ILLINOIS SUPREME COURT COMMISSION ON ACCESS TO JUSTICE

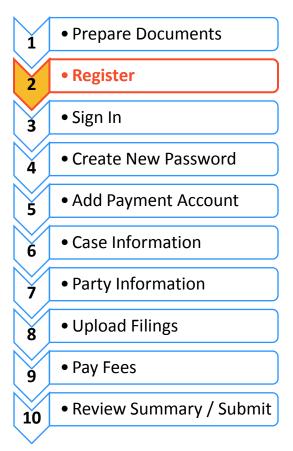


E-Filing Guide for Self-Represented Litigants

How to E-File in Odyssey Step 2: Register to E-File



E-filing Steps







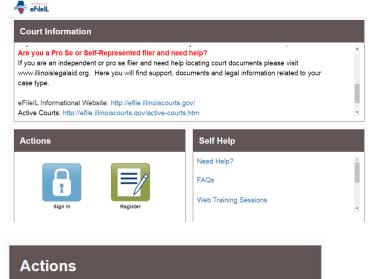
Before you can electronically file (e-file) your court documents, you need to create an account. NOTE: if you have created an account in any Illinois Electronic Filing Service Provider (EFSP) you do NOT need to create another new account, but you can go directly to sign in. This instruction guide only contains information for efiling in the Odyssey EFSP.

	Go to the Odyssey website	
1.	Go to <u>efile.illinoiscourts.gov</u> .	E-Filing for Illinois Courts
2.	Home Filers R Click on Providers or EFSPs.	eviewers Providers Courts FAQs re:SearchIL
3.	This page will show you all of the currently approved EFSPs.	Home Filers Reviewers Providers Courts FAQs re-Searchil
4.	Click on the OdysseyeFileIL icon .	Service Providers Electronic Filing Service Providers (EFSPs) are welcome to participate as a partner in the eFileIL initiative. EFSPs are able to offer their solutions to lilinois filers, adding value and utility that enhance the e-Filing experience to all active courts. EFileIL consists of a single electronic filing manager service (EFM) which connects with all certified EFSPs and integrates with each courts CMS. EFSP and CMS partners are required to be certified with their integration to the certral EFM to ensure filings and documents are using the established standards and e-filing occurs in a uniform manner. Below is a list and active links to all EFSP partners that are certified to file through eFileIL. The comparison chart offers a brief summary of the features, costs, and contact information for each EFSP. Currently, there are a number of EFSPs working to become certified with eFileIL and we expect the number of certified
		EFSPs to increase in the coming months. Comparison Chart EFSPs with Free E-Filing Options File & Serve Illinois- File time- File time-
		OdysseyeFileIL Court Filing Illinois File & Serve Xpress FileTime
		GreenFiling InfoTrack I2File Legal Document
		Management Inc.
		Legal e-File One Legal OnFile US Legal PRO
		MyFileRunner





1. The Actions panel is where you sign into Odyssey or register as a user.



Actions Sign In
Register

The **Register** button takes you to the page where you can register in the system by using your name and contact information. If you have already registered as a user for any Illinois EFSP, click **Sign In**. For detailed instructions on how to Sign In to your account see *How to E-File in Odyssey Step 3: Sign In*.



You will need:

- Email address. If you do not have an email address, you will need to create one. Commonly used email accounts include: Gmail <u>www.google.com/gmail</u>, Yahoo <u>https://mail.yahoo.com</u>, and Mail.com <u>www.mail.com</u> (Note: Mail.com does not require cell phone verification).
- Mailing address that is not a P.O. Box.
- Telephone number

2. Click Register.



- 1. Enter your name, an existing email address (that you can check regularly), and create a password.
 - The password can be new or a one you have used for other purposes. This password is what you will use to sign into Odyssey.
- 2. Make up a security question and answer that you can easily remember. For example:
 - Security Question: What is my dog's name? or What is my wedding anniversary?
 - Answer: Fido 1/1/2011



If you forget your password, you may have to correctly answer your security question to be able to access your account again. It is a good idea to write down and save your password as well as your security question and answer.

First Name	Middle	Last Name	
Email Address		Password	
Security Question		L	
Enter a simple question that can only	be answered by you. Example:	High School Mascot	
Security Answer			



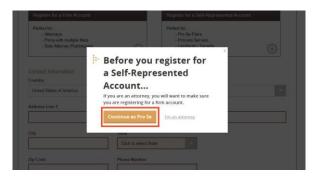
- 1. If you do not have an attorney, you need to register for a self-represented litigant account and not a firm account.
- 2. Click on the **Circle** to register as a self-represented litigant.

egistration Options		
Register for a Firm Account	Register for a Self-Represented Account	
Perfect for:	Perfect for:	
 Attorneys Firms with multiple filers 	- Pro Se Filers - Process Servers	
- Solo Attorney Practitioners	- Landlords / Tenants	\cap



When you click on the button above, this alert will pop up.

