File Into Existing Case On Odyssey eFileIL

NOTE: You must be a registered user before continuing, and have a Payment Account set up.

You **MUST** have your Complaint, Petition or all other documents in **PDF format** before you will be able to e-File.

1.   Visit: https://illinois.tylerhost.net/ofsweb

2.   Click "Sign In"

3. Sign In

4.   Click "File Into Existing Case"

5. Enter Location: "Clinton County"

6. Search for Case by "Party Name"

7. Enter "First" and "Last Name"

8. Enter "Case Type" (type of case you are searching for; Small Claims, Dissolution (Divorce), etc.)

If you don't know the case type, you may leave this section blank.

9.   Click "Search"

If this is the **_FIRST_** time the case has been eFiled in Odyssey, you may receive a message stating "No Results Found". Proceed to step #30 to complete filing.

If the case is listed, proceed to step #10.

This is what it looks like when you case is not found:

If the case is listed proceed with your filing as instructed below:

10.

11.   Click "Actions"

12.   Highlight and choose "File Into Case"

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

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

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

16. Upload "LEAD document" (this is the document you scanned, created PDF, and saved to the Desktop or in another folder on your computer, etc.)
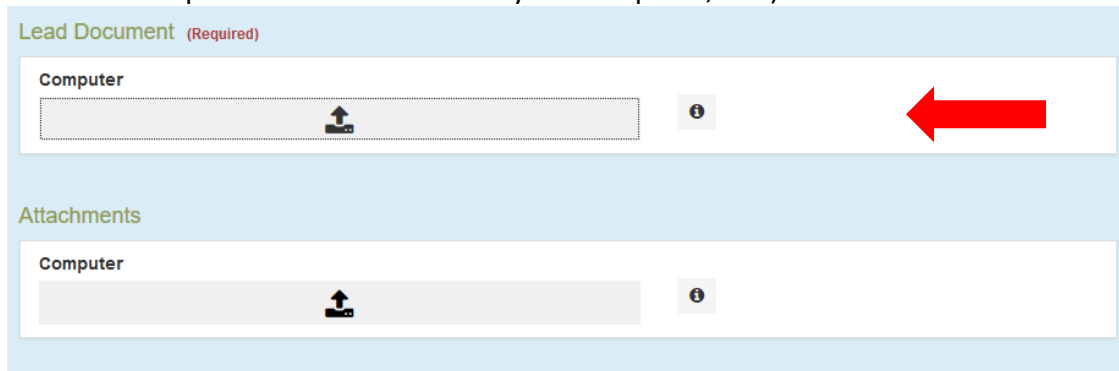
17. Choose the file scanned and saved to Desktop, and click "Open"
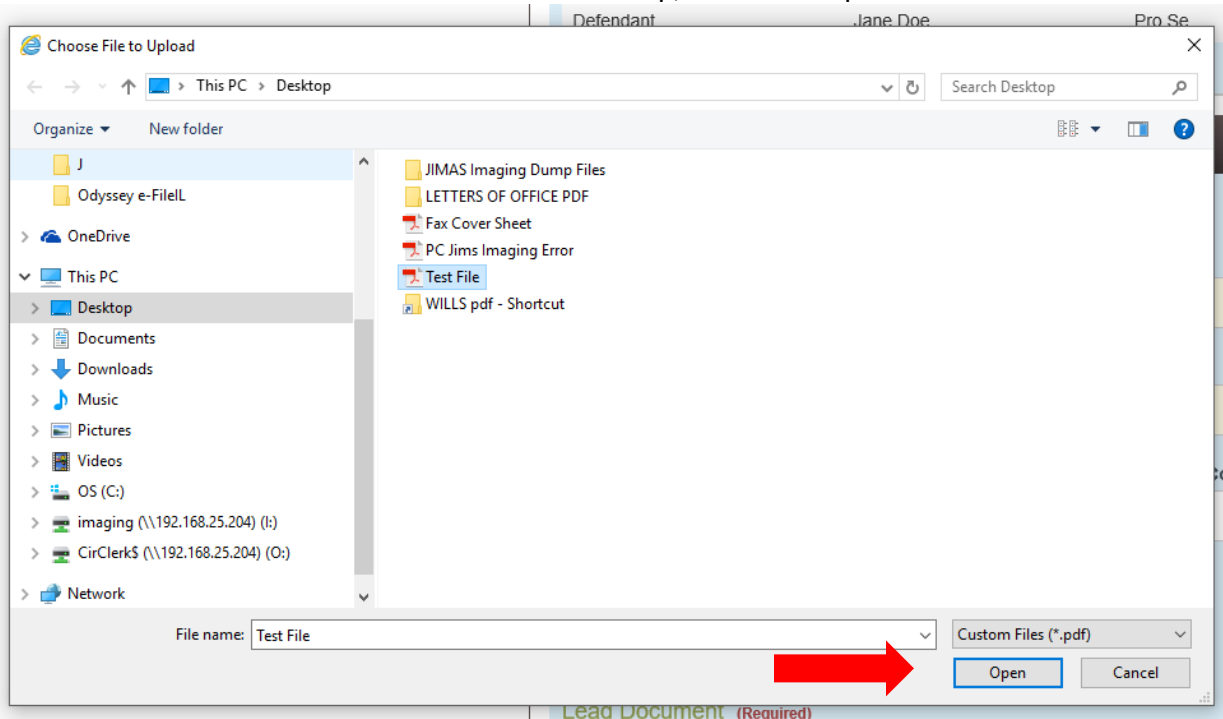
18. Select "Security" of the document (normally documents are "Non-Confidential" unless it's a Financial Affidavit, etc.)
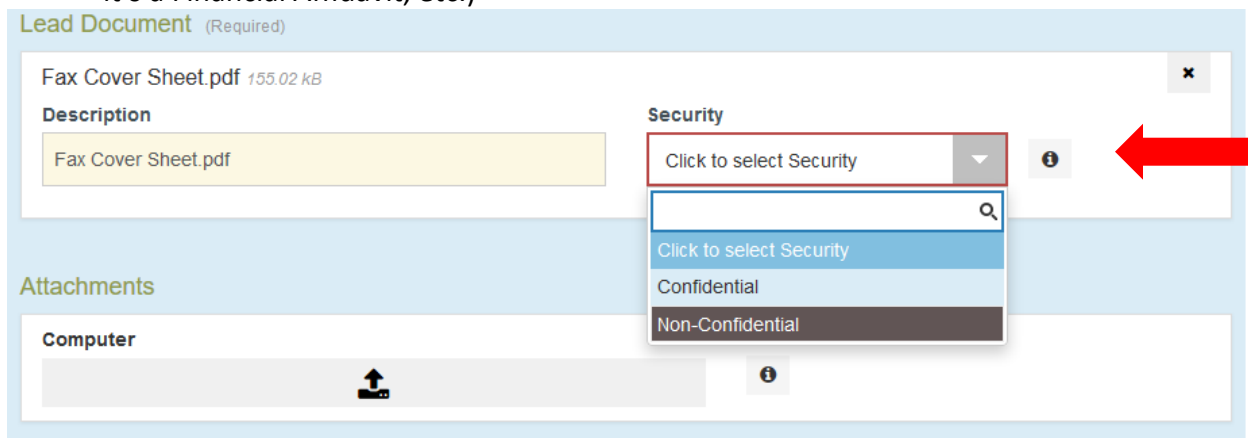
19. Click "Save Changes"

Lead Document (Required)

Fax Cover Sheet.pdf *155.02 kB*   ✕

Description	Security
Fax Cover Sheet.pdf	Non-Confidential ▾ ❶

Attachments

Fax Cover Sheet.pdf *155.02 kB*   ✕

Description	Security
Fax Cover Sheet.pdf	Non-Confidential ▾ ❶

Computer

⬆   ❶

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, add another "Lead Document"

