



User Manual

For

EFM I2File.net

September 26, 2017

Version 1.0

Table of Contents

Registration.....	3
Register a Firm Account	3
Register a Self-Represented Account.....	5
Login.....	8
Forgot Password	8
Dashboard.....	10
Workspace	11
Submit Filing.....	11
Filings	35
Service Contacts.....	37
Search Cases.....	40
Admin Links.....	44
Firm Information.....	44
Firm Users	45
Attorneys.....	48
Payment Information.....	50
Payment Accounts	50
Account Settings	53
My Profile.....	54
Manage Notifications.....	54
Change Password.....	54

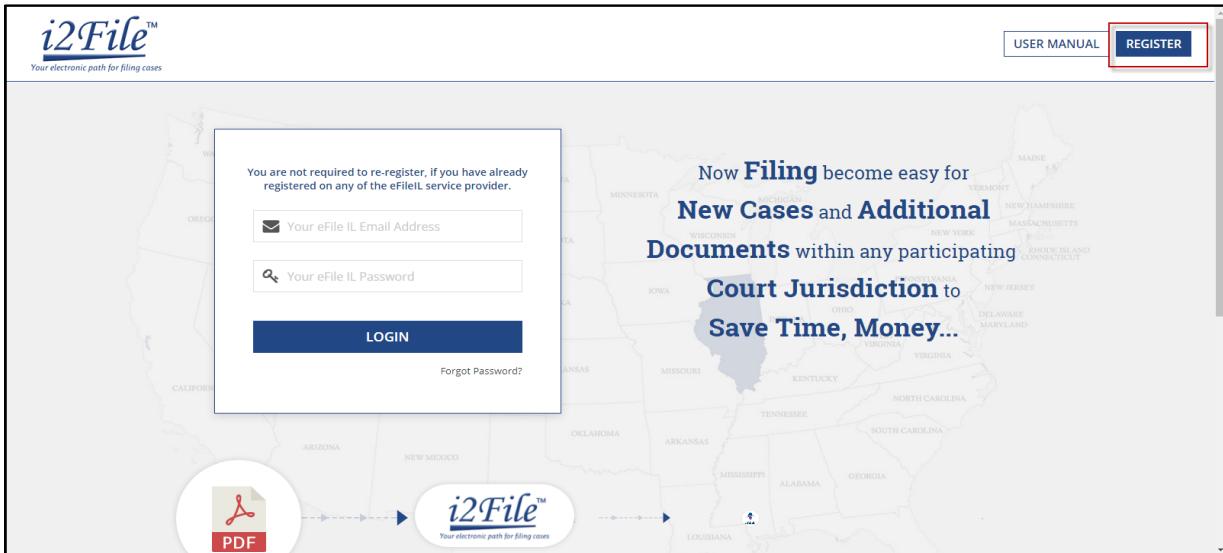
Registration

User can register by selecting any one of the below two account types.

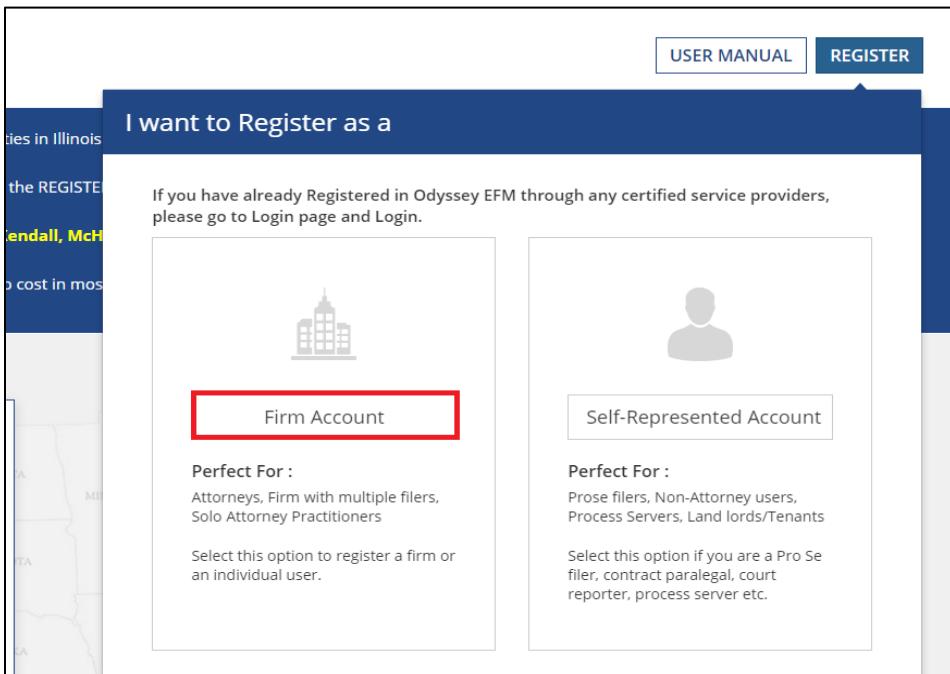
- Firm Account – You need to select this role during registration if you are an individual attorney or your firm is not registered in EFM.
- Self-Represented Account – You need to select this role if you are a ProSe filer, contract paralegal, court reporter, process server, etc.

Register a Firm Account

1. Click Register Button on top right corner besides User Manual Button.



2. This will open a popup where you need to click on “Firm Account” button.



3. Enter Firm Name, Address and other required details in firm information step and click on next button.

1 Firm Information 2 User Information 3 Complete Registration

Firm Information

Firm/Attorney Name*

Address Line 1*

Address Line 2

Country*
 -- Select Country --

City*

State*
 Select State

Zip Code*

Phone Number*

User Agreement*:

- I agree to the [Odyssey eFileLL User Agreement](#)
- I agree to the [I2File User Agreement](#)

CANCEL **NEXT**

- Enter Firm Information, Address, City, State, Zip Code, Phone Number, and User Agreement.
- Enter User Information, Email Address, Password, Security Question and Security Answer in user information step and click on Register button to complete the registration. Email Address provided in this step must be a valid email address. Password must contain at least eight characters with one lower case letter, one upper case letter and one numeric character or special symbol.

1 Firm Information 2 User Information 3 Complete Registration

User Information

First Name*

Middle Initial*

Last Name*

Email Address*

Verify Email Address*

 Email does not match

Password*

Password must be at least eight characters with at least one lower case, at least one upper case, and at least one number or symbol.

Verify Password*

Security Question*

Security Answer*

PREVIOUS **REGISTER**

- An account activation email will be sent on entered email address.

Firm Information User Information 3 Complete Registration

Your Firm Registration is Complete

Your login information is mentioned below and will also be emailed to you. You must verify your email address before you can log in. A verification email has been sent to you, please open and click the link inside.

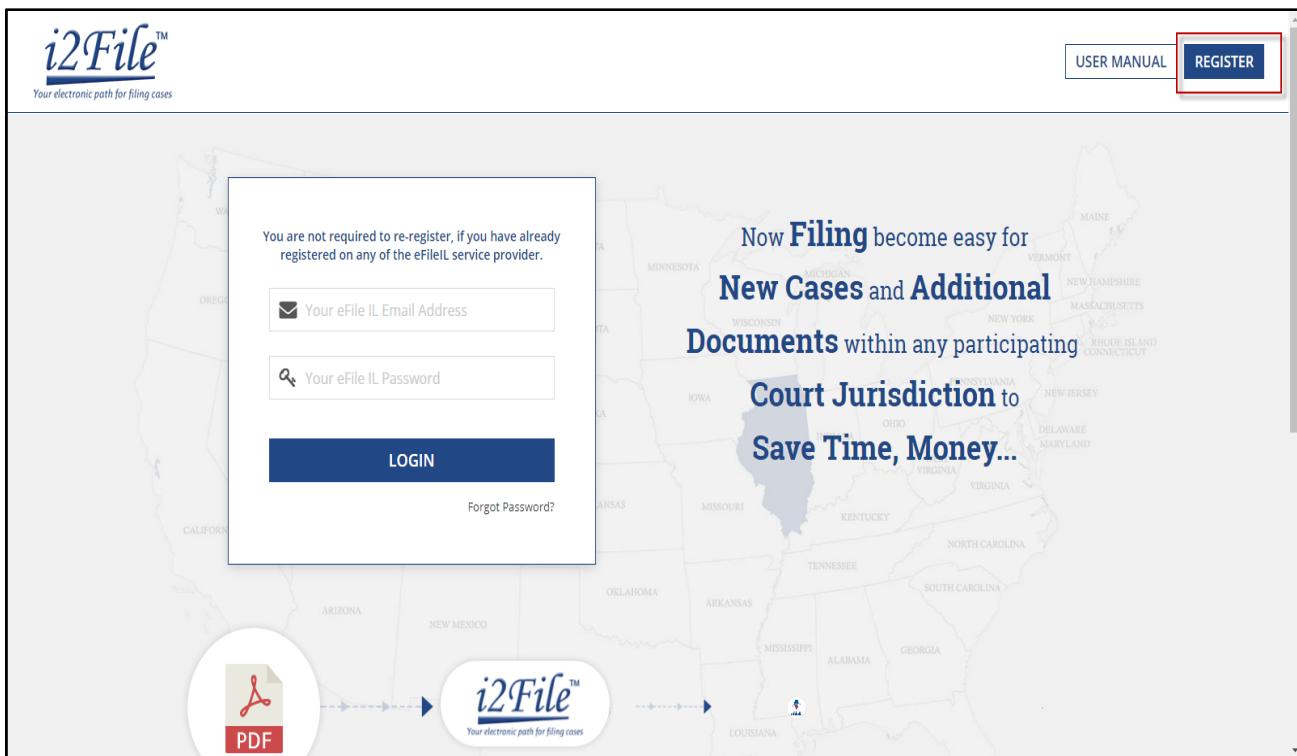
Firm ID:	Illinois Court
Email Address:	john.smith@gmail.com

FINISH

6. Open the email and click on “Click to Activate Account” link for activating the user.

Register a Self-Represented Account

1. Click Register Button on top right corner besides User Manual Button.



2. This will open a popup where you need to click “Self-Represented Account” button.

I want to Register as a

If you have already Registered in Odyssey EFM through any certified service providers, please go to Login page and Login.



Firm Account

Perfect For :

Attorneys, Firm with multiple filers, Solo Attorney Practitioners

Select this option to register a firm or an individual user.



Self-Represented Account

Perfect For :

Prose filers, Non-Attorney users, Process Servers, Land lords/Tenants

Select this option if you are a Pro Se filer, contract paralegal, court reporter, process server etc.

3. Enter Address, Phone No. and other required details in Contact Information step and click on next button.

1 2 3

Contact Information User Information Complete Registration

Contact Information

Address Line 1*

Address Line 2

Country*

City*

State*

Zip Code*

Phone Number*

Helpful Information

- Complete this registration option ONLY if you are a filer, a solo court reporter, solo process server, etc. Do not select this option if you are a practicing attorney or support person in a law firm.
- After completing this registration process your registration will not be complete until you open the New User Activation email you will receive from eFiling Manager. Click the Activate Account link you find in the email.
- You will then be ready to eFile.

CANCEL **NEXT**

- Enter User Information, Email Address, Password, Security Question and Security Answer in user information step and click on Register button to complete the registration. Email Address provided in this step must be valid. Password must contain at least eight characters with one lower case letter, one upper case letter and one numeric character or special symbol.

Contact Information User Information Complete Registration

User Information

First Name* John **MI** P

Last Name* Smith

Email Address* john.smith@gmail.com

Verify Email Address* john
Email does not match

Password* *****
Password must be at least eight characters with at least one lower case, at least one upper case, and at least one number or symbol.

Verify Password* *****

Security Question* What is your pet name?

