

Create New Case in Odyssey eFileLL

NOTE: You must be a registered user before continuing with New Case.

You **MUST** have your Complaint, Petition or other document in **PDF format** before you will be able to e-File.

You **MUST** have a payment account added before you will be able to submit your e-Filing.

1. Visit: <https://illinois.tylerhost.net/ofswweb>



Court Information

Welcome to the Illinois eFiling site...

Counties going live soon...

1st Appellate District, 2nd Appellate District, 3rd Appellate District, 4th Appellate District, 5th Appellate District, Adams, Alexander, Carroll, Champaign, Christian, Coles, Cumberland, Effingham, Gallatin, Greene, Hamilton, Hardin, Iroquois, Jersey, Jo Daviess, Kankakee, LaSalle, Livingston, Morgan, Pike, Saline, Stephenson, Supreme Court, Vermillion, Washinnton Wayne White Williamson

Actions



Sign In



Register

Self Help

[Need Help?](#)

[FAQs](#)

[Web Training Sessions](#)

2. Click "Sign In"





Court Information

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1st Appellate District, 2nd Appellate District, 3rd Appellate District, 4th Appellate District, 5th Appellate District, Adams, Alexander, Carroll, Champaign, Christian, Coles, Cumberland, Effingham, Gallatin, Greene, Hamilton, Hardin, Iroquois, Jersey, Jo Daviess, Kankakee, LaSalle, Livingston, Morgan, Pike, Saline, Stephenson, Supreme Court, Vermillion, Washington, Wayne, White, Williamson

Actions

 **Sign In**  **Register**

Self Help

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[Web Training Sessions](#)

3. Sign In

Please sign in to continue

User ID

mgmensing3@icloud.com

Password

.....|

Sign In

[Forgot Password?](#)

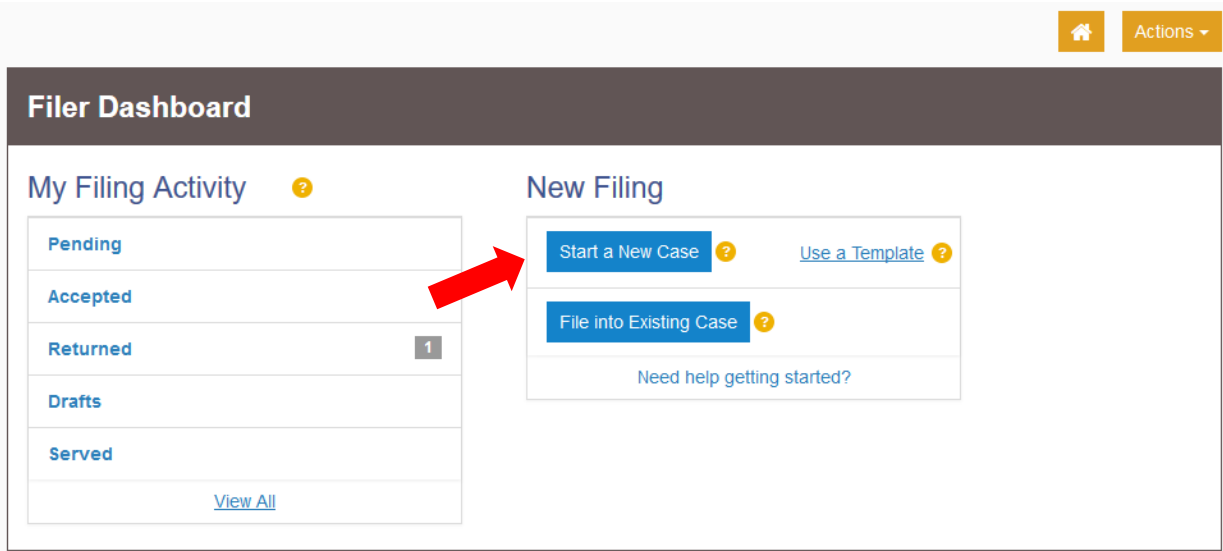
4. "Add Payment Account" before beginning (if you have already done this, you will NOT see this REMINDER)

REMINDER!

