** of your documents.

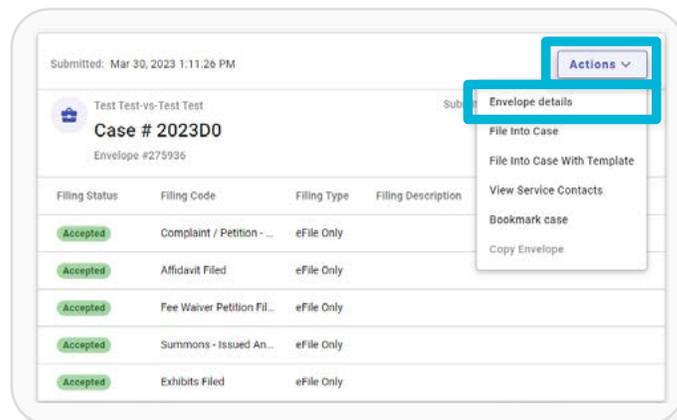
Note: *These are the most common filing statuses:*

- **Accepted** means the clerk has accepted your document and stamped it. This does not mean the judge has approved or denied your request, only that your document has been filed into the case.
- **Rejected** means the clerk has not accepted your document, and you have to re-file it.
- **Submission failure** means the document could not be submitted. You may need to rescan your document or flatten it so that it is no longer fillable and then re-file it. For more information, see *How to e-file in Odyssey eFileLL Step 1: Prepare documents.*
- **Submitted** means your document has been submitted but has not yet been reviewed by a clerk.
- **Under Review** means a clerk is currently reviewing your document.



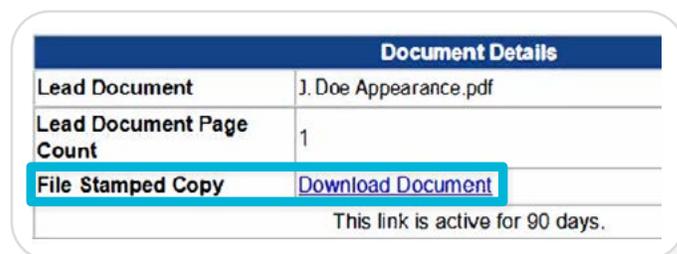
Check the status, continued

3. To review any comments left by the clerk, click the **Actions** button associated with your envelope and select **Envelope details** from the drop-down menu.
 - a. Scroll to the box labeled **Filings** and click the arrow  on the same row as the filing or document you submitted to expand and read any **Comments**.



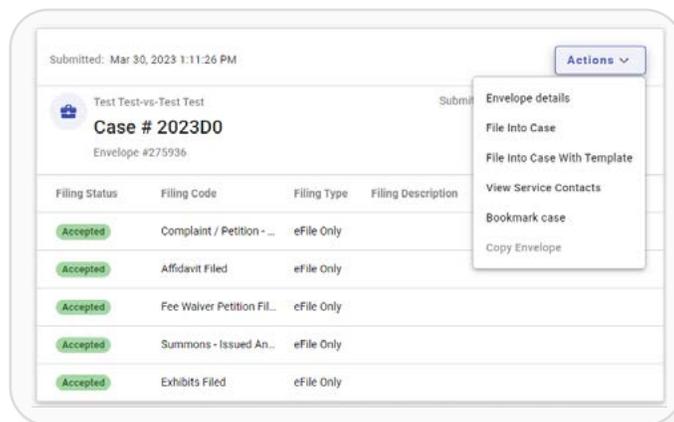
GET COPIES OF YOUR ELECTRONICALLY STAMPED DOCUMENTS

1. Check the email that you used to register for e-filing.
 - a. You should receive an email for each document that has been accepted. **These emails will be sent from no-reply@efilingmail.tylertech.cloud.** Be sure to check your junk mail or spam folder.
 - b. Open the message and click **Download Document** to download a copy of your document with the clerk's electronic stamp on it.
2. If you don't see these emails, sign back into the Odyssey eFileLL website.
 - a. On the home page, click **View filing history**, or if the envelope that you want to check is visible, click it.



Get copies, continued

- b. Find the envelope that contains the documents you need, and click the **Actions** button associated with it.
- c. Select **Envelope details** from the drop-down menu.
- d. Scroll to the box labeled **Filings** and click the arrow ▼ on the same row as the filing or document you submitted to expand. Click **File stamped copy** to download a copy of your document with the clerk's electronic stamp on it.



COPY YOUR ENVELOPE FOR RE-FILING

1. If a document is rejected by the clerk, read the Returned Reason and Returned Comments provided by the clerk's office and follow the instructions provided.
 - a. If you need more information, ask your local clerk's office.
2. To re-file your documents, sign back into the Odyssey eFileLL website.
 - a. On the home page, click **View filing history**, or if the envelope that you want to copy is visible, click it.
 - b. Find the envelope that you want to copy and click the **Actions** button associated with it.
 - c. Select **Copy Envelope** from the drop-down menu.
 - d. Follow the instructions provided by the clerk to correct any errors and re-file your documents.



You have now successfully checked the status of your submitted documents.