Security Answer* Flora

Helpful Information

- Complete this registration option ONLY if you are a filer, a solo court reporter, solo process server, etc. Do not select this option if you are a practicing attorney or support person in a law firm.
- After completing this registration process your registration will not be complete until you open the New User Activation email you will receive from eFiling Manager. Click the Activate Account link you find in the email.
- You will then be ready to eFile.

PREVIOUS **REGISTER**

- An activation email will sent to given email address.

Contact Information User Information Complete Registration

Your Registration is Complete

Your login information is mentioned below and will also be emailed to you. You must verify your email address before you can log in. A verification email has been sent to you, please open and click the link inside.

Email Address: jhon.c@gmail.com

FINISH

- Open the email and click on “Click to Activate Account” link for activating the user.

Login

Enter the email address and password registered in Odyssey eFileIL EFM, and click on “Login” button to login into the system.

You are not required to re-register, if you have already registered on any of the eFileIL service provider.

1

2

3 **LOGIN**

[Forgot Password?](#)

Forgot Password

Please follow below steps for resetting your password.

1. Click on Forgot Password link in login screen.

You are not required to re-register, if you have already registered on any of the eFileIL service provider.

LOGIN

[Forgot Password?](#)

2. This will open a popup. Enter Email address in it and click OK.

Forgot Password



john.smith@gmail.com|

A Link for resetting your password will be sent to the email address associated with your eFile IL Account.

OK

CANCEL

3. An email with link for resetting password will be sent on the email address entered above.

Forgot Password



john.smith@gmail.com

A Link for resetting your password will be sent to the email address associated with your eFile IL Account.

Password reset link has been Sent!

OK

CANCEL

4. Open the email and click on “click here” link.



Password Reset Request

A request to reset your password has been processed. If you did not request a password reset, take no action. Your account will be left unaltered.

To complete your password reset, [click here](#)

If the link above is not accessible, copy and paste the URL below into your web browser:
<https://illinois-stage.tylerhost.net/ResetPassword.aspx?rid=8a5c8d72-4e9c-49c3-9444-104744882c34&skey=85f2d4ae-2f12-408f-8da8-ae0b8b2fbf46>

For technical assistance, contact your service provider



Your electronic path for filing cases

(555) 555-5555 <https://testil.i2file.net>

Please do not reply to this email. It was automatically generated.

5. It will open a window shown below. Enter New Password and Confirm Password in it and click Change Password Button to change password.

To complete the process of resetting your password for your account, you will need to select a new password.

Email Address
john.smith@gmail.com

New Password

Repeat New Password

Change Password

Your password has been changed successfully.

[Return to i2file.net](#)

Dashboard

You will be redirected to Dashboard after successful login. It displays information about most recent filings and allows you to file documents on a new case or existing case. Navigation tab on left provides links to access most of the features of the system.

Click this icon to link i2File Non-EM user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties. John Smith

File Document on a New Case

File Document on an Existing Case

Recent Submission

Status	Action
Accepted	No Records found
Submitted	Envelope 17052 Location 2nd District Appellate Court Category Appeal
Rejected	No Records found

© 2007-2017, I2F Internet Case Filing System

Left Navigation tab is sub categorized into three sections.

- Workspace
- Admin Links
- Payment Information

Workspace

Submit Filing

This section under workspace contains links to file documents on new case or existing case.

New Case Filing

1. Click on “New Case Filing” link under Submit Filing section in left navigation tab or New Case button provided on dashboard to initiate new case filing.

The screenshot shows the i2File workspace interface. On the left, there is a sidebar with various menu items: Workspace, Dashboard, Submit Filing (with 'New Case Filing' highlighted), Document Filing, Filings, Service Contacts, Search Cases, Admin Links, and Payment Information. The main area has a header with a user profile for John Smith and a link to link i2File Non-EMF user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties. Below the header, there are two prominent buttons: 'File Document on a New Case' (highlighted with a red box) and 'File Document on an Existing Case'. Underneath these buttons, there is a section titled 'Recent Submission' with three cards: 'Accepted' (green checkmark icon), 'Submitted' (orange envelope icon), and 'Rejected' (red circle with a slash icon). Each card displays 'No Records found' and some specific details like location and category for the submitted record.

2. Select Location, Case Category, Case Type, Filling Attorney and Payment Account in Case Information Step. Click on Next button after entering the required information to navigate to Party information step.

The screenshot shows the 'Case Information' step of the New Case Filing process. At the top, there is a navigation bar with four steps: 1. Case Information, 2. Parties, 3. Filings, and 4. Summary. The 'Case Information' step is currently active. The form fields include:

- Select Location*: A dropdown menu showing 'Boone County'.
- Select Category*: A dropdown menu showing 'Arbitration'.
- Select Case Type*: A dropdown menu showing 'Arbitration - \$ 10,000.01thru \$ 15,000.00 (\$195.00)'.
- Filing Attorney*: A dropdown menu showing 'Jonte Smith'.
- Payment Account*: A dropdown menu showing 'Visa'.

At the bottom of the form, there are two buttons: 'EXIT' and 'NEXT' (highlighted with a red box).

3. Party information step has a list at top indicating the party information mandatory for selected case type. You can enter First Name, Last Name and required details of parties by selecting a party from list. You can be add more parties to a case by clicking “Add Party” button.

Click this icon to link i2File Non-EM user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties.
i2F
John Smith

1 Case Information 2 Parties 3 Filings 4 Summary

Parties

Enter the Details for the Parties Involved in this Case
List of Parties

Party Type	Name	Attorney(s)
Defendant/Respondent		
Plaintiff/Petitioner		

1
2
3
4
5
6
7
8
9
10

ADD PARTY

To add more Parties

Person Business

Party Type*	Lead Attorney	
Defendant/Respondent		
First Name*	Middle Name	
Your First Name	MI	
Last Name*	Suffix	
Last Name		
Country		
Address Line 1		
Address Line 1		
Address line 2		
Address Line 2		
City	State	Zip Code
City		
Phone Number	Filer ID	
999-999-9999	(123) 456-7890 x12345	

PREVIOUS
NEXT

4. After entering party information, click on “Next” button to move to filing tab and for going back to Case Information tab click “Previous” button.

Address Line 1
Address Line 1

Address line 2
Address Line 2

City _____ State _____ Zip Code _____

Phone Number
999-999-9999

Filer ID
(123) 456-7890 x12345

PREVIOUS **NEXT**

5. Enter Filing Code, Filing Description, Reference Number and Optional Services if applicable for selected filing code in filings step. Fees will be shown on right hand side of the screen as highlighted in below screenshot.

Click this icon to link i2File Non-EFM user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties. *i2F* John Smith

Case Information Parties 3 Filings 4 Summary

Filings

Enter Filing Details

ADD ANOTHER FILING

E-File

Select Filing Code*
Application

Filing Description
Filing description

Reference Number
2

Optional Service
 (Misc.) - Copies - Non Certified - Page 21 and beyond (\$ 0.25)
 (Misc.) - Issue Alias Summons (\$ 5.00)
 (Misc.) - Issue Summons (\$ 0.00)
 (Misc.) - Jury Demand - 12 Person (\$ 212.50)

Selected Optional Services
 (Misc.) - Certified Copy of Judgment (2 x \$10)
 (Misc.) - Certified Mailing Fee (4 x \$10)
 (Misc.) - Citations, Garnishments, Wage Deductions - \$1,000 or Less (\$ 15)

Fees

Application

(Misc.) - Certified	\$ 20
Copy of Judgment	
(Misc.) - Certified	\$ 40
Mailing Fee	
(Misc.) - Citations, Garnishments, Wage	\$ 15
Deductions - \$1,000 or Less	
Total This Filing	\$ 75

Case Initiation Fee \$ 195
Payment Service Fee \$ 7.8
Envelope Total **\$ 277.8**

Payments

Payment Account*
SeptSecure

Party Responsible for Fees*

6. Upload mandatory Lead document, any additional documents if required and select security for each document. Total size of all uploaded documents should be limited to the size configured for selected county.

Documents

Lead Document* Application.pdf

Description Application Security* Confidential

+ CLICK TO BROWSE

Filing Attorney* Jonte Smith

Attachments

Description Attachment Description Security*

+ CLICK TO BROWSE

7. Select payment account and party responsible for fees information on right hand side. You can add multiple filings in one envelope by clicking "Add Another Filing" button at the top.

Case Information Parties Filings Summary

Filings

Enter Filing Details

ADD ANOTHER FILING

E-File

Select Filing Code* Application

Filing Description Filing description

Reference Number 2

Optional Service

- (Misc.) - Copies - Non Certified - Page 21 and beyond (\$0.25)
- (Misc.) - Issue Alias Summons (\$5.00)
- (Misc.) - Issue Summons (\$0.00)
- (Misc.) - Jury Demand - 12 Person (\$212.50)
- (Misc.) - Record Search (\$6.00)
- AR - Rejection Fee (\$30,000.00 or less) (£200.00)

Selected Optional Services

- (Misc.) - Certified Copy of Judgment (2 x \$10)
- (Misc.) - Certified Mailing Fee (4 x \$10)
- (Misc.) - Citations, Garnishments, Wage Deductions - \$1,000 or Less (\$15)

Fees

Application

(Misc.) - Certified	\$ 20
Copy of Judgment	\$ 40
(Misc.) - Certified	\$ 15
Mailing Fee	
(Misc.) - Citations, Garnishments, Wage Deductions - \$1,000 or Less	
Total This Filing	\$ 75

Case Initiation Fee \$ 195
Payment Service Fee \$ 7.8
Envelope Total \$277.8

Payments

Payment Account* SeptSecure

Party Responsible for Fees* Ronald Albert

8. Enter Filing Comments and Courtesy Copies after uploading the documents. Click "Next" button to go to Summary step or "Previous" button to go to Parties screen.



Click this icon to link I2File Non-EFM user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties. I2F John Smith



Filings

Enter Filing Details

[ADD ANOTHER FILING](#)

E-File

Select Filing Code*

Application

Filing Description

Filing description

Reference Number

2

Optional Service

(Misc.) - Copies - Non Certified - Page 21 and beyond (\$0.25)
(Misc.) - Issue Alias Summons (\$5.00)
(Misc.) - Issue Summons (\$0.00)
(Misc.) - Jury Demand - 12 Person (\$212.50)
(Misc.) - Record Search (\$6.00)
AR - Rejection Fee (\$ 30,000.00 or less) (\$200.00)
AR - Rejection Fee (Over \$ 30,000.00) (\$500.00)

Selected Optional Services

(Misc.) - Certified Copy of Judgment (2 x \$10)
(Misc.) - Certified Mailing Fee (4 x \$10)
(Misc.) - Citations, Garnishments, Wage Deductions - \$1,000 or Less (\$15)

Documents

Lead Document* Application.pdf

Description

Application

Security*

Confidential

[+ CLICK TO BROWSE](#)

Attachments

Description

Attachment Description

Security*

[+ CLICK TO BROWSE](#)

Filing Comments

Filing Comments

Courtesy Copies

john.smith@gmail.com

Fees

Application

(Misc.) - Certified	\$ 20
Copy of Judgment	\$ 40
(Misc.) - Certified	\$ 40
Mailing Fee	
(Misc.) - Citations, Garnishments, Wage Deductions - \$1,000 or Less	\$ 15
Deductions - \$1,000 or Less	
Total This Filing	\$ 75

Case Initiation Fee

\$ 195

Payment Service Fee

\$ 7.8

Envelope Total

\$277.8

Payments

Payment Account*

SeptSecure

Party Responsible for Fees*

Ronald Albert

Filing Attorney

Filing Attorney*

Jonte Smith

9. Summary step provides an opportunity to review the details of filling before submitting. Click on “Submit” button if all information is correct.

