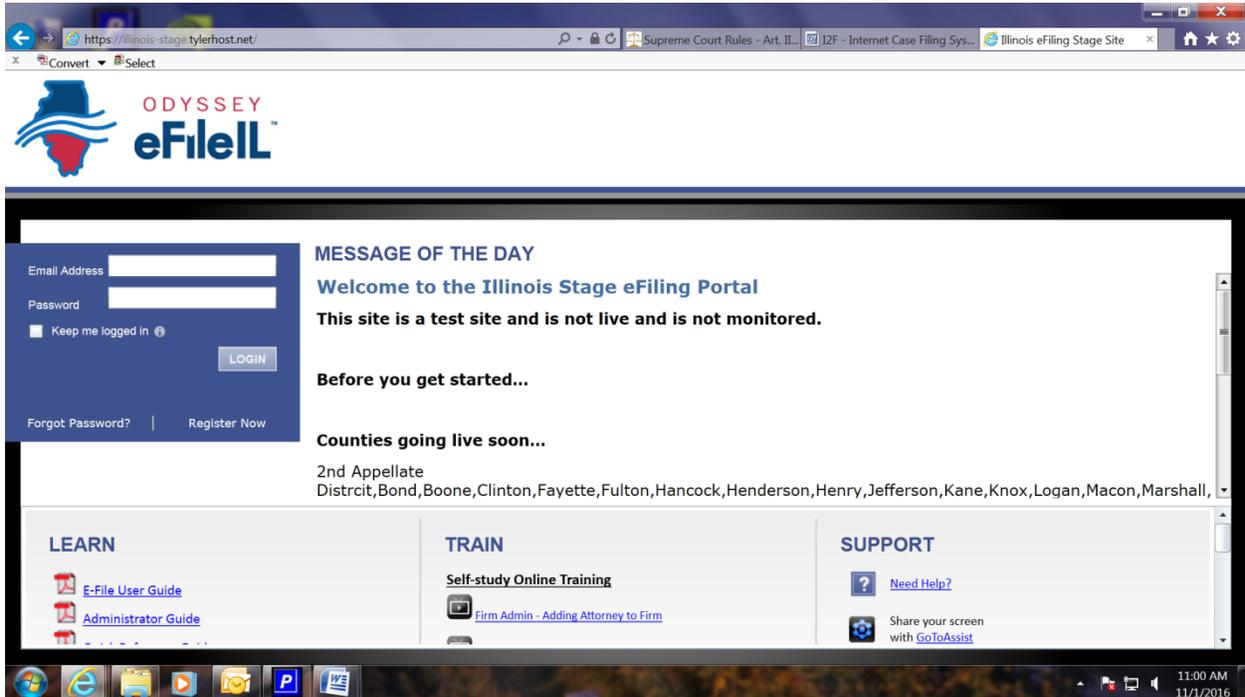


# Guide for Filers Filing Documents on EFileIL

**First**, you must register with eFileIL. You will click on Register Now.

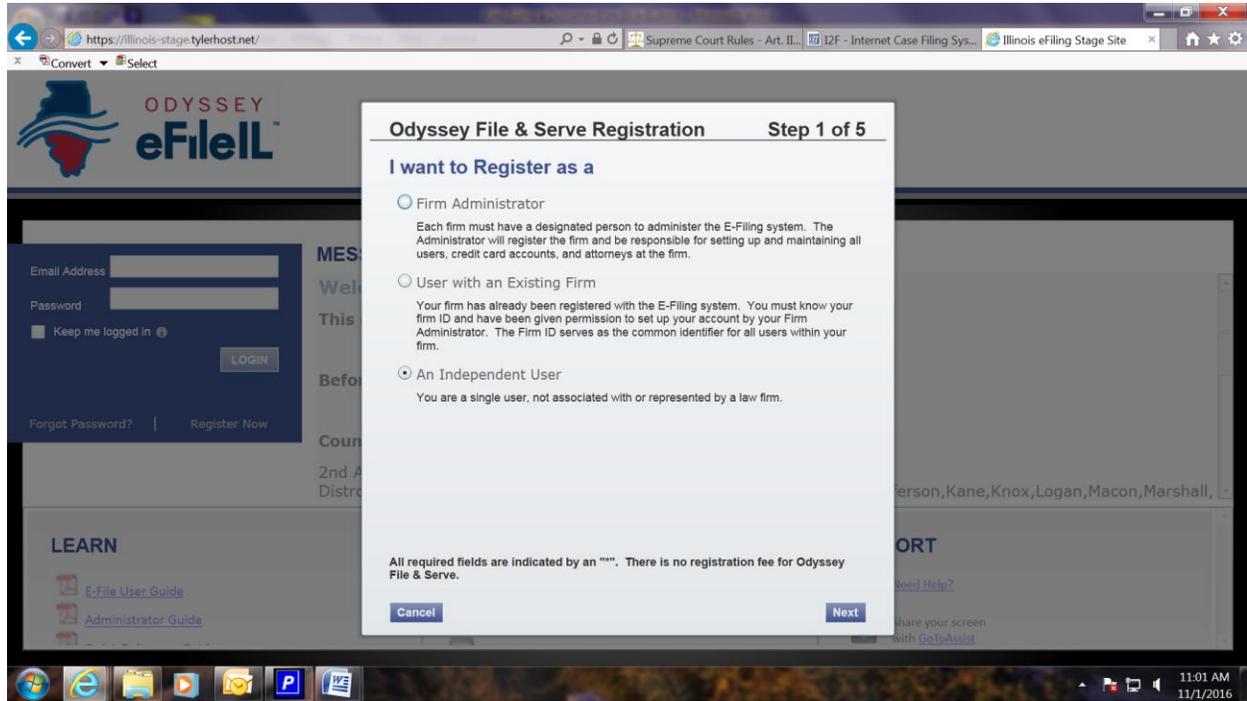


After clicking Register Now, you will have to complete a five step Registration Process. The first step is selecting the type of User you are.

If you are with a **law firm that has never used eFileIL before**, you will click on **Firm Administrator**.