Filings   —

Filing Code	Client Ref #	Filing Description
Petition		Petition for Dissolution

⊕ Add Another Filing

Enter the details for this filing
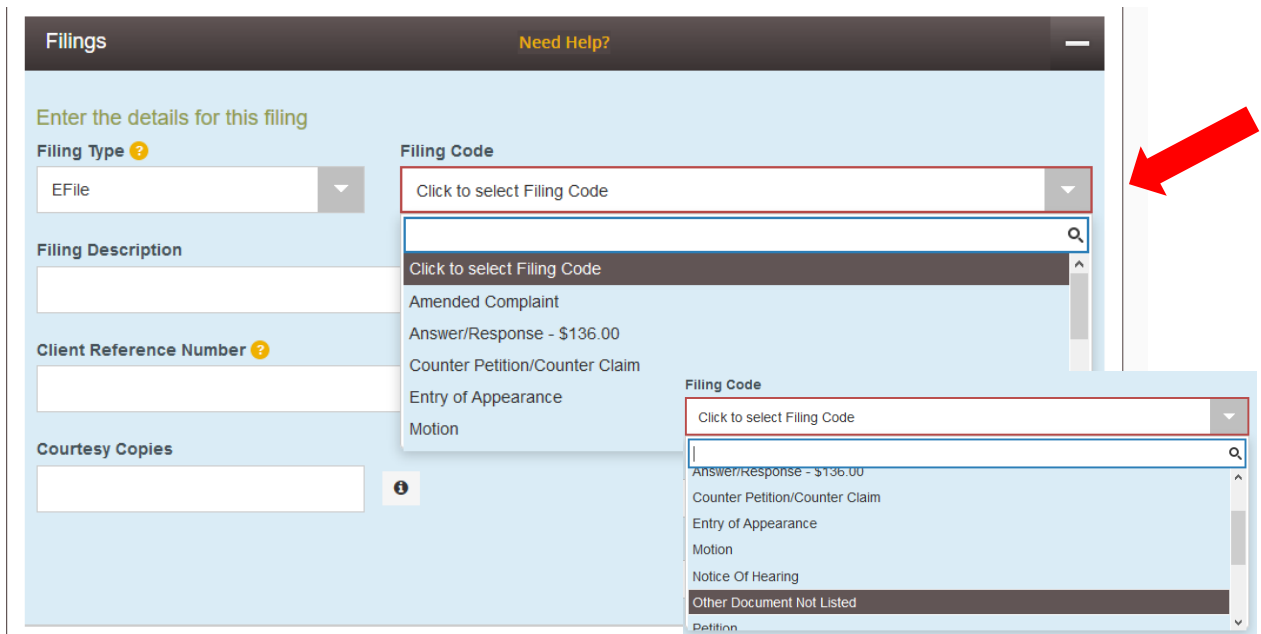
Filing Type ❔	Filing Code
EFile ▾	Petition ▾

