

## File into Existing Case on Odyssey eFileIL

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

1. Visit: <https://illinois.tylerhost.net/ofsw eb>




### Court Information

Welcome to the Illinois eFiling site...


**\*NOTICE\* Chrome Compatibility Update**

eFileIL has launched our \*new\* version of the filing portal. This can be utilized to submit filings to the eFileIL filing manager. This new filing portal is designed in HTML5, and offers a number of added benefits including the ability to access eFileIL on your tablet or phone, enabling copy, paste, sorting and filtering features, single screen

### Actions



Sign In



Register

### Self Help

- [Need Help?](#)
- [FAQs](#)
- [Web Training Sessions](#)

2. Click "Sign In"




### Court Information

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### Actions



Sign In





### Self Help

- [Need Help?](#)
- [FAQs](#)
- [Web Training Sessions](#)

### 3. Sign In


Please sign in to continue

**Email**  
[redacted]@gmail.com



**Password**  
[redacted]


**Sign In**

[Forgot Password?](#)



### 4. Click "File Into Existing Case"

 [eFile Guidance & Resources](#) 




 [Actions](#)


## Filer Dashboard

#### My Filing Activity



Pending
Accepted
Returned
Drafts
Served
<a href="#">View All</a>



#### New Filing

<a href="#">Start a New Case</a> 	<a href="#">Use a Template</a> 
<a href="#">File into Existing Case</a> 	
<a href="#">Need help getting started?</a>	



5. Enter Location: "Champaign County"


 Efile Guidance & Resources 

 Actions 

### File Into Existing Case

Select a Location


Location



Search for a Case by



**Case Number**      **Party Name**



                    

**Case Number** 

6. Search for Case by "Party Name"


 Efile Guidance & Resources 

 Actions 

### File Into Existing Case

Select a Location

Location



Search for a Case by

**Case Number**      **Party Name**



                    

**Party is a Business/Agency**

**First Name**                      **Middle Name**                      **Last Name**

**Case Type**                      **Sort results by**

7. Enter "First and "Last Name"

The screenshot shows the 'File Into Existing Case' form. At the top left is the 'ODYSSEY eFileLL' logo. At the top right are 'Efile Guidance & Resources' and a user icon. Below the header are a home icon and an 'Actions' dropdown. The main section is titled 'File Into Existing Case' and contains the following fields:

- Select a Location:** A dropdown menu with 'Champaign County' selected.
- Search for a Case by:** Two radio buttons for 'Case Number' and 'Party Name', with 'Party Name' selected.
- Party is a Business/Agency:** An unchecked checkbox.
- First Name:** A text input field containing 'Jane', with a red arrow pointing to it from the right.
- Middle Name:** An empty text input field.
- Last Name:** A text input field containing 'Doe', with a red arrow pointing to it from the left.
- Case Type:** A dropdown menu with 'Dissolution of Marriage or Legal Se...' selected.
- Sort results by:** A dropdown menu with 'Case Number' selected.
- Buttons:** 'Search' and 'Clear Search' buttons at the bottom left.

8. Enter "Case Type" (type of case you are searching for; Small Claims, Dissolution (Divorce) ect.)

This screenshot is identical to the one above, but with a red arrow pointing to the 'Case Type' dropdown menu. A text box on the right side of the form contains the following text:

If you do not know the case type, you can leave this section blank.

9. Click "Search"

**File Into Existing Case**

Select a Location

Location  
Champaign County

Search for a Case by

Case Number  Party Name

Party is a Business/Agency

First Name: Jane Middle Name: Last Name: Doe

Case Type: Dissolution of Marriage or Legal Se... Sort results by: Case Number

**Search** Clear Search

10.