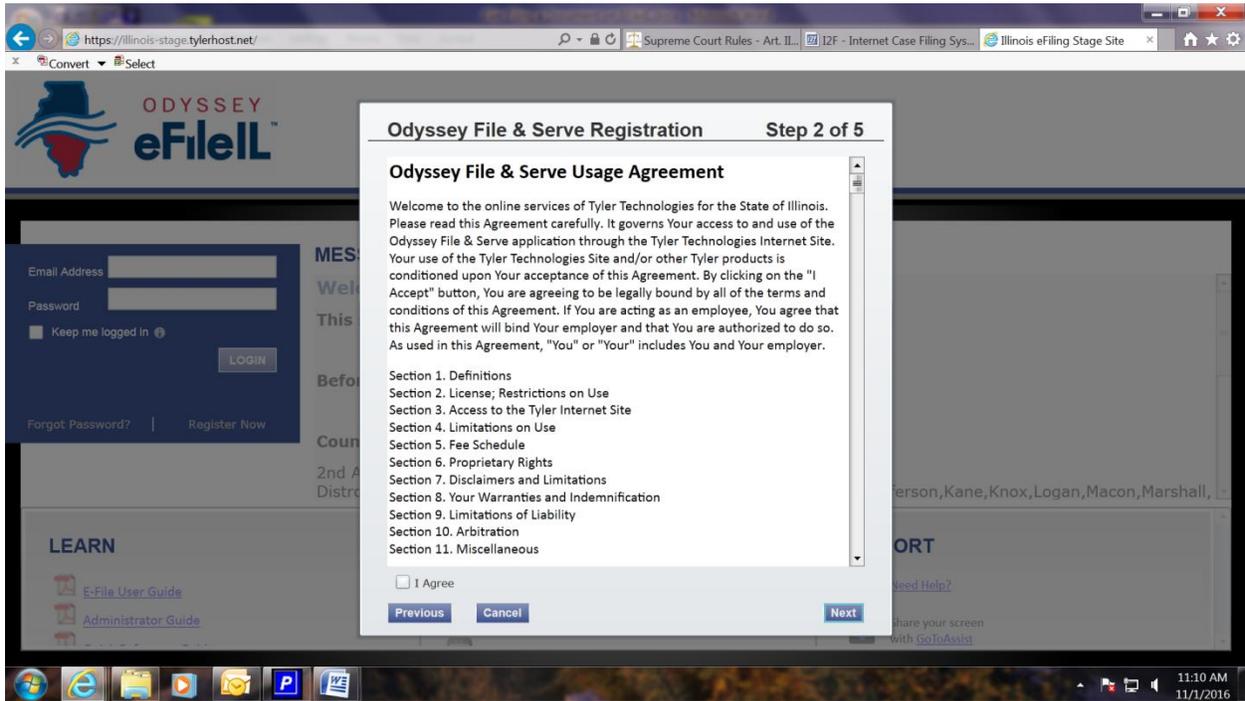
If your **firm already exists**, you will select User with an **Existing Firm**.

If you are a *pro se* filer, you will select **Independent User**.



## Step 2

You will agree to eFileIL Service and Usage Agreement.



You will check the box **I Agree** and click **Next**.

### Step 3

Then you will be sent to a page where your **Contact Information** is required. After inputting the information, you will click Next.

The screenshot shows a web browser window with the URL <https://illinois-stage.tylerhost.net/>. The page title is "Odyssey File & Serve Registration Step 3 of 5". The main heading is "Contact Information". The form contains the following fields:

- Country\* (Dropdown menu showing "United States of Ame...")
- Address Line 1\* (Text input field)
- Address Line 2 (Text input field)
- City\* (Text input field)
- State\* (Dropdown menu)
- Zip Code\* (Text input field)
- Phone Number\* (Text input field)

Navigation buttons at the bottom of the form are "Previous", "Cancel", and "Next". The background shows a login form with fields for "Email Address" and "Password", and a "LOGIN" button. The system tray at the bottom right shows the time as 2:05 PM on 11/1/2016.

## Step 4

You will input your **User Information**. The password must be at least 8 characters long, with at least one lower case letter, one uppercase letter, and at least one number or symbol. You will also have to create a Security Question and a Security Answer. Examples are: what was your High School Mascot, what was the name of your first pet, etc. You will click **Register** when done.

The screenshot shows a web browser window with the URL <https://illinois-stage.tylerhost.net/>. The page title is "Odyssey File & Serve Registration Step 4 of 5". The main heading is "User Information". The form contains the following fields:

- First Name\* (text input)
- MI (text input)
- Last Name\* (text input)
- Email Address\* (text input)
- Verify Email Address\* (text input)
- Password\* (text input)
- Verify Password\* (text input)
- Security Question\* (text input)
- Security Answer\* (text input)

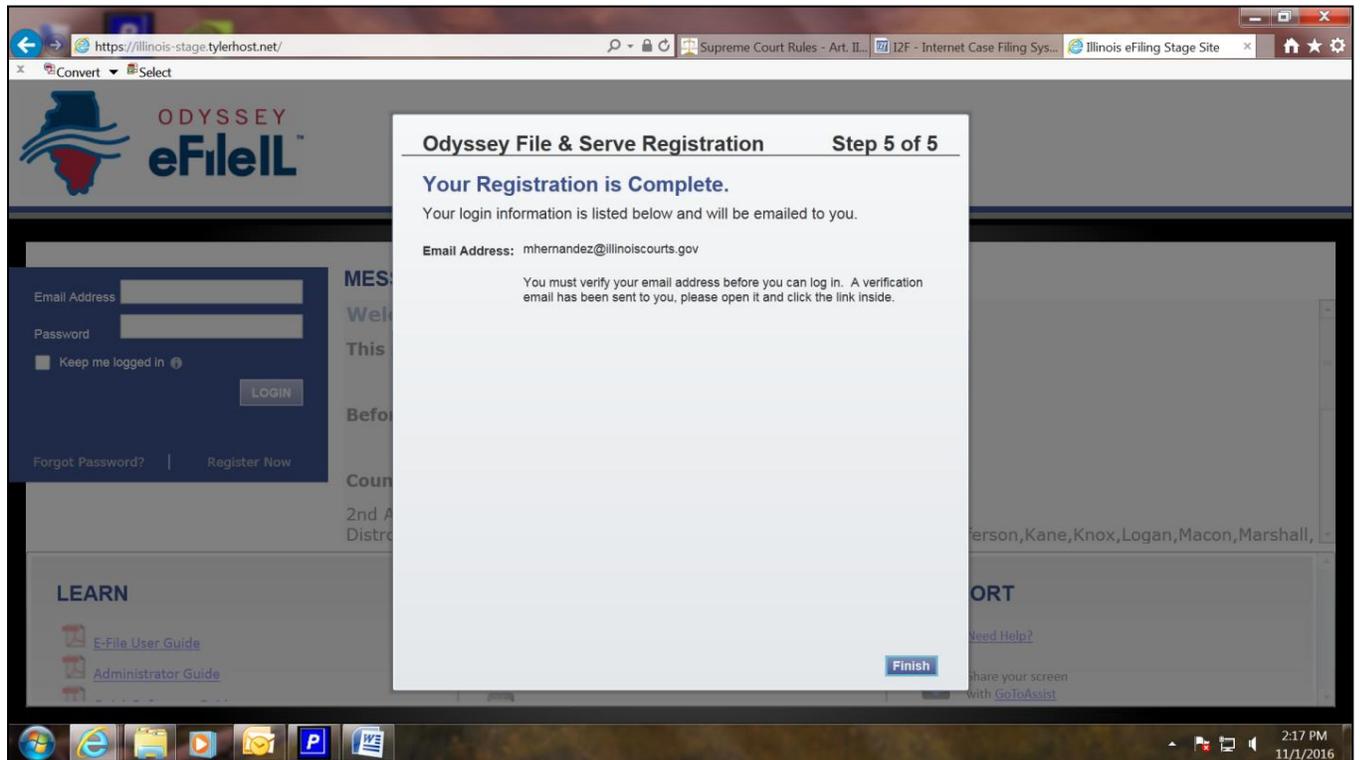
Below the Security Question field, there is a note: "Compose a simple question and answer pair which will allow you to restore your password, should you forget it. Please choose a simple, specific question that can only be answered by you. Example: High School Mascot or The Name of My First Pet."

