

# Create New Case in Odyssey eFileLL

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://illinois.tylerhost.net/ofsw eb>



## 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 Wayne 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?

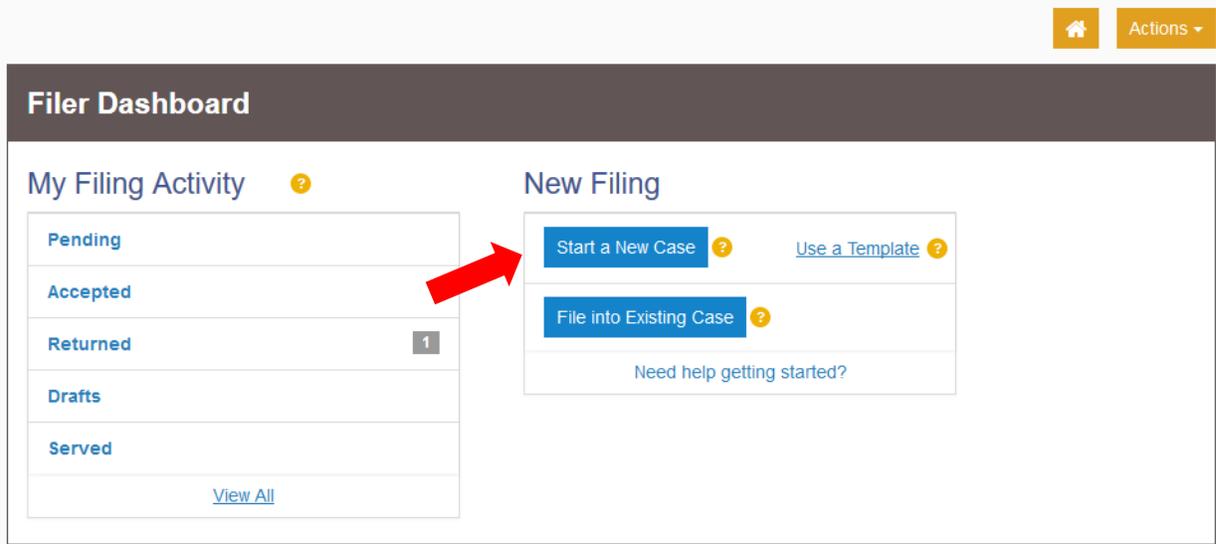
4. "Add Payment Account" before beginning (if you have already done this, you will NOT see this REMINDER)

**REMINDER!**

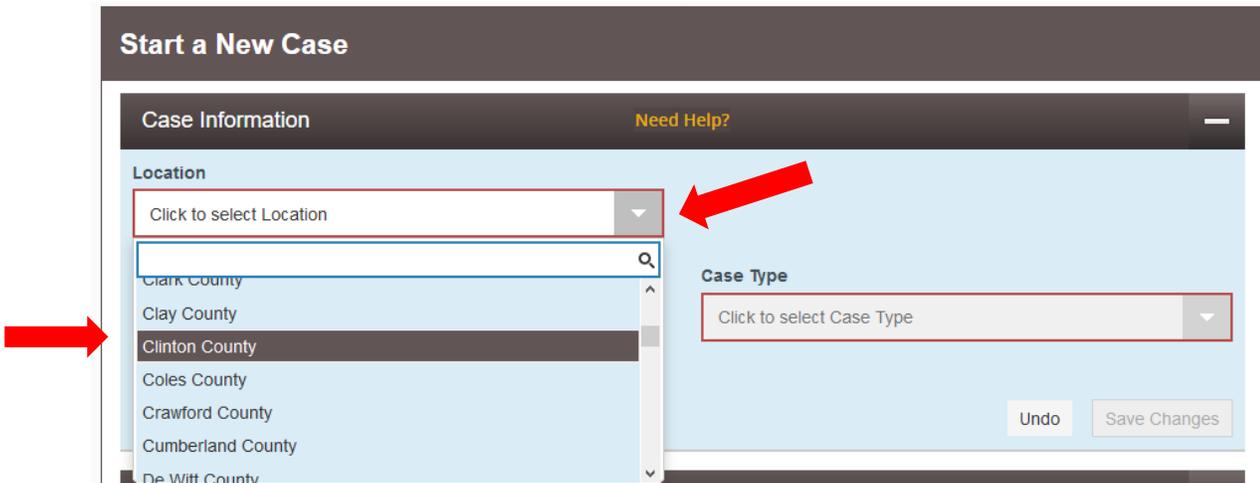
You need to add a Payment Account!  
Click below for guidance.