[PREVIOUS](#)

[NEXT](#)



Click this icon to link i2File Non-EM user profile for filing documents in DeKalb, DuPage, McHenry, St.Clair, Will and Winnebago counties.



John Smith

Case Information

Parties

Filings

4

Summary

Summary

Envelope and Filing Summary

Case Information

Location	:	Boone County	Filing Attorney	:	Jonte Smith
Case Category	:	Arbitration	Payment Account	:	Visa
Case Type	:	Arbitration - \$ 10,000.01thru \$ 15,000.00			
Date Filed	:				

Parties

Party Type	Name	Address	Phone	Attorney
Defendant/Respondent	Ronald Albert			
Plaintiff/Petitioner	Letha Parker CPA	1203, Antonia ave Chicago, IL 68001		

Filings

Filing Code	Filing Description	Reference Number	Filing Type
Application	Filing description	2	Efile
Lead Document	File Name	Status	Security
Courtesy Copies :			john.smith@gmail.com
Filing Comments :			Filing Comments

Fees

Application

(Misc.) - Certified	\$ 20
Copy of Judgment	\$ 40
(Misc.) - Certified	\$ 15
Mailing Fee	
(Misc.) - Citations, Garnishments, Wage Deductions - \$1,000 or Less	
Total This Filing	\$ 75

Case Initiation Fee	\$ 195
Payment Service Fee	\$ 7.8

Envelope Total **\$277.8**

Payments

Payment Account*

Visa

Party Responsible for Fees*

Ronald Albert

Filing Attorney

Filing Attorney*

Jonte Smith

PREVIOUS

SUBMIT

10. On successful submission of an envelope, you will get a success message with Envelope Number as shown below.

Information

Envelope 15847 is Submitting.

OK

Summary

Envelope and Filing Summary

Case Information		Fees	
Location	: Boone County	Filing Attorney	: Jonte Smith
Case Category	: Arbitration	Payment Account	: Visa
Case Type	Arbitration - \$ 10,000.01thru \$ 15,000.00		
Date Filed			

Parties				
Party Type	Name	Address	Phone	Attorney

Document Filing

Document filing functionality will allow you to file an envelope on existing case, add parties on a case or add attorneys to existing parties; however, it will not allow you to edit existing party information or to change existing attorney assignments. Document filing is also termed as Filing on existing case or subsequent filing.

To File Documents on Existing Case, follow steps given below.

1. Click on “Document Filing” link under Submit Filing section in left navigation tab or click “File Document on Existing Case” button provided on dashboard to start document filing.

i2File™
Your electronic path for filing cases

Click this icon to link i2File Non-EFM user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties.  John Smith

File Document on a New Case

File Document on an Existing Case

Recent Submission

Accepted	Submitted	Rejected
No Records found	Envelope 17066 Location Boone County Category Arbitration	No Records found

© 2007-2017, I2F Internet Case Filing System

2. Case Search Wizard will open through which you can search for a case on which you want to file documents. For help on Case Search feature refer Case Search section in this document. Case Search Results will be displayed as shown below.

Click this icon to link i2File Non-EMF user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties.

John Smith

1 Search Case 2 Parties 3 Filings 4 Summary

Search Cases

[Advanced Search](#)

Peoria County Civil	17-f-00174	GO
---------------------	------------	----

Total No of Records : 1

Case Number	Jurisdiction	Case Type	Actions
17-F-00174	Peoria County Civil	Civil Act to Compel Child Support	

Start a new subsequent filing for this case

1 10

EXIT NEXT

- Click “Start a new subsequent filing for this case” icon against a case number in case search screen (shown in above screenshot) to start filing. If case is not available in the selected county and county allows filing documents on a non-indexed cases you can click on “File into An Existing Case” button (highlighted in below screen shot) to start **Non-Indexed Filing**.

i2File™ Your electronic path for filing cases

Workspace

- Dashboard
- Submit Filing
- Filings
- Service Contacts
- Search Cases
- Admin Links
- Payment Information

1 Search Case

Search Cases

Boone County

Total No of Records : 0

Case Number

FILE INTO AN EXISTING CASE

You are attempting to efile on a case that is not submitted electronically in Odyssey File & Serve and is not searchable from the court's case management system.

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

No records found

Advanced Search

- For an indexed case, system will forward you to Parties step from case search screen. List of parties present on the case will be displayed at the top. You can add more parties on the case by clicking “Add Party” button. Attorney can be added to a party by selecting it (party) and then selecting an attorney from list displayed in bottom.

Click this icon to link I2File Non-EMF user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties.

John Smith

Search Case 2 Parties 3 Filings 4 Summary

Parties

Enter the details for the Parties Involved in this Case Existing case Parties

Party Type	Name	Attorney(s)
Defendant/Respondent	Jenkov Carr .	Jenkov Carr (L)
Plaintiff/Petitioner	Steven Atkinson	Thomas Smith (L)

ADD PARTY Click to add more Parties

Party Type : Defendant/Respondent Lead Attorney

Party Name : John Smith

Address : TEST, SDFDSF test AL US 23232

Choose to add Additional Attorneys

Add Additional Attorneys

Select Additional Attorneys

Q Thomas Smith

PREVIOUS NEXT

© 2007-2017, I2F Internet Case Filing System

5. Click on “Filings” button for navigating to Filing screen.

Filings

Enter the details for the Existing Cases

E-File Service ADD ANOTHER FILING

Select Filing Code* Filing Description Reference Number Documents Filing Comments

Fees

Filing Fee	\$ 0.0
Total This Filing	\$ 0
Case Initiation Fee	\$ 0
Payment Service Fee	\$ 0
Envelope Total	\$ 0.0

Payments

Payment Account* Visa Party Responsible for Fees* Select Party

Filing Attorney

6. On filing screen, there are two checkboxes - E-File and Service. Select any one or both depending on the type of filing you want to create.

- E-File
- Service Only
- E-File & Serve

E-File

If you select only “E-File” checkbox then an envelope with Filing type - “E-File” will be created in selected jurisdiction.

- a.) Enter Filing Code, Filing Description, Reference Number, and Optional Services if applicable for selected filing code in Filing Step. Fees will be automatically calculated and displayed at top right side.

The screenshot shows the i2File Non-EMF user profile interface. At the top, there is a message: "Click this icon to link i2File Non-EMF user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties." Below this is a navigation bar with four steps: Case Information (checkmark), Parties (checkmark), Filings (step 3), and Summary (step 4). The main area is titled "Filings" and "Enter Filing Details". It includes fields for "Select Filing Code*", "Filing Description", "Reference Number", and "Optional Service". On the right, there are sections for "Fees" (Application, Case Initiation Fee, Payment Service Fee, Envelope Total \$0.00), "Payments" (Payment Account*, Party Responsible for Fees*), and "Filing Attorney" (Filing Attorney*).

E-File Service

Select Filing Code*

Application

Filing Description

Filing description

Reference Number

2

Optional Service

(Misc.) - Copies - Non Certified - Page 21 and beyond (\$0.25)
(Misc.) - Issue Alias Summons (\$5.00)
(Misc.) - Issue Summons (\$0.00)
(Misc.) - Jury Demand - 12 Person (\$212.50)
(Misc.) - Record Search (\$6.00)
AR - Rejection Fee (\$30,000.00 or less) (\$200.00)
AR - Rejection Fee (Over \$30,000.00) (\$500.00)

Selected Optional Services

(Misc.) - Certified Copy of Judgment (2 x \$10)
(Misc.) - Certified Mailing Fee (4 x \$10)
(Misc.) - Citations, Garnishments, Wage Deductions - \$1,000 or Less (\$15)

Documents

Fees

Application	Filing Fee	\$ 0.0
	Total This Filing	\$ 0
Case Initiation Fee		\$ 0
Payment Service Fee		\$ 0
Envelope Total		\$0.0

Payments

Payment Account*
SeptSecure

Party Responsible for Fees*
Ronald Albert

Filing Attorney

Filing Attorney*
Jonte Smith

- b.) Upload Documents in document section. Lead Document is mandatory. Select security after uploading lead document. You can upload multiple attachments.

Documents

Lead Document* Application.pdf X

Description	Security*
Application	Confidential

+ CLICK TO BROWSE

Attachments

Description	Security*
Attachment Description	

+ CLICK TO BROWSE

- c.) Enter Filing Comments and Courtesy Copies. You can add multiple filings in an envelope by clicking “Add Another Filing” button at top.

Click this icon to link i2File Non-EFM user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties. John Smith

Case Information Parties Filings Summary

Filings

Enter Filing Details

ADD ANOTHER FILING

<input checked="" type="checkbox"/> E-File <input type="checkbox"/> Service
Select Filing Code*
Application
Filing Description
Filing description
Reference Number
2

Fees	
Application	
Filing Fee	\$ 0.0
Total This Filing	\$ 0
Case Initiation Fee	\$ 0
Payment Service Fee	\$ 0
Envelope Total	\$ 0.0

- d.) Select Payment Account and Party Responsible for fees in payments section on right side of filing screen and select filing attorney if not selected. Once all information is entered, click “Summary” button to go to Summary page or click “Previous” button to go to Parties screen.



Click this icon to link i2File Non-EM user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties.



John Smith

Case Information
Parties

3
Filings

4
Summary

Filings

Enter Filing Details

[ADD ANOTHER FILING](#)

E-File Service

Select Filing Code*

Application

Filing Description

Filing description

Reference Number

2

Optional Service

(Misc.) - Copies - Non Certified - Page 21 and beyond (\$0.25)
(Misc.) - Issue Alias Summons (\$5.00)
(Misc.) - Issue Summons (\$0.00)
(Misc.) - Jury Demand - 12 Person (\$212.50)
(Misc.) - Record Search (\$6.00)
AR - Rejection Fee (\$30,000.00 or less) (\$200.00)
AR - Rejection Fee (Over \$30,000.00) (\$500.00)

Selected Optional Services

(Misc.) - Certified Copy of Judgment (2 x \$10)
(Misc.) - Certified Mailing Fee (4 x \$10)
(Misc.) - Citations, Garnishments, Wage Deductions - \$1,000 or Less (\$15)

Documents

Lead Document* Application.pdf

Description

Application

Security*

Confidential

[+ CLICK TO BROWSE](#)

Attachments

Description

Attachment Description

Security*

[+ CLICK TO BROWSE](#)

Filing Comments

Filing Comments

Courtesy Copies

john.smith@gmail.com

Fees

Application

Filing Fee \$ 0.0

Total This Filing \$ 0

Case Initiation Fee

\$ 0

Payment Service Fee

\$ 0

Envelope Total

\$0.0

Payments

Payment Account*

SeptSecure

Party Responsible for Fees*

Ronald Albert

Filing Attorney

Filing Attorney*

Jonte Smith

[PREVIOUS](#)

[NEXT](#)

- e.) Summary screen provides an opportunity to review the details of filing before submitting. Click on “Submit” button if all information is correct.