At the bottom of the form, there are three buttons: "Previous", "Cancel", and "Register".

The background of the page shows the "ODYSSEY eFileLL" logo and a "LOGIN" button. The Windows taskbar at the bottom includes icons for Internet Explorer, File Explorer, and other applications.

## Step 5

Once your registration is complete, you will be asked to verify your e-mail address before you can log onto eFileIL. A verification e-mail will be sent to you. You will have to open the e-mail and click on link inside. You can then click **Finish** on eFileIL.



After you activate your account with eFileIL, you can then login using your e-mail address and password.

## To File Documents with the Second District

Right next to **New Case**, you will click the Dialog Box and Select **2nd District Appellate Court**. Then you will type in **your case number**. You will then click the Go button.

The screenshot displays the Odyssey eFileIL web application interface. At the top, there is a navigation bar with links for WORKSPACE, MY ACCOUNT, HELP, ABOUT, and LOGOUT. Below this is the Odyssey eFileIL logo and a "NEW CASE" button. A dropdown menu is set to "2nd District Appellate Court", and a "Case Number" input field is present with a "Go" button and an "Advanced Search" link.

The main content area shows a list of filings under the heading "FILINGS". The list includes three cases:

- Case # 2-16-0351**: Envelope # 932 filed November 01, 2016 at 10:57 AM by Second Appellate on behalf of Test Attorney. Status: Accepted. Filing Code: Notice of Appeal. Filing Type: EFile.
- Case # 2-16-0035**: Envelope # 931 filed November 01, 2016 at 10:45 AM by Second Appellate on behalf of Test Attorney. Status: Accepted. Filing Code: Motion to Compel. Filing Type: EFile.
- Case # 2-16-0001**: Envelope # 730 filed October 25, 2016 at 11:41 AM by Second Appellate on behalf of Test Attorney. Status: Under Review. Filing Code: Record on Appeal. Filing Type: EFile.

The interface also features a search bar with filters for "My Filings", "All Statuses", and "All Locations", along with date range selection and "Filter" and "Export" buttons. The bottom of the screen shows a Windows taskbar with the system clock at 2:29 PM on 11/1/2016.

You will be sent to a page that shows your case number and the location of your case. For case type it will say Notice of Appeal. Under Actions, you will select the file folder icon. That is the tab to: **Start a new subsequent filing for this case.**

The screenshot shows a web browser window with the URL <https://illinois-stage.tylerhost.net/>. The page header includes the Odyssey eFileIL logo and navigation links: WORKSPACE, MY ACCOUNT, HELP, ABOUT, LOGOUT. A user is logged in as "Welcome Second Appellate".

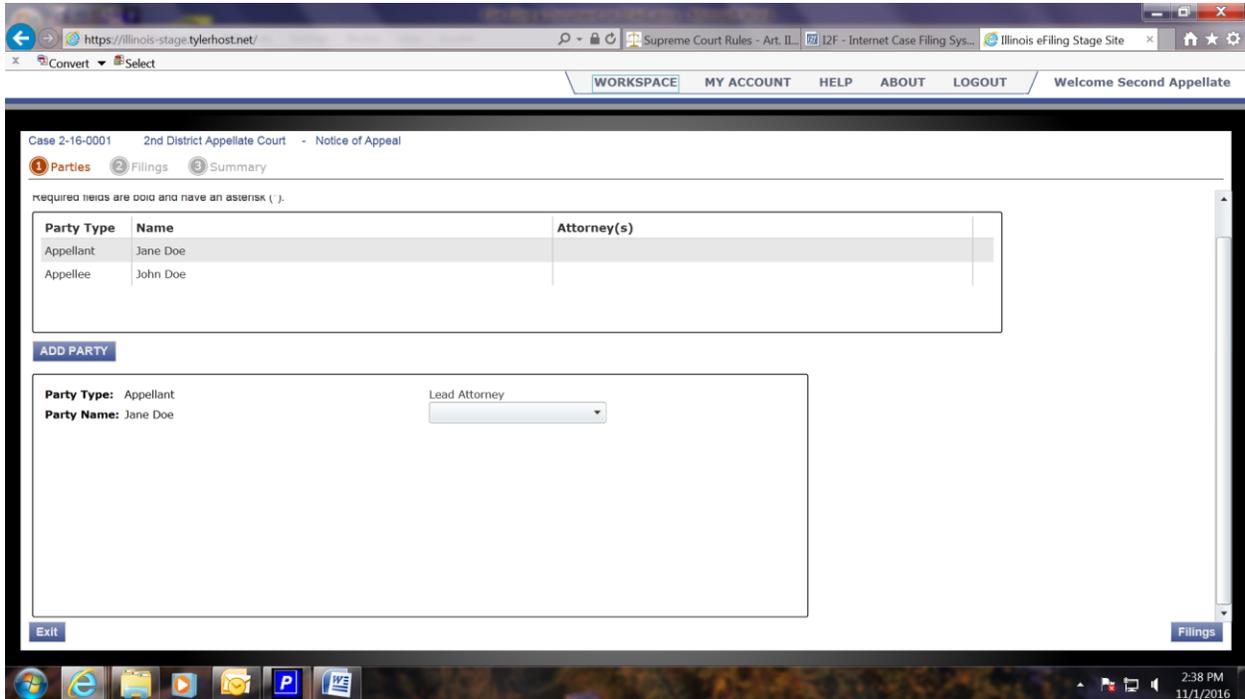
Below the header, there is a "NEW CASE" button and a search bar containing "2nd District Appellate Court" and "2-16-0001". A "Go" button and an "Advanced Search" link are also present.