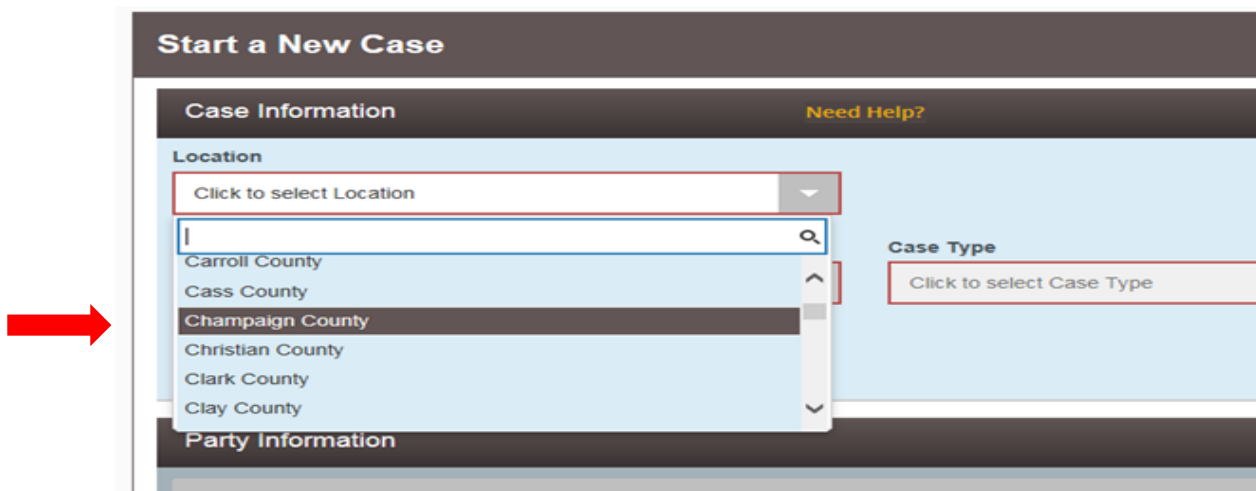
You need to add a Payment Account!
Click below for guidance.

Add Payment Account [Remind me later](#)

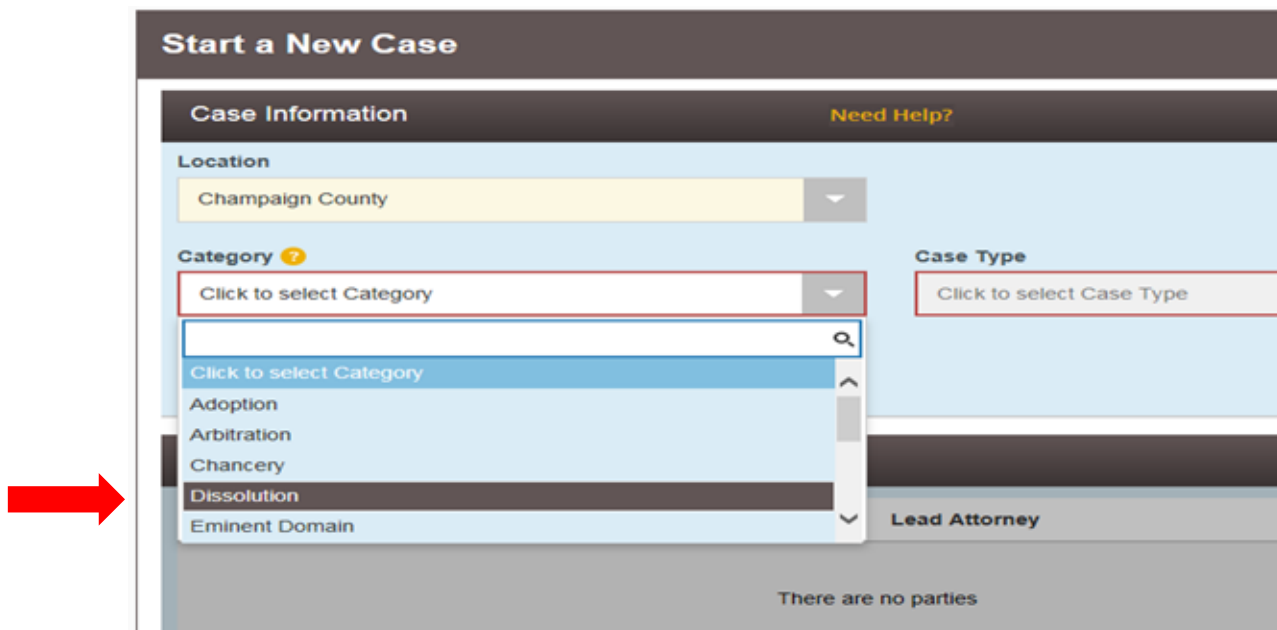
5. Click "Start New Case"



6. Select "Location", choose Champaign County



7. Select "Category" of case from the drop down menu



8. Select "Case Type" from the drop down menu

The screenshot shows the 'Case Information' section of a form. The 'Location' dropdown is set to 'Champaign County' and the 'Category' dropdown is set to 'Dissolution'. The 'Case Type' dropdown is open, showing a search bar and a list of options: 'Click to select Case Type', 'Dissolution of Marriage or Legal Separation - \$248.00', 'Invalidity - \$248.00', and 'Legal Separation - \$248.00'. A red arrow points to the 'Case Type' dropdown menu.