Add Payment Account Remind me later

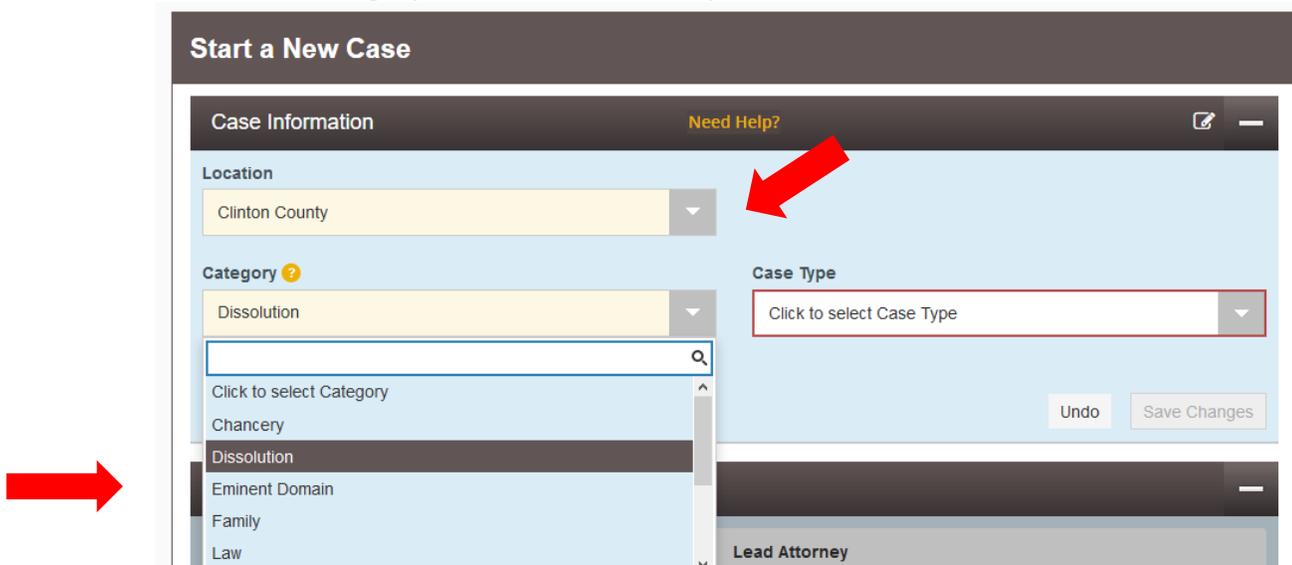
5. Click "Start New Case"



6. Select "Location", choose Clinton County



7. Select "Category" of case from the drop down menu



8. Select "Case Type" from the drop down menu

**Start a New Case**

Case Information Need Help?

Location  
Clinton County

Category  
Dissolution

Case Type  
Click to select Case Type  
Click to select Case Type  
Dissolution of Marriage or Legal Separation - \$241.00

9. Click "Save Changes"

Case Information Need Help?