The main content area displays a search results table:

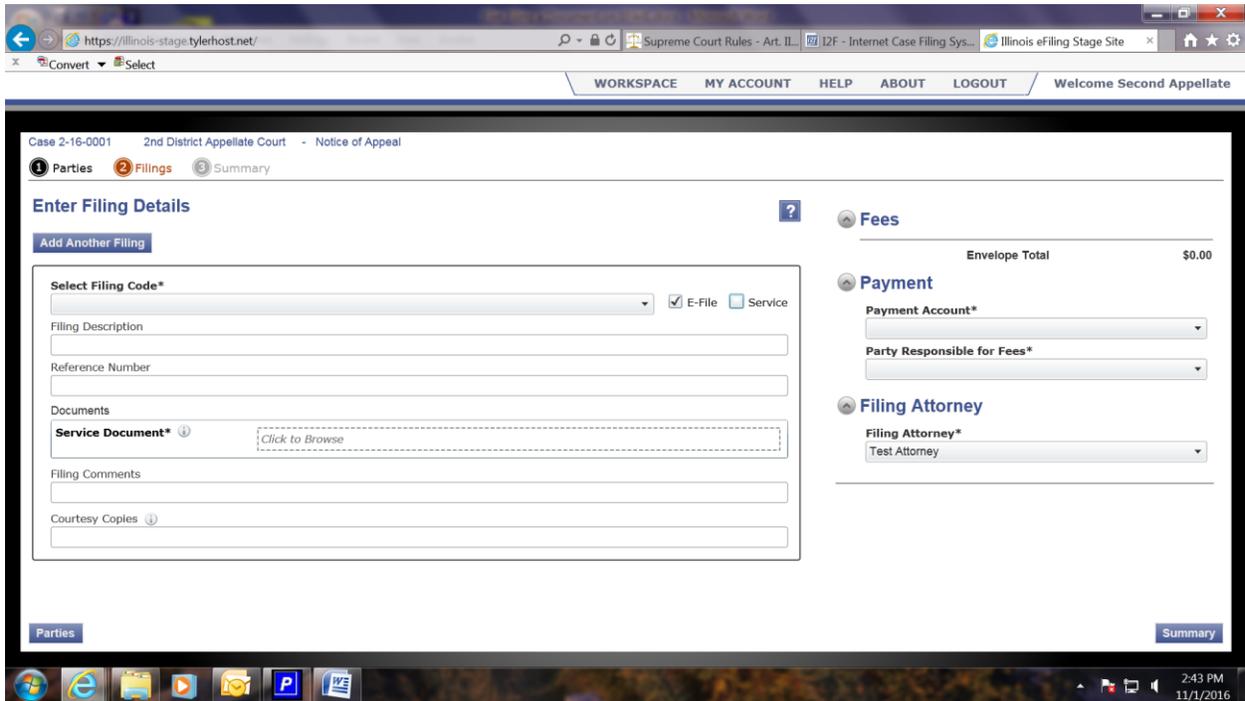
Case Number	Location	Description	Case Type	Actions
2-16-0001	2nd District Appellate Court		Notice of Appeal	  
2-16-0001	2nd District Appellate Court		Notice of Appeal	  

At the bottom of the table area, a blue button reads "File Into Case Not Listed". The Windows taskbar at the bottom shows the time as 2:38 PM on 11/1/2016.

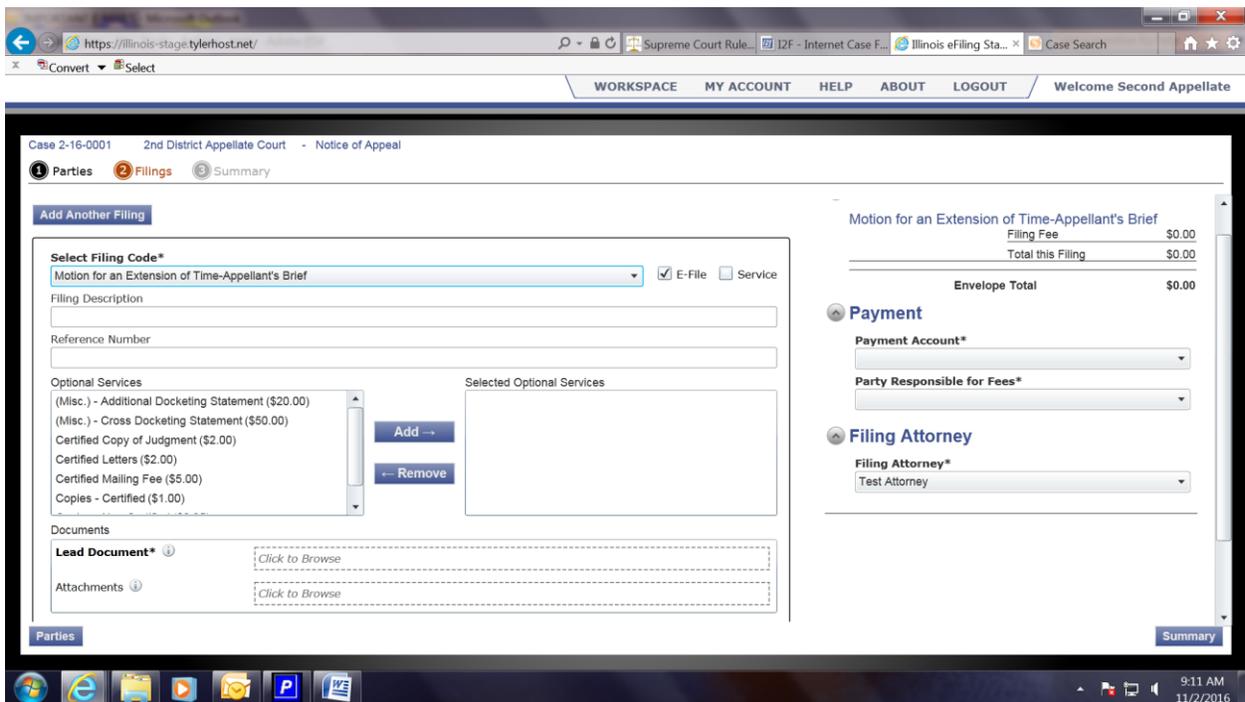
You will select which party you are (or represent). You will click **Filings**. It will be in the lower right hand corner of your screen.