Filing Description

Petition for Dissolution
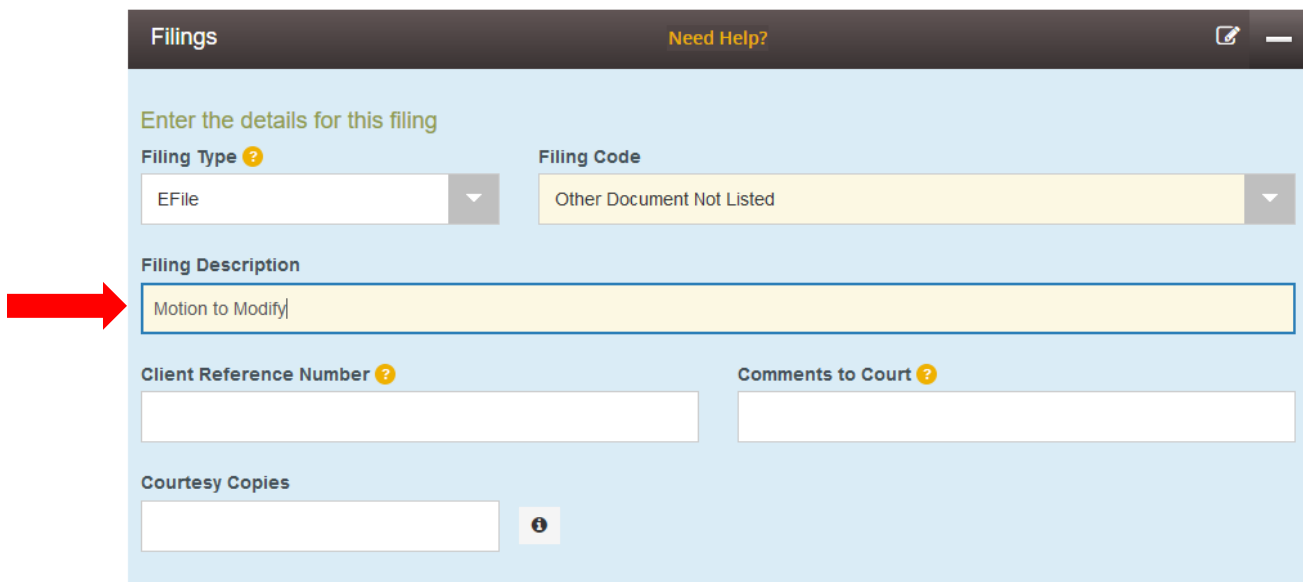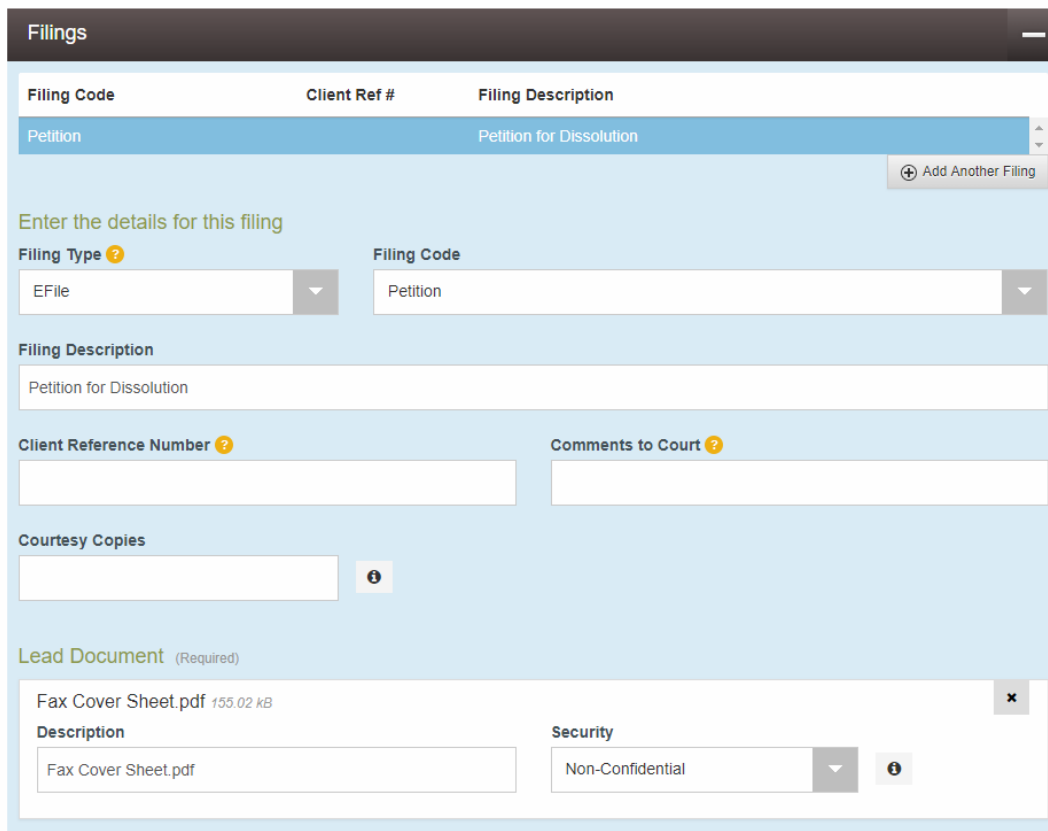
Client Reference Number ❔	Comments to Court ❔

Courtesy Copies

❶

Lead Document (Required)

