

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>



Court Information

Welcome to the Illinois eFiling site...

Counties going live soon...

1st Appellate District, 2nd 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, Wavne, 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, 2nd 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, Wavne, White, Williamson

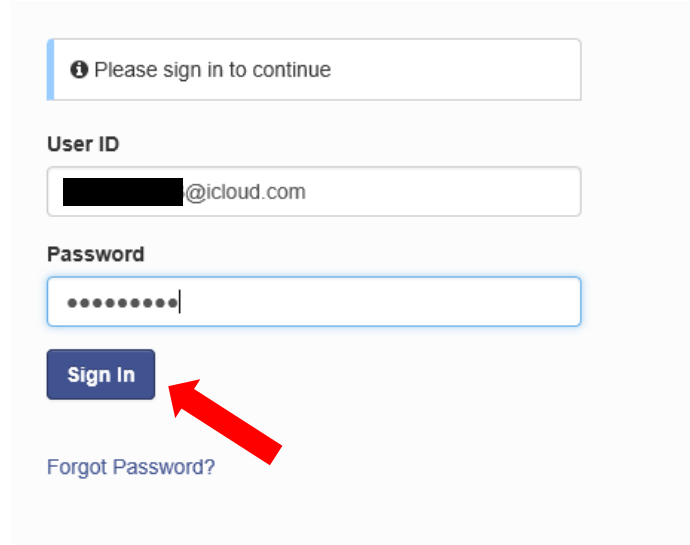
Actions

Sign In Register

Self Help

Need Help?
FAQs
Web Training Sessions

3. Sign In



Please sign in to continue

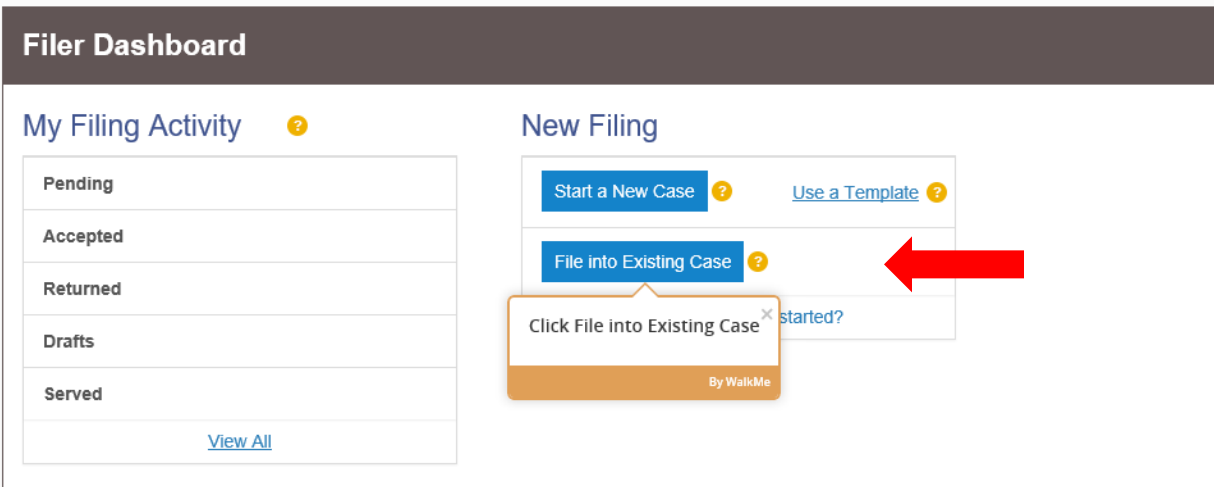
User ID
[Redacted]@icloud.com

Password
[Redacted]

Sign In

[Forgot Password?](#)

4. Click "File Into Existing Case"



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](#) ?

Click File into Existing Case started?
By WalkMe

5. Enter Location: "Clinton County"

The screenshot shows the 'File Into Existing Case' form. At the top right, there are navigation icons for home and actions. The form title is 'File Into Existing Case'. Under the heading 'Select a Location', there is a 'Location' dropdown menu with 'Clinton County' selected. A red arrow points to this dropdown. Below this, the 'Search for a Case by' section has two radio buttons: 'Case Number' (unselected) and 'Party Name' (selected). There is also a checkbox for 'Party is a Business/Agency' which is unchecked. The form includes input fields for 'First Name' (Jane), 'Middle Name' (empty), and 'Last Name' (Doe). There are also dropdown menus for 'Case Type' (Dissolution of Marriage or Legal Se) and 'Sort results by' (Case Number). At the bottom, there are 'Search' and 'Clear Search' buttons.

6. Search for Case by "Party Name"

This screenshot is identical to the one above, showing the 'File Into Existing Case' form. The 'Location' dropdown is still set to 'Clinton County'. In the 'Search for a Case by' section, the 'Party Name' radio button is now selected, and a red arrow points to it. All other fields and buttons remain the same as in the previous screenshot.

7. Enter "First" and "Last Name"

The screenshot shows the 'File Into Existing Case' form. At the top right, there are a home icon and an 'Actions' dropdown menu. The form has a dark header with the title 'File Into Existing Case'. Below the header, there is a section 'Select a Location' with a 'Location' dropdown menu set to 'Clinton County'. The next section is 'Search for a Case by', which includes two radio buttons for 'Case Number' and 'Party Name', and a checkbox for 'Party is a Business/Agency'. Below this are three text input fields: 'First Name' (containing 'Jane'), 'Middle Name' (empty), and 'Last Name' (containing 'Doe'). A red arrow points to the 'Last Name' field. At the bottom, there are two dropdown menus: 'Case Type' (set to 'Dissolution of Marriage or Legal Se') and 'Sort results by' (set to 'Case Number'). At the very bottom are 'Search' and 'Clear Search' buttons.

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

This screenshot is identical to the one above, but with a red arrow pointing to the 'Case Type' dropdown menu, which is currently set to 'Dissolution of Marriage or Legal Se'. A text box at the bottom right of the form contains the text: 'If you don't know the case type, you may leave this section blank.'

9. Click "Search"

The screenshot shows a web form titled "File Into Existing Case". At the top right, there are icons for home and a dropdown menu labeled "Actions". The form is divided into several sections:

- Select a Location:** A dropdown menu with "Clinton County" selected.
- Search for a Case by:** Two radio buttons for "Case Number" and "Party Name". The "Party Name" radio button is selected.
- Party is a Business/Agency:** An unchecked checkbox.
- First Name:** Text input field containing "Jane".
- Middle Name:** Empty text input field.
- Last Name:** Text input field containing "Doe".
- Case Type:** Dropdown menu with "Dissolution of Marriage or Legal Se" selected.
- Sort results by:** Dropdown menu with "Case Number" selected.
- Buttons:** A blue "Search" button and a grey "Clear Search" button. A red arrow points to the "Search" button.



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:

The screenshot shows the "File Into Existing Case" search results page. A modal dialog box is displayed in the center with the following text:

No Results Found
To continue filing into the case you searched, Click "File into an existing case" or "File into an existing case using template".
Otherwise, Click "Back to Search" to refine your search.

Below the modal, a yellow banner contains the following text:

If your case is not listed above, you are attempting to efile into a case that has yet to receive an electronic submission and the case is not searchable from the court's case management system.

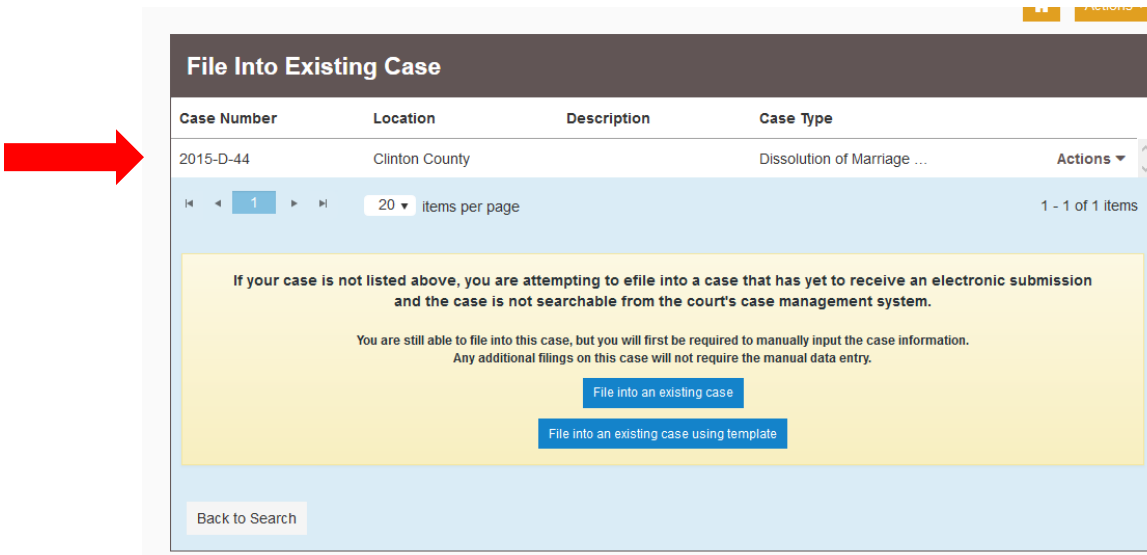
You are still able to file into this case, but you will first be required to manually input the case information.
Any additional filings on this case will not require the manual data entry.