Location  
Clinton County

Category  
Small Claims

Case Type  
Small Claims - up thru & including \$ 250.00 - \$134.00

Undo **Save Changes**

Click Save Changes

Party Information

Party Type	Party Name	Lead Attorney
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10. Click "I am this party", your information will appear

You will fill out information for each of the required party types. Click next for guidance

Undo Save Changes

Party Information Next

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

+ Add Another 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]

Undo **Save Changes**

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 input 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

I am this party

Lead Attorney: Pro Se

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

Address: [Redacted]

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

Buttons: 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.' The form contains input fields for 'First Name' (Jane), 'Middle Name', 'Last Name' (Doe), 'Suffix', 'Country' (United States of America), 'Address Line 1' (1234 XXXX Street), 'Address Line 2', 'City' (XXXXXXX), 'State' (Illinois), 'Zip Code' (62245), 'Phone Number', 'Filer ID', and 'Lead Attorney' (Pro Se). A red arrow points to the 'Next' button.

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

Buttons: Next

13. Click "Save Changes"

A screenshot of a web form with the following fields: City (XXXXXXX), State (Illinois), Zip Code (62245), Phone Number, Filer ID, and Lead Attorney (Pro Se). A blue 'Save Changes' button is located at the bottom right, with a red arrow pointing to it. A 'Click Save Changes' tooltip is visible above the button. An 'Undo' button is also present.

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

A screenshot of a 'Party Information' table with a 'Need Help?' link. The table contains two rows of party information. A red arrow points to the '+ Add Another Party' button at the bottom right of the table.

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

15. Click "Save Changes"

A screenshot of a web form with the following fields: City (XXXXXXX), State (Illinois), Zip Code (62245), Phone Number, Filer ID, and Lead Attorney (Pro Se). A blue 'Save Changes' button is located at the bottom right, with a red arrow pointing to it. A 'Click Save Changes' tooltip is visible above the button. An 'Undo' button is also present.

16. Enter "Filing Code" by using the dropdown

The screenshot shows a web form titled "Enter the details for this filing". It has a dark header with "Filings" and "Need Help?". The form contains several fields: "Filing Type" (set to "EFile"), "Filing Code" (with a dropdown menu open showing "Complaint", "Petition", and "Summons"), "Filing Description", and "Client Reference Number". A red arrow points to the dropdown arrow of the "Filing Code" field.

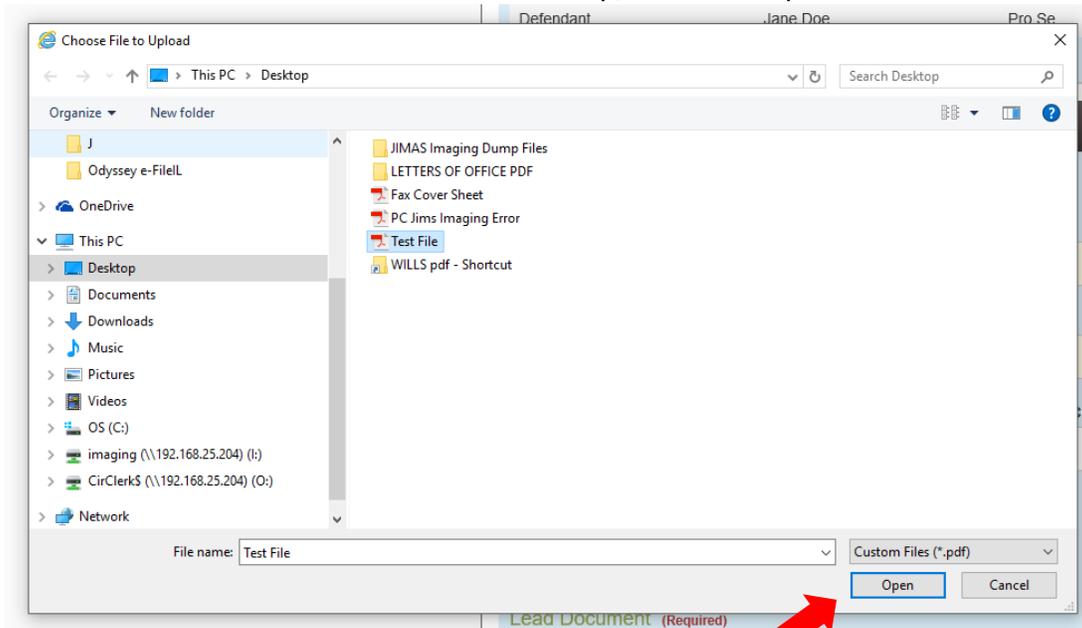
17. Enter the "Filing Description" (name of your document you are filing, Motion to Modify, Motion to Continue, Affidavit, etc.)