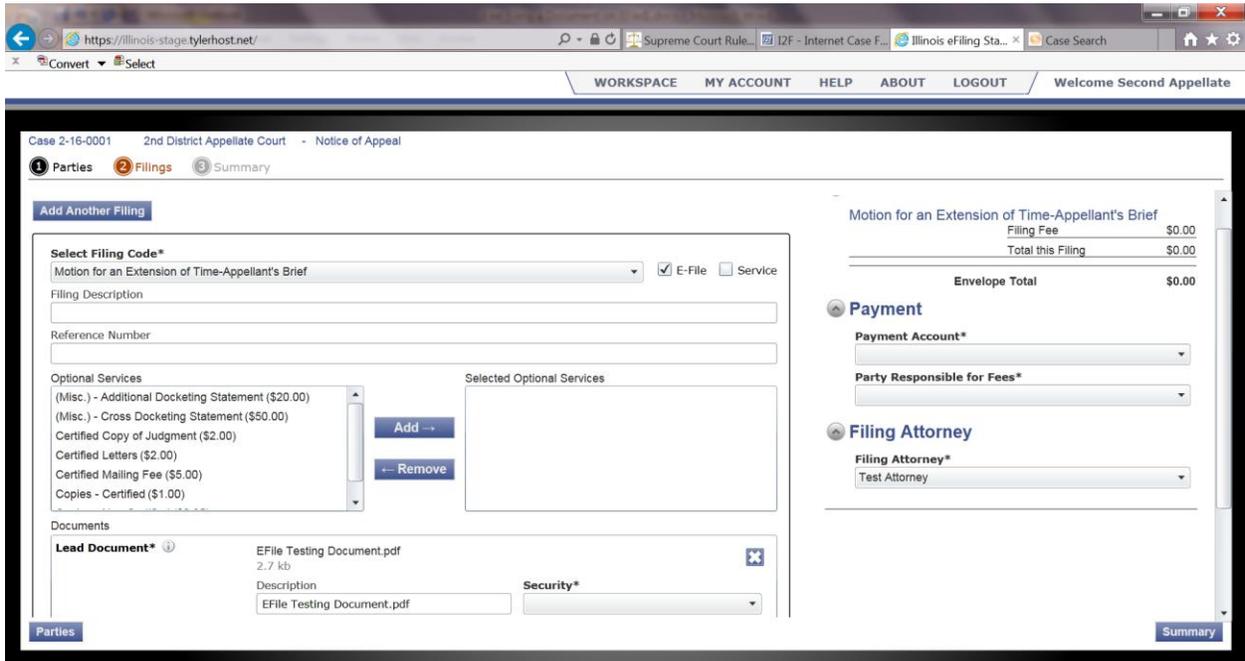
Once you click the Filings tab, you will be sent to a page that says **Enter Filing Details**.



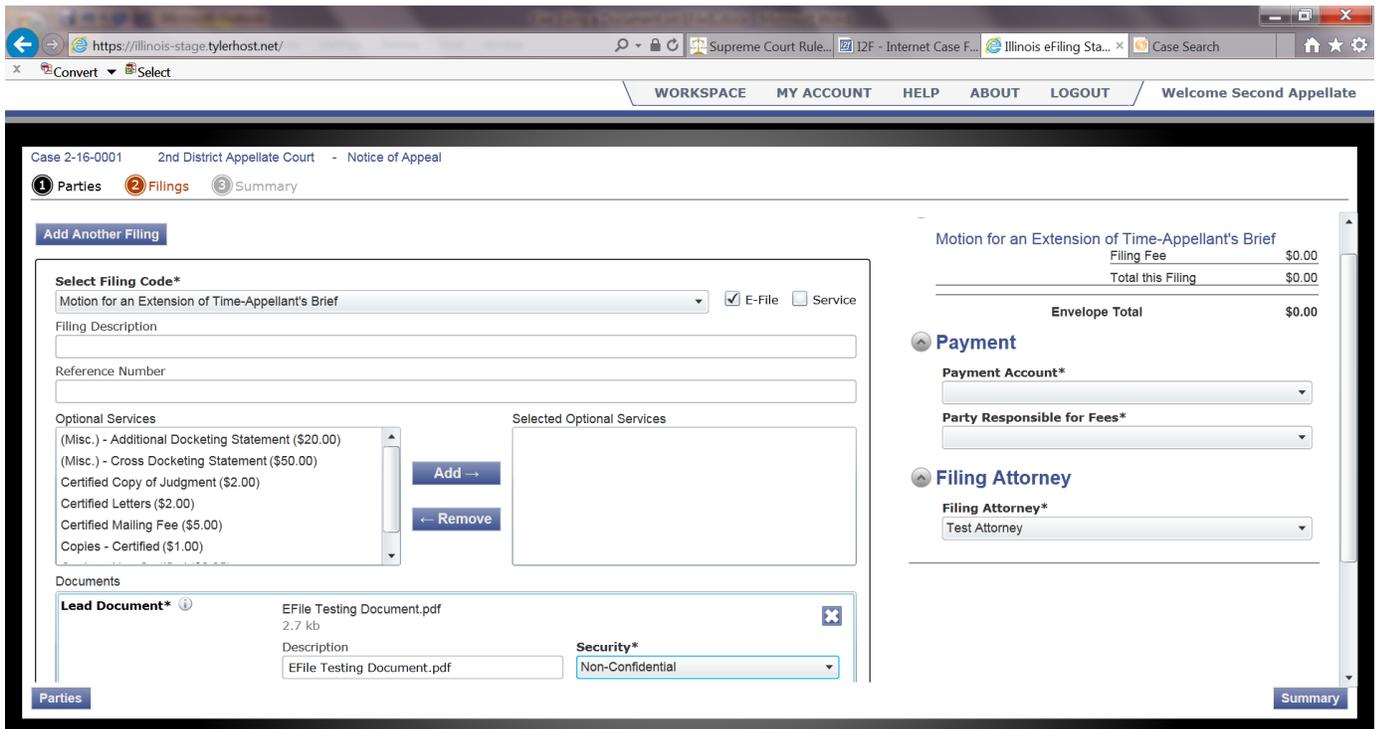
Once you click on **Select Filing Code**, your screen will look like this:



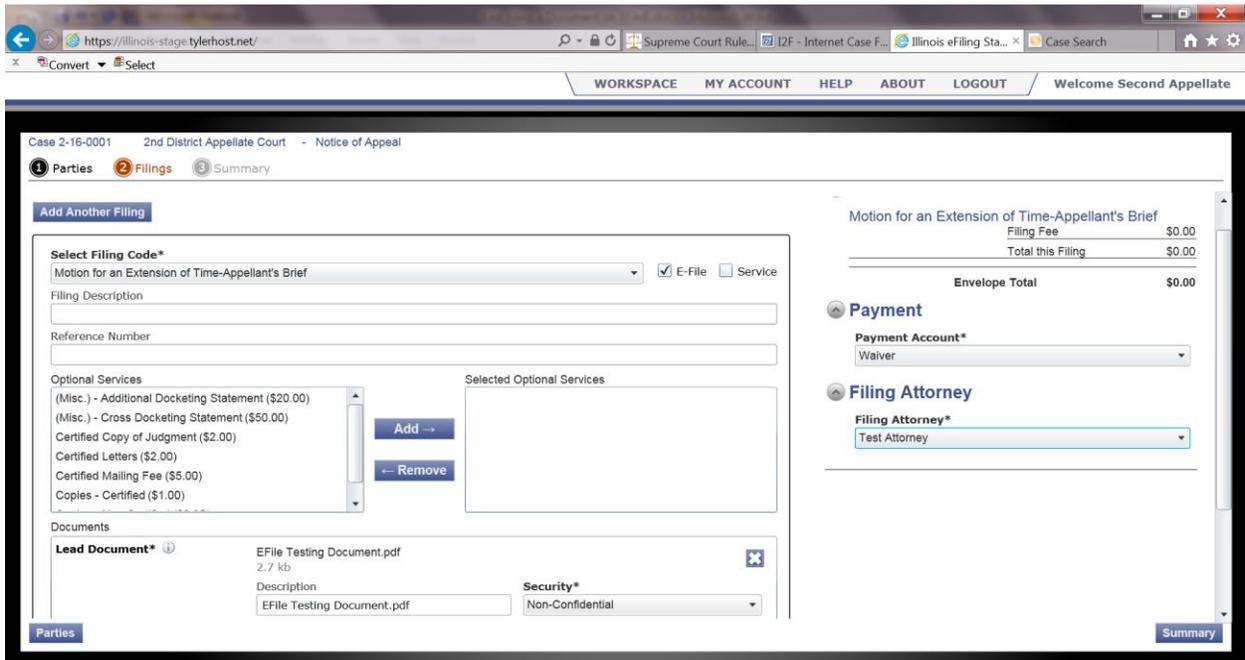
Next to **Lead Document**, you will want to click on **Click to Browse**. The whole row will highlight. You will left click and select your document to insert.



You will then click on the **Security** dropdown box. You will select **Non-confidential**.



On the right hand side of your screen, you will see **Payment**. Under **Payment Account**, you will want to select from the dropdown box **Waiver**, because you already paid your fee with us. After you do that, you will click on the **Summary** tab, which is in the lower right hand corner.



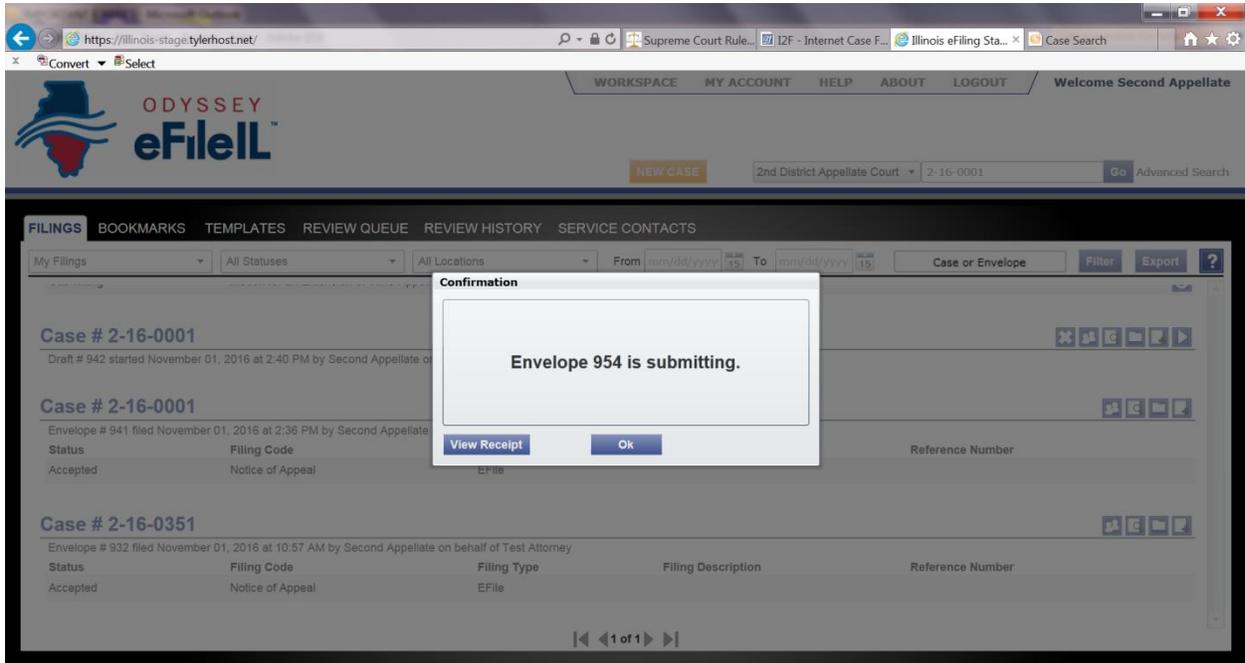
Once you do that, you will see a screen that says **Envelope and Filing Summary**. Here, you will see a Summary of the document you will be filing. This is to preview what you did. Once you see that your filing is complete, you will hit **Submit**, which is located in the lower right hand corner.