9. Click "Save Changes"

The screenshot shows the 'Case Information' section of the form. The 'Case Type' dropdown is now set to 'Dissolution of Marriage or Legal Separation - \$248.00'. A red arrow points to the 'Save Changes' button at the bottom right of the form.

10. Click "I am this party", your information will appear

The screenshot shows the 'Party Information' section of the form. A notification box at the top says: 'You will fill out information for each of the required party types. Click next for guidance'. Below this, there is a table with columns for 'Party Type', 'Party Name', and 'Lead Attorney'. The 'Party Type' column has 'Plaintiff' and 'Defendant' rows, both marked as 'Required Party'. Below the table, there is a section titled 'Enter details for this Party' with a checked checkbox labeled 'I am this party'. A red arrow points to this checkbox. Below the checkbox, there are fields for 'Lead Attorney' (set to 'Pro Se'), 'First Name', 'Last Name', 'Address', 'Country' (set to 'United States of America'), and 'Phone Number'. A 'Next' button is visible at the top right of the 'Party Information' section, and 'Undo' and 'Save Changes' buttons are at the bottom right.

11. Click "Save Changes"

The screenshot shows the 'Party Information' form with a table at the top. The table has columns for 'Party Type', 'Party Name', and 'Lead Attorney'. The first row is 'Plaintiff' and the second is 'Defendant'. Below the table, there are input fields for 'Lead Attorney' (set to 'Pro Se'), 'First Name', 'Last Name', 'Address', 'Country' (set to 'United States of America'), and 'Phone Number'. A 'Save Changes' button is highlighted with a red arrow. A 'WalkMe' tooltip is visible over the button, and a 'Next' button is also present.

12. Enter "Defendant Information"

The screenshot shows the 'Party Information' form with the 'Defendant' row selected in the table. A 'WalkMe' tooltip is displayed over the 'Next' button, containing the text: 'Enter details for the selected party. Fields highlighted in red are required. Click Next before saving changes'. The form fields for the defendant include 'First Name' (Jane), 'Middle Name', 'Last Name' (Doe), 'Suffix', 'Country' (United States of America), 'Address Line 1' (1234 XXXX Street), 'Address Line 2', 'City' (XXXXXXX), 'State' (Illinois), 'Zip Code' (62245), 'Phone Number', 'Filer ID', and 'Lead Attorney' (Pro Se). A red arrow points to the 'Next' button.

13. Click "Save Changes"

A screenshot of a web form with the following fields: City (XXXXXXX), State (Illinois), Zip Code (62245), Phone Number, Filer ID, and Lead Attorney (Pro Se). At the bottom right, there is an 'Undo' button and a blue 'Save Changes' button. A red arrow points to the 'Save Changes' button. A tooltip box with the text 'Click Save Changes' and 'By WalkMe' is positioned over the button.

14. If you need to add additional parties, click "Add Another Party" and enter that individuals information.

A screenshot of a 'Party Information' table. The table has columns for Party Type, Party Name, and Lead Attorney. It contains two rows: one for Plaintiff (Monica Mensing) and one for Defendant (Jane Doe). At the bottom right of the table, there is a button labeled '+ Add Another Party'. A red arrow points to this button.

Party Type	Party Name	Lead Attorney	
Plaintiff	Monica Mensing	P [REDACTED]	Required Party ^
Defendant	Jane Doe	Pro Se	Required Party v

15. Click "Save Changes"

A screenshot of a web form with the following fields: City (XXXXXXX), State (Illinois), Zip Code (62245), Phone Number, Filer ID, and Lead Attorney (Pro Se). At the bottom right, there is an 'Undo' button and a blue 'Save Changes' button. A red arrow points to the 'Save Changes' button. A tooltip box with the text 'Click Save Changes' and 'By WalkMe' is positioned over the button.

