

# Create New Case in Odyssey eFileIL

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://efileil.tylertech.cloud/OfsEfsp/ui/landing>



## Court Information

Welcome to the Illinois eFiling site...

Counties going live soon...

1st Appellate District, 2<sup>nd</sup> 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 Wavne White Williamson

## Actions



Sign In



Register

## Self Help

[Need Help?](#)

[FAQs](#)

[Web Training Sessions](#)

2. Click "Sign In"



**Court Information**

Welcome to the Illinois eFiling site...

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1st Appellate District, 2<sup>nd</sup> 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**

Need Help?  
FAQs  
Web Training Sessions

3. Sign In

Please sign in to continue

**User ID**  
mgmensing3@icloud.com

**Password**  
.....|

Sign In

Forgot Password?

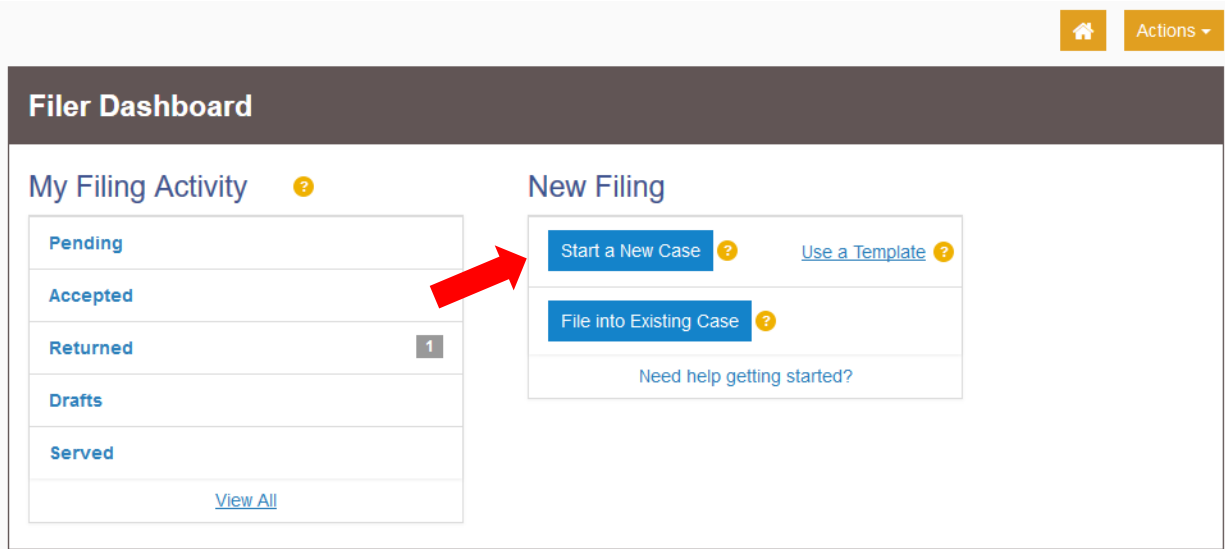
4. "Add Payment Account" before beginning (if you have already done this, you will NOT see this REMINDER)

**REMINDER!**

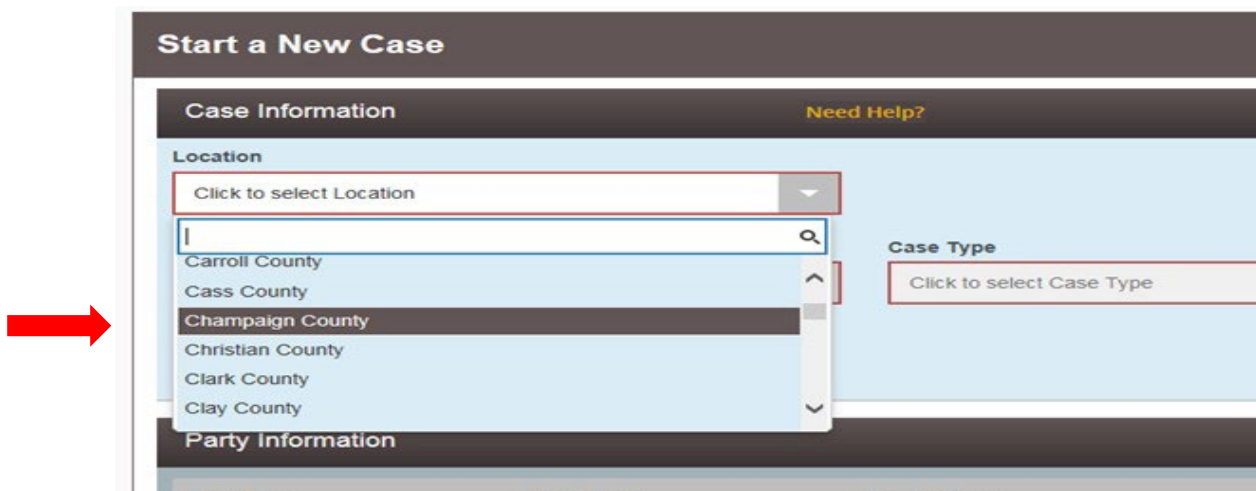
You need to add a Payment Account!  
Click below for guidance.

