

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




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"




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Actions

 Sign In





Self Help

[Need Help?](#)

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[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"

ODYSSEY eFileLLC

Efile Guidance & Resources

Home Actions

Filer Dashboard

My Filing Activity


Pending
Accepted
Returned
Drafts
Served
View All

New Filing



[Start a New Case](#) [Use a Template](#)



[File into Existing Case](#)

[Need help getting started?](#)



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 is a yellow button labeled 'Efile Guidance & Resources' and a user profile icon. Below this is a navigation bar with a home icon and an 'Actions' dropdown menu. The main heading is 'File Into Existing Case'. Underneath, there is a section 'Select a Location' with a 'Location' dropdown menu set to 'Champaign County'. Below that is 'Search for a Case by' with radio buttons for 'Case Number' and 'Party Name' (the latter is selected). There is a checkbox for 'Party is a Business/Agency'. The 'First Name' field contains 'Jane' and the 'Last Name' field contains 'Doe', both highlighted with red arrows. The 'Middle Name' field is empty. Below the name fields are 'Case Type' and 'Sort results by' dropdown menus. 'Case Type' is set to 'Dissolution of Marriage or Legal Se...' and 'Sort results by' is set to 'Case Number'. At the bottom are 'Search' and 'Clear Search' buttons.

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 with a black border is positioned to the right of the arrow, containing the text: 'If you do not know the case type, you can leave this section blank.'

9. Click "Search"

 Efile Guidance & Resources 

 Actions

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



10.


