



# E-filing is Required in Illinois

<http://efile.illinoiscourts.gov/index.htm>

## What is E-filing?

- ✓ **E-filing means** that you give the court electronic documents instead of paper documents.
- ✓ The documents are filed online using an **Electronic Filing Service Provider (EFSP)**. Most courts offer multiple EFSPs to pick from. **Odyssey** and **i2File** do not charge extra fees for using their services.
- ✓ **Can't e-file?** The court knows that some people are not able to e-file. You may be excused from e-filing if you 1) do not have internet or computer access at home, 2) have a disability that keeps you from e-filing, 3) have trouble reading or speaking in English, or 4) are filing an order of protection or civil no contact/stalking order. To file paper documents instead of e-filing, fill out a *Certification for Exemption From E-Filing* and file it with your other papers.



## 4 things you need to E-file



**1. Email address:** The court will send notifications about your filing, so use an email address you check regularly. Many websites like gmail.com and yahoo.com offer free email addresses.



**2. Payment Method:** Courts charge fees to file documents. **Credit cards** and electronic bank transfers (**eCheck**) are accepted online at the time of filing. **Cash** payments may be accepted at some, but not all, courthouses. If you cannot afford filing fees, **fee waivers** may be requested through e-filing by submitting an *Application for Waiver of Fees*.



**3. All documents to be filed in PDF format:** PDF is a type of electronic document. EFSPs require your court documents to be saved as PDFs. Documents can be saved as a PDF for free at [www.freepdfconvert.com](http://www.freepdfconvert.com).



**4. Other Party's Name and Contact Information:** This information will be used to serve (deliver) your complaint to the other party. You will need their name and address. It is also helpful if you have their phone number and email address.

## Resources



✓ **Visit your local courthouse** for access to computers and scanners. Court staff can assist you with the e-filing process and information, but cannot give legal advice or file documents on your behalf.



✓ **Call** the support number for the EFSP you are using (Odyssey's number is 1-800-297-5377).



✓ If you would like to request a **sign or spoken language interpreter**, visit [www.illinoiscourts.gov/Forms/approved/procedures/interpreter\\_request.asp](http://www.illinoiscourts.gov/Forms/approved/procedures/interpreter_request.asp).



✓ For simplified PDF **forms and instructions** in many areas of the law, visit the Illinois courts' website at [www.illinoiscourts.gov/forms/approved](http://www.illinoiscourts.gov/forms/approved).



✓ For **free legal information and referrals to free and low-cost attorneys**, visit Illinois Legal Aid Online at [www.illinoislegalaid.org](http://www.illinoislegalaid.org).

✓ **Computers with internet access** for free are also available at most public libraries.

## Unable to complete e-filing?

- ✓ If something happened while you attempted to e-file that prevented you from completing the process, **we'd like to hear your story**. Please contact Jill Roberts at the Administrative Office of the Illinois Courts at 312-793-2305. This is **NOT** a number for technical support or for help with e-filing.