Add Payment Account Remind me later

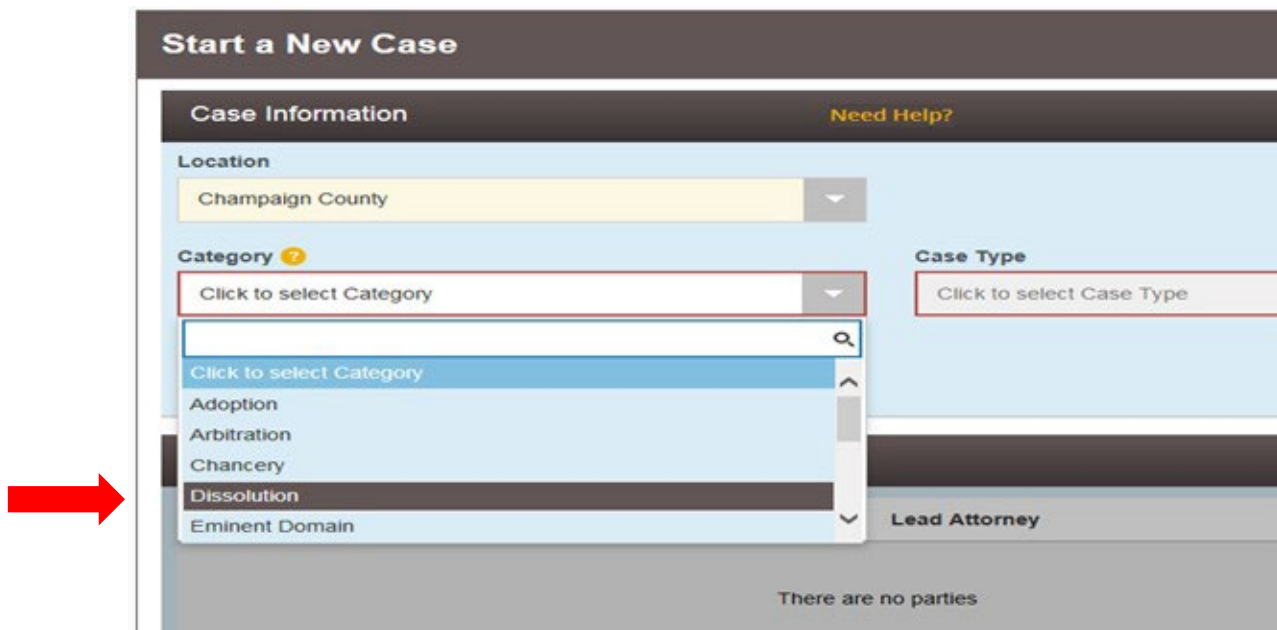
5. Click "Start New Case"



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' form. The 'Location' dropdown is set to 'Champaign County'. 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 from the 'Case Type' dropdown to the search bar.

9. Click "Save Changes"

The screenshot shows the 'Case Information' form. The 'Location' dropdown is set to 'Champaign County'. The 'Category' dropdown is set to 'Dissolution'. The 'Case Type' dropdown is set to 'Dissolution of Marriage or Legal Separation - \$248.00'. The 'Save Changes' button is highlighted with a red arrow.