 Efile Guidance & Resources 

 Actions

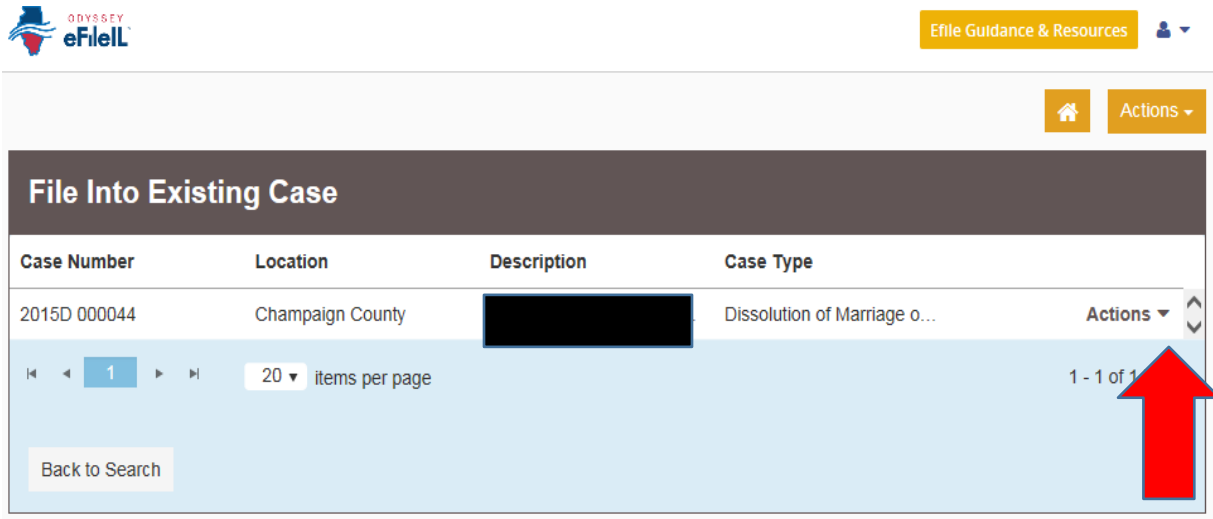
File Into Existing Case

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

« 1 » 20 items per page 1 - 1 of 1 items



11. Click "Actions"

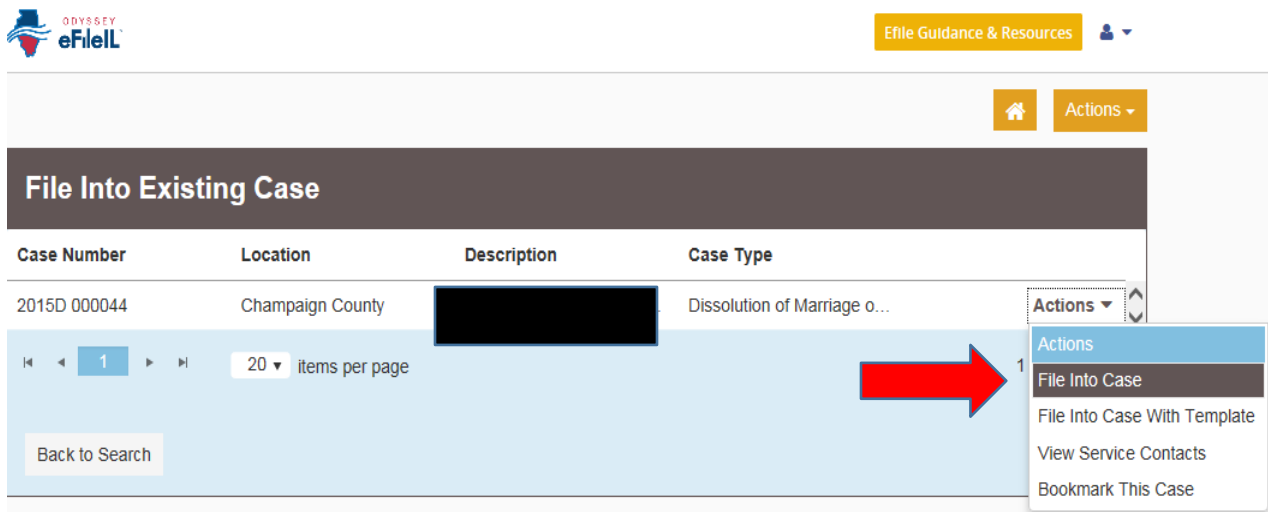


The screenshot shows the eFileL interface. At the top left is the logo with the text "ODYSSEY eFileL". At the top right is a yellow button labeled "Efile Guidance & Resources" and a user profile icon. Below this is a navigation bar with a home icon and an "Actions" dropdown. The main content area has a dark header "File Into Existing Case". Below it is 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 is a pagination bar showing "1" in a blue box, "20" items per page, and "1 - 1 of 1". A "Back to Search" button is on the left. A red arrow points to the "Actions" dropdown in the table row.

12. Highlight and choose "File Into Case"



This screenshot is similar to the previous one, but the "Actions" dropdown menu is open, showing a list of options. A red arrow points to the "File Into Case" option.

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

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

13. Case Information will be listed, proceed to "Filings" section:

Champaign County, Illinois | Google | eFileLLC | eFileLLC | Circuit Clerk | Home | eFileLLC | Public Sector Software

eFileLLC | Efile Guidance & Resources | User Profile

Home | Actions

Case # 2015D 000044 - [Redacted]

Case Information

[Need Help?](#)

Location Champaign County	Category Dissolution	Case Type Dissolution of Marriage or Legal Separation
Case Initiation Date 1/30/2015	Case # 2015D 000044	

Party Information

[Need Help?](#)

Party Type	Party Name	Lead Attorney
Plaintiff	[Redacted]	
Defendant		

[+ Add Another Party](#)

Filings

[Need Help?](#)

Enter the details for this filing

Filing Type ?	Filing Code
EFileAndServe	Click to select Filing Code

Filing Description

[Text Area]

Client Reference Number ?	Comments to Court ?
[Text Area]	[Text Area]

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

The screenshot shows the Odyssey eFileLL interface. At the top left is the logo with the text "ODYSSEY eFileLL". At the top right is a yellow button labeled "Efile Guidance & Resources" and a user profile icon. Below the logo, there are fields for "Plaintiff" and "Defendant", with a large black redaction box covering the defendant's name. A button labeled "Add Another Party" is visible. The main section is titled "Filings" with a "Need Help?" link. Below this, it says "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.




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 eFileLL interface. At the top left is the logo with the text "ODYSSEY eFileLL". At the top right is a yellow button labeled "Efile Guidance & Resources" and a user profile icon. Below the logo, there are fields for "Plaintiff" and "Defendant", with a large black redaction box covering the defendant's name. A button labeled "Add Another Party" is visible. The main section is titled "Filings" with a "Need Help?" link. Below this, it says "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" (set to "Motion to Vacate"), and "Client Reference Number" (empty). The "Filing Description" field is highlighted with a red arrow pointing to it. Below the "Filing Description" field are two more input fields: "Comments to Court" (empty) and "Client Reference Number" (empty).


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.)