At the bottom of the banner are two blue buttons: "File into an existing case" and "File into an existing case using template".

At the bottom left of the page is a grey button labeled "Back to Search". A red arrow points to the right side of the modal dialog box.

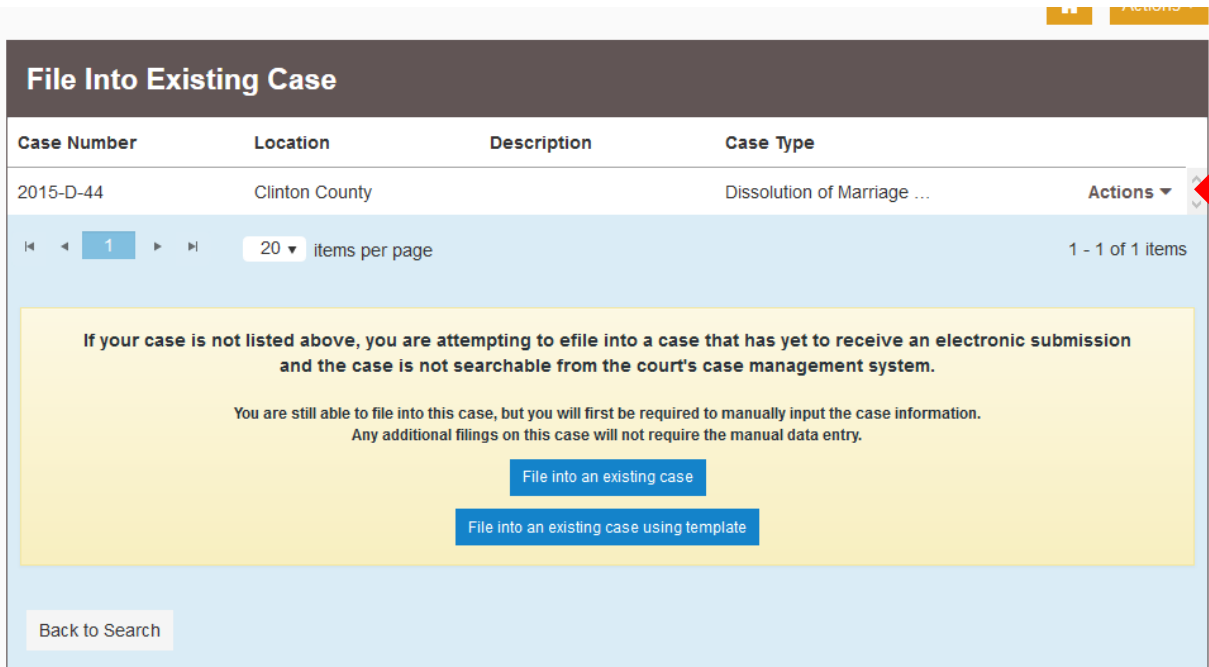
If the case is listed proceed with your filing as instructed below:

10.



The screenshot shows a web interface titled "File Into Existing Case". At the top, there is a table with the following columns: "Case Number", "Location", "Description", and "Case Type". A single row is visible with the following data: "2015-D-44", "Clinton County", "Dissolution of Marriage ...", and "Actions". A red arrow points to the "Actions" column. Below the table, there is a pagination control showing "1" of "20" items per page, and "1 - 1 of 1 items". A yellow box contains the following text: "If your case is not listed above, you are attempting to efile into a case that has yet to receive an electronic submission and the case is not searchable from the court's case management system. You are still able to file into this case, but you will first be required to manually input the case information. Any additional filings on this case will not require the manual data entry." Below this text are two buttons: "File into an existing case" and "File into an existing case using template". At the bottom left, there is a "Back to Search" button.

11. Click "Actions"



This screenshot is identical to the one above, but with a red arrow pointing to the "Actions" dropdown menu in the table row. The rest of the interface, including the table, pagination, and instructions, remains the same.

12. Highlight and choose “File Into Case”

File Into Existing Case

Case Number	Location	Description	Case Type
2015-D-44	Clinton County		Dissolution of Marriage ...

1 | 20 items per page

If your case is not listed above, you are attempting to efile into a case that has yet to receive an electronic submission and the case is not searchable from the court's case management system.

You are still able to file into this case, but you will first be required to manually input the case information. Any additional filings on this case will not require the manual data entry.

[File into an existing case](#)

[File into an existing case using template](#)

[Back to Search](#)

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

Case # 2015-D-44

Case Information [Need Help?](#)

Location Clinton County	Category Dissolution	Case Type Dissolution of Marriage or Legal Separation
Case # 2015-D-44		

Party Information [Need Help?](#)

Party Type	Party Name	Lead Attorney
Petitioner	[REDACTED]	
Respondent	[REDACTED]	[REDACTED]

[+ Add Another Party](#)

Filings [Need Help?](#)

