



Civil Appeals – Self-Represented Litigants

How to E-File in Odyssey (Kiosk Mode) 

Step 7: Upload Your Documents in the Filings Section

E-filing Steps

- 1 • Prepare Documents
- 2 • Register
- 3 • Sign In
- 4 • Create new Password
- 5 • Add Payment Account
- 6 • Case Information
- 7 • Upload Filings**
- 8 • Add Service Contacts
- 9 • Pay Fees
- 10 • Review Summary / Submit

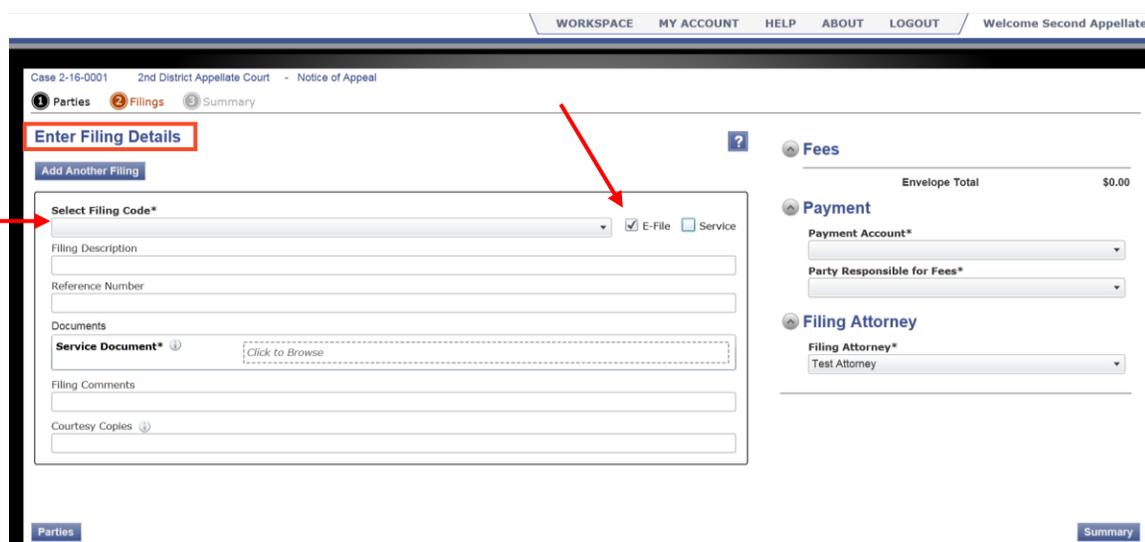


Upload documents and complete the Filings section

The documents you want to file with the court have to be uploaded into the system. This all happens in the **Filings** section after you have completed the Case Information. The whole packet of what you upload to file is called an "envelope" in the e-filing system.