The screenshot shows the same form as in step 16. The "Filing Code" dropdown is now closed and set to "Petition". The "Filing Description" field contains the text "Petition for Dissolution". A red arrow points to this text.

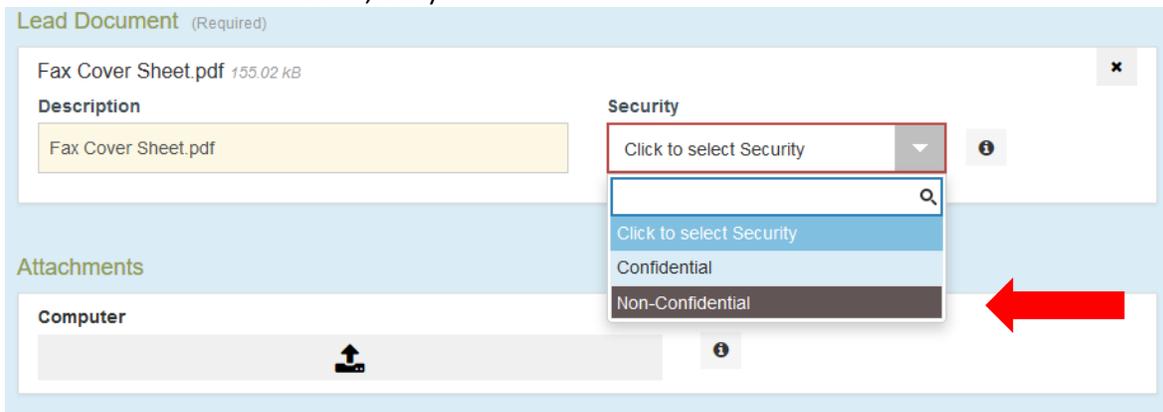
18. Upload "LEAD document" (this is the document you scanned, created PDF, and saved to the Desktop or in another folder on your computer, etc.)

The screenshot shows the "Lead Document" section of the form, which is marked as "Required". It features a "Computer" upload area with a file selection button (an upward arrow) and an information icon. A red arrow points to the file selection button. Below it is an "Attachments" section with a similar upload area.

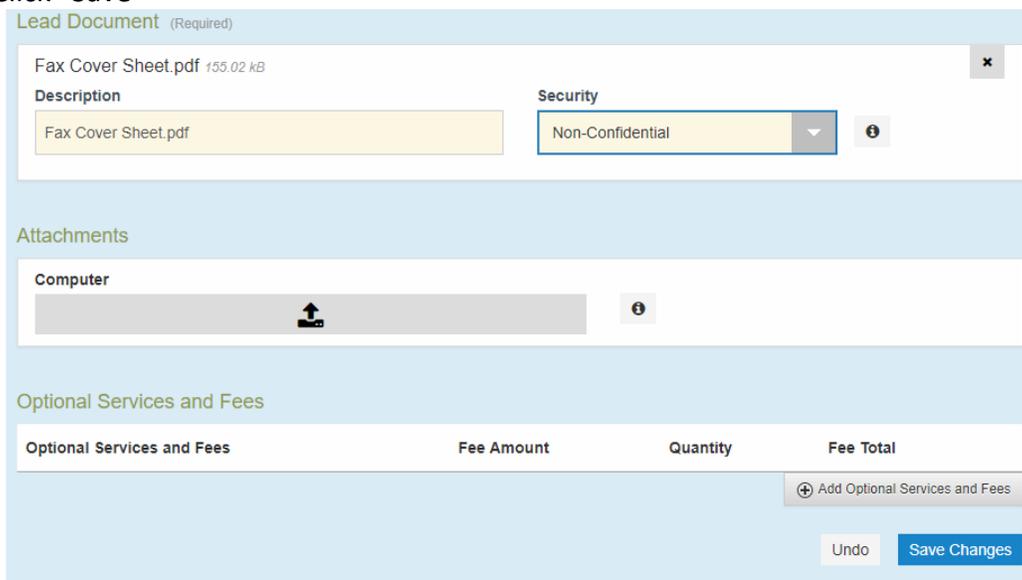
19. Choose the file scanned and saved to Desktop, and click “Open”