Enter the details for this filing

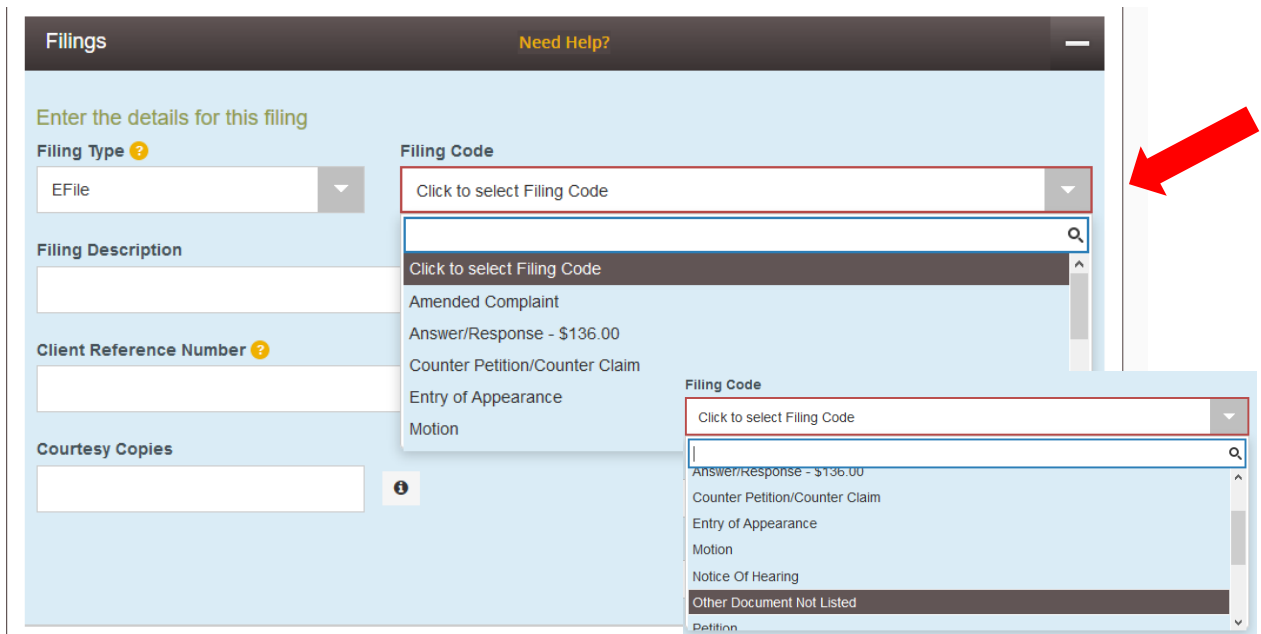
Filing Type [?](#) **Filing Code**

EFile

Filing Description

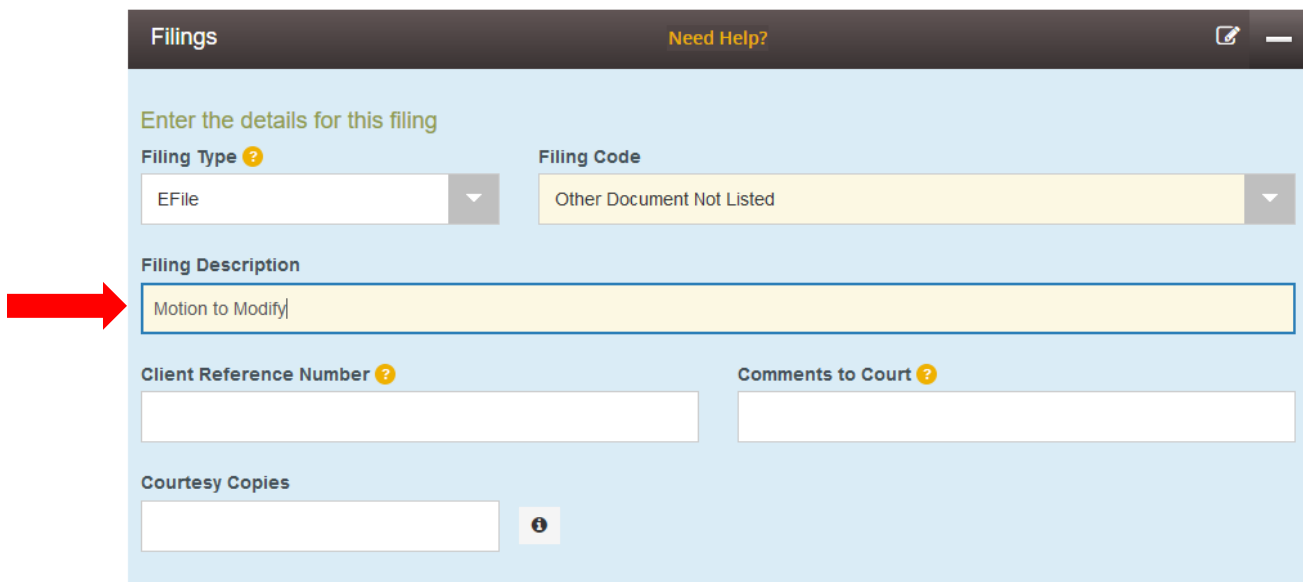
Client Reference Number [?](#) **Comments to Court** [?](#)

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



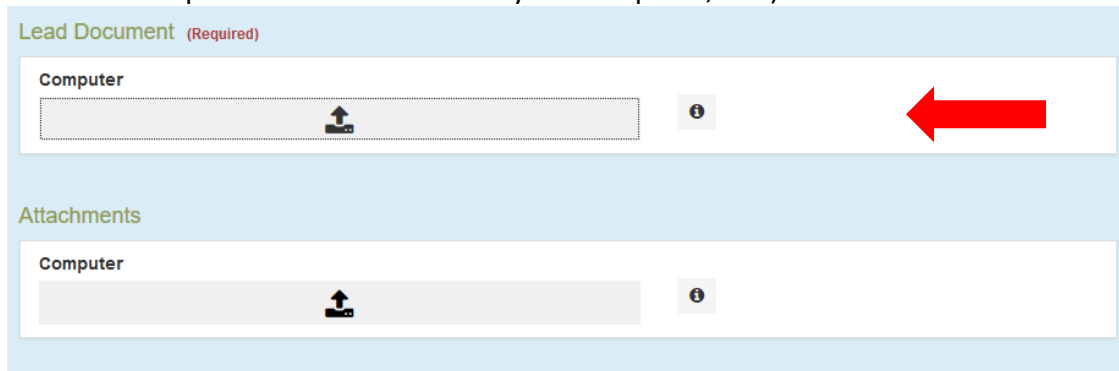
The screenshot shows the 'Filings' form with the 'Filing Code' dropdown menu open. The menu lists several options: 'Amended Complaint', 'Answer/Response - \$136.00', 'Counter Petition/Counter Claim', 'Entry of Appearance', and 'Motion'. The option 'Other Document Not Listed' is highlighted in dark grey. A red arrow points to the right side of the form, indicating the next step in the process.

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

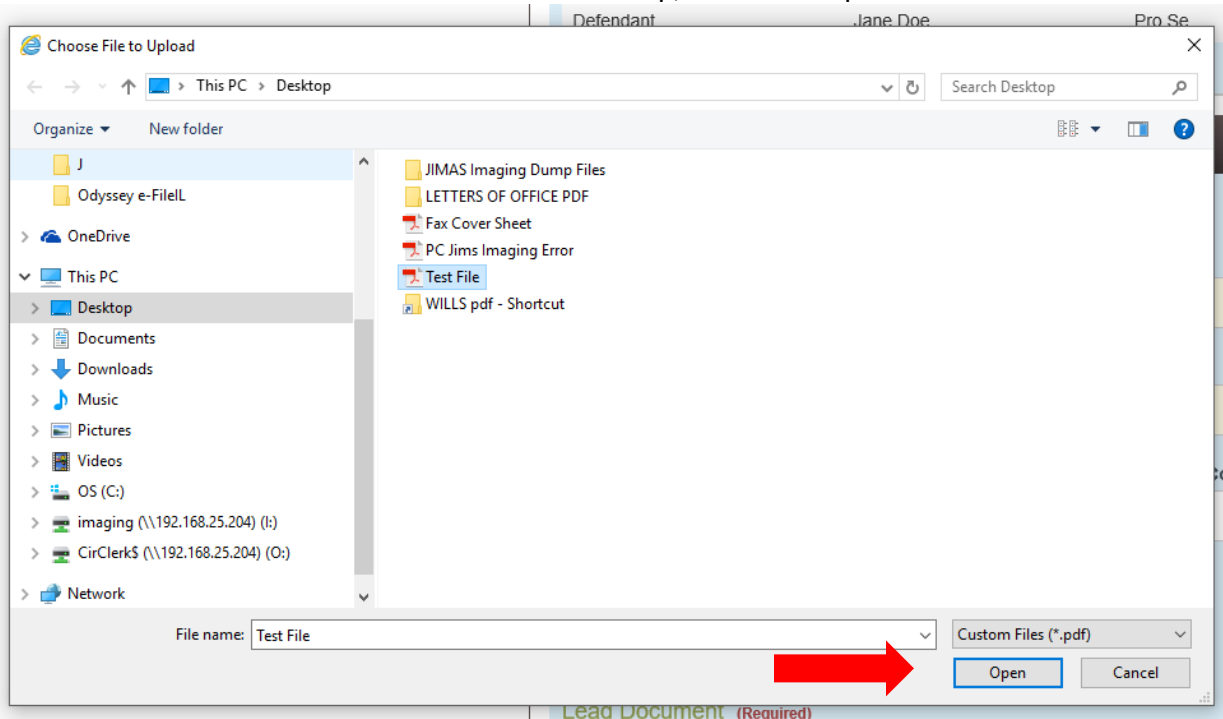


The screenshot shows the 'Filings' form with the 'Filing Code' dropdown menu closed and 'Other Document Not Listed' selected. The 'Filing Description' field is now filled with the text 'Motion to Modify'. A red arrow points to the left side of the form, indicating the next step in the process.

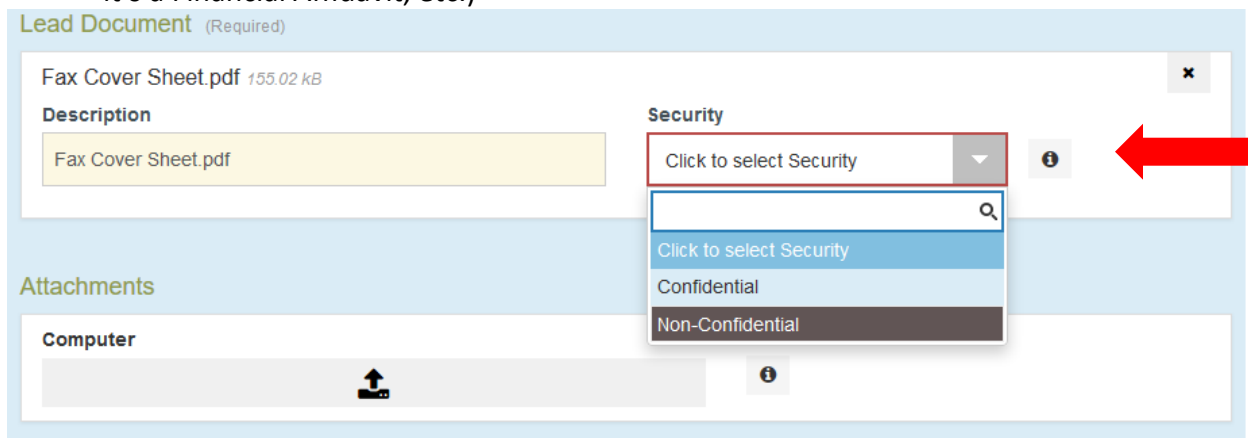
16. Upload “LEAD document” (this is the document you scanned, created PDF, and saved to the Desktop or in another folder on your computer, etc.)