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

The screenshot shows the 'Party Information' form. A pop-up message says: 'You will fill out information for each of the required party types. Click next for guidance'. The 'Party Information' section has a 'Next' button. The 'Party Type' dropdown is set to 'Plaintiff'. The 'Party Name' and 'Lead Attorney' fields are empty. The 'I am this party' checkbox is checked. The 'Lead Attorney' dropdown is set to 'Pro Se'. The 'First Name', 'Last Name', 'Address', 'Country', and 'Phone Number' fields are empty. A red arrow points to the 'I am this party' checkbox.

Party Type	Party Name	Lead Attorney
Plaintiff		
Defendant		

Enter details for this Party

I am this party

Lead Attorney: Pro Se

First Name: [Redacted] Last Name: [Redacted]

Address: [Redacted]

Country: United States of America Phone Number: [Redacted]

11. Click "Save Changes"

The screenshot shows the 'Party Information' form with a table of party types. The 'Defendant' row is selected. Below the table, there are fields for 'Lead Attorney' (Pro Se), 'First Name', 'Last Name', 'Address', 'Country' (United States of America), and 'Phone Number'. A 'Save Changes' button is highlighted with a red arrow. A 'Click Save Changes' tooltip is visible over the button.

Party Type	Party Name	Lead Attorney
Plaintiff		Required Party
Defendant		Required Party

**Enter details for this Party**

I am this party

**Lead Attorney**  
Pro Se

**First Name** [Redacted]      **Last Name** [Redacted]

**Address** [Redacted]

**Country**  
United States of America      **Phone Number** [Redacted]

Click Save Changes

Undo    **Save Changes**

12. Enter "Defendant Information"

The screenshot shows the 'Party Information' form with the 'Defendant' row selected. A tooltip is displayed over the 'Next' button, stating 'Enter details for the selected party' and 'Fields highlighted in red are required. Click Next before saving changes'. The form fields for the defendant are highlighted in yellow, indicating they are required. A red arrow points to the 'Next' button.

Party Type	Party Name	Lead Attorney
Plaintiff	Monica Mensi	Required Party
Defendant		Required Party

**Enter details for this Party**

I am this party

Party is a Business/Agency

**First Name** Jane      **Middle Name** [Redacted]      **Last Name** Doe      **Suffix** [Redacted]

**Country**  
United States of America

**Address Line 1** 1234 XXXX Street      **Address Line 2** [Redacted]

**City** XXXXXXXX      **State** Illinois

**Zip Code** 62245      **Phone Number** [Redacted]      **Filer ID** [Redacted]

**Lead Attorney**  
Pro Se

Next

13. Click "Save Changes"

The screenshot shows a form with the following fields: City (XXXXXXX), State (Illinois), Zip Code (62245), Phone Number, Filer ID, and Lead Attorney (Pro Se). A tooltip with the text "Click Save Changes" and "By WalkMe" is positioned over the "Save Changes" button. A red arrow points to the "Save Changes" button.

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

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

At the bottom right of the table is a button labeled "+ Add Another Party". A red arrow points to this button.

15. Click "Save Changes"

The screenshot shows a form with the following fields: City (XXXXXXX), State (Illinois), Zip Code (62245), Phone Number, Filer ID, and Lead Attorney (Pro Se). A tooltip with the text "Click Save Changes" and "By WalkMe" is positioned over the "Save Changes" button. A red arrow points to the "Save Changes" button.

16. Enter "Filing Code" by using the dropdown

The screenshot shows the 'Filings' form with the following fields and options:

- Filing Type:** EFile
- Filing Code:** A dropdown menu is open, showing options: Complaint, Petition, Summons. A red arrow points to the dropdown arrow.
- Filing Description:** An empty text box.
- Client Reference Number:** An empty text box.