Case Information

Location	:	Boone County	Filing Attorney	:	Jonte Smith
Case Category	:	Arbitration	Payment Account	:	Visa
Case Type	:	Arbitration - \$ 10,000.01thru \$ 15,000.00			
Date Filed	:				

Parties

Party Type	Name	Address	Phone	Attorney
Defendant/Respondent	Ronald Albert			
Plaintiff/Petitioner	Letha Parker CPA	1203, Antonia ave Chicago, IL 68001		

Filings

Filing Code	Filing Description	Reference Number	Filing Type
Application	Filing description	2	Efile
Lead Document	File Name	Status	Security
	Application.pdf	OK	Confidential
Courtesy Copies :	john.smith@gmail.com		
Filing Comments :	Filing Comments		

Fees

Application	
Filing Fee	\$ 0.0
Total This Filing	\$ 0
Case Initiation Fee	\$ 0
Payment Service Fee	\$ 0
Envelope Total	\$ 0.0

Payments

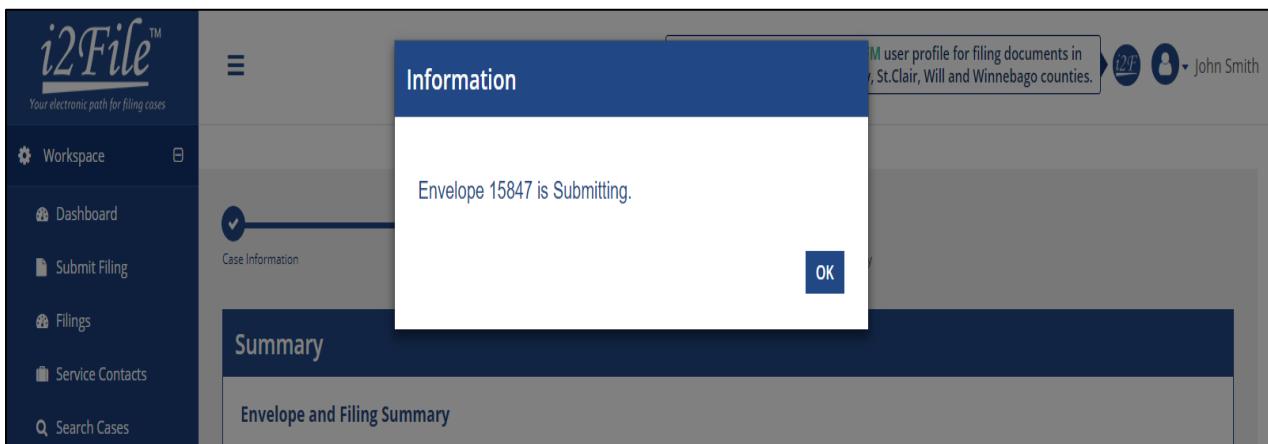
Payment Account*	Visa
Party Responsible for Fees*	Ronald Albert

Filing Attorney

Filing Attorney*	Jonte Smith
------------------	-------------

Buttons: PREVIOUS, SUBMIT

- f.) On successful submission of filing, you will get Success message with Envelope Number.



Service Only

If user selects only “Service” checkbox, then Service only filing will be created. Follow below steps for the same

- a.) Enter Filing Description and Reference Number in filing step. Fees will be zero and displayed at top right side of the screen.

Filings

Enter the details for the Existing Cases

ADD ANOTHER FILING

E-File Service

Select Filing Code*

Service Only

Filing Description

Filing Description

Reference Number

Reference Number

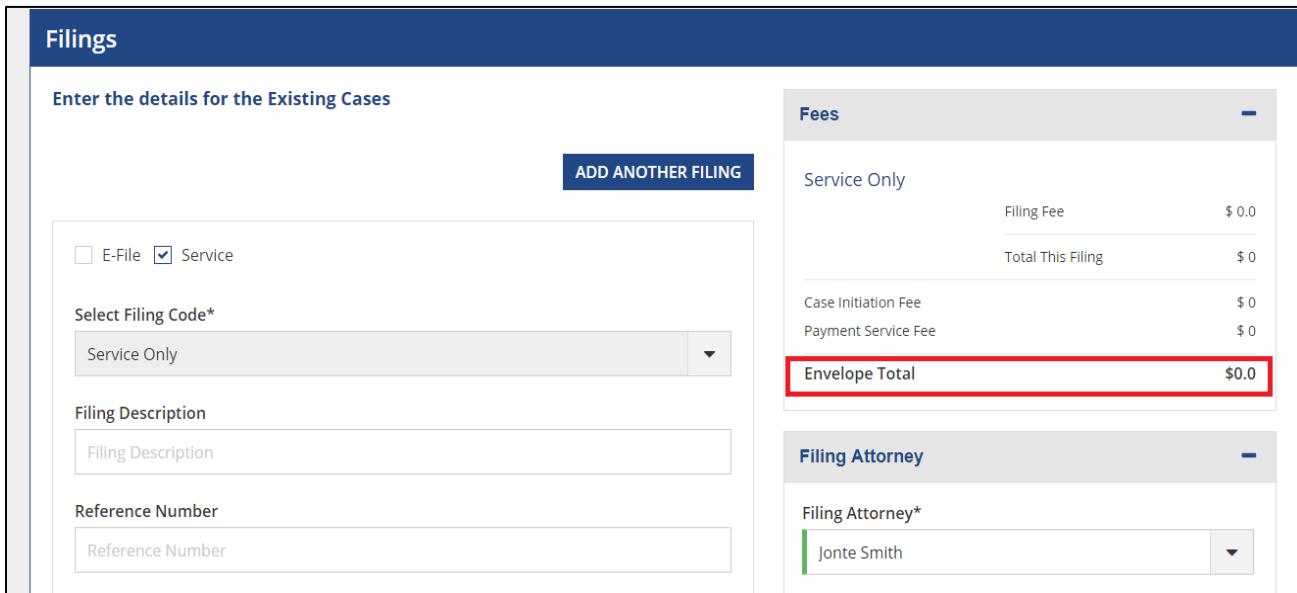
Fees

Service Only	
Filing Fee	\$ 0.0
Total This Filing	\$ 0
Case Initiation Fee	\$ 0
Payment Service Fee	\$ 0
Envelope Total	\$0.0

Filing Attorney

Filing Attorney*

Jonte Smith



- b.) Upload documents in document section. Service Document is mandatory. Select security after uploading Service document. You can upload multiple documents in a filing.

Documents

Service Document*

ServiceOnly.pdf

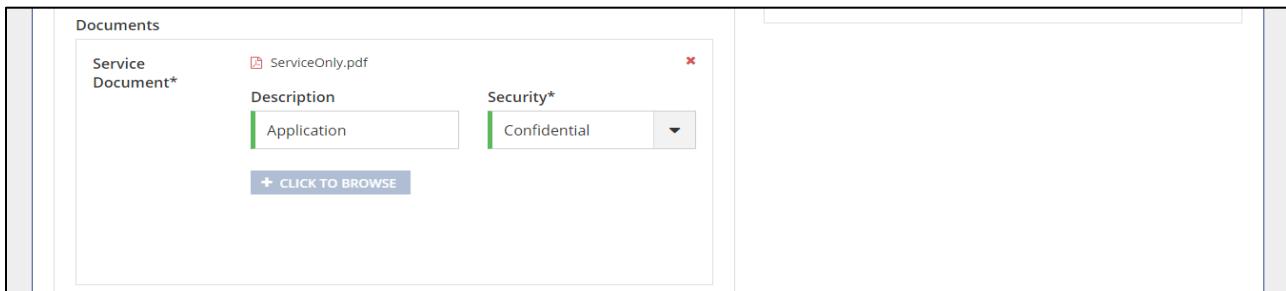
Description

Application

Security*

Confidential

+ CLICK TO BROWSE



- c.) Multiple filings can be added in one envelope by clicking on “ADD ANOTHER FILING” button at top.

Filings

Enter the details for the Existing Cases

ADD ANOTHER FILING

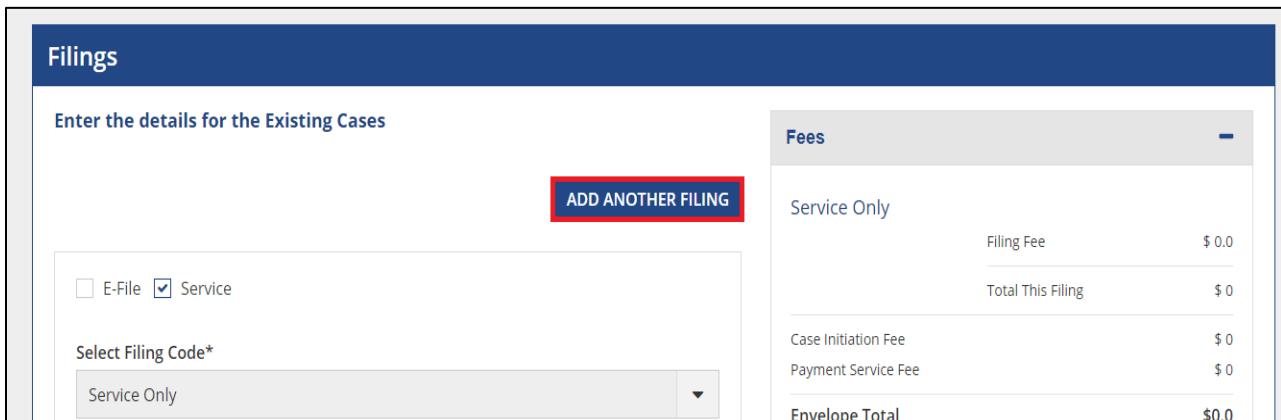
E-File Service

Select Filing Code*

Service Only

Fees

Service Only	
Filing Fee	\$ 0.0
Total This Filing	\$ 0
Case Initiation Fee	\$ 0
Payment Service Fee	\$ 0
Envelope Total	\$0.0



- d.) Click “Next” button to go to Service contact screen or click “Previous” button to go to Parties screen.

Filing Comments	<input type="text" value="Filing Comments"/>
Courtesy Copies	<input type="text" value="Courtesy Copies (Enter Email addresses separated by the comma)"/>
	PREVIOUS NEXT

- e.) Select at least one service contact who needs to be served electronically on Service screen. You can also add service contact from master list using “ADD FROM MASTER LIST” button. After selecting service contacts, click “Summary” button to move to summary page.

≡
Click this icon to link I2File Non-EFM user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties.
 John Smith

1
 2
 3
 4
 5

Service Contacts

Select Contacts to Receive Service for this Envelope

- Defendant/Respondent:Fname lname
- Plaintiff/Petitioner:Fnaemplan lnameeplan
- Other Service Contacts
 - Steven atkinson(steven.atkinson@gmail.com)

ADD FROM MASTER LIST

ERROR : At least one service contact must be selected if the filing includes service.

[PREVIOUS](#) [NEXT](#)

f.) Summary screen allows you to review the filing details before submitting. Click on “Submit” button if all information is correct.

25



Click this icon to link i2File Non-EFM user profile for filing documents in DeKalb, DuPage, Kendall, St.Clair, Will and Winnebago counties.



John Smith

Search Case

Parties

Filings

Service Contacts

5
Summary

Summary

Envelope and Filing Summary

Case Information

Location	:	Boone County	Filing Attorney	:	Thomas Smith
Case Category	:	Chancery	Payment Account	:	
Case Type	:	Foreclosure (Residential) Tier #1			
Date Filed	:				

Parties

Party Type	Name	Address	Phone	Attorney
Defendant/Respondent	Jenkov Carr		232-323-2323	Jenkov Carr
Plaintiff/Petitioner	Robert Atkinson	1203, Antonia ave Chicago, IL 68001	212-465-4654	Robert Thomas

Filings

Filing Code	Filing Description	Reference Number	Filing Type
SERVICE ONLY			Serve
Lead Document	File Name	Status	Security
	ServiceOnly.pdf	OK	Confidential

Service Contacts

Defendant/Respondent: Fname Iname

Plaintiff/Petitioner: Fnameplan Inameeplan

Other Service Contacts

Steve Atkinson (steve.atkinson@gmail.com)

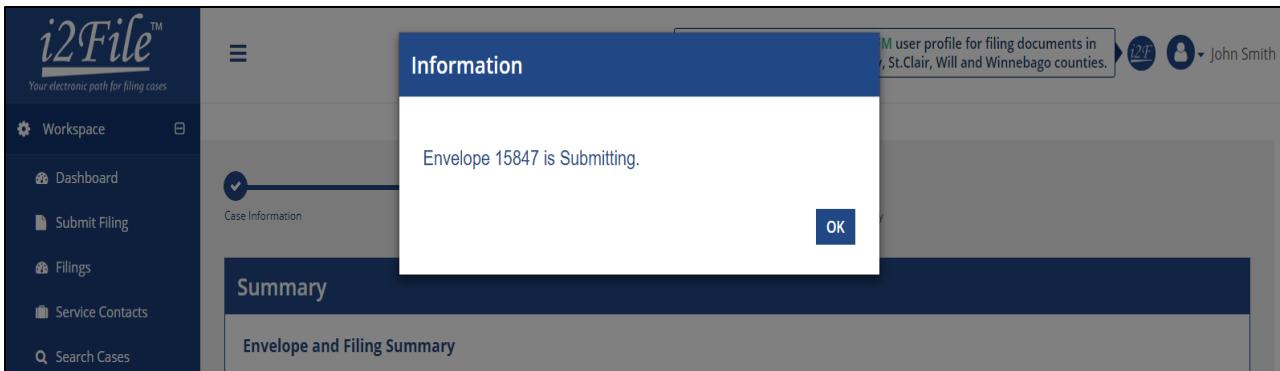
Parties with no Contacts for eService

Name	Address
Jenkov Carr	
Robert Atkinson	1203, Antonia ave Chicago, IL 68001

PREVIOUS

SUBMIT

g.) On successful submission of filing, you will get success message with Envelope Number.



E-File & Serve

If you select both – “E-File” and “Serve” checkbox then envelope with filing type - “E-File and Serve” will be submitted in selected jurisdiction. Electronic service will also be performed. Follow below steps to create “E-File and Serve” filing.

a.) Enter Filing Code, Filing Description, Reference number and optional Services if applicable for selected filing code on Filing screen. Fees will be calculated by the system and displayed at top right side.

A screenshot of the 'Filings' screen. The left panel contains fields for 'Enter Filing Details': 'Select Filing Code*' (set to 'Application'), 'Filing Description' (text input), and 'Reference Number'. The right panel displays 'Fees' and 'Payments'. The 'Fees' section shows: Application (\$0.00), Total This Filing (\$0), Case Initiation Fee (\$0), Payment Service Fee (\$0), and a red-bordered 'Envelope Total' box containing '\$0.0'. The 'Payments' section is currently empty.

b.) Upload documents in document section. Lead Document is mandatory. Select security after uploading lead document. You can upload multiple attachments in a filing.

A screenshot of the 'Documents' section. It shows a table with one row for 'Lead Document*'. The row contains a file preview for 'Application.pdf', a 'Description' field set to 'Application', a 'Security*' dropdown set to 'Confidential', and a 'CLICK TO BROWSE' button.

c.) You can add multiple filings in one envelope by clicking on “Add Another Filing” button.

Filings

Enter Filing Details

ADD ANOTHER FILING

E-File Service

Select Filing Code*

Application

Filing Description

Fees	
Application	
Filing Fee	\$ 0.0
Total This Filing	\$ 0
Case Initiation Fee	\$ 0
Payment Service Fee	\$ 0
Envelope Total	\$0.0

- d.) Select Payment Account and Party Responsible for fees in payments section on right side. Select filing attorney if not selected then click “Next” button to go to Service Contact screen or click “Previous” button to go back to Parties screen. Screenshots shown below.

Filing Comments

Filing Comments

Courtesy Copies

john.smith@gmail.com

PREVIOUS **NEXT**

- e.) Select at least one service contact who needs to be served electronically on Service contact tab. You can also add service contact from master list using “ADD FROM MASTER LIST” button. After selecting service contacts, click “Summary” button at bottom to move to summary tab.

Click this icon to link I2File Non-EFM user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties.

I2F John Smith

Search Case Parties Filings Service Contacts Summary

Service Contacts

Select Contacts to Receive Service for this Envelope

Defendant/Respondent:Fname lname
 Plaintiff/Petitioner:Fnaemplan Inameplan
 Other Service Contacts
 Steven atkinson(steven.atkinson@gmail.com)

ADD FROM MASTER LIST

ERROR : At least one service contact must be selected if the filing includes service.

PREVIOUS **NEXT**

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- f.) The Summary screen provides an opportunity to review the filing details before submitting. Click on “Submit” button if all information is correct.

Click this icon to link I2File Non-EMF user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties.

I2F

John Smith

Search Case

Parties

Filings

Service Contacts

5

Summary

Summary

Envelope and Filing Summary

Case Information

Location :	Boone County	Filing Attorney :	Thomas Smith
Case Category :	Chancery	Payment Account :	
Case Type :	Foreclosure (Residential) Tier #1		
Date Filed :			

Fees

Application	Filing Fee	\$ 0.0
	Total This Filing	\$ 0
Case Initiation Fee	\$ 0	
Payment Service Fee	\$ 0	
Envelope Total	\$0.0	

Payments

Payment Account*	SeptSecure
Party Responsible for Fees*	Ronald Albert

Filing Attorney

Filing Attorney*	Jonte Smith
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Parties

Party Type	Name	Address	Phone	Attorney
Defendant/Respondent	Jenkov Carr		232-323-2323	Jenkov Carr
Plaintiff/Petitioner	Robert Atkinson	1203, Antonia ave Chicago, IL 68001	212-465-4654	Robert Thomas

Filings

Filing Code	Filing Description	Reference Number	Filing Type
Application			EFileAndServe
Lead Document	File Name	Status	Security
	ServiceOnly.pdf	OK	Confidential

Service Contacts

<input type="checkbox"/> Defendant/Respondent:Fname Iname
<input type="checkbox"/> Plaintiff/Petitioner:Fnameplan Inameeplan
<input checked="" type="checkbox"/> Other Service Contacts
<input checked="" type="checkbox"/> Steve Atkinson (steve.atkinson@gmail.com)

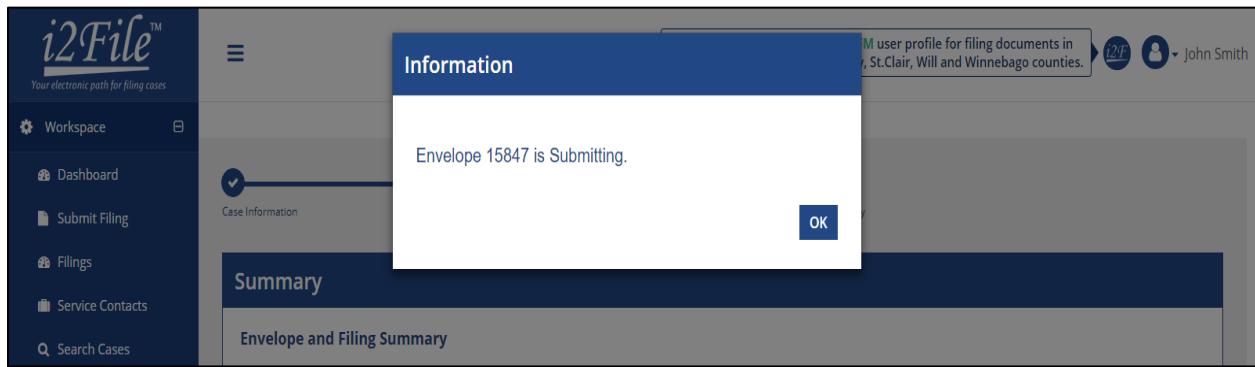
Parties with no Contacts for eService

Name	Address
Jenkov Carr	
Robert Atkinson	1203, Antonia ave Chicago, IL 68001

PREVIOUS
SUBMIT

© 2007-2017, I2F Internet Case Filing System

- g.) On successful submission of filing, User will get Success message with Envelope Number. Screenshot as shown below.



Non-Indexed Case Filing

Follow below steps for filing.

1. In Case Information step, Case Number and Location data will be prefilled based on what you had entered in the case search pop-up. Select category, case type, filing attorney and payment account in this step before clicking on “Next” button to move to parties screen.

The screenshot shows the 'Case Information' step of the filing process. At the top, there is a navigation bar with four steps: 1 Case Information, 2 Parties, 3 Filings, and 4 Summary. Below this is a title 'Case Information' and a sub-instruction 'Enter the Details for the New Case'. There are several input fields with dropdown menus:

- Case Number***: The value '03-LM-00244' is entered.
- Select Location***: The value 'Boone County' is selected from a dropdown.
- Select Category***: The value 'Adoption' is selected from a dropdown.
- Select Case Type***: The value 'Adoption (\$65.00)' is selected from a dropdown.
- Filing Attorney***: The value 'Tom Hank' is entered.
- Payment Account***: The value 'Visa' is entered.

 At the bottom of the form are two buttons: 'EXIT' and 'NEXT'.

2. Parties screen has a list at the top, which indicates the required parties for selected case type. You need to enter First Name, Last Name and required details of a party by selecting each party from list. User can add more parties to case by clicking “Add Parties” button. Enter the required information for all parties.

Click this icon to link i2File Non-EFM user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties. John Smith

Case Information 2 Parties 3 Filings 4 Summary

Parties

Enter the Details for the Parties Involved in this Case

List of Parties

Party Type	Name	Attorney(s)
Defendant/Respondent		
Plaintiff/Petitioner		

H < 1 > 10 ▾

ADD PARTY

To add more Parties

Person Business

Party Type*
Defendant/Respondent

Lead Attorney

First Name*
Your First Name

Middle Name
MI

Last Name*
Last Name

Suffix

Country

Address Line 1
Address Line 1

Address line 2
Address Line 2

City
City

State

Zip Code

Phone Number
999-999-9999

Filer ID
(123) 456-7890 x12345

PREVIOUS NEXT

3. After entering party information, click on “Next” button to move to filing screen and for going back to Case Information screen click “Previous” button. Screenshots shown below.

Address Line 1
Address Line 1

Address line 2
Address Line 2

City _____ State _____ Zip Code _____

Phone Number
999-999-9999

Filer ID
(123) 456-7890 x12345

PREVIOUS **NEXT**

- Enter Filing Code, Filing Description, Reference Number and optional Services if applicable for selected filing code on filing screen. Fees will be calculated by the system and displayed at top right side of the screen.

Case Information Parties 3 4 Summary

Filings

Enter Filing Details

Select Filing Code*
Application

Filing Description
Filing Description

ADD ANOTHER FILING

Fees	
Application	
Total This Filing	\$ 0
Case Initiation Fee	\$ 0
Payment Service Fee	\$ 0
Envelope Total	\$0.0

Payments

- Upload documents in document section. Lead Document is mandatory. Select security after uploading lead document. You can upload multiple attachments in a filing.

Documents

Lead Document* Application.pdf X

Description	Security*
Application	Confidential

+ CLICK TO BROWSE

- You can add multiple filings in one envelope by clicking on "Add Another Filing" button.

Click this icon to link i2File Non-EM user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties.


John Smith

Case Information Parties **Filings** Summary

Filings

Enter Filing Details

ADD ANOTHER FILING

Select Filing Code*

Application

Filing Description

Filing Description

Fees

Application

Total This Filing	\$ 0
Case Initiation Fee	\$ 0
Payment Service Fee	\$ 0
Envelope Total	\$0.0

Payments

7. Select Payment Account and Party Responsible for fees under payments section on right side and filing attorney if not selected. Click “Summary” button to go to summary screen or “Previous” button to go to Parties screen.

Attachments

Description	Security*
Attachment Description	

+ CLICK TO BROWSE

Filing Comments

Filing Comments

Courtesy Copies

john.smith@gmail.com

PREVIOUS **NEXT**

8. Summary screen gives you an opportunity to review the filing details before submitting. Click on “Submit” button if all information is correct.

Click this icon to link i2File Non-EM user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties.

i2F  John Smith

Case Information Parties Filings **4** Summary

Summary

Envelope and Filing Summary

Case Information				
Location :	Boone County	Filing Attorney :	Tom Hank	
Case Category :	Adoption	Payment Account :	Visa	
Case Type :	Adoption			
Date Filed :				

Parties				
Party Type	Name	Address	Phone	Attorney
Adoptive Child	Melisa Smith			
Plaintiff/Petitioner	john smith			

Filings				
Filing Code	Filing Description	Reference Number	Filing Type	
Application	Filing Description	2	Efile	
Lead Document	File Name	Status	Security	
	Application.pdf	OK	Confidential	
Courtesy Copies :	john.smith@gmail.com			
Filing Comments :	Filing Comments			

Fees

Application	
Total This Filing	\$ 0
Case Initiation Fee	\$ 0
Payment Service Fee	\$ 0
Envelope Total	\$ 0.0

Payments

Payment Account*	
Visa	▼
Party Responsible for Fees*	
Melisa Smith	▼

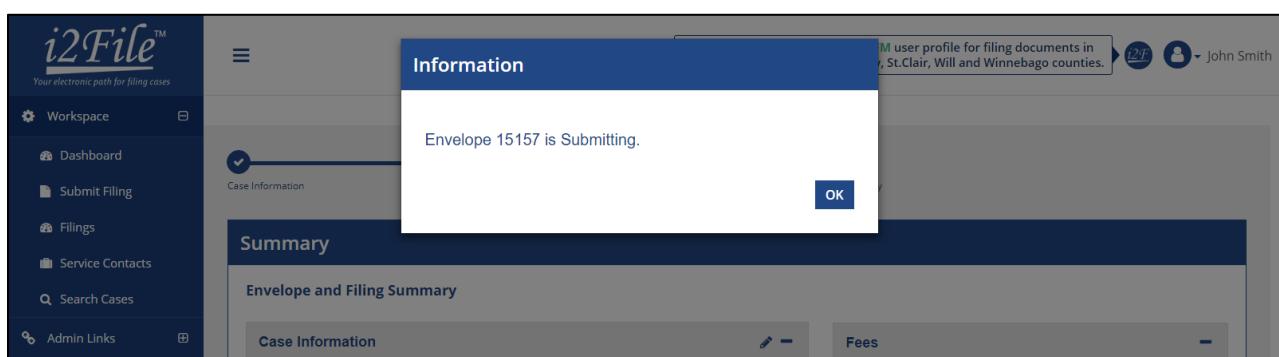
Filing Attorney

Filing Attorney*	
Tom Hank	▼

PREVIOUS **SUBMIT**

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9. On successful submission of filing, user will get success message with Envelope Number. Screenshot as shown below.



Filings

Filers can retrieve all details of their envelopes or firm administrator can view details of the envelopes filed by all attorneys of their firm from Filings screen. You can search for some specific filing using different filter criteria available on this screen.

1. Click on “Filing” link in workspace section of left navigation pane. Screen showing your filings will displayed.

The screenshot shows the 'My Filings / Firm Filings' page. At the top, there are dropdown menus for 'My Filings' (set to 'My Filings'), 'Status' (set to 'All'), and 'All Locations' (set to 'Select Location'). Below these are fields for 'From' and 'To' dates, and 'Case or Envelope' number. A 'FILTER' button and a 'VIEW ALL FILINGS' button are at the bottom of the search area. The main table displays two records:

Envelope #	Case No.	Filed Date	Filing Type	Filing Code	Filing Description	Status	Action
15544	03-LM-0244	08/21/2017 01:12:25 PM	E-File	Stipulation		Submitted	
15543		08/21/2017 01:06:24 PM	E-File	Application for Leave to Appeal		Submitted	

Total No of Records : 2

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2. Different filters are available on top, with which you can narrow down the search results (Date range, Firm filing or My Filing, Status, Location or Case/Envelope Number).
3. If filing was not created from I2File EFSP, click on “View All Filings” button to get that filing detail(s).

The screenshot shows the same 'My Filings / Firm Filings' page as the previous one, but with the 'VIEW ALL FILINGS' button highlighted in red. The rest of the interface and data table are identical to the first screenshot.

Envelope #	Case No.	Filed Date	Filing Type	Filing Code	Filing Description	Status	Action
15544	03-LM-0244	08/21/2017 01:12:25 PM	E-File	Stipulation		Submitted	

4. You can view details of particular filing by clicking eye icon under Action column of that particular row.

5. Click on Delete icon to cancel filing whose status is “Submitted”. It will ask for a confirmation, click yes to proceed with cancelation and No to abort the operation.

6. Filings details of EFile&Serve or Serve filings will contain eService details as highlighted below.

7. Click on “View” link in eService Details, to check SMTP logs.

Service Contacts

Service Contacts screen displays the eService recipients of your firm. Service contacts of a firm will receive an e-Service when a counsel files e-Service for a case.

The screenshot shows the i2File service contacts page. On the left is a sidebar with options: Workspace, Dashboard, Submit Filing, Filings, Service Contacts (which is selected and highlighted in blue), Search Cases, Admin Links, and Payment Information. The main area has a header with a link to "i2File Non-EMF user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties." and a user profile for "John Smith". Below the header is a section titled "Manage Your Service Contacts" with a "Global Filter" search bar. A table lists service contacts with columns for First Name, Last Name, Email, and Action (with icons for edit, delete, and copy). The contacts listed are John Smith, Melisa Smith, Thomas Atkinson, and Robert Carr. At the bottom right of the table is a "ADD CONTACT" button.

Add Service Contact

To add service contact for a firm, you need to follow below steps

1. Click on “Add Contact” button below list of service contact as shown below.

This screenshot is identical to the one above, showing the list of service contacts. However, the "ADD CONTACT" button at the bottom right is now highlighted with a red border, indicating it is the next step to be taken.

2. Enter First Name, Last Name, email and all required information in service contact form as shown below. Click on “Save Contact” button at bottom to add service contact to firm.

The screenshot shows the "Add Contact" form. It includes fields for First Name (Thomas), Middle Name (P), Last Name (Atkinson), Email Address (thomas.at@gmail.com), Address Line 1 (1202, sky high ave), Address Line 2 (Address line 2), Country (United States), City (Chicago), State (Illinois), Zip Code (68001), and Phone Number (159-159-1590). There are also "Administrative Copy" sections for Email Address and Address Line 1. At the bottom are "CANCEL" and "SAVE CONTACT" buttons, with "SAVE CONTACT" being highlighted by a red border.

3. On Successful addition, Notification Message will display as shown below.

Click this icon to link i2File Non-EM user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties.

Service Contact Notification

Service contact Created Successfully.

Service Contact Details

Follow below steps to view Service contact details

1. Click on “View Service Contact Detail” icon in action column of particular service contact (Highlighted in below screenshot).

First Name	Last Name	Email	Action
john	Smith	john.smith@gmail.com	
Melisa	Smith	melisa.smith@gmail.com	
Thomas	Atkinson	thomas.at@gmail.com	
Robert	Carr	robertc@gmail.com	

2. It will open a popup with details of particular service contact as shown below

Service Contact Details

First Name	:	Thomas
Middle	:	P
Last Name	:	Atkinson
Email Address	:	thomas.at@gmail.com
Administrative Copy	:	
Country	:	US
Address Line 1	:	1202, sky high ave
Address Line 2	:	
City	:	Chicago
State	:	IL
Zip Code	:	68001
Phone	:	159-159-1590

View Attached Case List

1. Click on “View Attached Case List” icon in action column of particular service contact to view list of cases attached with a service contact.

First Name	Last Name	Email	Action
john	Smith	john.smith@gmail.com	
Melisa	Smith	melisa.smith@gmail.com	
Thomas	Atkinson	thomas.at@gmail.com	
Robert	Carr	robertc@gmail.com	

2. It will open a popup with list of cases attached with a particular service contact

The screenshot shows the i2File service contact management interface. On the left, there's a sidebar with options like Workspace, Dashboard, Submit Filing, Filings, Service Contacts, Search Cases, Admin Links, and Payment Information. The main area has a title "Attached Cases for : Thomas Atkinson". Below it, there's a modal window titled "Manage Your Service Contacts" with a search bar and a global filter. A dropdown menu for "First Name" is open, showing options like John, Melisa, and Thomas. To the right of the dropdown is a list of attached cases, which includes:

- Case #01-L-00355 - SUMMY, ANGELA H. ETAL vs AMERICAN REPUBLIC INC CO ETAL
- Case #02-LM-00804 - WILLIAMS, DAVID T SR vs SMITH, JOHN
- Case #07-SC-01917 - T-H PROFESSIONAL AND MEDICAL vs SMITH, JOHN
- Case #88-MR-00306 - PEORIA CITY OF vs SMITH, JOHN ETAL
- Case #93-SC-00552 - L.S. AYRES A DIVISION OF vs SMITH, JOHN
- Case #2-10-1199 - People v. Smith, John H.
- Case #Test -
- Case # -
- Case #01-LM-00244 - UPGRADE DEVELOPMENT CORP. vs SMITH, JOY
- Case #12-SC-00244 - MIDLAND FUNDING vs COX, DANIEL
- Case #02-LM-00244 - PEORIA HOUSING AUTHORITY vs YATES, LISA M
- Case #88-LM-88888 -
- Case #77-LM-77777 -
- Case #dfgdfgsdfg -

Update Service Contact

Follow below steps to update service contact information

1. Select a service contact from the list by clicking on it. This will open service contact details in edit mode as shown below.

The screenshot shows the service contact edit form. On the left, there's a sidebar with options like Service Contacts, Search Cases, Admin Links, and Payment Information. The main area has a table of service contacts with columns for First Name, Last Name, Email, and Action. The row for "Thomas" is selected. Below the table is a large form for editing the contact details. The fields include:

First Name*	Middle Name	Last Name*
Thomas	P	Atkinson
Email Address*	Administrative Copy	
thomas.at@gmail.com	Administrative Copy	
Address Line 1*		
1202, sky high ave		
Address Line 2		
Address line 2		
Country*		
United States		
City*	State*	Zip Code*
Chicago	Illinois	68001
Phone Number		
159-159-1590		

At the bottom, there are "CANCEL" and "SAVE CONTACT" buttons.

2. Click on save button after updating details of the service contact. Notification message will be displayed once the details are updated.

Remove Service Contact

1. Click on Delete icon against any particular service contact to remove it. It will ask for confirmation, press yes to continue and no to cancel the removal process.

2. Notification message will be displayed after removal of service contact.

Search Cases

You can search a case by docket no. or name of participants.

Search Case by Docket No.

1. Select County Location and enter Case Docket No to search a case

Search case by Party Name

1. To search a case using party name, click Advanced Search button at top right corner of search case screen. A popup window will open as shown below.

Advanced Search

Location* Peoria County Civil **2**

Party Role Person Business

First Name* John **3** **Middle Name** Your Middle Name **Last Name*** Smith **4**

Case Types* All Case Types

Show Results Sorted By* Case Number

SEARCH **RESET** **CANCEL** **1** Advanced Search

2. Select county location and party role. Based on the party role selected you will have to enter First Name and Last Name of the party or Business Name. Search Results will be sorted by criteria selected in "Show Result Sorted By" dropdown.

Search Cases

Click this icon to link i2File Non-EFM user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties. **Advanced Search**

Total No of Records : 6

Case Number	Jurisdiction	Case Type	Actions
77-LM-7722	Boone County	Foreclosure (Commercial)	
77-LM-7756	Boone County	Foreclosure (Commercial)	
88-sc-88888	Boone County	Adoption	
CV-67347	Boone County	Tort - Money Damages	
TEST 0369	Boone County	Injunction (Except in Tax and Dissolution cases)	
Test 123	Boone County	Family (Paternity, Custody & Visitation - No Marriage)	

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[View Case Details](#)

1. Click View Case Detail icon in case search result screen to view case details.

Total No of Records : 6

[View Case Details](#)

Case Number	Jurisdiction	Case Type	Actions
77-LM-7722	Boone County	Foreclosure (Commercial)	
77-LM-7756	Boone County	Foreclosure (Commercial)	
88-sc-88888	Boone County	Adoption	
CV-67347	Boone County	Tort - Money Damages	
TEST 0369	Boone County	Injunction (Except in Tax and Dissolution cases)	
Test 123	Boone County	Family (Paternity, Custody & Visitation - No Marriage)	

[Navigation icons: back, forward, page 1, page 10]

2. Popup will open showing details of the selected case

The screenshot shows the i2File interface with a search results table on the left and a detailed case modal on the right. The modal header is "Case Details". It contains the following information:

- Case Category: Chancery
- Case Tracking ID: ceab7e73-aft7-416d-91c0-3e2a966d21f7
- Case Number: 77-LM-7722
- Case Type: Foreclosure (Commercial)
- Location: boone

The modal is divided into two sections: "Party 1" and "Party 2".

Party 1:

- First Name: john
- Middle Name:
- Last Name: Smith
- Address: US
- Role Code: Defendant/Respondent

Party 2:

- First Name: Adam
- Middle Name:
- Last Name: Moore

Manage Case Service Contacts

- Click on Service Contact icon in case search result list to view and manage service contacts associated with a case. Popup window containing Service Contacts details will open as shown below.

The screenshot shows the i2File interface with a search results table on the left and a "Manage Case Service Contacts" modal on the right. The modal header is "Manage Case Service Contacts".

The modal contains the following text:

Select Contacts to Receive Service for each Party

Select a Party to add Service Contacts

Plaintiff/Petitioner:Samantha Jones
Defendant/Respondent:John Smith

Other Service Contacts (highlighted with a red box)

Click to expand

Save contact in My Firm Master Service List

ADD FROM MASTER LIST

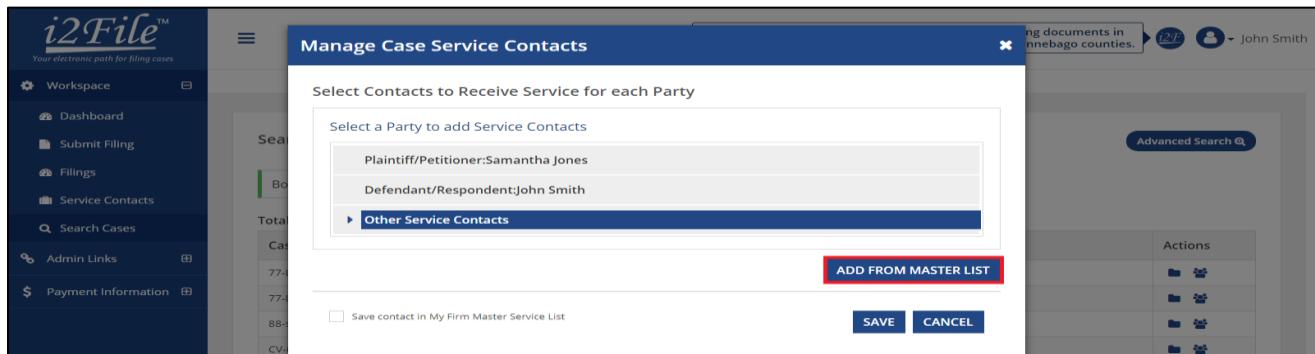
SAVE **CANCEL**

To the right of the modal, there is a message: "Click to manage Case Service Contacts" with an "Actions" button (highlighted with a red box).

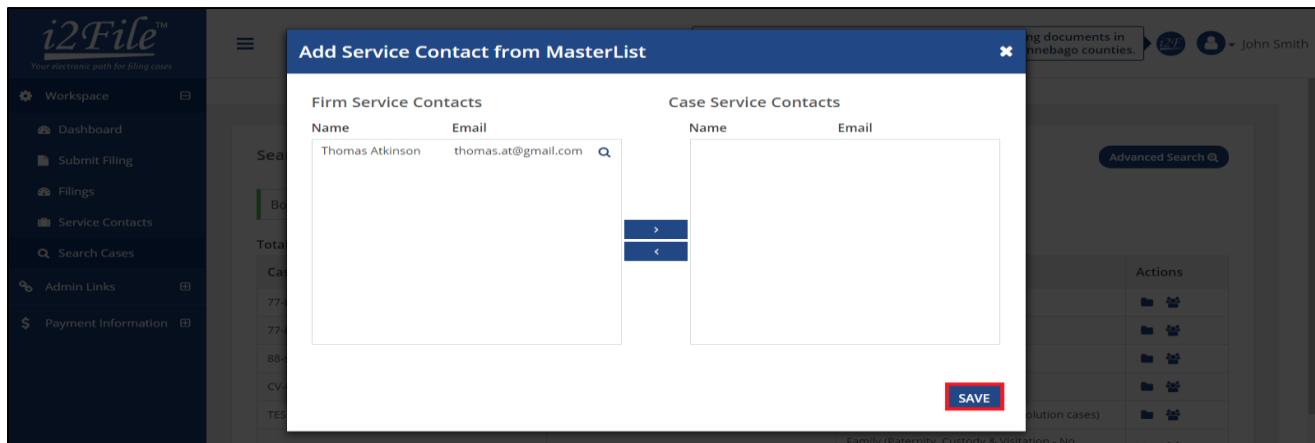
Attach Service Contact

Follow below steps to attach service contact to case.

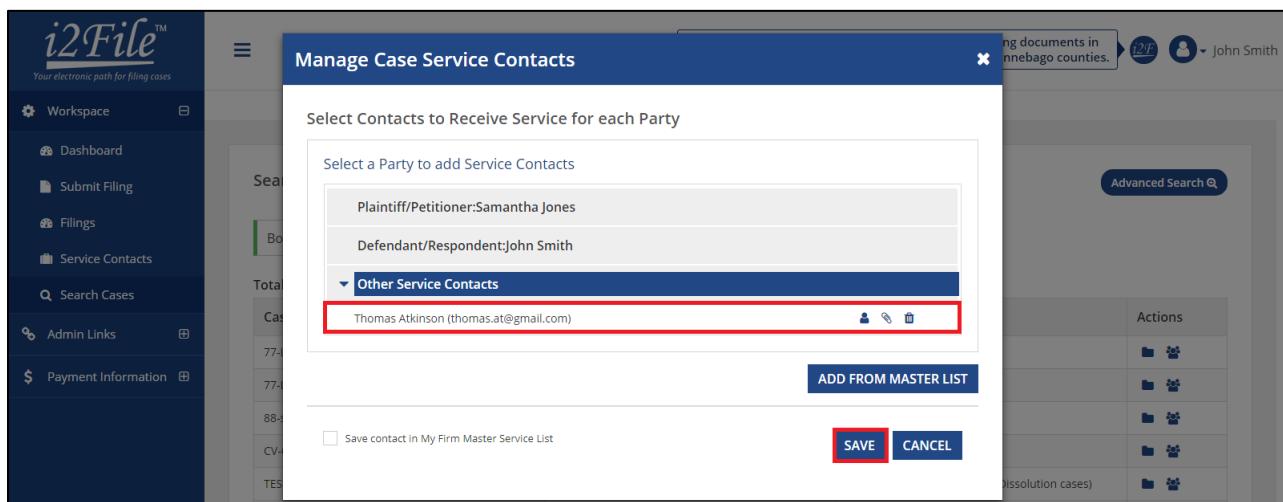
- a.) Firstly, select the party to which service contact should be attached and click on “ADD FROM MASTER LIST” button at right bottom corner



- b.) Popup for adding service contact will open. To attach service contact you can move service contact from Firm Service Contact list on left to Case Service Contact list on right with help of buttons (Arrow Keys) in between. Click “Save” button to save the changes.



- c.) This will add selected service contact for a particular party. If no party is selected then service contact will be added under Other Service Contacts. Click “Save” button to save the changes.



- d.) Notification will be displayed when service contact is attached successfully.

i2File™
Your electronic path for filing cases

Workspace Advanced Search

Dashboard Submit Filing

Search Cases

Click this icon to link i2File Non-EMF user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties.

✓ Attach/Detach Service Contact X
Notification
Service Contact attached successfully

Detach Service Contact

To detach service contact from a particular case, click on Detach service contact icon. Notification message will displayed on successful removal.

Select Contacts to Receive Service for each Party

Select a Party to add Service Contacts

Plaintiff/Petitioner:Samantha Jones

Defendant/Respondent:John Smith

Other Service Contacts

Thomas Atkinson (thomas.at@gmail.com)

Detach contact

ADD FROM MASTER LIST

Save contact in My Firm Master Service List

SAVE CANCEL

Select Contacts to Receive Service for each Party

Select a Party to add Service Contacts

Plaintiff/Petitioner:Samantha Jones

Defendant/Respondent:John Smith

Other Service Contacts

ADD FROM MASTER LIST

✓ Attach/Detach Service Contact X
Notification
Service Contact removed successfully

Admin Links

Firm Administrators can manage firm information, firm users and attorneys in their firm through the links available under "Admin Links" section.

Firm Information

This screen enables firm administrator to view and update firm Information if required.

i2File™
Your electronic path for filing cases

Click this icon to link i2File Non-EFM user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties.

John Smith

Firm Information

Name* Illinois Firm

Address Line 1* 1202 Skyline Ave

Address Line 2 Address Line 2

Country* United States

City* Chicago State* Illinois

Zip Code* 68001 Phone Number* 222-111-1111

CANCEL SAVE

On successful update, it will show message as given below.

i2File™
Your electronic path for filing cases

Click this icon to link i2File Non-EFM user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties.

✓ Firm Information Notification X

Firm Information Updated Successfully

Firm Users

This screen allows Firm Administrators to add, modify and remove firm users.

i2File™
Your electronic path for filing cases

Click this icon to link i2File Non-EFM user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties.

John Smith

Manage Users for Your Firm

First Name	Last Name	Email Address	Role	Status	Action
John	Smith	john.smith@gmail.com	Filer,Firm Admin	Active	
Melisa	Smith	melisa.smith@gmail.com	Filer,Firm Admin	Active	

Global Filter

ADD FIRM USER

Add Firm User

1. Click on “Add Firm User” Button below list of firm users to add Firm users

Manage Users for Your Firm

First Name	Last Name	Email Address	Role	Status	Action
john	Smith	john.smith@gmail.com	Filer.Firm Admin	Active	
Melisa	Smith	melisa.smith@gmail.com	Filer.Firm Admin	Active	

ADD FIRM USER

- It will open a form to enter user details. Enter first name, last name, email address and roles of user before clicking "Save" button. If attorney role is checked then user will also registered as attorney.

First Name*

Middle Name

Last Name*

Email Address*

Roles

Firm Admin Filer Attorney

CANCEL SAVE

ADD FIRM USER

- After successful addition of user, a Notification Message will be displayed. An activation email having password will be send on given email address.

Click this icon to link i2File Non-EM user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties.

✓ Firm User Notification X

New Firm User added.

- Open the email and click on "Click to Activate Account" link to activate account

no-reply@tylerhost.net

To: Charlesridder@yahoo.com

Today at 6:37 PM

ODYSSEY eFILEILL™

Your firm administrator has registered you for use with the eFiling system. Click the link below to activate your account. Please, contact your firm administrator with any questions.