16. Enter "Filing Code" by using the dropdown

The screenshot shows a web form titled "Filings" with a "Need Help?" link. The form is for entering details for a filing. It includes fields for "Filing Type" (set to "EFile"), "Filing Description", and "Client Reference Number". The "Filing Code" field is highlighted with a red border, and its dropdown menu is open, showing three options: "Complaint", "Petition", and "Summons". A red arrow points to the dropdown arrow in the "Filing Code" field.

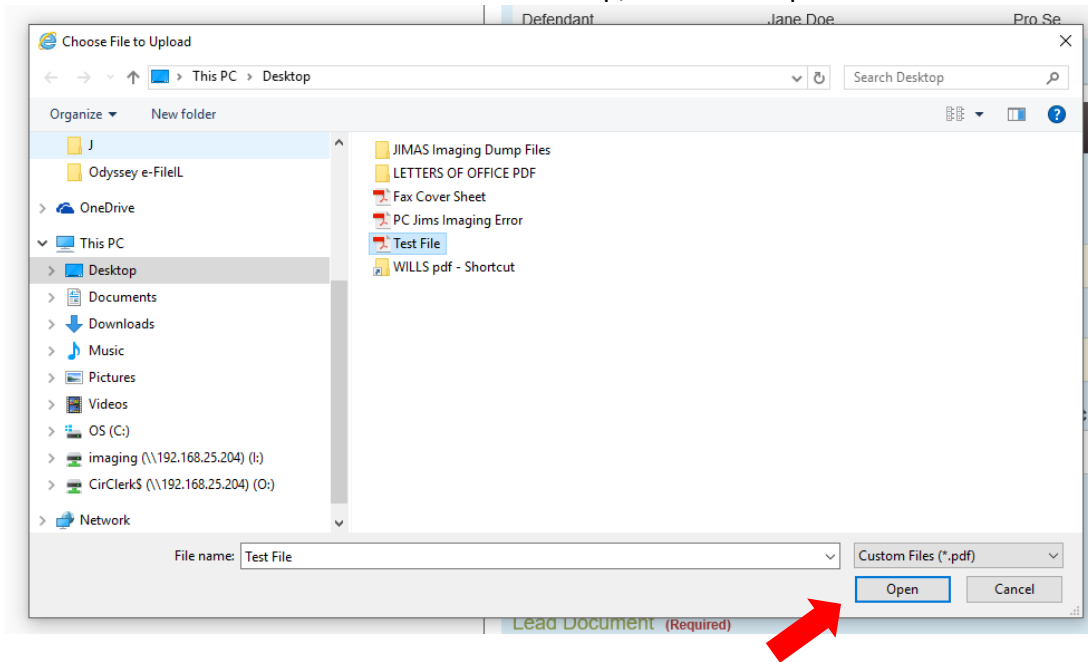
17. Enter the "Filing Description" (name of your document you are filing, Motion to Modify, Motion to Continue, Affidavit, etc.)

The screenshot shows the same "Filings" form. The "Filing Code" dropdown is now set to "Petition". The "Filing Description" field is filled with the text "Petition for Dissolution". A red arrow points to the text in the "Filing Description" field.

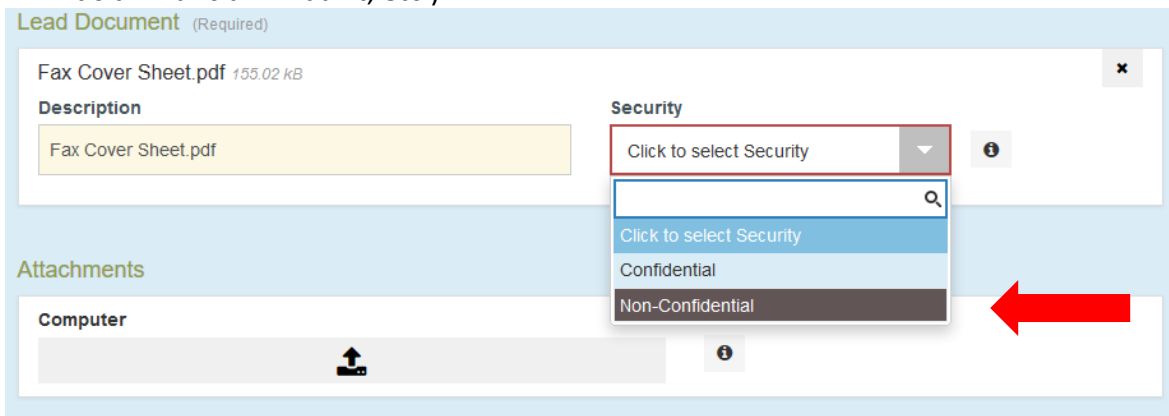
18. Upload "LEAD document" (this is the document you scanned, created PDF, and saved to the Desktop or in another folder on your computer, etc.)