➔ Choose the Filing Type

1. Click on the **Filings** tab, which will take you to a page to **Enter Filing Details**.



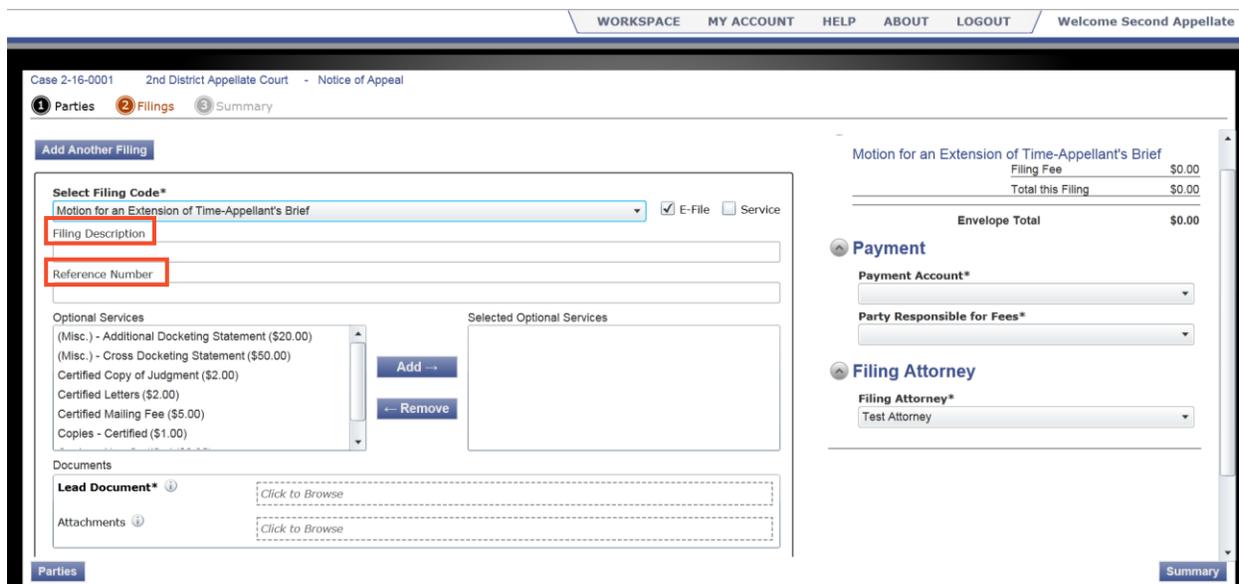
-  The **E-File** box should be defaulted to select **E-file** (make sure you select **E-file** if your screen does not default to this option).
-  If you need to hand deliver or mail documents to the court or to other parties, contact your clerk's office for further instructions.
-  If you want to electronically serve another party listed in your service contact list, you must also select the **Service** box (located next to the E-file checkbox). If you do not select the **Service** box, the other party will not be electronically served. For more information on electronic service, see *Step 8: Add Service Contacts*.

➔ Select the Filing Code

1. Click on the **Select Filing Code** box for the drop down menu. Filing Code means the type of document that you are filing with the court (for example, Notice of Appeal or Docketing Statement).
2. **Click** on the type of document you are filing.

 If you don't know the Filing Code you should use, you may wish to consult with the clerk's office so that there are no issues with your filing.

3. Once you click on **Select Filing Code**, and select the filing code for the document you want to upload, you have the option of filling out two boxes, but they are not required. You are now ready to upload your lead document.



- a. Filing Description (optional)
 - i. This is just for you to remember what you are filing.
- b. Reference Number (optional)
 - i. This is a tracking number for lawyers to use to know which client's case they are filing in. Since you are representing yourself, you won't use this box.

➤ Explanation of Lead Documents, Attachments, and Document Size

What is a Lead Document?

- Any document that you need the court to look at to be able to take action on your appeal. In most instances, every document you file for your appeal will be a Lead Document.
 - For example, when you file your Docketing Statement or Brief with the Court, it will be a lead document.
- All notice documents (such as Notice of Appeal or Notice of Motion) are Lead Documents.
- An *Application for Waiver of Court Fees* is always a Lead Document and should be filed at the same time as your other documents.

What are Attachments?

- Any document that you reference in your Lead Document, but is not technically part of that Lead Document. They are usually called exhibits or attachments.



Each appellate district has different procedures for uploading Lead Documents and attachments. Check with your local appellate clerk's office to ensure you are following their preference for uploading documents into Odyssey.

What are the Document Size Limits?

- For Circuit Courts, each document cannot be larger than 25MB and a combined total of 50MB per filing (you will file your Notice of Appeal with the circuit court to start your appeal).
- For the Supreme Court and the Appellate Courts the file size limit is to 150MB.

➔ Upload Lead Document (Required)



All Lead Documents MUST be uploaded as separate Lead Documents or your filing may be rejected. This means that you have to scan or save each Lead

Document separately so you can upload it. For example, you would file your Docketing Statement as its own Lead Document and also file an Application for Waiver of Court Fees as its own Lead Document.