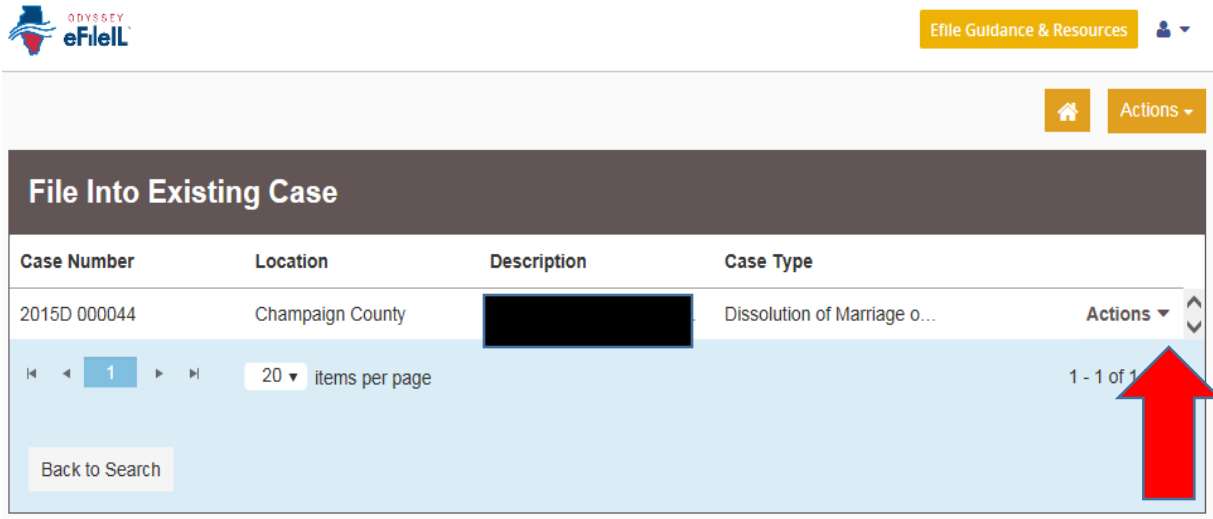
**File Into Existing Case**

Case Number	Location	Description	Case Type	
2015D 000044	Champaign County	[REDACTED]	Dissolution of Marriage o...	Actions

1 - 1 of 1 items

Back to Search

11. Click "Actions"

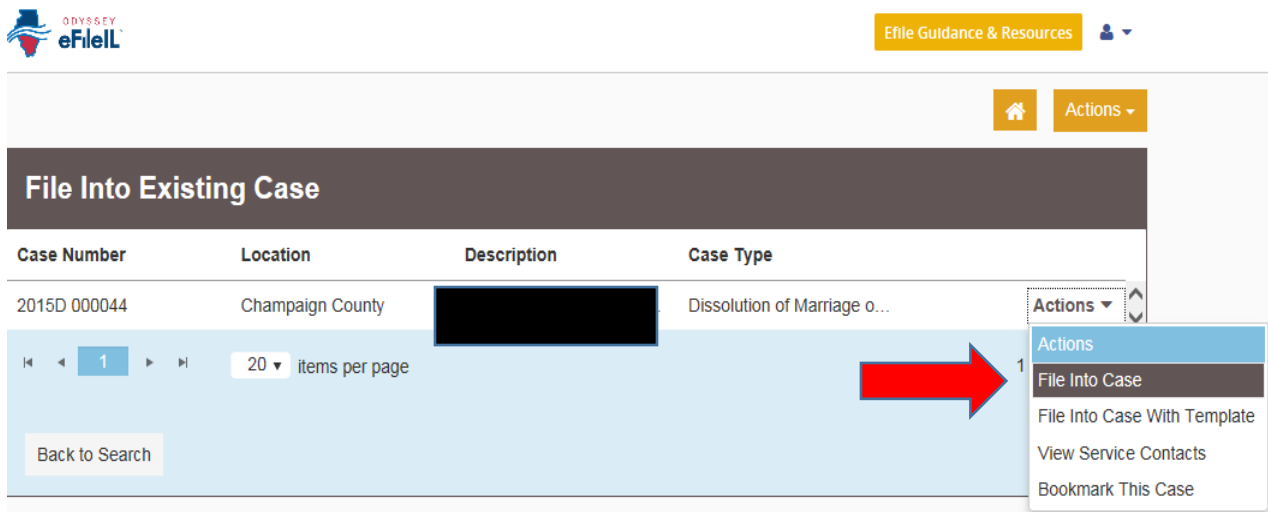


The screenshot shows the top navigation bar with the eFileL logo and a user profile icon. Below the navigation bar is a search bar and a home button. The main content area is titled "File Into Existing Case" and contains a table with the following data:

Case Number	Location	Description	Case Type	Actions
2015D 000044	Champaign County	[REDACTED]	Dissolution of Marriage o...	Actions

Below the table, there is a pagination control showing "1" of "20" items per page and a "Back to Search" button. A red arrow points to the "Actions" dropdown menu in the table row.