The screenshot shows the "Lead Document" section of the form, which is marked as "Required". It features a "Computer" label above a file selection area with an upload icon and an information icon. Below this is an "Attachments" section with another "Computer" label and a file selection area with an upload icon and an information icon. A red arrow points to the information icon in the "Lead Document" section.

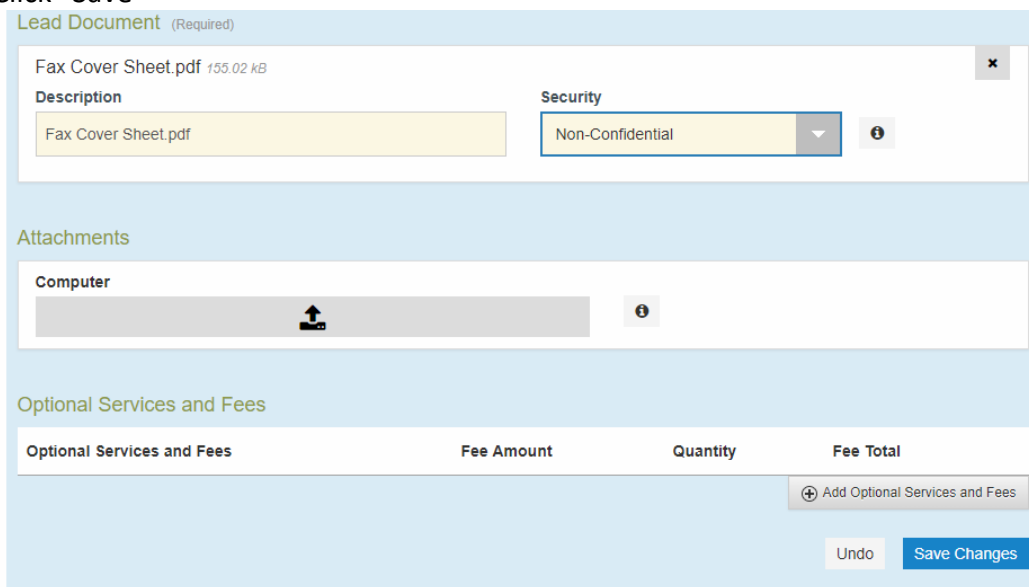
19. Choose the file scanned and saved to Desktop, and click “Open”