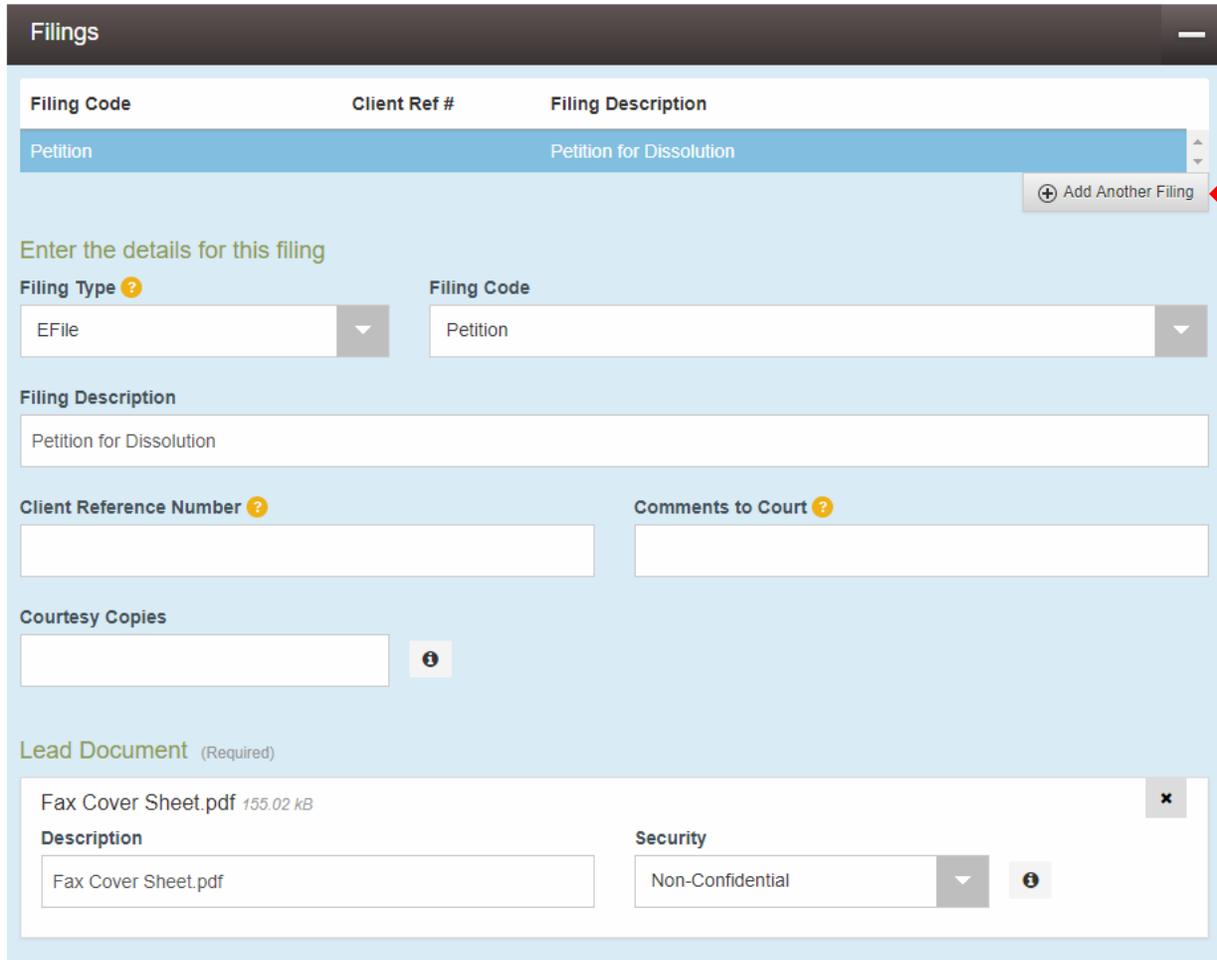
20. Select “Security” of the document (normally documents are “Non-Confidential” unless it’s a Financial Affidavit, etc.)