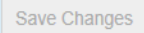
Lead Document (Required)

Computer

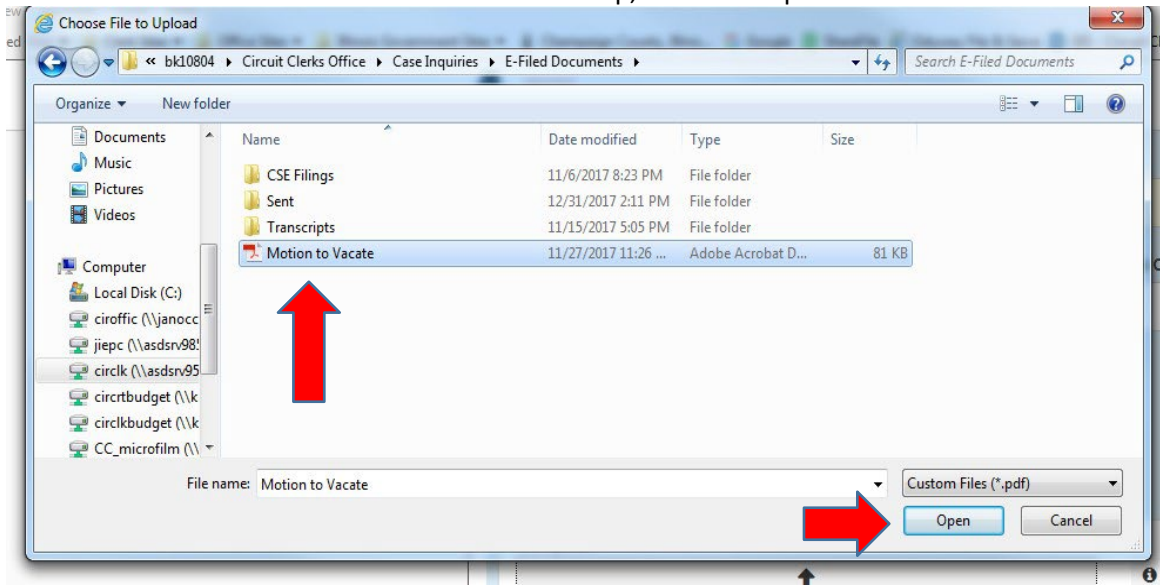
  

Optional Services and Fees

Optional Services and Fees	Fee Amount	Quantity	Fee Total
			


 


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	Security
Motion to Vacate.pdf	Click to select Security 



19. Click "Save Changes"

Lead Document (Required)


Motion to Vacate.pdf 80.77 KB ✕

Description	Security
Motion to Vacate.pdf	Non-Confidential ▼ ⓘ

Optional Services and Fees


Optional Services and Fees	Fee Amount	Quantity	Fee Total
⊕ 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

Filing Type ⓘ **Filing Code**

EFileAndServe ▼ Motion to Vacate ▼

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

Please select at least one service contact for service.

Undo Save Changes

Need Help?

22. 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

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
Filing Total:	\$50.00

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
Filing Total: \$0.00	

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
Filing Total: \$0.00	

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
Filing Total: \$0.00	

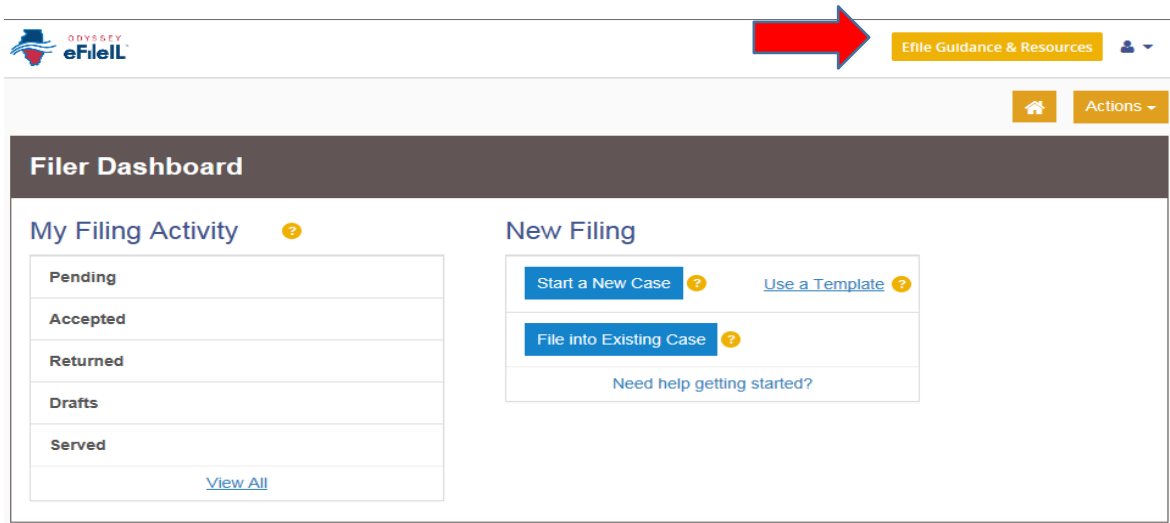
Total Filing Fee \$0.00

Envelope Total: \$0.00
Waiver selected

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.