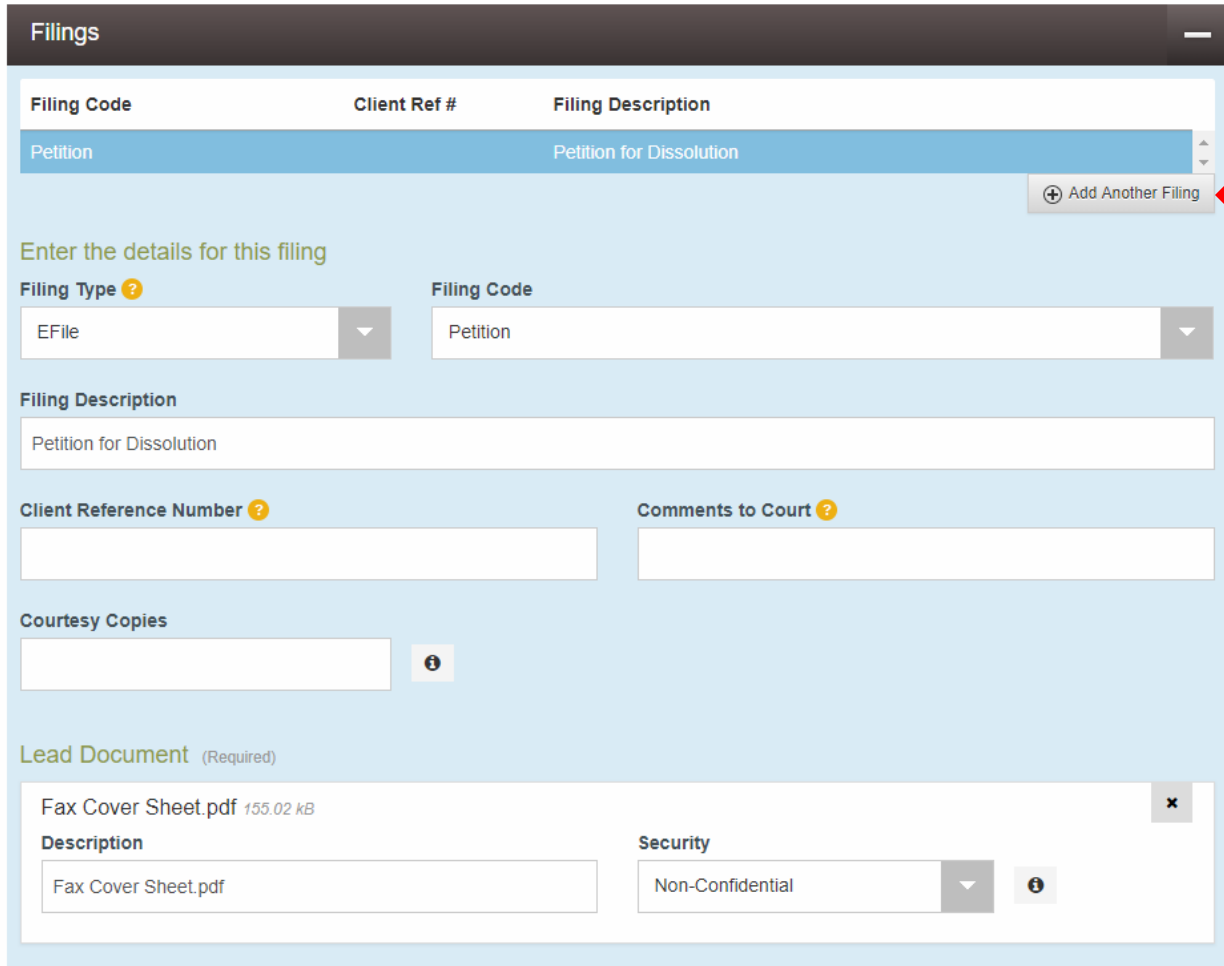
20. Select “Security” of the document (normally documents are “Non-Confidential” unless it’s a Financial Affidavit, etc.)



21. Click “Save”



22. If you have multiple documents, add another “Lead Document”



The screenshot shows a window titled "Filings" with a table containing one row:

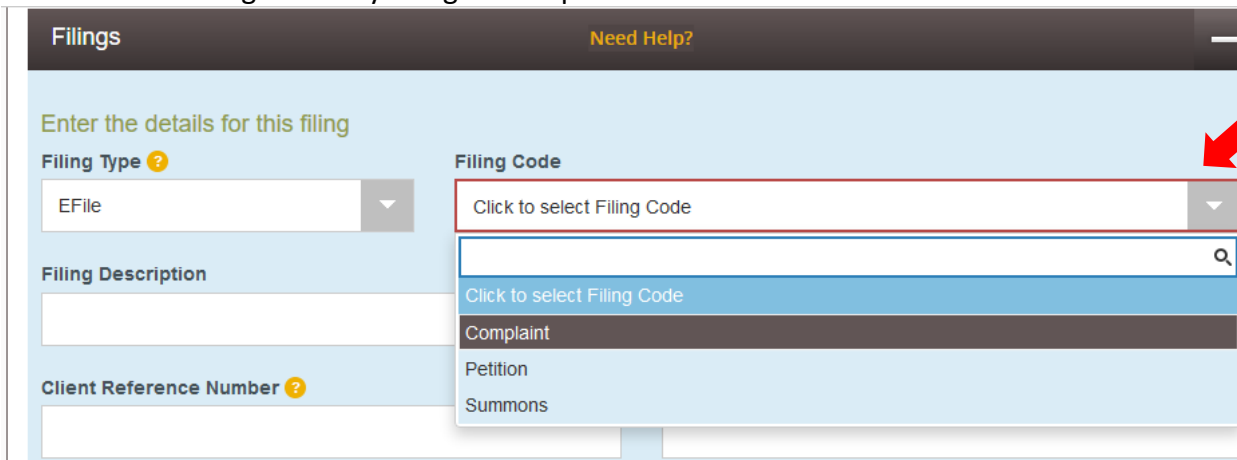
Filing Code	Client Ref #	Filing Description
Petition		Petition for Dissolution

Below the table is a form titled "Enter the details for this filing" with the following fields:

- Filing Type**: EFile
- Filing Code**: Petition
- Filing Description**: Petition for Dissolution
- Client Reference Number**: (empty)
- Comments to Court**: (empty)
- Courtesy Copies**: (empty)
- Lead Document (Required)**:
 - File: Fax Cover Sheet.pdf (155.02 kB)
 - Description**: Fax Cover Sheet.pdf
 - Security**: Non-Confidential

A red arrow points to the "Add Another Filing" button in the top right corner of the table area.