[Click to Activate Account](#)

If the link above is not accessible, copy this URL into your browser's address bar to view the document:
<https://illinois-stage.tylerhost.net/ActivateAccount.aspx?id=d9a89b41-0f90-4e72-842e-defb474a7978&oid=OFS3TEST&cid=ILSTAGE>

After activating your account, use the following password: PDI0t%+_O

Please, update your password after you log into your account.

For technical assistance, contact your service provider
 Odyssey File & Serve
 (800) 297-5377

Please do not reply to this email. It was automatically generated.

New User Activation



Your i2file.net account has been activated.

[Sign in now](#)

5. If a firm user did not receive activation email, firm administrator can resend activation email by clicking “Resend Activation” button in user detail section of selected user.

The screenshot shows a modal dialog for editing a user's details. The fields are as follows:

- First Name*: melisa
- Middle Name: MI
- Last Name*: smith
- Email Address*: melisa.smith@gmail.com
- Roles:
 - Firm Admin
 - Filer
 - Attorney
- Buttons: CANCEL, SAVE, RESEND ACTIVATION

6. After activation user can login in using password given in email. For security, it is advised to change password after first login.

[Update Firm User](#)

1. Select firm user from list of firm users by clicking on it. This will open user information in editable mode.

The screenshot shows a modal dialog for editing a user's details. The fields are as follows:

- First Name*: john
- Middle Name: MI
- Last Name*: smith
- Email Address*: john.smith@gmail.com
- Roles:
 - Firm Admin
 - Filer
 - Attorney
- Buttons: CANCEL, SAVE, RESET PASSWORD

2. Click on save button after modifying the required details to update firm user information.

The screenshot shows the i2File dashboard with a success message in a green box:

Click this icon to link i2File Non-EFM user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties

Firm User Notification
Selected Firm User updated successfully

The dashboard also includes a sidebar with links: Workspace, Admin Links, and Firm Information. The main area says "Manage Users for Your Firm".

3. Firm administrator can reset password of their firm users by clicking “Reset Password” button in Firm user details section. A popup will open in which firm administrator needs to enter new password and click “Continue” button.

The screenshot shows the i2File interface. On the left, there's a sidebar with links for Workspace, Admin Links (which is expanded), Firm Information, Firm Users, Attorneys, and Payment Information. The main area is titled "Manage Users for Your Firm". It shows a table with columns: First Name, Last Name, Email Address, Role, Status, and Action. Two rows are visible: one for "John Smith" and another for "Melisa Smith". A modal dialog box titled "Enter New Password" is overlaid on the table. It contains fields for "New Password*" and "Re-enter New Password*", both containing placeholder text "*****". Below the fields are two buttons: "CONTINUE" (highlighted with a red box) and "CANCEL". At the top right of the modal is a message: "i2File Non-EFM user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties." and a user profile icon for "John Smith".

[Remove Firm User](#)

1. Click on Delete icon in action column against any particular firm user to remove it. It will confirmation dialogue box.

This screenshot shows the "Manage Users for Your Firm" table from the previous interface. The table has columns: First Name, Last Name, Email Address, Role, Status, and Action. Two rows are shown: "John Smith" and "Melisa Smith". The "Action" column for "John Smith" contains a red-bordered delete icon. The "Action" column for "Melisa Smith" contains a standard delete icon. The table includes a global filter and a navigation bar at the bottom.

[Attorneys](#)

Click on Attorney link under “Admin Links” section in left navigation tab to manage attorneys of firm. This will open list of attorneys as shown below.

The screenshot shows the "Manage Attorneys for Your Firm" table. The table has columns: First Name, Last Name, Attorney Number, and Action. Two rows are visible: "John Smith" (Attorney Number 7825) and "Melisa Smith" (Attorney Number 5222). The "Action" column for each row contains a red-bordered delete icon. The table includes a global filter and a navigation bar at the bottom. A message at the top right says: "Click this icon to link i2File Non-EFM user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties." and a user profile icon for "John Smith".

[Add Attorney](#)

1. Click on “Add Attorney” button below the list of attorneys for adding an attorney in your firm.

2. It will open a form for adding an attorney. Enter first name, last name and attorney number before clicking save button to add an attorney to a firm. If “Save Attorney as Firm User” check box is checked then attorney will also registered as firm user.

Update Attorney

1. Select an attorney from attorney list by clicking on it. This will open attorney information in edit mode as shown below.

2. For updating details of attorney, click on “Save” button after making necessary modifications.

Remove Attorney

For removing an attorney from your firm, click on Delete icon under action column against the attorney you want to remove. It will show confirmation dialogue box.

Payment Information

This section enables users to manage their payment accounts.

Payment Accounts

You must have at least one Payment Account in order to be able to e-File. A new payment account can be created as and when it is needed using a credit card or debit card. Creating a Waiver Payment Account allows you to submit filings for indigent and other no-fee cases.

Click on Payment Accounts link under payment information section to open payment account list.

Add Payment Account

Click on “Add Payment Account” button below list of Payment accounts for adding a payment account.

There are three type of payment accounts.

- Waiver

- e-Check
- Credit Card

Steps for adding Waiver Type payment account

1. Enter Payment Account Name and Select Waiver in Payment Account Type Dropdown. Check the “Active” Checkbox and Click “Save” button to save payment account.

The screenshot shows a form for creating a new payment account. The 'Payment Account Name*' field contains 'Waiver Fees'. The 'Payment Account Type*' dropdown is set to 'Waiver'. A checked checkbox labeled 'Active' is present. Below the form are two buttons: 'CANCEL' and a red-bordered 'SAVE' button.

Steps for adding e-Check payment account

1. Enter Payment Account name and select e-Check in Payment Account type dropdown before clicking “Enter Bank Information” button.

The screenshot shows a form for creating a new payment account. The 'Payment Account Name*' field contains 'E-Check Account'. The 'Payment Account Type*' dropdown is set to 'eCheck'. A red-bordered 'ENTER BANK INFORMATION' button is visible below the fields.

2. You will be redirected to a page in another website as shown below. Select “e-Check” as the method of payment.

The screenshot shows a 'Payment Information' page. Under 'Method of Payment', the 'e-Check' radio button is selected. The 'Account Holder Information' section contains fields for 'Account Type' (dropdown), 'Account Number' (text input with asterisk), 'Routing Number' (text input with asterisk), 'Name on Account' (text input with character limit and asterisk), 'Address Type' (radio buttons for US or Foreign), 'Address Line 1' (text input), 'Address Line 2' (text input), 'City' (text input), 'State' (dropdown), and 'Zip Code' (text input). A 'Continue' button is located at the bottom right.

3. Enter all required details and Click “Continue” button. It will take you to a verification screen as shown below.

Verify Billing Information

Billing Detail

Account Type	Checking
Account Number	*****3214
Routing Number	admin
Name on Account	Robert
Address Type	US
Address Line 1	11,old City
Address Line 2	
City	London
State	IL
Zip Code	68001

Terms and Conditions
This is a confidential and secure site that does not disseminate confidential information to third parties. The effective date of the payment is the date that it is submitted. By selecting the Process Payment button you are authorizing the processing of this transaction.

[Back](#) [Save Information](#)

- Click on “Save Information” button. You will be redirected to payment account list on successful addition.

Steps for adding Credit Card Type payment account

- Enter Payment Account Name and select Credit Card as the Payment Account Type before clicking “Enter Credit Card Information” button.

Payment Account Name*

Payment Account Type*

Credit Card

[ENTER CREDIT CARD INFORMATION](#)

- You will be redirected to a page on new website as shown below. Select Credit Card as the method of payment.

Payment Information

Method of Payment

Credit Card
 e-Check

Cardholder Information
Enter the information as it appears on the Cardholder Account. The fields marked with a red asterisk (*) are required fields.

Card Type	MasterCard		
Card Number	5454545454545454		
Exp Month	2	Exp Year	2018
CVV Code	123		
Name on Card	Maximum of 30 characters		
Address Type	<input checked="" type="radio"/> US <input type="radio"/> Foreign		
Address Line 1	Street address, P.O. box, company name, c/o		
Address Line 2	Apartment, suite, unit, building, floor, etc.		
City			
State			
Zip Code			

[Continue](#)

- Enter all required details and Click “Continue” button given below. It will take you to a verification screen as shown below.

Verify Billing Information

Billing Detail	
Card Type	MASTERCARD
Card Number	*****5454
Exp Date	02/18
CVV Code	***
Name on Card	Robert
Address Type	US
Address Line 1	11,old City
Address Line 2	
City	London
State	IL
Zip Code	68001

Terms and Conditions
This is a confidential and secure site that does not disseminate confidential information to third parties. The effective date of the payment is the date that it is submitted. By selecting the Process Payment button you are authorizing the processing of this transaction.

[Back](#) [Save Information](#)

- Click on “Save Information” button. You will be redirected to payment account list on successful addition.

Payment Accounts			
Payment Account Name	Payment Account Type	Active	Action
Waiver type	Waiver	Yes	
Credit Card AC	Credit Card	Yes	
			◀ ▶ 1 2 ▷ ⏪ ⏩ 10 ⏪ ⏩
			ADD PAYMENT ACCOUNT

Delete Payment Account

- Click on “Delete” icon in action column of payment account list to delete the selected payment account.

The screenshot shows the i2File interface with a "Payment Accounts" list. A confirmation dialog box titled "Delete Confirmation" is open over the list, asking "Are you sure want to remove Payment Account?". Two buttons at the bottom are "YES" (highlighted with a red box) and "NO". The "Action" column for the "visa" entry contains a delete icon, which is also highlighted with a red box.

Account Settings

User can edit profile details, change password or manage notification email preferences through account settings menu highlighted below.

The screenshot shows the i2File interface with a "My Profile" menu highlighted by a red box. The menu includes "My Profile", "Manage Notifications", "Change Password", and "Logout". Other menu items like "File Document on a New Case" and "File Document on an Existing Case" are also visible.

My Profile

1. Click on My Profile link under account settings menu, to display profile details as shown below.

The screenshot shows the 'My Profile' section of the i2File interface. On the left is a sidebar with links: Dashboard, Submit Filing, Filings, Service Contacts, Search Cases, Admin Links, and Payment Information. The main area is titled 'My Profile' and contains fields for First Name (John), Middle Name (P), Last Name (Smith), Email ID (john.smith@gmail.com), and Confirm Email ID (john.smith@gmail.com). At the bottom are 'CANCEL' and 'SAVE' buttons.

2. Modify any information if needed and click on save button to save the changes.



Manage Notifications

It enables user to configure list of notification emails that user would like to receive.

1. Click on Manage Notification under Account settings.

The screenshot shows the 'Manage Notifications' section of the i2File interface. The sidebar has the same links as before. The main area is titled 'Manage Notifications' and 'Email Notifications'. It asks to select email notifications. There are six checkboxes: 'Filing Accepted' (checked), 'Filing Rejected' (unchecked), 'Service Undeliverable' (checked), 'Filing Submission Failed' (unchecked), 'Filing Submitted' (checked), and 'Filing Receipted' (checked). At the bottom are 'CANCEL' and 'SAVE' buttons.

2. If you want to stop any one or all notification emails, uncheck the relevant checkboxes and click on Save Button.



Change Password

Follow below steps for changing your password

- Click on Change Password under Account settings.

Change Password

Old Password*

New Password*

Re-enter New Password*

Security Question*

what is your pet name ?

Security Answer*

Security Answer

CANCEL SAVE

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- Enter Old Password, New Password, Confirm New Password, Security Answer and click "Save" button. Notification Message will be displayed once the password is changed.

Change Password

Old Password*

New Password*

Re-enter New Password*

Security Question*

what is your pet name ?

Security Answer*

Flora

CANCEL SAVE

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