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: Fax Cover Sheet.pdf Security: Non-Confidential

Attachments

Fax Cover Sheet.pdf 155.02 kB

Description: Fax Cover Sheet.pdf Security: Non-Confidential

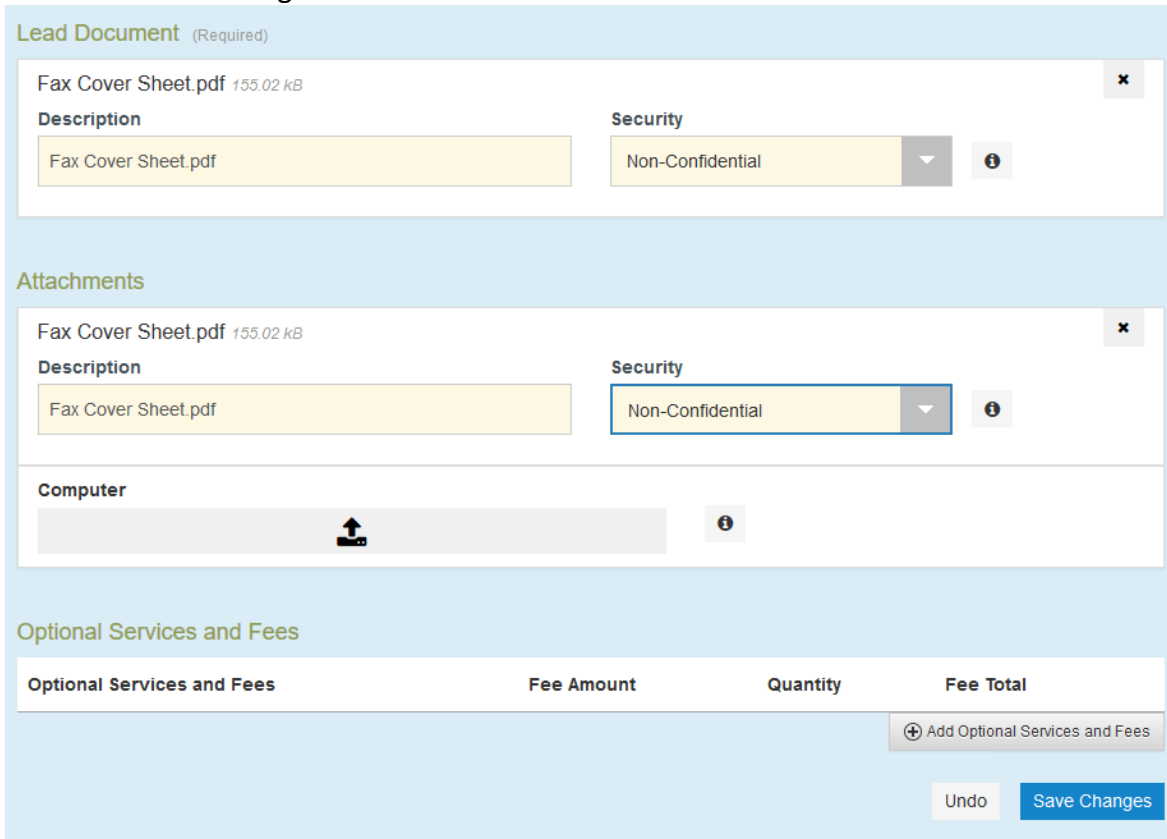
Computer

Optional Services and Fees

Optional Services and Fees	Fee Amount	Quantity	Fee Total
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+ 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: EFile Filing Code: Petition

Filing Description: Petition for Dissolution

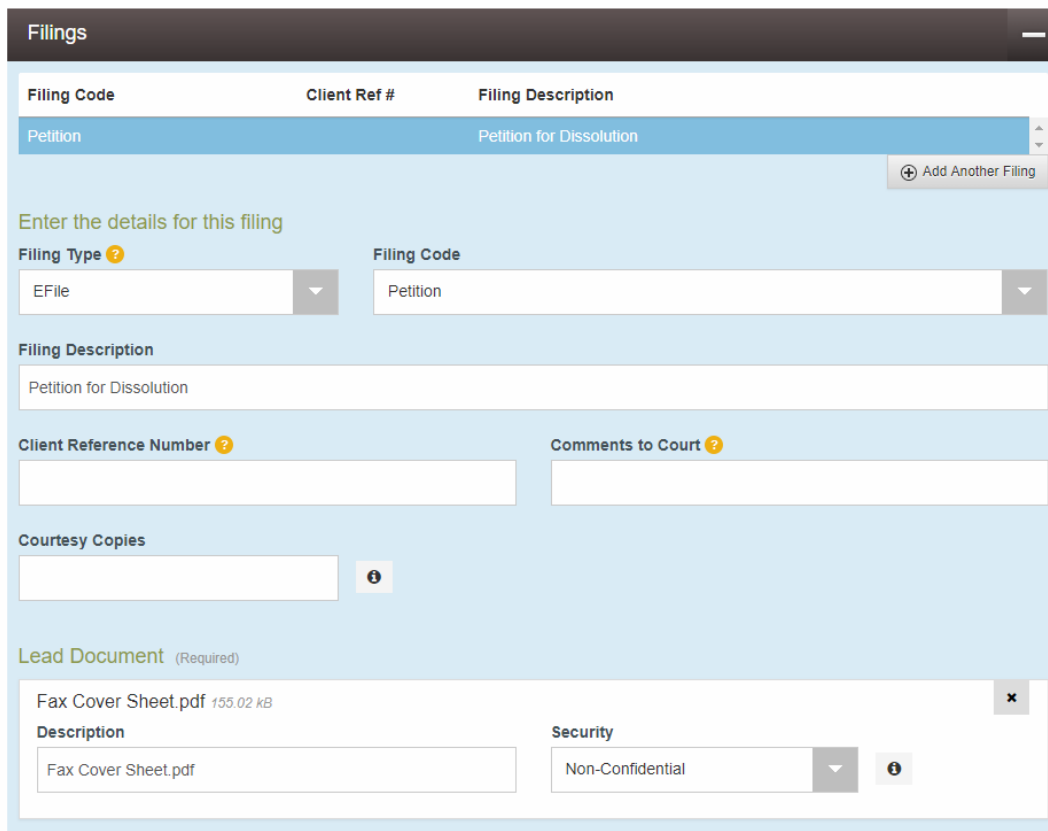
Client Reference Number: Comments to Court:

Courtesy Copies:

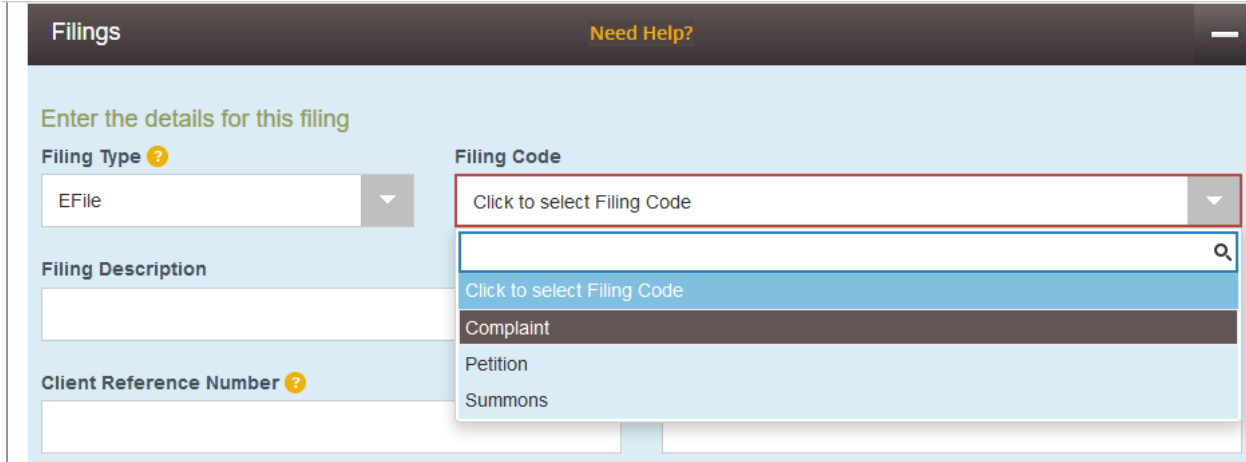
Lead Document (Required)