12. Highlight and choose "File Into Case"



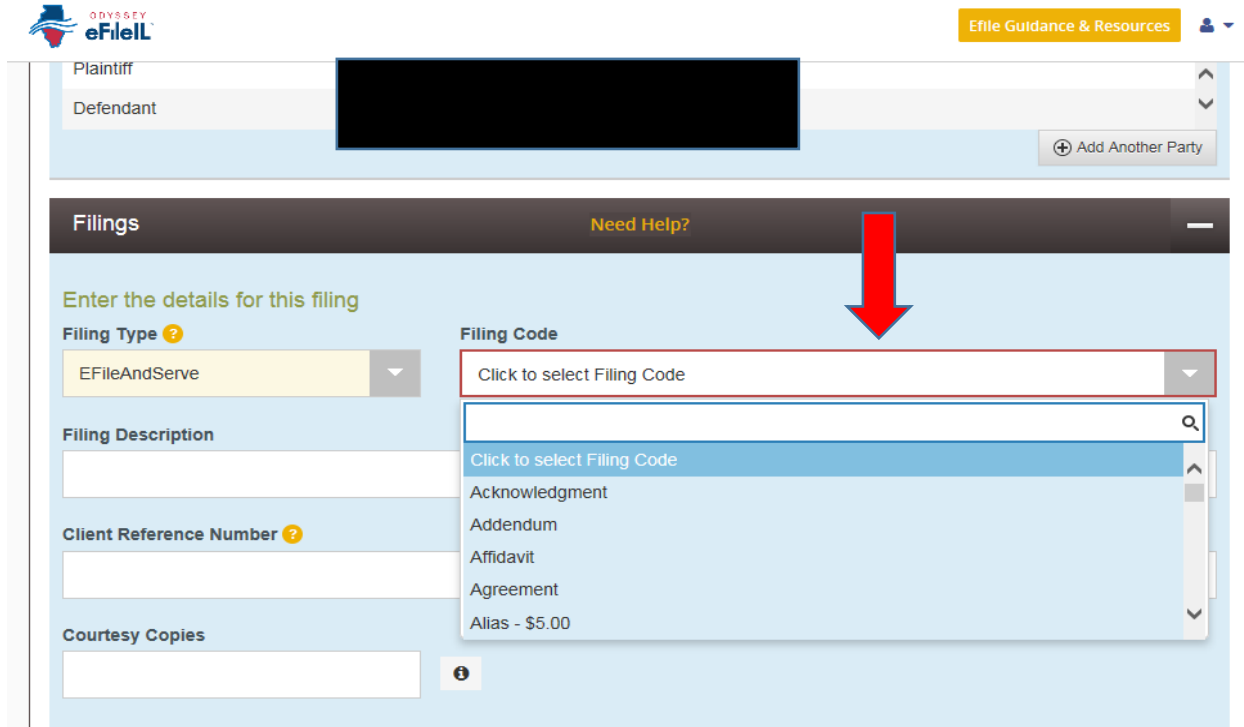
The screenshot shows the same interface as above, but with the "Actions" dropdown menu open. The dropdown menu contains the following options:

- Actions
- File Into Case
- File Into Case With Template
- View Service Contacts
- Bookmark This Case

A red arrow points to the "File Into Case" option in the dropdown menu.