23. Enter “Filing Code” by using the dropdown



The screenshot shows the same "Filings" window, but with the "Filing Code" dropdown menu open. The dropdown list contains the following items:

- Click to select Filing Code
- Click to select Filing Code
- Complaint
- Petition
- Summons

A red arrow points to the dropdown menu.

24. Enter the “Filing Description” (name of your document you are filing, Motion to Modify, Motion to Continue, Affidavit, etc.)



Filings Need Help?

Enter the details for this filing

Filing Type ? Filing Code

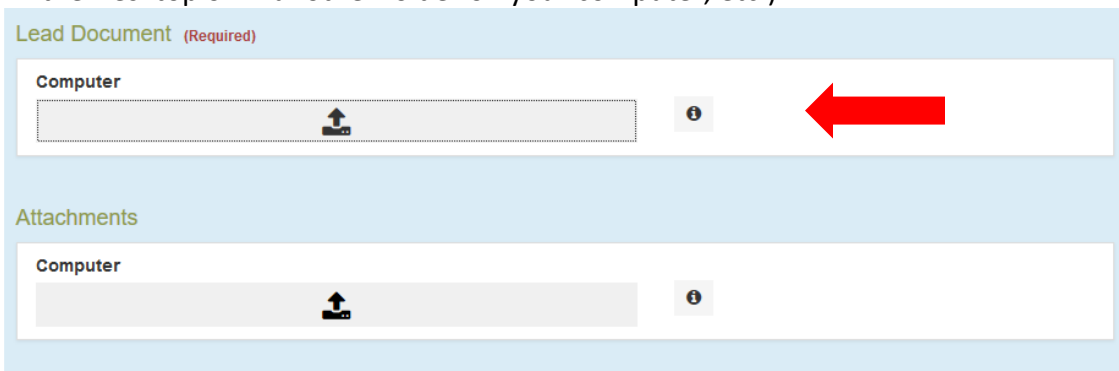
EFile Petition

Filing Description

Petition for Dissolution

Client Reference Number ? Comments to Court ?

25. Upload “LEAD document” (this is the document you scanned, created PDF, and saved to the Desktop or in another folder on your computer, etc.)



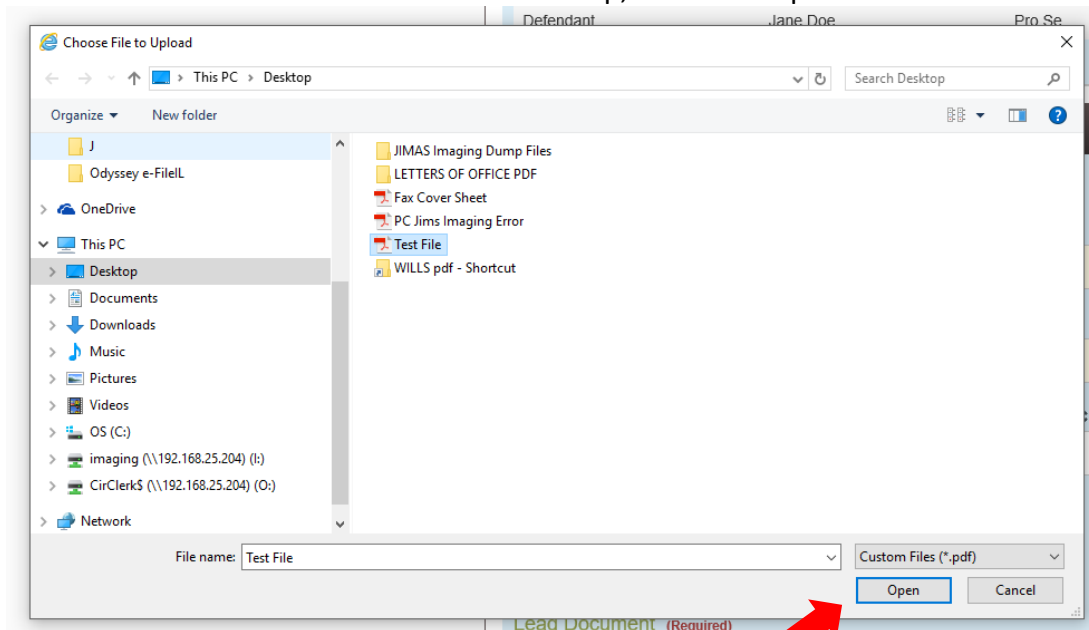
Lead Document (Required)