Fax Cover Sheet.pdf *155.02 kB*   ✕

Description	Security
Fax Cover Sheet.pdf	Non-Confidential ▾ ❶

21. Enter "Filing Code" by using the dropdown

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


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

24. Choose the file scanned and saved to Desktop, and click "Open"
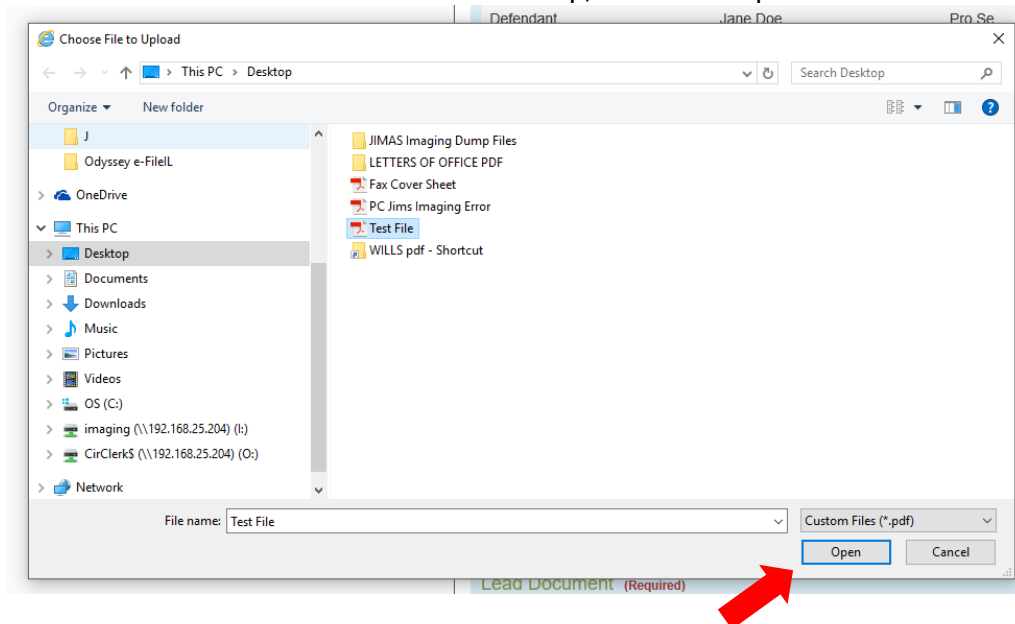
25. Select "Security" of the document (normally documents are "Non-Confidential" unless it's a Financial Affidavit, etc.)

26. Click "Save"
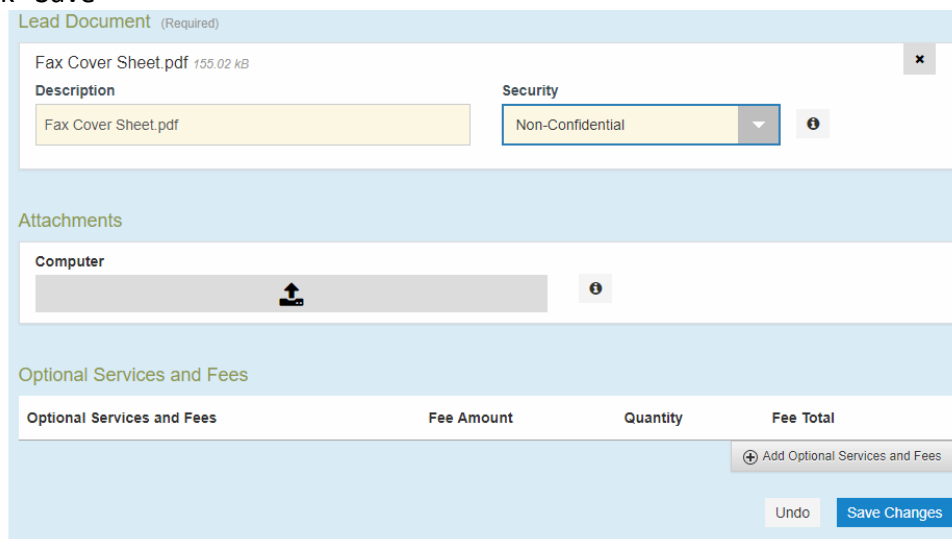
27.   Continue until all of your documents are uploaded by following Steps #20 through #26.