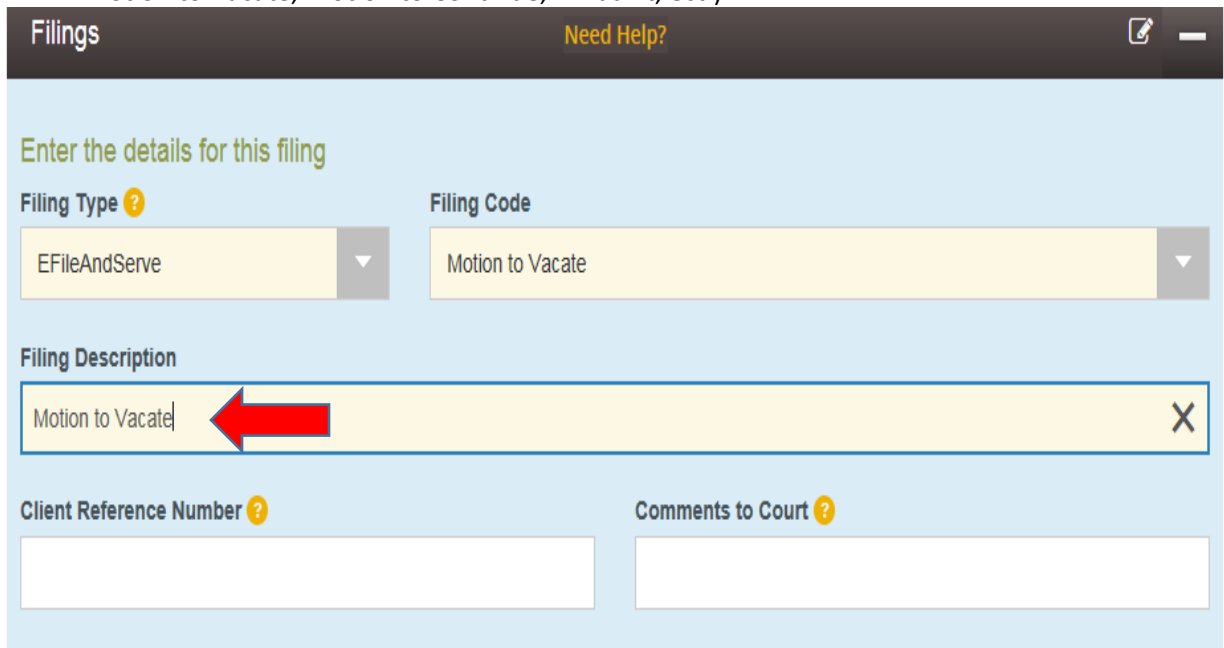


14. Enter "Filing Code" (type of document you are filing, if not listed choose "Other Document Not Listed")



The screenshot shows the Odyssey eFileLLC interface. At the top left is the logo with 'ODYSSEY eFileLLC'. At the top right is a yellow button labeled 'Efile Guidance & Resources' and a user profile icon. Below the logo is a section for 'Plaintiff' and 'Defendant' with a large black redaction box. A '+ Add Another Party' button is on the right. The main section is titled 'Filings' with a 'Need Help?' link. Below this is the heading 'Enter the details for this filing'. There are four input fields: 'Filing Type' (set to 'EFileAndServe'), 'Filing Code' (with a dropdown menu open), 'Filing Description' (empty), and 'Client Reference Number' (empty). The 'Filing Code' dropdown menu is open, showing a search bar and a list of options: 'Click to select Filing Code', 'Acknowledgment', 'Addendum', 'Affidavit', 'Agreement', and 'Alias - \$5.00'. A red arrow points down to the dropdown menu. Below the 'Client Reference Number' field is a 'Courtesy Copies' field and an information icon.

15. Enter the "Filing Description" (name of your document that you are filing; Motion to Modify, Motion to Vacate, Motion to Continue, Affidavit, ect.)






The screenshot shows the Odyssey eFileLLC interface. At the top left is the logo with 'ODYSSEY eFileLLC'. At the top right is a yellow button labeled 'Efile Guidance & Resources' and a user profile icon. Below the logo is a section for 'Plaintiff' and 'Defendant' with a large black redaction box. A '+ Add Another Party' button is on the right. The main section is titled 'Filings' with a 'Need Help?' link. Below this is the heading 'Enter the details for this filing'. There are four input fields: 'Filing Type' (set to 'EFileAndServe'), 'Filing Code' (set to 'Motion to Vacate'), 'Filing Description' (filled with 'Motion to Vacate'), and 'Client Reference Number' (empty). The 'Filing Description' field has a red arrow pointing to it. Below the 'Client Reference Number' field is a 'Comments to Court' field.