Fax Cover Sheet.pdf 155.02 kB

Description: Fax Cover Sheet.pdf Security: Non-Confidential

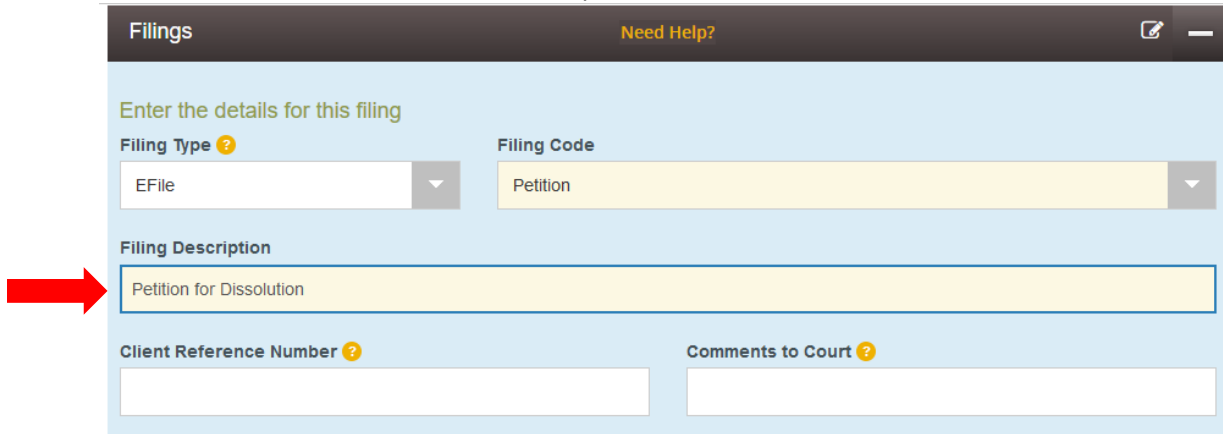


21. Enter "Filing Code" by using the dropdown



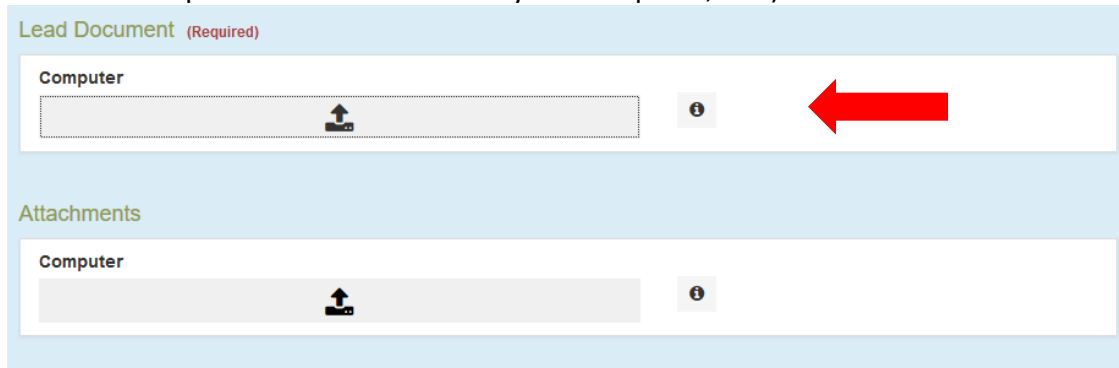
The screenshot shows the 'Filings' form with the following fields: 'Filing Type' (EFile), 'Filing Code' (dropdown menu open showing 'Complaint', 'Petition', 'Summons'), 'Filing Description', and 'Client Reference Number'. A red arrow points to the 'Filing Code' dropdown menu.

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



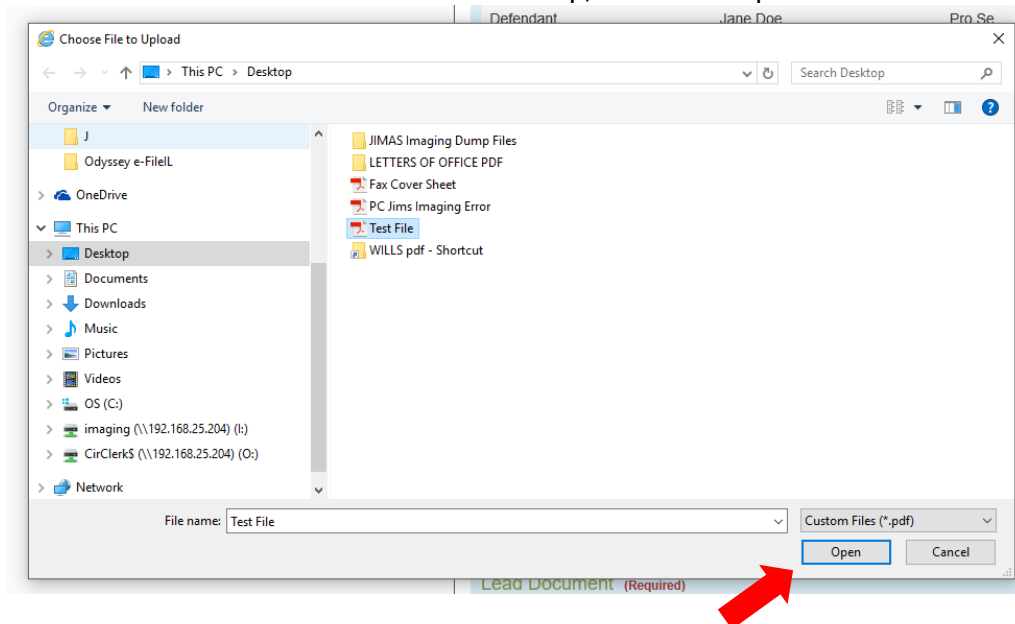
The screenshot shows the 'Filings' form with the following fields: 'Filing Type' (EFile), 'Filing Code' (Petition), 'Filing Description' (Petition for Dissolution), 'Client Reference Number', and 'Comments to Court'. A red arrow points to the 'Filing Description' field.

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.)

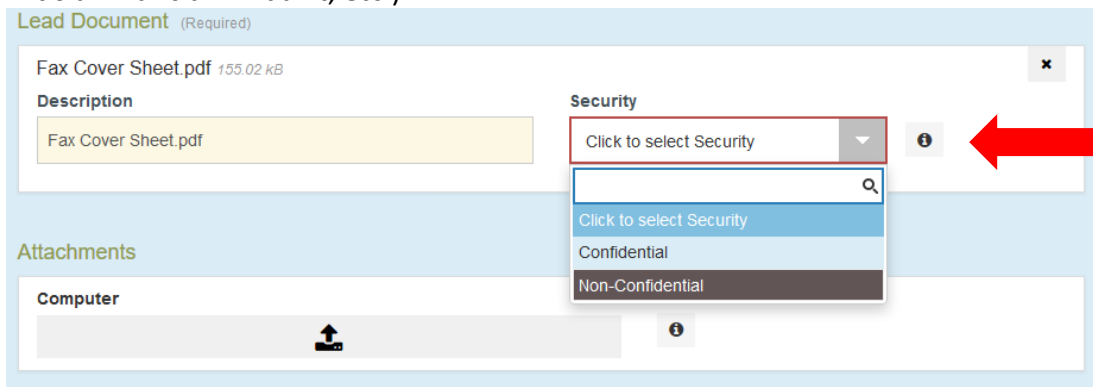


The screenshot shows the 'Lead Document' and 'Attachments' sections of the form. Each section has a 'Computer' label and a file upload button. A red arrow points to the file upload button in the 'Lead Document' section.