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

The screenshot shows the 'Filings' form with the following fields and options:

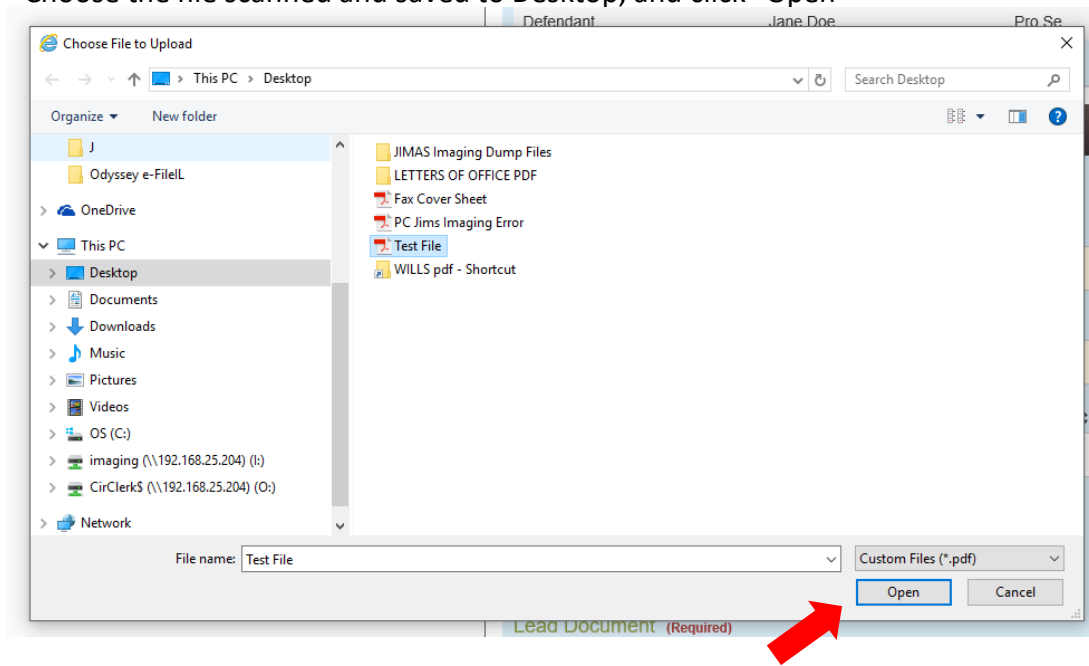
- Filing Type:** EFile
- Filing Code:** Petition
- Filing Description:** Petition for Dissolution (A red arrow points to this text.)
- Client Reference Number:** An empty text box.
- Comments to Court:** An empty text box.

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.)

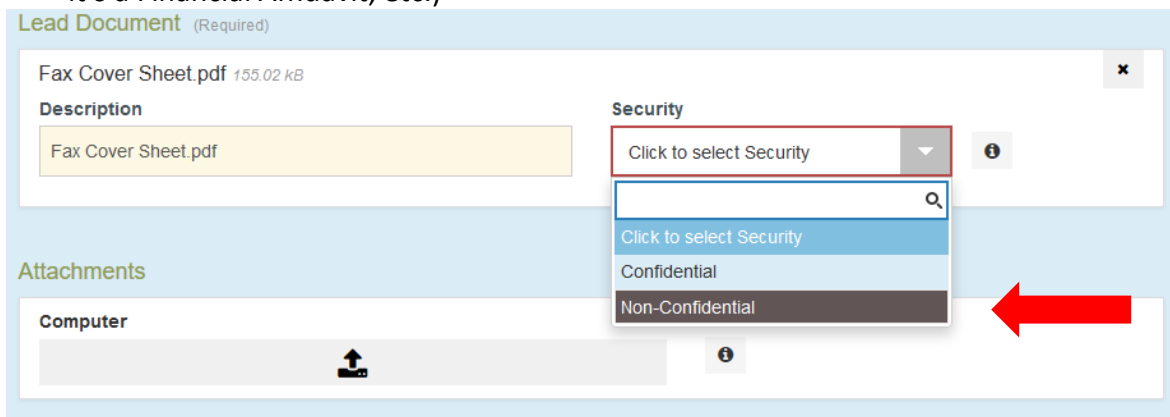
The screenshot shows the 'Lead Document' section with the following fields and options:

- Lead Document (Required):** A section with an upload button (Computer) and an information icon (i). A red arrow points to the information icon.
- Attachments:** A section with an upload button (Computer) and an information icon (i).

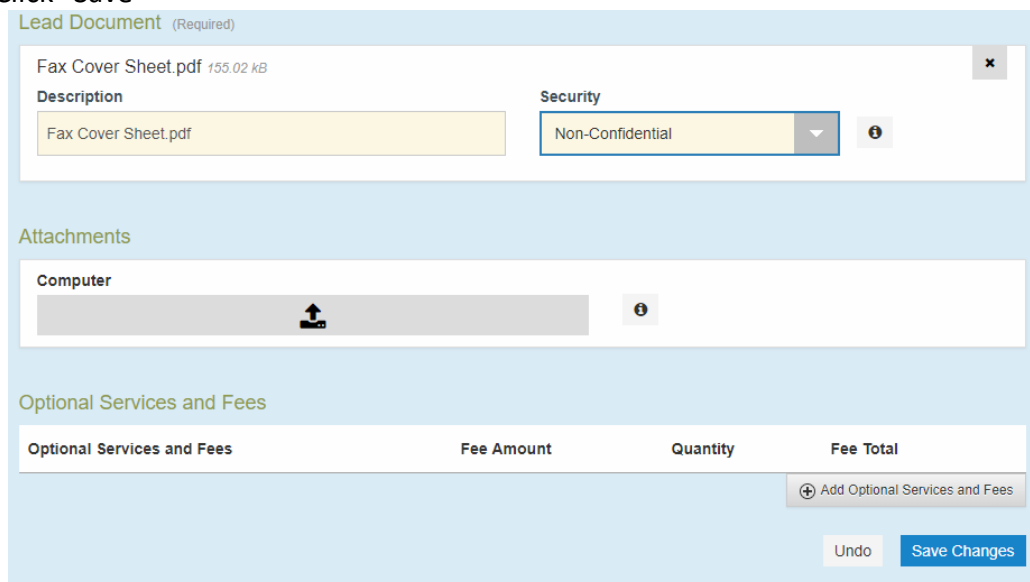
19. Choose the file scanned and saved to Desktop, and click “Open”



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 web form titled "Filings" with a table at the top containing columns for "Filing Code", "Client Ref #", and "Filing Description". A row is visible with "Petition" and "Petition for Dissolution". To the right of the table is a button labeled "+ Add Another Filing" with a red arrow pointing to it. Below the table, the form has sections for "Enter the details for this filing", "Filing Type" (set to "EFile"), "Filing Code" (set to "Petition"), "Filing Description" (set to "Petition for Dissolution"), "Client Reference Number", "Comments to Court", "Courtesy Copies", and "Lead Document (Required)". The "Lead Document" section shows a file named "Fax Cover Sheet.pdf" with a size of "155.02 kB", a description of "Fax Cover Sheet.pdf", and a security setting of "Non-Confidential".

23. Enter "Filing Code" by using the dropdown

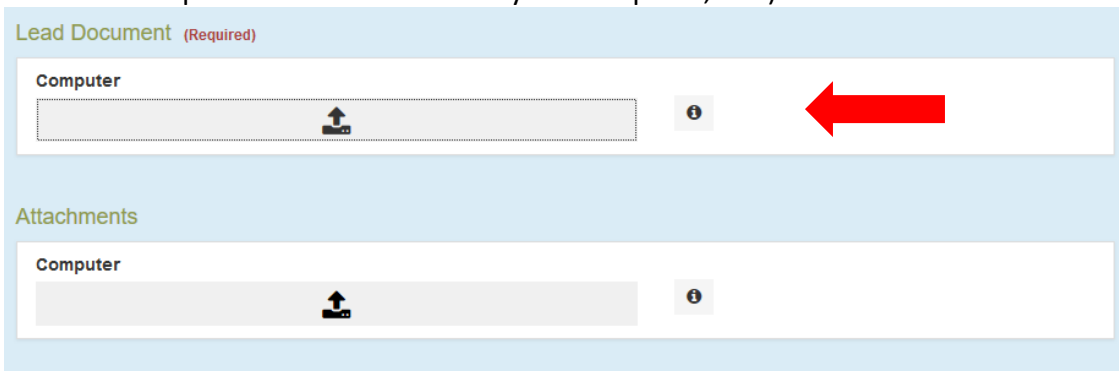
The screenshot shows the same "Filings" form, but with the "Filing Code" dropdown menu open. The dropdown menu is highlighted with a red arrow and shows a search bar and a list of options: "Click to select Filing Code", "Complaint", "Petition", and "Summons". The "Filing Code" field in the form is currently empty and has a red border. The rest of the form, including the "Filing Type" (set to "EFile") and "Filing Description" (set to "Petition for Dissolution"), remains the same as in the previous screenshot.

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



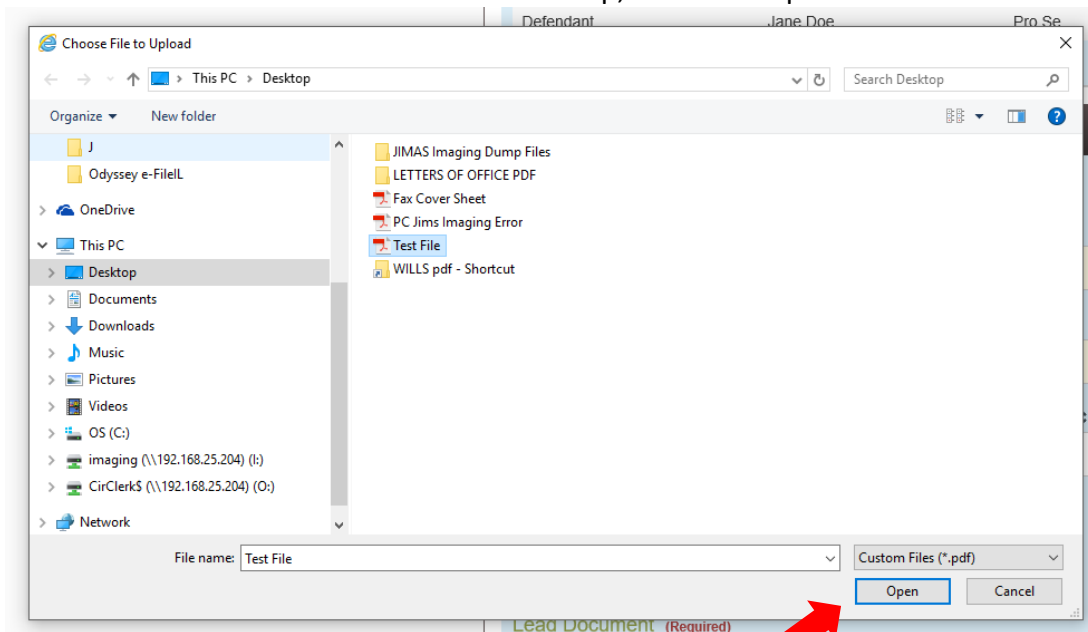
The screenshot shows the 'Filings' interface. At the top, there is a 'Need Help?' link. Below that, the instruction 'Enter the details for this filing' is displayed. The form contains several fields: 'Filing Type' (set to 'EFile'), 'Filing Code' (set to 'Petition'), 'Filing Description' (set to 'Petition for Dissolution'), 'Client Reference Number', and 'Comments to Court'. A red arrow points to the 'Filing Description' field.

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.)



The screenshot shows the 'Lead Document' and 'Attachments' sections. Both sections have a 'Computer' label and a file upload area with an upward arrow icon and an information icon. A red arrow points to the information icon in the 'Lead Document' section.

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 area.

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 area. At the bottom of the form, there is an 'Optional Services and Fees' section with a table and a 'Save Changes' button highlighted with 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. It features a table with the following data:

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

Below the table is an 'Add Optional Services and Fees' button. A dropdown menu is open, showing a list of services with their respective fees:

- 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

A red arrow points to the 'Add Optional Services and Fees' button.

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	
	\$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	
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
<b>Filing Total:</b>	<b>\$0.00</b>

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Total Filing Fee	\$0.00
Court Case Fee	\$134.00
<b>Envelope Total:</b>	<b>\$134.00</b>

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
<b>Filing Total:</b>	<b>\$0.00</b>

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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
<b>Filing Total:</b>	<b>\$0.00</b>

---

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
<b>Filing Total:</b>	<b>\$0.00</b>

---

Total Filing Fee \$0.00

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

Payment Account  
Waiver