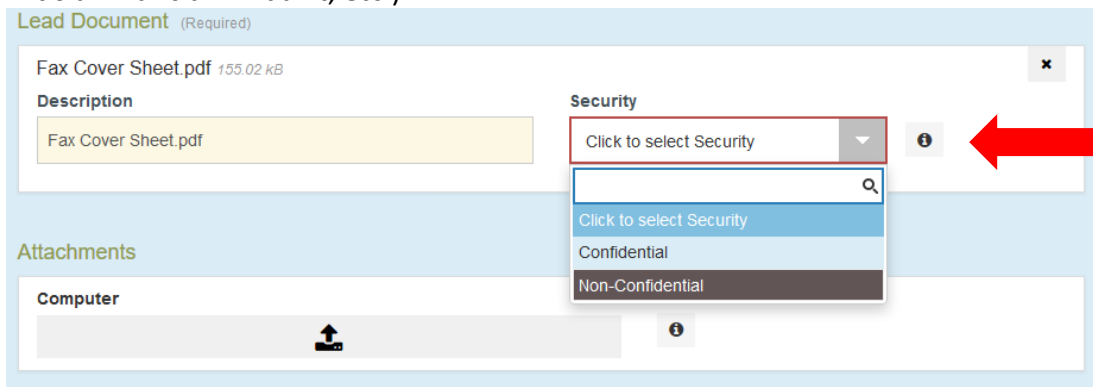28.   If you need to add "Optional Services" choose "Add Optional Services and Fees"

29.   Choose the "Optional Service and Fees" from the dropdown menu that is needed

30.   Click "Save Changes"

31. Pay for the filing fee by choosing "Payment Account" and "Party Responsible for Fees"

32. Click "Save Changes"

33. Click "Summary"

34.   If all information is correct click "Submit"

If this is the **_FIRST_** time the case has been eFiled in Odyssey, you may receive a message stating "No Results Found".

35.   Click "File into an existing case"

36.   You will have to enter all information as if starting a new case. Fill in all "Case Information". Select "Location", choose "Clinton County"

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

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

39.   Click "Save Changes"

STOP   Which party type are you?

40.   Highlight which "Party Type" you are in the case when the original case was opened (Plaintiff, Petitioner, Defendant, Respondent, etc.)
        Click "I am this party", your information will appear

41.   Click "Save Changes"

42.   Highlight the other Party Type and enter their information (Plaintiff, Defendant, etc.)

43. Click "Save Changes"

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

45. Enter "Filing Code" by using the dropdown, and "Filing Description"

46. Upload "LEAD document" (this is the document you scanned, created PDF, and saved to the Desktop or in another folder on your computer, etc.)
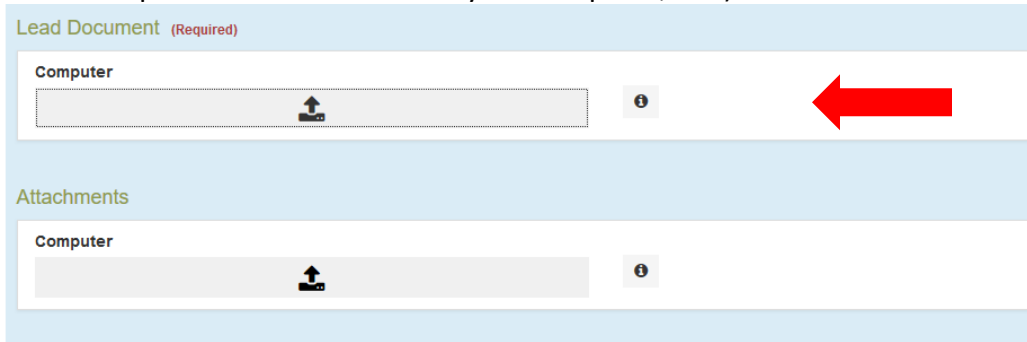
47. Choose the file scanned and saved to Desktop, and click "Open"

48. Select "Security" of the document (normally documents are "Non-Confidential" unless it's a Financial Affidavit, or other document that needs to be secured)

## 49.	Click "Save Changes"

## 50.	If you have multiple documents, add another "Lead Document"

51. Enter "Filing Code" by using the dropdown

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

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

54.   Choose the file scanned and saved to Desktop, and click "Open"

55.   Select "Security" of the document (normally documents are "Non-Confidential" unless it's a Financial Affidavit, etc.)

