



Self-Represented Litigants

How to E-File in Odyssey File & Serve
Step 7: Enter the Party Information



E-filing Steps

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- 10 • Review Summary / Submit



Enter Party Information

You need to enter information about yourself and the other party before e-filing.

➔ Enter Your Information

1. The Party Information tab will activate once you Click on Save Changes in Case Information.
2. The Party Type that you are entering information for will be highlighted. It will always start with the Plaintiff or Petitioner.

 If you are filing or starting the case, you are the Plaintiff or Petitioner. If someone else filed or started the case and you are responding to it, you are the Defendant or Respondent.

3. If you are the highlighted party, click the box that says "I am this party."

The screenshot shows the 'Party Information' form. At the top, there is a 'Party Information' header with a 'Need Help?' link. Below the header is a table with columns for 'Party Type', 'Party Name', and 'Lead Attorney'. The 'Party Type' dropdown is currently set to 'Plaintiff' and is highlighted in blue. Below the table, there is a section titled 'Enter details for this Party' with a checkbox labeled 'I am this party' and a red arrow pointing to it. There is also a checkbox for 'Party is a Business/Agency'. On the right side, there are two 'Required Party' dropdowns and an 'Add Another Party' button.

4. The name, address, and phone number you used when you registered for e-filing will pop up in the boxes.

5. Click **Save Changes**.

The screenshot shows the address and contact information form. It has several input fields: 'City' (Chicago), 'State' (Illinois), 'Zip Code' (60601), 'Phone Number' (312-793-2305), and 'Lead Attorney' (Pro Se). At the bottom right, there are two buttons: 'Undo' and 'Save Changes', with the 'Save Changes' button highlighted in a red box.

➔ Enter the Details of the Other Party or Parties

Once you have saved your information, the other Party Type will be highlighted.

➤ Other Party is a Person

1. You must fill in their **First Name** and **Last Name**.
2. You may also fill in the other Party's street address, city, state, postal code, and phone number. None of those are required fields.
3. If the other Party has an attorney that has already filed something in the case, they will appear on the drop down menu under Lead Attorney. You can select them. If you know the other Party is representing themselves, you can select Pro Se. This is not a required field.

The screenshot shows a form titled "Party Information". Under "Party Type", "Plaintiff" is selected and highlighted in blue, while "Defendant" is unselected. Below this, the form fields for a person are visible: First Name, Middle Name, and Last Name (all highlighted in yellow); Country (United States of America); Address Line 1 and Address Line 2; City and State (State is a dropdown menu); Postal Code and Phone Number; and Lead Attorney (a dropdown menu with "Pro Se" selected). An "Undo" button is located at the bottom right of the form.

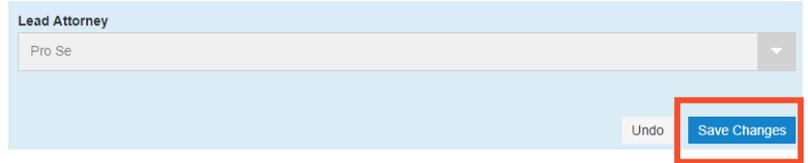
➤ Other Party is a Business or Agency

1. Click the box that says "**Party is a Business/Agency.**"
2. You must fill in the **Business Name**.
3. You may also fill in the Business's street address, city, state, postal code, and phone number. None of those are required fields.
4. If the Business's attorney has already filed something in the case, they will appear on the drop down menu under Lead Attorney. You can select them. This is not a required field.

This screenshot shows the top portion of the form. The "Party is a Business/Agency" checkbox is checked, and a red arrow points to it. The "I am this party" checkbox is unchecked. The text "Enter details for this Party" is visible above the checkboxes.

This screenshot shows the form fields for a business or agency. The "Party is a Business/Agency" checkbox is checked. The "Business Name" field is highlighted in yellow. Other fields include Country (United States of America), Address Line 1 and Address Line 2, City and State (State is a dropdown menu), Postal Code and Phone Number, and Lead Attorney (a dropdown menu).

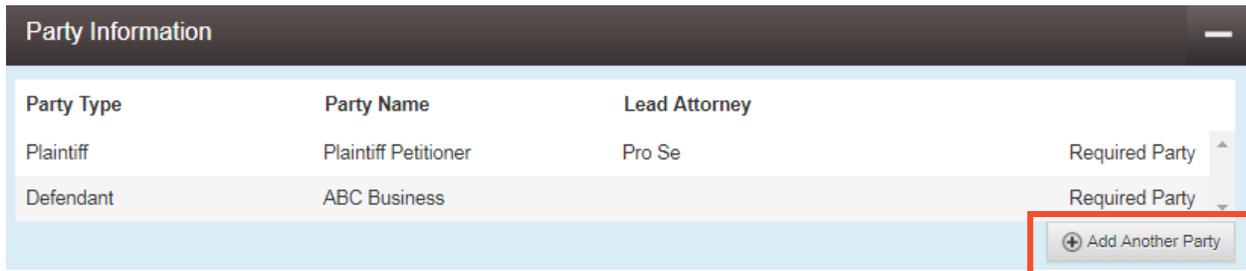
- Once you have entered the Other Party's information, click **Save Changes**.



Lead Attorney
Pro Se
Undo Save Changes

➔ Enter Additional Party's Information

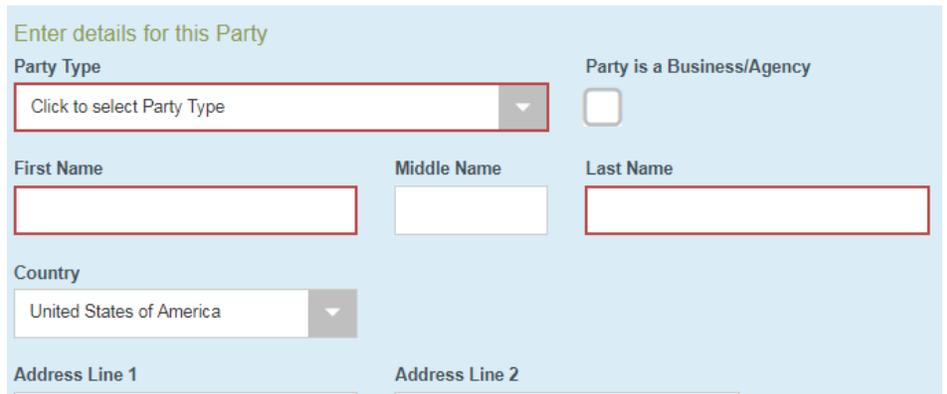
If there are more than two parties in your case, you can add another party to your e-filing by clicking on **Add Another Party**.



Party Type	Party Name	Lead Attorney	
Plaintiff	Plaintiff Petitioner	Pro Se	Required Party
Defendant	ABC Business		Required Party

+ Add Another Party

- Select the Party Type from a drop down menu.



Enter details for this Party

Party Type
Click to select Party Type

Party is a Business/Agency

First Name
Middle Name
Last Name

Country
United States of America

Address Line 1
Address Line 2

 The Party Type drop down menu will have every type of Party there is from Adoptive Child to Ward or additional Plaintiffs or Defendants. If you don't know the party type, ask court staff.

- If it is a person, you must fill in their **First Name** and **Last Name**. If it is a Business, you need to select that box and enter the **Business Name**.
- You may fill in the remaining information, but it is not required.
- Click **Save Changes**.
- Repeat as needed until you have entered the Party Information for all Parties in the case.

 **You have successfully entered the Party Information.**