The screenshot displays the 'Envelope and Filing Summary' page for Case 2-16-0001 in the 2nd District Appellate Court. The page is divided into several sections:

- Case Information:** Location: 2nd District Appellate Court; Case Category: Civil; Case Type: Notice of Appeal; Filing Attorney: Test Attorney; Payment Account: Waiver.
- Parties:** A table listing Jane Doe as the Appellant and John Doe as the Appellee.
- Filings:** A table showing a filing for 'Motion for an Extension of Time...' with a status of 'Ok' and a security level of 'Non-Confidential'.
- Fees:** A table showing a filing fee of \$0.00, resulting in an 'Envelope Total' of \$0.00.
- Payment:** The payment account is set to 'Waiver'.
- Filing Attorney:** The filing attorney is 'Test Attorney'.

Navigation tabs at the top include 'Parties', 'Filings', and 'Summary'. A 'Submit' button is located in the bottom right corner of the main content area.

After you hit submit, you will see a **Confirmation screen popup** stating your **transaction number**, which will be **Envelope** and a number next to it stating that your filing was submitted. You can **View Receipt** or click **OK**.



Example of how Filers will view their receipts.

Print this page

**Case # 2-16-0001**

**Case Information**

Location	2nd District Appellate Court
Date Filed	11/02/2016 09:22:20 AM
Case Number	2-16-0001
Case Description	
Assigned to Judge	
Attorney	Test Attorney
Firm Name	Second District Appellate Court
Filed By	Second Appellate

**Fees**

Convenience Fee	\$0.00
Total Court Case Fees	\$0.00
Total Court Party Fees	\$0.00
Total Court Filing Fees	\$0.00
Total Court Service Fees	\$0.00
Total Filing & Service Fees	\$0.00
Total Service Tax Fees	\$0.00
Total Provider Service Fees	\$0.00
Total Provider Tax Fees	\$0.00
Grand Total	\$0.00

**Payment**

Account Name	Waiver
Transaction Amount	\$0.00

Total Provider Service Fees	\$0.00
Total Provider Tax Fees	\$0.00
Grand Total	\$0.00

**Payment**

Account Name	Waiver
Transaction Amount	\$0.00
Transaction Response	
Transaction ID	
Order #	

**Motion for an Extension of Time-Appellant's Brief**

Filing Type	EFile
Filing Code	Motion for an Extension of Time-Appellant's Brief
Filing Description	
Reference Number	
Comments	
Status	Submitted

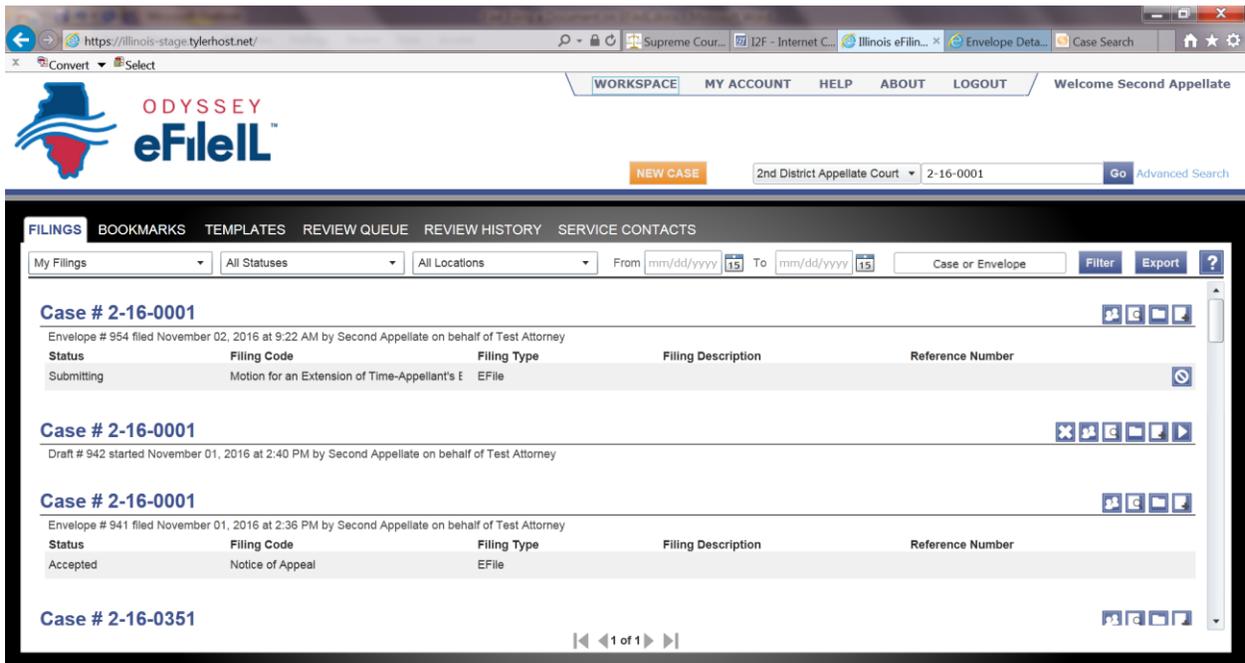
**Fees**

Court Fee	\$0.00
Service Fee	\$0.00

**Documents**

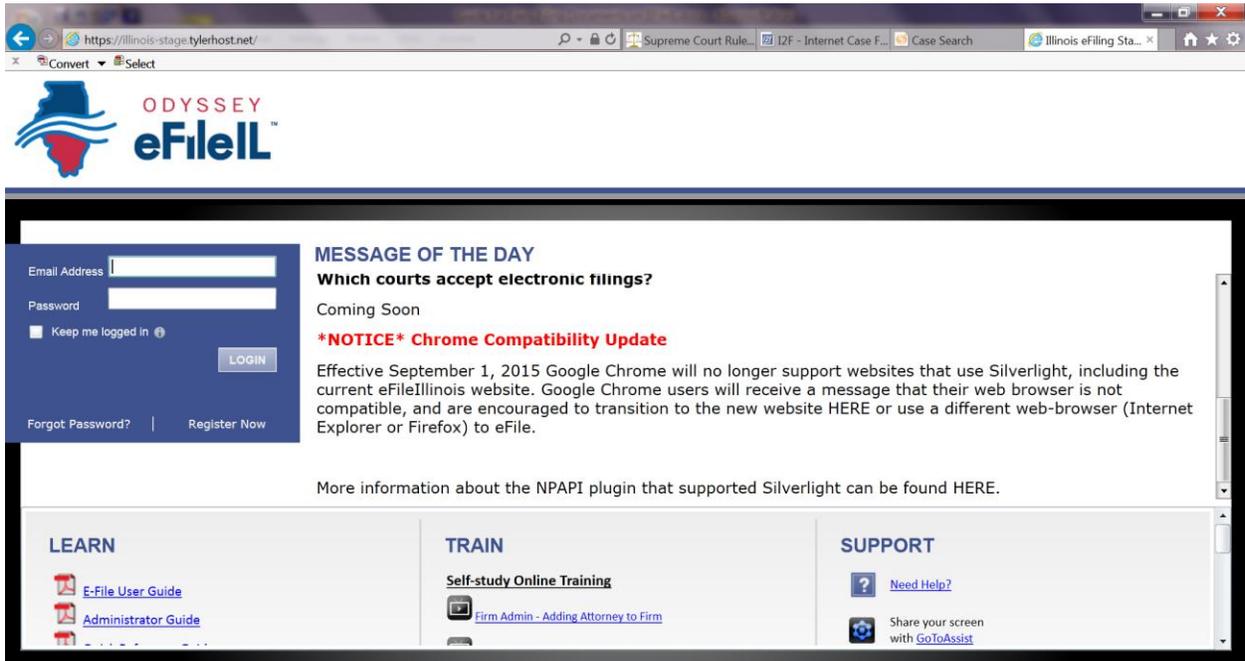
Lead Document	EFile Testing Document.pdf	<a href="#">[Original]</a>
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At the Filings screen, you can see when your filing was submitted, as well as what you filed.