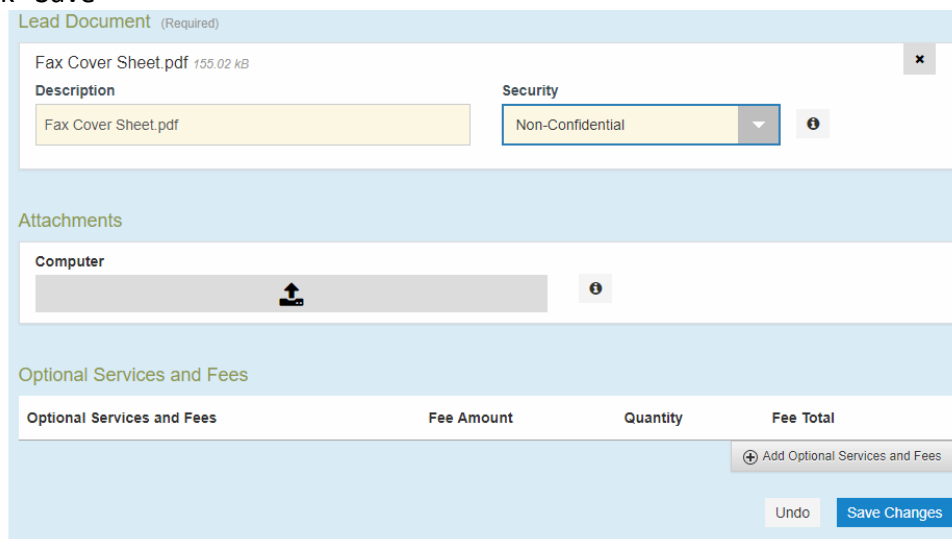
24. Choose the file scanned and saved to Desktop, and click “Open”



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”

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

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

Buttons: + Add Optional Services and Fees, Undo, Save Changes

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

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

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

Buttons: + Add Optional Services and Fees, Undo, Save Changes

30. Click “Save Changes”

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	

Optional Services and Fees

D - Petition to Modify - filed within 30 days of en

Buttons: + Add Optional Services and Fees, Undo, Save Changes

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

The screenshot shows the 'Fees' interface with a table of fees and two dropdown menus. The table lists 'Filing Fee' with an amount of '\$0.00' and a 'Filing Total' of '\$0.00'. Below the table, there are 'Total Filing Fee' (\$0.00) and 'Court Case Fee' (\$134.00), resulting in an 'Envelope Total' of '\$134.00'. Two dropdown menus are visible: 'Payment Account' and 'Party Responsible for Fees'. Both dropdown menus have a red arrow pointing to them, indicating they need to be selected. The 'Payment Account' dropdown currently shows 'Click to select Payment Account' and the 'Party Responsible for Fees' dropdown shows 'Click to select Party Responsible for Fees'. There are 'Undo' and 'Save Changes' buttons at the bottom right.

32. Click “Save Changes”

The screenshot shows the 'Fees' interface after the 'Payment Account' dropdown has been set to 'Waiver'. The 'Envelope Total' is now '\$0.00' and it says 'Waiver selected'. The 'Save Changes' button is highlighted in blue and has a red arrow pointing to it. The 'Undo' button is also visible.

33. Click “Summary”

The screenshot shows the 'Fees' interface with the 'Summary' button highlighted in blue and a red arrow pointing to it. The 'Save as Draft' button is also visible. The 'Payment Account' dropdown is still set to 'Waiver'.

34. If all information is correct click "Submit"

Complaint		Description	Amount
		Filing Fee	\$0.00
			Filing Total: \$0.00
Total Filing Fee			\$0.00
			Envelope Total: \$0.00
			<i>Waiver selected</i>

Payment Account: Waiver

Back 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"

File Into Existing Case

Case Number	Location
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No Results Found

To continue filing into the case you searched, Click "File into an existing case" or "File into an existing case using template".

Otherwise, Click "Back to Search" to refine your search.

If your case is not listed above, you are attempting to efile into a case that has yet to receive an electronic submission and the case is not searchable from the court's case management system.

You are still able to file into this case, but you will first be required to manually input the case information. Any additional filings on this case will not require the manual data entry.

File into an existing case

File into an existing case using template

Back to Search

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

The screenshot shows the 'Start a New Case' interface. The 'Case Information' section is active. The 'Location' dropdown menu is open, displaying a list of counties: Clark County, Clay County, Clinton County (highlighted), Coles County, Crawford County, Cumberland County, and De Witt County. A red arrow points to the 'Clinton County' selection. Another red arrow points to the 'Location' dropdown menu. The 'Case Type' dropdown menu is also visible, with a red box around it. 'Undo' and 'Save Changes' buttons are at the bottom right.

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

The screenshot shows the 'Start a New Case' interface. The 'Location' dropdown menu is now closed and shows 'Clinton County'. The 'Category' dropdown menu is open, displaying a list of categories: Chancery, Dissolution (highlighted), Eminent Domain, Family, and Law. A red arrow points to the 'Dissolution' selection. Another red arrow points to the 'Category' dropdown menu. The 'Case Type' dropdown menu is still visible with a red box around it. 'Undo' and 'Save Changes' buttons are at the bottom right.

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

The screenshot shows the 'Start a New Case' interface. The 'Location' dropdown menu is closed and shows 'Clinton County'. The 'Category' dropdown menu is closed and shows 'Dissolution'. The 'Case Type' dropdown menu is open, displaying a list of case types: 'Click to select Case Type' (highlighted) and 'Dissolution of Marriage or Legal Separation - \$241.00'. A red arrow points to the 'Dissolution of Marriage or Legal Separation - \$241.00' selection. Another red arrow points to the 'Case Type' dropdown menu. 'Undo' and 'Save Changes' buttons are at the bottom right.

39. Click "Save Changes"

The screenshot shows the 'Case Information' section of a web application. It includes dropdown menus for 'Location' (Clinton County), 'Category' (Small Claims), and 'Case Type' (Small Claims - up thru & including \$ 250.00 - \$134.00). At the bottom right, there are 'Undo' and 'Save Changes' buttons. A red arrow points to the 'Save Changes' button. A tooltip above the button says 'Click Save Changes' and 'By WalkMe'.



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

The screenshot shows the 'Party Information' section. A tooltip at the top says 'You will fill out information for each of the required party types. Click next for guidance'. Below is a table with columns 'Party Type', 'Party Name', and 'Lead Attorney'. The 'Plaintiff' row is highlighted in blue. Below the table, there is a section 'Enter details for this Party' with a checked checkbox 'I am this party' highlighted by a red arrow. Below this are fields for 'Lead Attorney' (Pro Se), 'First Name', 'Last Name', 'Address', 'Country' (United States of America), and 'Phone Number'. 'Undo' and 'Save Changes' buttons are at the bottom right.

41. Click "Save Changes"

The screenshot shows the 'Party Information' form with the 'Plaintiff' party type selected. The form includes fields for Party Name, Lead Attorney, First Name, Last Name, Address, Country, and Phone Number. A red arrow points to the 'Save Changes' button at the bottom right. A tooltip above the button says 'Click Save Changes'.

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

The screenshot shows the 'Party Information' form with the 'Defendant' party type selected. A tooltip above the 'Next' button says 'Enter details for the selected party. Fields highlighted in red are required. Click Next before saving changes.' A red arrow points to the 'Next' button. The form includes fields for Party Name, First Name, Middle Name, Last Name, Suffix, Country, Address Line 1, Address Line 2, City, State, Zip Code, Phone Number, Filer ID, and Lead Attorney.

43. Click "Save Changes"

The screenshot shows a form with the following fields: City (XXXXXXX), State (Illinois), Zip Code (62245), Phone Number, Filer ID, and Lead Attorney (Pro Se). A 'Save Changes' button is highlighted with a red arrow. A tooltip above the button says 'Click Save Changes' and 'By WalkMe'. An 'Undo' button is also visible.