21. Click “Save”

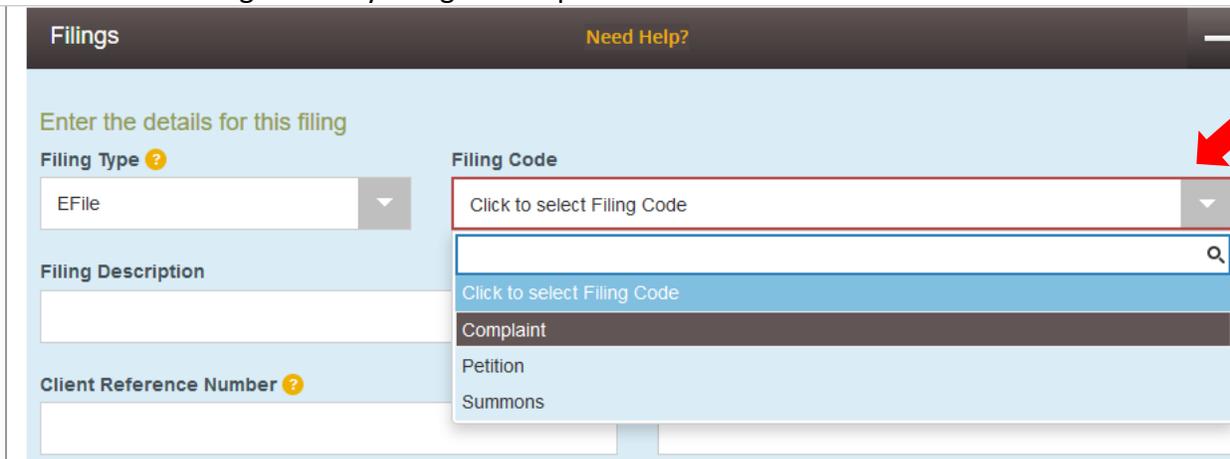


22. If you have multiple documents, add another “Lead Document”



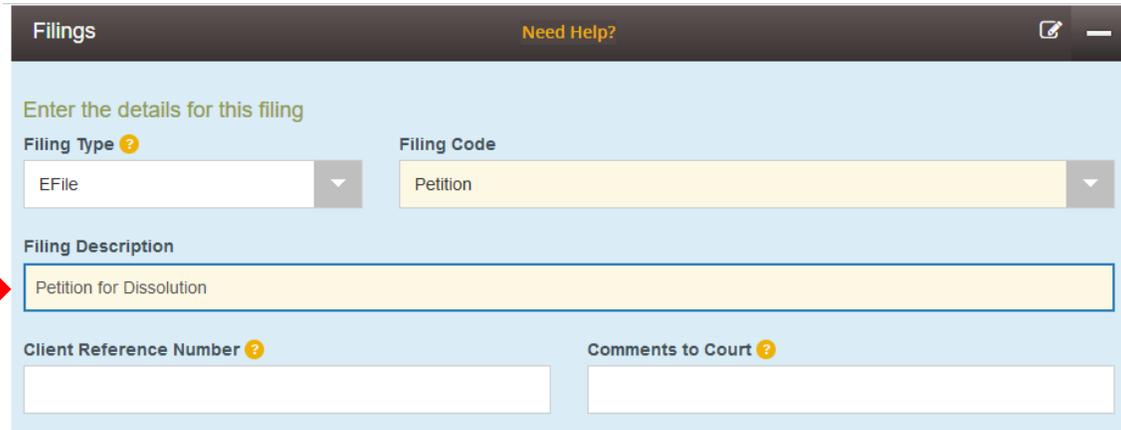
The screenshot shows the 'Filings' interface. At the top, there is a table with columns 'Filing Code', 'Client Ref #', and 'Filing Description'. The first row contains 'Petition' and 'Petition for Dissolution'. To the right of the table is a button labeled '+ Add Another Filing', which is highlighted with a red arrow. Below the table, there is a section titled 'Enter the details for this filing'. This section contains several form fields: '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' (155.02 kB) with a description of 'Fax Cover Sheet.pdf' and a security setting of 'Non-Confidential'.

23. Enter “Filing Code” by using the dropdown



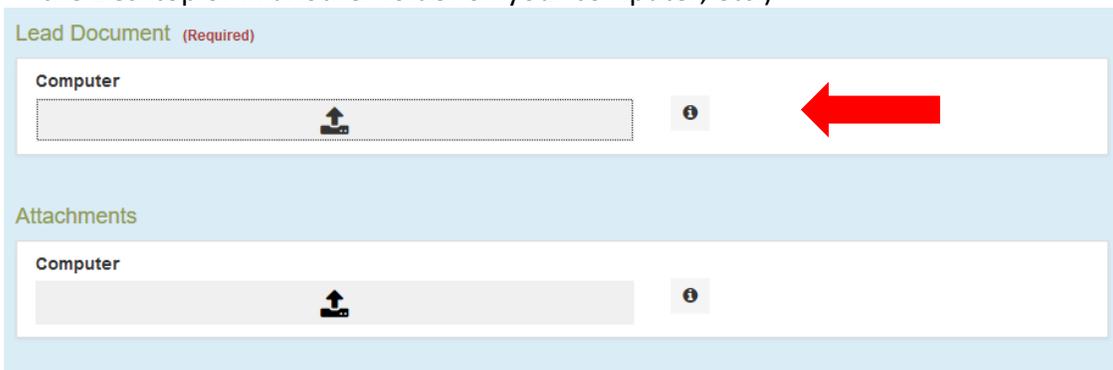
The screenshot shows the 'Filings' interface with the 'Filing Code' dropdown menu open. The dropdown menu is highlighted with a red arrow and shows a search bar and a list of options: 'Click to select Filing Code', 'Complaint', 'Petition', and 'Summons'. The 'Filing Code' field in the form is currently empty and has a red border. The rest of the form is partially visible, showing 'Filing Type' set to 'EFile' and 'Filing Description'.