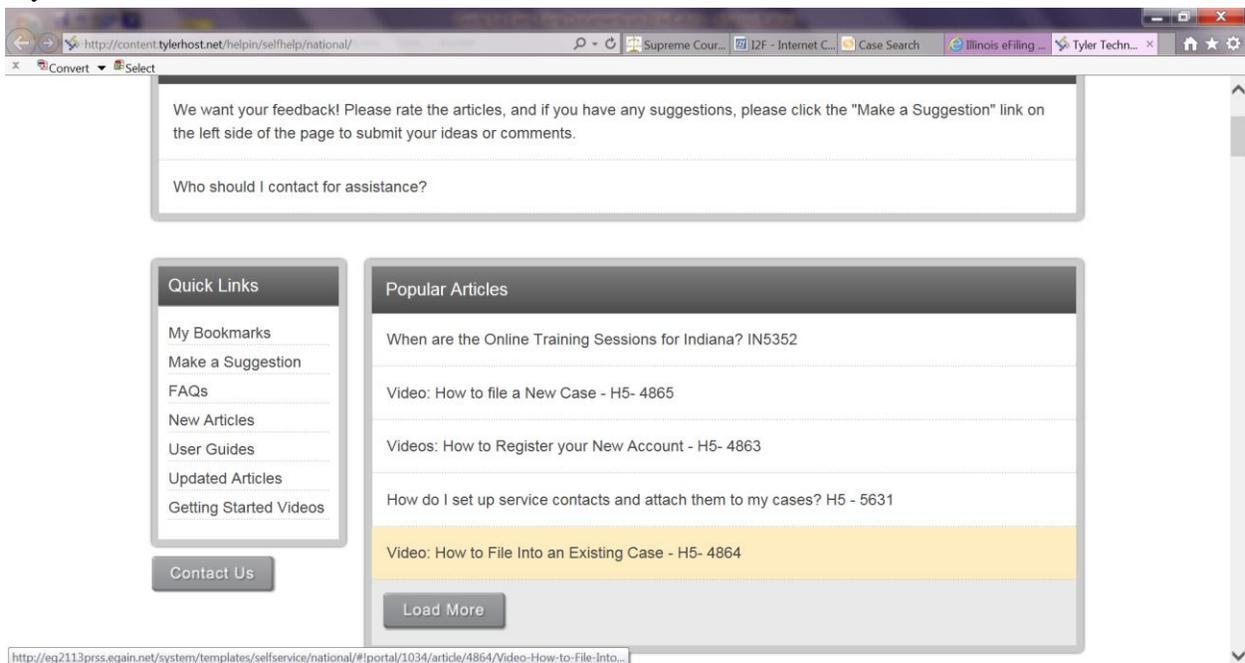


On the right hand side of your screen, you can click on the second icon that has a piece of paper with a magnifying glass in order to **View filing details**. Once you are done, you can log out of eFileIL.

In order to contact tech support, you will have to go to eFileIL. On the homepage in the lower right hand side you will see **SUPPORT**. You will click on the **Need Help?** hyperlink.



If you wish to contact someone at eFileIL, click on the Contact Us tab.



You can e-mail tech support directly from the website, or call them between 7:00 a.m. to 9:00 p.m. Central Time. The phone number is: 1-800-297-5377

The screenshot shows a web browser window with the URL <http://content.tylerhost.net/helpin/selfhelp/national/>. The page features a sidebar on the left with a 'Quick Links' menu containing: My Bookmarks, Make a Suggestion, FAQs, New Articles, User Guides, Updated Articles, and Getting Started Videos. Below this is a 'Contact Us' button and a 'Browse Our Knowledge Base' menu with options: Administration, Court Contact, and eFiling. The main content area is titled 'Article #3630 Contact Us - VR3630' and contains the following text: 'For technical assistance, please contact us through one of the below methods: For **court business process** questions, please contact your local court. Contact information can be found in the menu to the right under "Court Contact"'. It includes two links: [Click Here to eMail Us](#) and [Click Here to Chat With Us](#). A paragraph states: 'Emails received during normal business hours are normally responded to within 24 hours, Monday - Friday between 7:00am and 9:00pm Central Time. E-mails received after 9:00pm Central Time or on a holiday will be responded to on the following business day.' Below the chat link, it says: 'Start a chat for immediate assistance, and one of our trained specialists will assist.'

This screenshot shows the same web browser window, but the sidebar menu is expanded to show 'eFiling', 'Notifications', and 'Support and Training'. The main content area is now focused on the 'Click Here to Chat With Us' link. The text reads: 'Start a chat for immediate assistance, and one of our trained specialists will assist. Normal business hours are Monday - Friday, 7 am - 9 pm Central Time.' Below this is the 'Call Us' section, which states: 'We are available Monday - Friday, 7 am - 9 pm Central Time.' and lists the phone numbers: 1.800.297.5377 and 1.972.713.3788. Further down, it lists metadata: Audience: All Filers, Applicable Release: N/A, Date Created: 10/22/2014, and Date of Last Review: 3/14/2016. At the bottom of the article content, there are links for 'Share', 'Bookmark', and 'Print'. The page concludes with the question: 'Did this article answer your question?'.