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

The screenshot shows a table with the following data:

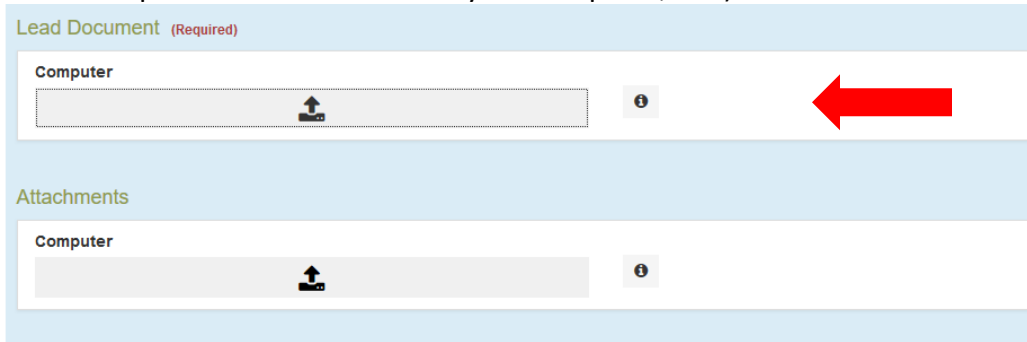
Party Type	Party Name	Lead Attorney
Plaintiff	[REDACTED]	Pro Se
Defendant	Jane Doe	Pro Se

An 'Add Another Party' button is highlighted with a red arrow.

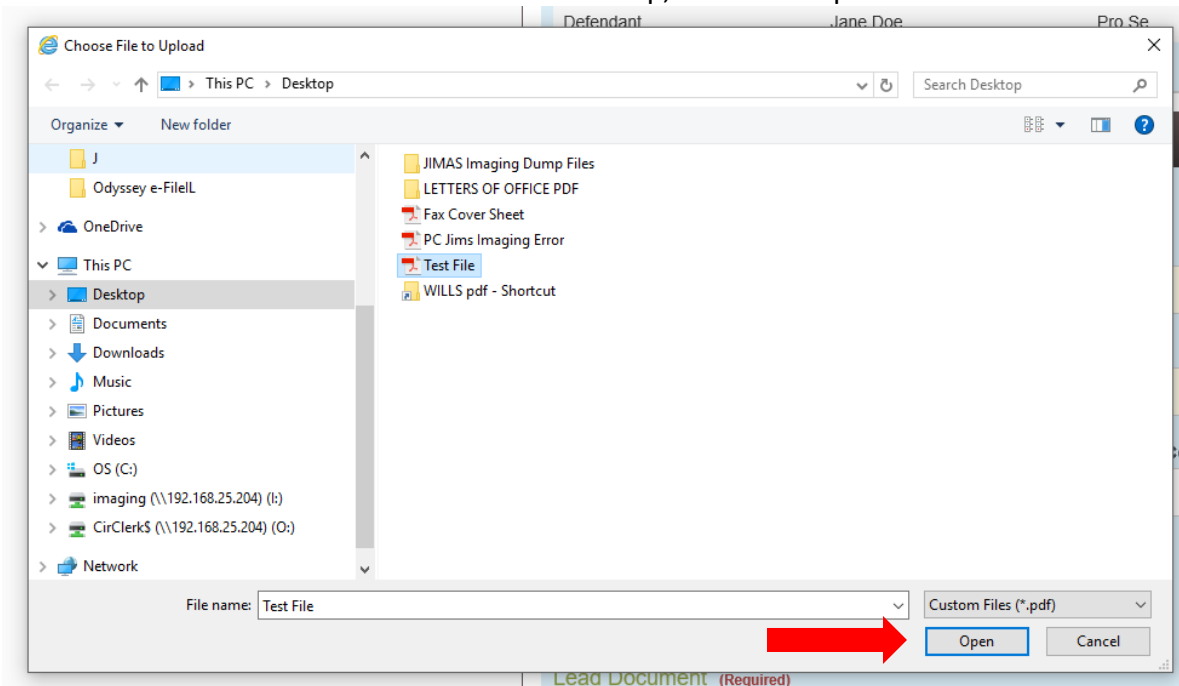
45. Enter "Filing Code" by using the dropdown, and "Filing Description"

The screenshot shows a form with the following fields: Filing Type (EFile), Filing Code (Complaint), Filing Description (Small Claims Complaint), Reference Number, and Filing Comments. A red arrow points to the Filing Code dropdown. A tooltip above the Filing Code field says 'Enter Filing Details' and '*Note Click on the Filing Code field and use the top search bar to quickly find your Filing Code.' It also says 'Fields highlighted in red are required. Click Next before uploading the primary document.'

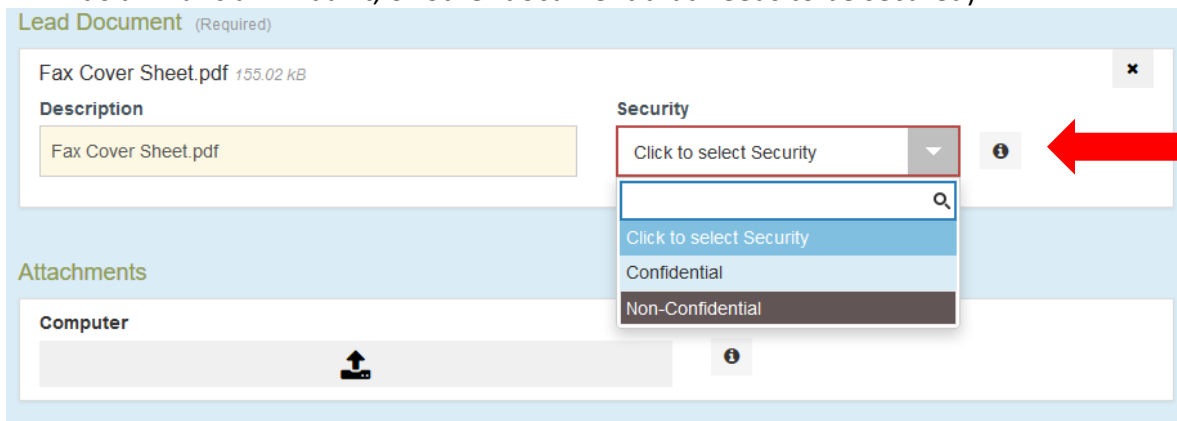
46. Upload “LEAD document” (this is the document you scanned, created PDF, and saved to the Desktop or in another folder on your computer, etc.)



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"

Lead Document (Required)

Test File.pdf 145.19 kB

Description

Test File.pdf

Attachments

Computer

Undo Save Changes

Click Save Changes

Fees

By WalkMe

50. 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 ? EFile

Filing Code ? Petition

Filing Description ?
Petition for Dissolution

Client Reference Number ?

Comments to Court ?

Courtesy Copies

Lead Document (Required)

Fax Cover Sheet.pdf 155.02 kB

Description

Fax Cover Sheet.pdf

Security

Non-Confidential

51. Enter "Filing Code" by using the dropdown

The screenshot shows the 'Filings' form with the following fields: 'Filing Type' (EFile), 'Filing Code' (dropdown), 'Filing Description' (text area), and 'Client Reference Number' (text field). The 'Filing Code' dropdown is open, showing a search bar and three options: 'Complaint', 'Petition', and 'Summons'. A red arrow points to the dropdown arrow on the right side of the 'Filing Code' field.

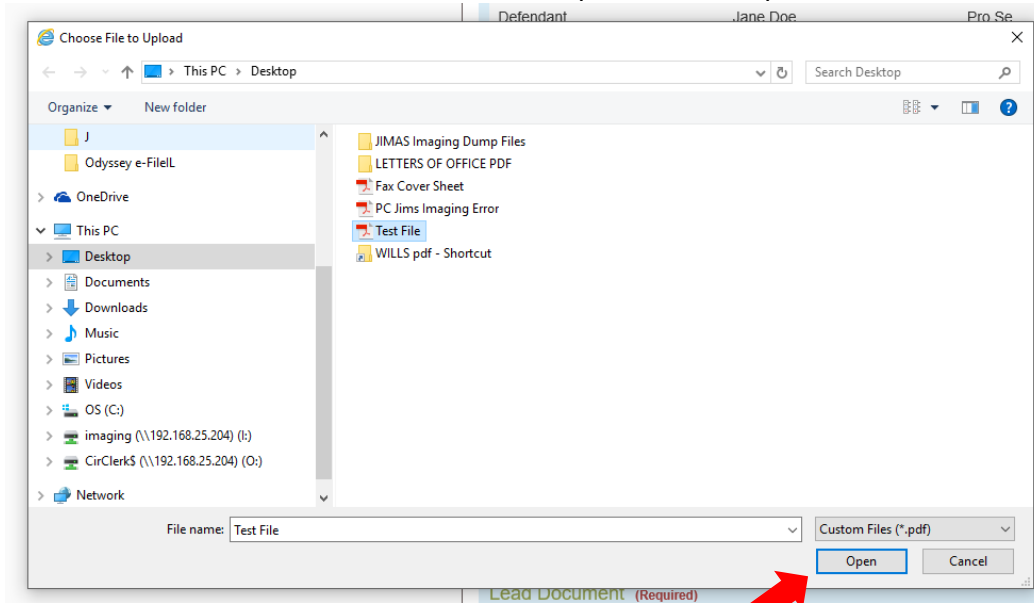
52. Enter the "Filing Description" (name of your document you are filing, Motion to Modify, Motion to Continue, Affidavit, etc.)