16. Upload “LEAD document” (this is the document you scanned, created as a PDF and saved to the desktop or in another folder on your computer, ect.)

**Lead Document** (Required)

**Computer**

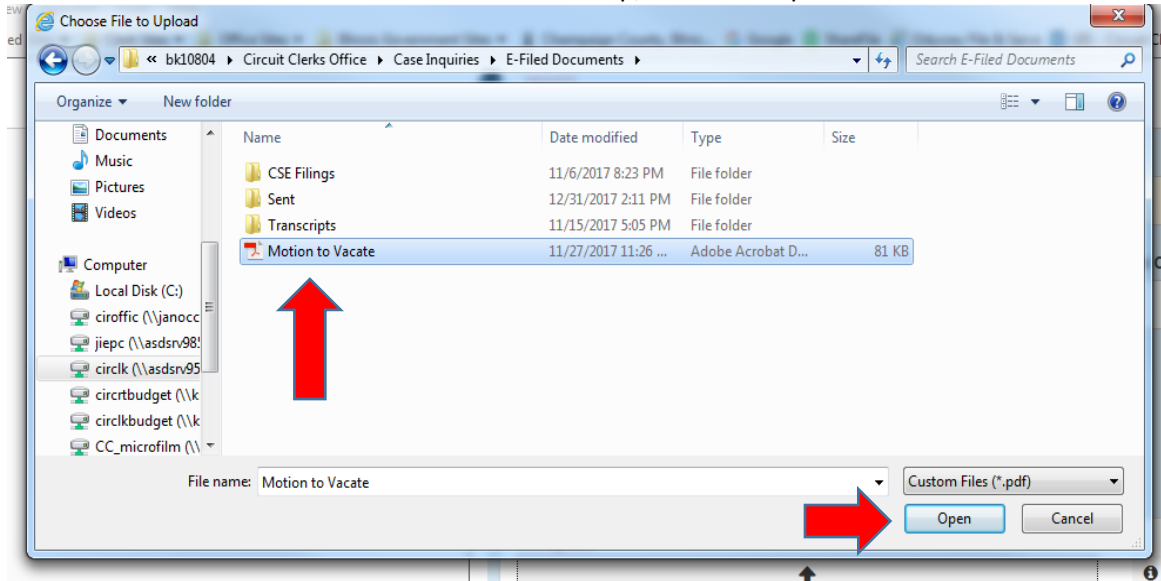
  

**Optional Services and Fees**

Optional Services and Fees	Fee Amount	Quantity	Fee Total
<a href="#">+ Add Optional Services and Fees</a>			


[Undo](#) [Save Changes](#)

17. Choose the file scanned and save to Desktop, and click “Open”



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



**Lead Document** (Required)

Motion to Vacate.pdf 80.77 kB 

**Description**

Motion to Vacate.pdf

**Security**

Click to select Security  

19. Click "Save Changes"

**Lead Document** (Required)


Motion to Vacate.pdf 80.77 kB ✕

<b>Description</b>	<b>Security</b>
Motion to Vacate.pdf	Non-Confidential <span>▼</span> <span>ℹ</span>

**Optional Services and Fees**


Optional Services and Fees	Fee Amount	Quantity	Fee Total
<span>⊕</span> Add Optional Services and Fees			

Undo Save Changes



20. If you have multiple documents, select "Add Another Filing" to upload another "Lead Document" and repeat steps 14 through 19.

Motion to Vacate | Motion to Vacate ⌵

⊕ Add Another Filing 

**Enter the details for this filing**

<b>Filing Type</b> <span>?</span>	<b>Filing Code</b>
EFileAndServe <span>▼</span>	Motion to Vacate <span>▼</span>

**Filing Description**

Motion to Vacate

**Client Reference Number** ? **Comments to Court** ?

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

Optional Services and Fees

Click to select Optional Service and Fee

- D - Appearance - \$148.00
- D - Certifications to Secretary of State - \$5.00
- 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

Need Help?