56.   Click "Save"

57. Continue until all of your documents are uploaded by following Steps #50 through #56.

58. If you need to add "Optional Services" choose "Add Optional Services and Fees"

59. Choose the "Optional Service and Fees" from the dropdown menu that is needed

60. Click "Save Changes"

61.   Pay for the filing fee by choosing "Payment Account" and "Party Responsible for Fees"

62.   Click "Save Changes"

63.   Click "Summary"

Fees   Need Help?   —

▾ Complaint

                                        Description   Amount
                                        Filing Fee $0.00
                                                                   Filing Total: $0.00

                                        Total Filing Fee $0.00
                                                               Envelope Total: $0.00
                                                                          Waiver selected

                                        Payment Account

                                        Waiver   ▼

                                                                    Undo   Save Changes

Save as Draft   Summary   ⬅

64.   If all information is correct click "Submit"

Fees   —

▾ Complaint

                                        Description   Amount
                                        Filing Fee $0.00
                                                                   Filing Total: $0.00

                                        Total Filing Fee $0.00
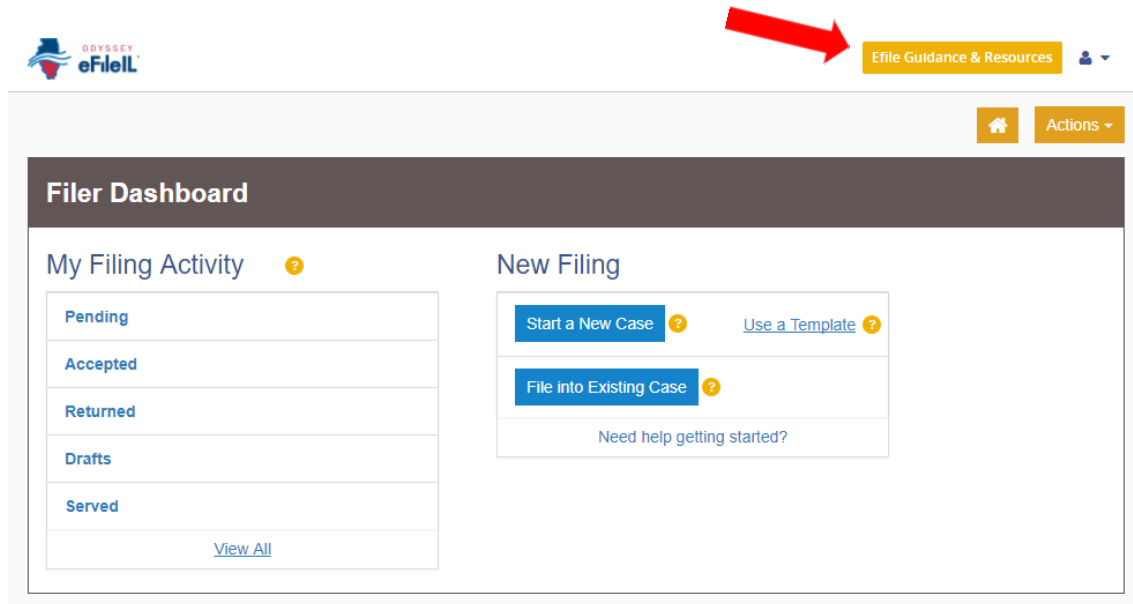   Envelope Total: $0.00
                                                                          Waiver selected

    Payment Account   Waiver

Back   Submit   ⬅

If you are having trouble or need more guidance, use the "Efile Guidance & Resources" tab at the top of the page.

This is a "Virtual Help Desk" that will guide you through the process step by step.