If any Lead Document is more than one page long, all the pages of the same document should be scanned/saved as one document and uploaded as one document. For example, if your Brief is 20 pages long, all 20 pages should be saved and uploaded as a single Lead Document.

1. Click on the **Click to Browse** under the Lead Document heading.
2. A Window will pop-up where you will select your document.

- Find where the document is saved on the computer (for example, on your desktop, documents folder, flash drive, etc.).
- Select the document you would like to file and click **Open**. The document title will appear in the Description Box.
- If you selected the wrong document, you can delete it by clicking on the **X** in the right corner of the box.
- Once you have the correct document, select the drop down menu for the **Security** box. Click whether the document is public (non-confidential) or confidential. You will likely select **Non-Confidential**.

Documents

Lead Document* ⓘ EFile Testing Document.pdf 16.4 kb ✕

Description
EFile Testing Document.pdf

Security* ⓘ

Non-Confidential

Confidential

Attachments ⓘ Click to Browse



Most court documents are public (non-confidential) even though they contain personal information that you may like to keep private. You may need a court order to be able to select confidential.

- The document has been uploaded to the system when you see it listed under the **Lead Document** section (the file will appear under the title you gave to that file). If you are done with your documents, you may move on to the next step; if not see below for adding Attachments.

WORKSPACE MY ACCOUNT HELP ABOUT LOGOUT Welcome Second Appellate

Case 2-16-0001 2nd District Appellate Court - Notice of Appeal

1 Parties 2 Filings 3 Summary

Add Another Filing

Select Filing Code*
Motion for an Extension of Time-Appellant's Brief E-File Service

Filing Description

Reference Number

Optional Services
(Misc.) - Additional Docketing Statement (\$20.00)
(Misc.) - Cross Docketing Statement (\$50.00)
Certified Copy of Judgment (\$2.00)
Certified Letters (\$2.00)
Certified Mailing Fee (\$5.00)
Copies - Certified (\$1.00)

Selected Optional Services

Add →

← Remove

Documents

Lead Document* ⓘ EFile Testing Document.pdf 2.7 kb ✕

Description
EFile Testing Document.pdf

Security*
Non-Confidential

Motion for an Extension of Time-Appellant's Brief
Filing Fee \$0.00
Total this Filing \$0.00
Envelope Total \$0.00

Payment
Payment Account*
Waiver

Filing Attorney
Filing Attorney*
Test Attorney

Parties Summary

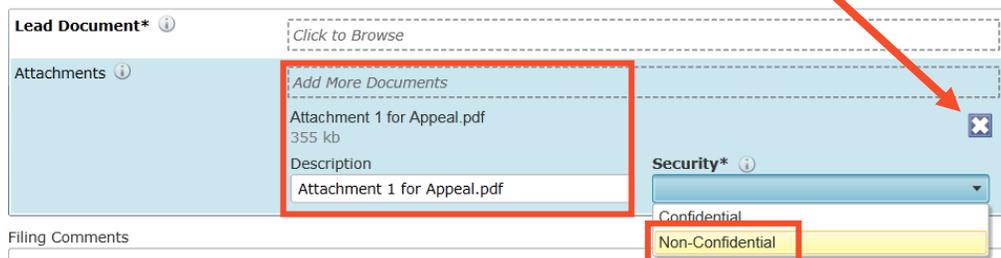
➔ Upload Attachments (Optional)

1. **Click to Browse** under the Attachments heading.
2. A Window will pop up where you will select your document.



3. Find where the document is saved on the computer (for example, on your desktop, documents folder, flash drive, etc).
4. Select the document you would like to file and click **Open**. The document title will appear in the Description Box.
5. If you selected the wrong document, you can delete it by clicking on the X in the right corner.
6. Once you have the correct document, select the drop down menu for the **Security** box. Select whether the document is public (non-confidential) or confidential.

7. If you are done adding documents, you may move on to the next step.




Most court documents are public (non-confidential) even though they contain personal information that you may like to keep private. You may need a court order to be able to select confidential.



You have successfully uploaded your documents/completed the Filings section.