The screenshot shows the 'Filings' form with the following fields: 'Filing Type' (EFile), 'Filing Code' (Petition), 'Filing Description' (Petition for Dissolution), 'Client Reference Number' (text field), and 'Comments to Court' (text field). A red arrow points to the 'Filing Description' text input field.

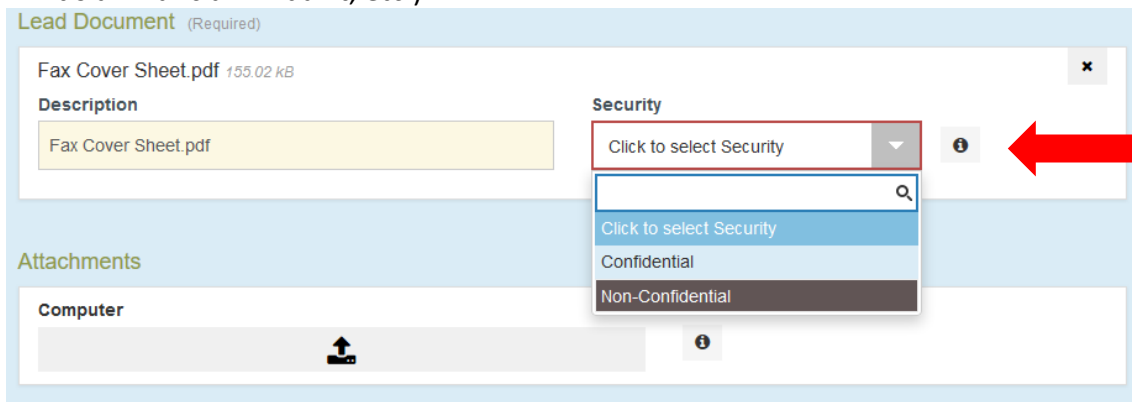
53. Upload "LEAD document" (this is the document you scanned, created PDF, and saved to the Desktop or in another folder on your computer, etc.)

The screenshot shows the 'Lead Document' and 'Attachments' sections. Each section has a 'Computer' label and a button with an upload icon and an information icon. A red arrow points to the information icon next to the 'Lead Document' button.

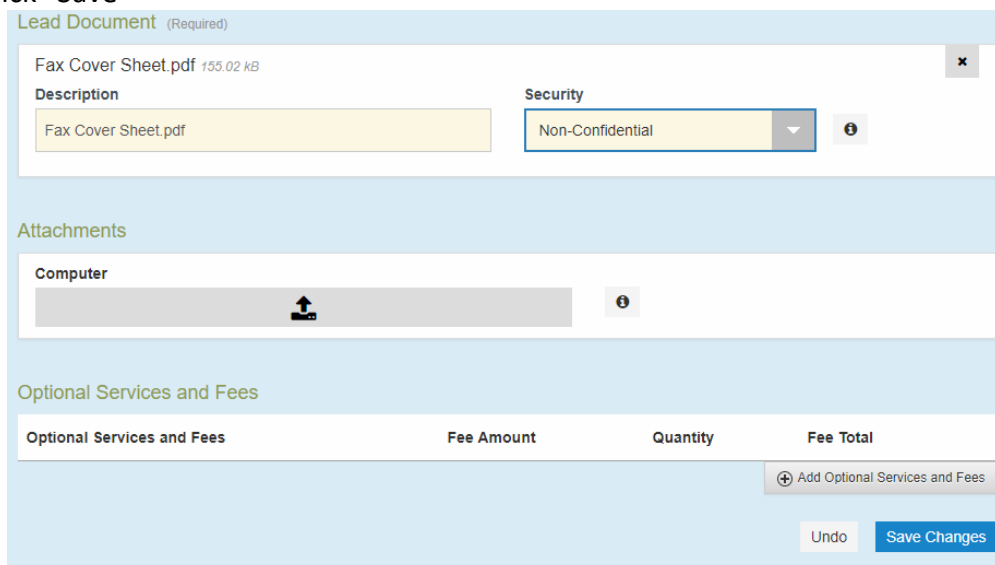
54. Choose the file scanned and saved to Desktop, and click “Open”



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”

Optional Services and Fees

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

+ 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

59. 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	

+ 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

60. 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	

+ Add Optional Services and Fees

Optional Services and Fees

D - Petition to Modify - filed within 30 days of en

Undo Save Changes

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

The screenshot shows a web interface titled "Fees" with a "Need Help?" link. Under a "Complaint" dropdown, there is a table with the following data:

Description	Amount
Filing Fee	\$0.00
Filing Total: \$0.00	
<hr/>	
Total Filing Fee	\$0.00
Court Case Fee	\$134.00
Envelope Total: \$134.00	

Below the table are two dropdown menus:

- Payment Account**: A dropdown menu with the text "Click to select Payment Account". A red arrow points to it.
- Party Responsible for Fees**: A dropdown menu with the text "Click to select Party Responsible for Fees". A red arrow points to it.

At the bottom right, there are two buttons: "Undo" and "Save Changes".

62. Click "Save Changes"

The screenshot shows the same "Fees" interface as in step 61. The "Payment Account" dropdown menu is now set to "Waiver". The table of charges is updated as follows:

Description	Amount
Filing Fee	\$0.00
Filing Total: \$0.00	
<hr/>	
Total Filing Fee	\$0.00
Envelope Total: \$0.00	
<i>Waiver selected</i>	

The "Payment Account" dropdown menu is highlighted in yellow and contains the text "Waiver". A red arrow points to the "Save Changes" button at the bottom right.

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



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

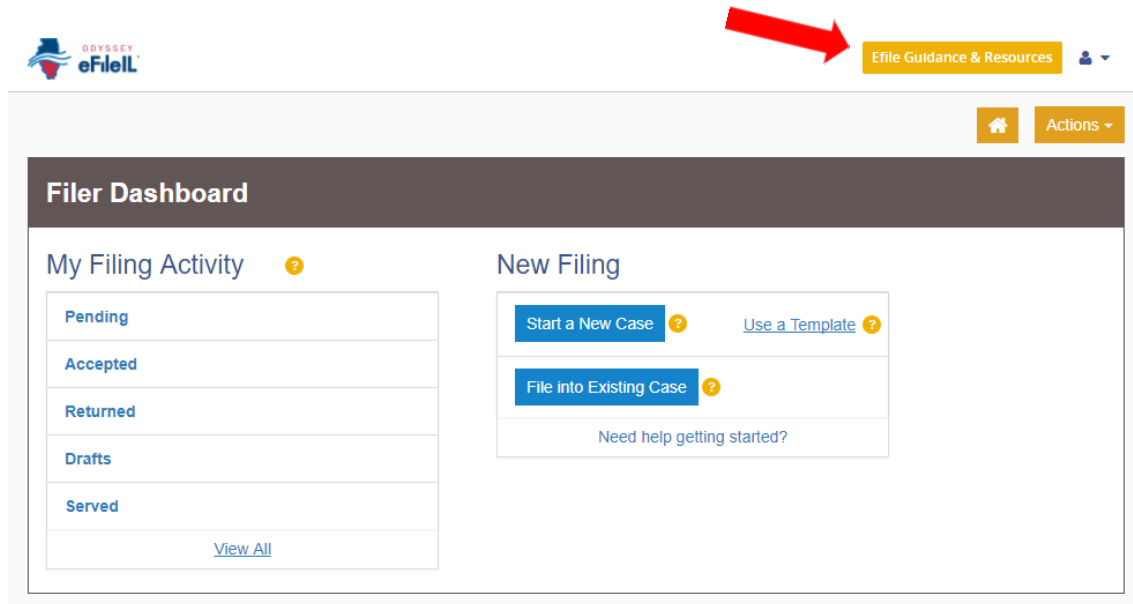
Envelope Total: \$0.00
Waiver selected

Payment Account: Waiver





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.