Computer

Attachments

Computer

26. Choose the file scanned and saved to Desktop, and click “Open”



27. Select "Security" of the document (normally documents are "Non-Confidential" unless it's a Financial Affidavit, etc.)

The screenshot shows a 'Lead Document' form for a file named 'Fax Cover Sheet.pdf' (155.02 kB). The 'Description' field contains 'Fax Cover Sheet.pdf'. The 'Security' dropdown menu is open, showing options: 'Click to select Security', 'Confidential', and 'Non-Confidential'. A red arrow points to the 'Non-Confidential' option. Below the form is an 'Attachments' section with a 'Computer' upload button.

28. Click "Save"

The screenshot shows the 'Lead Document' form with the 'Security' dropdown menu now set to 'Non-Confidential'. Below the form is an 'Attachments' section with a 'Computer' upload button. Further down is an 'Optional Services and Fees' section with a table and a 'Save Changes' button highlighted by a red arrow.

Optional Services and Fees	Fee Amount	Quantity	Fee Total

29. Continue until all of your documents are uploaded by following Steps #22 through #28.

30. If you need to add "Optional Services" choose "Add Optional Services and Fees"

The screenshot shows the 'Optional Services and Fees' section with a table and a list of services. A red arrow points to the 'Add Optional Services and Fees' button.

Optional Services and Fees	Fee Amount	Quantity	Fee Total
	\$0.00	1	\$0.00

Optional Services and Fees

- Click to select Optional Service and Fee
- Support/Maintenance - \$36.00
- D - Appearance - \$136.00
- D - Petition to Modify - filed after 30 days of entry of Judgment - \$75.00
- D - Petition to Modify - filed within 30 days of entry of Judgment - \$50.00

31. Choose the "Optional Service and Fees" from the dropdown menu that is needed

Optional Services and Fees

Optional Services and Fees	Fee Amount	Quantity	Fee Total	Actions
	\$0.00	1	\$0.00	Actions ▾

+ Add Optional Services and Fees

Optional Services and Fees

Click to select Optional Service and Fee ▾

Support/Maintenance - \$36.00

D - Appearance - \$136.00

D - Petition to Modify - filed after 30 days of entry of Judgment - \$75.00

D - Petition to Modify - filed within 30 days of entry of Judgment - \$50.00

Undo Save Changes

32. Click "Save Changes"

Optional Services and Fees

Optional Services and Fees	Fee Amount	Quantity	Fee Total	Actions
D - Petition to Modify - filed within 30 days of entry of Judgment	\$50.00	1	\$50.00	Actions ▾

+ Add Optional Services and Fees

Optional Services and Fees

D - Petition to Modify - filed within 30 days of en ▾

Undo Save Changes

33. Pay for the filing fee by choosing "Payment Account" and "Party Responsible for Fees"

Fees

Need Help?

Complaint

Description	Amount
Filing Fee	\$0.00
Filing Total:	\$0.00

Total Filing Fee	\$0.00
Court Case Fee	\$134.00
Envelope Total:	\$134.00

Payment Account

Click to select Payment Account ▾

Party Responsible for Fees ?

Click to select Party Responsible for Fees ▾

Undo Save Changes

34. Click "Save Changes"

Fees Need Help?

▼ Complaint

Description	Amount
Filing Fee	\$0.00
Filing Total:	\$0.00

Total Filing Fee \$0.00

Envelope Total: \$0.00
Waiver selected

Payment Account
Waiver

35. Click "Summary"

Fees Need Help?

▼ Complaint

Description	Amount
Filing Fee	\$0.00
Filing Total:	\$0.00

Total Filing Fee \$0.00

Envelope Total: \$0.00
Waiver selected

Payment Account
Waiver

36. If all information is correct click "Submit"

Fees Need Help?

▼ Complaint

Description	Amount
Filing Fee	\$0.00
Filing Total:	\$0.00

Total Filing Fee \$0.00

Envelope Total: \$0.00
Waiver selected

Payment Account
Waiver