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



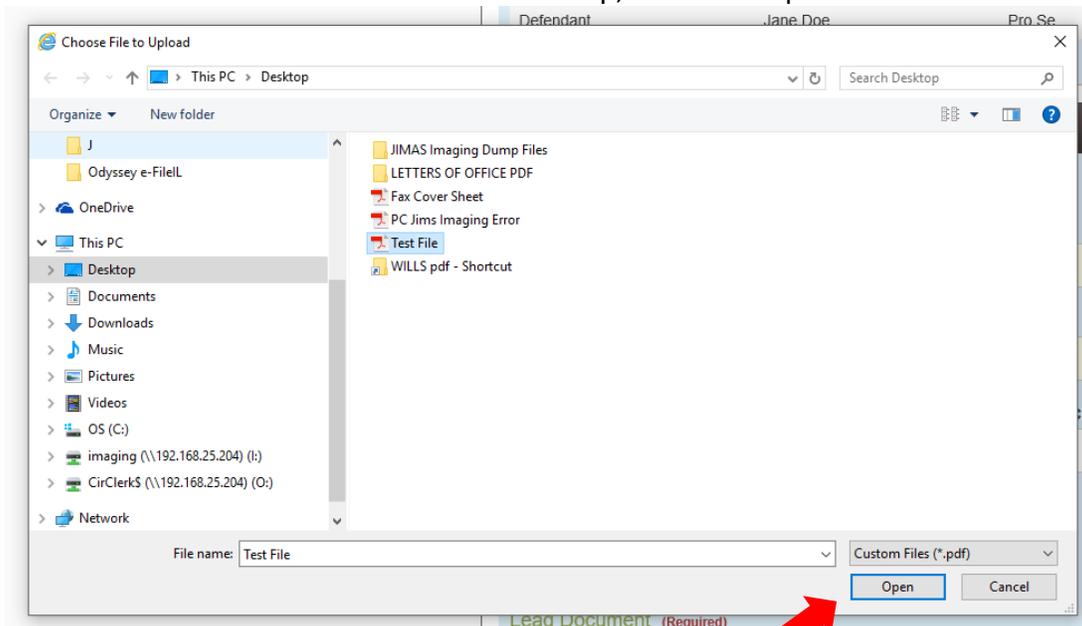
The screenshot shows the 'Filings' application window. At the top, there is a 'Need Help?' link. Below that, the instruction 'Enter the details for this filing' is displayed. The 'Filing Type' dropdown is set to 'EFile' and the 'Filing Code' dropdown is set to 'Petition'. The 'Filing Description' field is highlighted with a red arrow and contains the text 'Petition for Dissolution'. Below this, there are fields for 'Client Reference Number' and 'Comments to Court'.

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 (Required)' section. It features a 'Computer' upload button with an upward arrow icon. A red arrow points to this button. Below it, there is an 'Attachments' section with another 'Computer' upload button.

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.)

Lead Document (Required)

Fax Cover Sheet.pdf 155.02 kB

Description: Fax Cover Sheet.pdf

Security: Click to select Security

Attachments: Computer

**Security Dropdown Menu:**

- Click to select Security
- Confidential
- Non-Confidential**

28. Click "Save"

Lead Document (Required)

Fax Cover Sheet.pdf 155.02 kB

Description: Fax Cover Sheet.pdf

Security: Non-Confidential

Attachments: Computer

Optional Services and Fees

Optional Services and Fees	Fee Amount	Quantity	Fee Total

Buttons: Undo, Save Changes

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"

Optional Services and Fees

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

Buttons: Undo, Save Changes

Optional Services and Fees Dropdown Menu:

- 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

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	Actions
	\$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	Actions
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"

The screenshot shows the 'Fees' page with a dark header containing 'Fees' and 'Need Help?'. Below the header, there is a section titled 'Complaint' with a dropdown arrow. A table lists the following items:

Description	Amount
Filing Fee	\$0.00
<b>Filing Total:</b>	<b>\$0.00</b>

Below the table, there is a section for 'Total Filing Fee' with an amount of '\$0.00'. To the right, it shows 'Envelope Total: \$0.00' and 'Waiver selected'. Underneath, there is a 'Payment Account' dropdown menu currently set to 'Waiver'. At the bottom right, there are two buttons: 'Undo' and 'Save Changes', with a red arrow pointing to the 'Save Changes' button.

35. Click "Summary"

This screenshot is identical to the previous one, showing the 'Fees' page with the same table and 'Payment Account' dropdown. However, the 'Save Changes' button is now disabled (greyed out), and a new 'Summary' button is highlighted with a red arrow. The 'Undo' button is also present.

36. If all information is correct click "Submit"

This screenshot is identical to the previous ones, showing the 'Fees' page with the same table and 'Payment Account' dropdown. The 'Summary' button is now disabled (greyed out), and a new 'Submit' button is highlighted with a red arrow. The 'Back' button is also present.