Please select at least one service contact for service.

22. 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

Optional Services and Fees

D - Petition to Modify - filed within 30 days of ent

Undo Save Changes

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

Fees

Need Help?

▼ Motion to Vacate

Description	Amount
Filing Fee	\$0.00
D - Petition to Modify - filed within 30 days of entry of Judgment	\$50.00
<b>Filing Total:</b>	<b>\$50.00</b>

Total Filing Fee \$50.00

Envelope Total: \$50.00

Payment Account ?

Click to select Payment Account

Party Responsible for Fees ?

Click to select Party Responsible for Fees

Filing Attorney

Click to select Filing Attorney

24. Click "Save Changes"

Fees Need Help?

▼ Motion to Vacate

Description	Amount
Filing Fee	\$0.00
<b>Filing Total: \$0.00</b>	

---

Total Filing Fee \$0.00

**Envelope Total: \$0.00**  
*Waiver selected*

Payment Account ?  
Waiver

Filing Attorney  
Click to select Filing Attorney



25. Click "Summary"

Fees Need Help?

▼ Motion to Vacate

Description	Amount
Filing Fee	\$0.00
<b>Filing Total: \$0.00</b>	

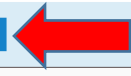
---

Total Filing Fee \$0.00

**Envelope Total: \$0.00**  
*Waiver selected*

Payment Account ?  
Waiver

Filing Attorney  
Click to select Filing Attorney



26. If all information is correct click "Submit"

**Fees**

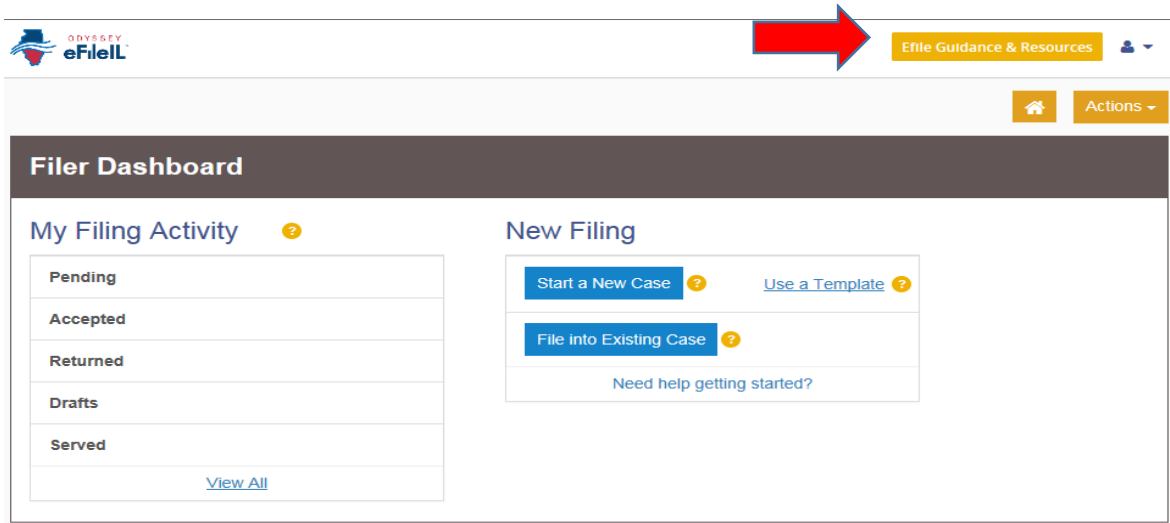
▼ **Motion to Vacate**

Description	Amount
Filing Fee	\$0.00
<b>Filing Total: \$0.00</b>	
<hr/>	
Total Filing Fee	\$0.00
<b>Envelope Total: \$0.00</b>	
<i>Waiver selected</i>	

**Payment Account**      Waiver



If you are having trouble and need more guidance, use the “Efile Guidance and Resources” tab at the top of the page.



This is a “Virtual Help Desk” that will guide you through the process step by step.