3. Click on **Continue as Pro Se**.





Enter your contact information

- 1. Select the **country** where you live. The United States of America is the default country.
- 2. Enter your address and telephone number.
- 3. Click Next.

Register for a Firm Account		Register for a Self-Represented Act	rount
Perfect for: Attorneys - Firms with multiple filers - Solo Attorney Practitioners	0	Perfect for: - Pro Se Filers - Process Servers - Landlords / Tenants	0
Contact Information			
Country			_
United States of America			-
Address Line 1			
City	State		
	Click to select Sta	ato	



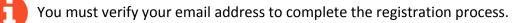
Enter an address where you can receive mail during your legal case. This cannot be a P.O. Box.



- 1. Read the Terms and Conditions.
- 2. If you agree, click I Agree Create My Account

15	er Information = Firm Information > Terms and Conditions = Complete
1	Ddyssey File & Serve Usage Agreement
	Welcome to the online services of Tyler Technologies for the State of Illinois, Please read this Agreement carefully, It governs Your access to nd use of the Odynsy Yiel & Sarve application through the Tyler Technologies Internet Site. Tour use of the Tyler Technologies Ist and/or please the Tyler products a continoned upon Your acceptance of the Agreement. By clicitica on the Tyler Technologies Iste and/or gainly bound by all of the terms and conditions of this Agreement. By clicitica on the Tules of the Agreement will blind for employer and Tata or autohordies to bo s. Au use in this tagerement. Provide Your accepts are that this Agreement will blind for employer and Tata or autohordies to bis . Au use in this tagerement. Provide Tour ad torour employers.
	iection 1. Definitions ection 2. Liternie, Restrictions on Use ection 3. Access to the Tyler Internet Site
	iection 4. Limitations on Use iection 5. Fee Schedule iection 6. Proprietary Rights
	lection 7. Disclaimers and Limitations section 8. Your Warranties and Indemnification section 9. Umitations of Liability
	lection 10. Arbitration Section 11. Miscellaneous
	Section 1. Definitions
	The following geners have the following meaning in this agreement: "Authorized user means any of Your empiyees, agents, independent comparements or comparison with agree to the howing of the format and evolution of this agreement and with an authorized or otherwise designated or permitted by You to access and use the Type Services parsuant to the iscense. "E-Occurrent Trafers to any document for discenter compation or permitted by You to access and use the Type Services parsuant to the iscense. "E-Occurrent" infers to any document for discenter compation or the Service parsuant compatibility of the Service angress." Underscenaries and or graphical information existences for submation for submation for submation for submation for submation for submations. Tohancement, means any correction, modification, customization, revision, enhancement, improvement, update, update, update, express, the Service formation of the Service (Trans- and The The Services, as may be altered or amended from time to time by Tyle; "Information" means the record, date, database, societants, materium, and devine information accessible through the Services. "Recording means the The Information" means the record, date, database, societants, materium, and devine information accessible through the Services. "Services" means the Intel Generation the schedule as a services and the Services. The Service Transmitted for the Services agreement to the Services. The Service Services and the Services agreement to the Services. The Service Services and the Services agreement to the Service agreement the schedule devine the Services. The Services agreement the Service agreement the schedule devine the Service agreement the Services. The Service Services agreement the Service agreement the Service agreement the Services agreement the Service agreement the Services. The Service agreement the Service agr
	his Agreement. "Proprietary Rights" means any patent, copyright, trademark, service mark, trade secret or other intellectual property right. "Third Party Content" means any content, records, data, documents, materials, or other information supplied to Tyler pursuant to an





- 1. Login to the email account you listed during registration to see the verification email.
- 2. Open the email and click the link to confirm your email address. The email will look like this:

	New User Activation
You have been registered with the E-Filing System. Please, o	lick on the link below to activate your account.
Click to Activate Account	
If the link above is not accessible, copy this URL into your bro https://illinois.tylerhost.net/ActivateAccount.aspx?id=e6b4fbd 316f5bc2b083&oid=OFS3PROD&cid=ILPROD	
Please update your password after you log into your account	1
For technical assistance, o	contact your service provider
Odyssey File & Serve	
(800) 297-5377	
Please do not reply to this email. It was automatically generate	ed.



The email will be from <u>no-reply@tylerhost.net</u>. If you do not see the email in your inbox, check your junk mail or spam folder in your email account.

3. Click on Click to Activate Account.

A page will open with confirmation that your account has been created. It will look like this:

