E-Filing Guide for Self-Represented Litigants

How to E-File in Odyssey
Step 9: Pay Fees

ODYSSEY eFileIL

E-filing Steps

1	• Prepare Documents
2	• Register
3	• Sign In
4	• Create New Password
5	• Add Payment Account
6	• Case Information
7	• Party Information
8	• Upload Filings
9	• **Pay Fees**
10	• Review Summary / Submit

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Finalize Fees

Select a Payment Account
If you need to leave this page to create your payment account, you can find and resume work on this draft envelope by clicking on "Drafts" on your Filer Dashboard.

Click here to create a payment account if it is not listed in the dropdown.

By WalkMe

If you did not create a Payment Account when you registered for e-filing, please see *How to E-file in Odyssey Step 5: Add a Payment Account* for instructions on how to do so.

Review the Documents to be Filed

1. Make sure that the Fees section lists all the documents you want to file.

2. If not, return to the Filings section to add or delete documents.

Party Responsible for Fees actually means who is submitting the filing. Always select yourself for this field.

Fees   Need Help?   —

▼ Motion
    Description   Amount
    Filing Fee $0.00
       Filing Total: $0.00

▼ Waiver
    Description   Amount
    Filing Fee $0.00
       Filing Total: $0.00

▼ Notice
    Description   Amount
    Filing Fee $0.00
       Filing Total: $0.00

Total Filing Fee $0.00
Envelope Total: $0.00

Payment Account
Click to select Payment Account

Party Responsible for Fees
Click to select Party Responsible for Fees
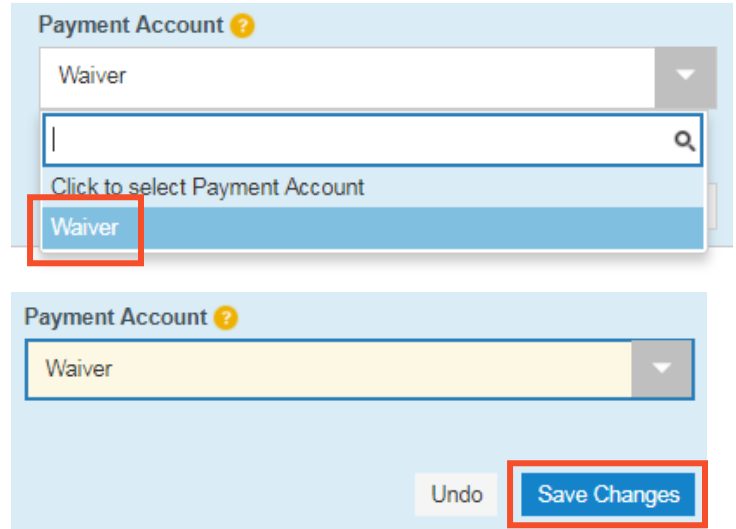
Important note for Cook County ONLY – *Ad Damnum*

➢ This field called *Ad Damnum* may appear in the fees section. It means the amount of money you are asking for. You must type in the total amount of money you ask for in your document. If you don't type in the amount, your document could be rejected.

Ad Damnum

    a. For example, if you are file a small claims case asking for $4000 in your complaint, type $4000 into the *Ad Damnum* box.

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➡ Select a Payment Account

1. Click on the drop down menu.

2. **Select** the Payment Account (that you created during registration) you want to use for this filing (Credit, eCheck, Pay at Counter, or Waiver).
   a. Select Pay at Counter if:
      i. You want to pay in cash and you have confirmed that your court accepts cash.
   b. Select Waiver if:
      i. You are filing an *Application for Waiver of Court Fees* and one of your Lead Documents is the Application; or
      ii. You have been approved for a Fee Waiver and one of your Attachments is the signed order from the judge.

3. Click **Save Changes**.

4. If you used Credit or eCheck, you have paid your court fees.

5. If you selected Pay at Counter you will need to pay in cash before your filing will be processed.

6. If you have submitted an *Application for Waiver of Court Fees*, you will need to check with the court about what you need to do next, if anything. Some courts require you to go to an in-person hearing before a judge will decide if you get the waiver. Make sure you follow your court's process. Your application could be denied if you don't follow the court's process. If your application is denied, you will need to pay your filing fees.

ℹ If something has changed about your Credit or eCheck accounts since they were approved during registration, this could cause your filing to be rejected when you e-file. Make sure your payment account information is up to date and accurate before e-filing.

👍 **You have now successfully completed the Fees section for e-filing. Please see next page if filing in Cook County.**
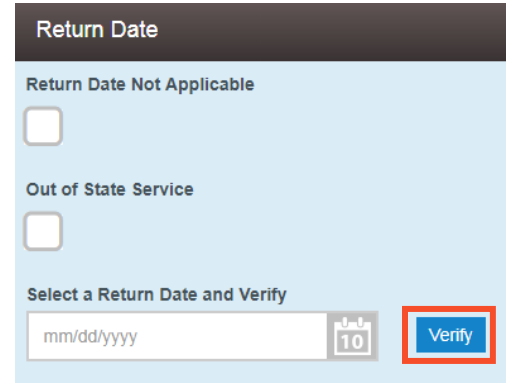
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ⓘ Important note for Cook County ONLY

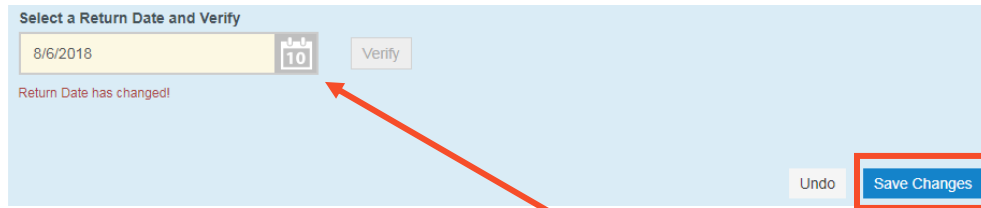There are two additional fields under the Fees section only in the Cook County efiling system.

➡ Return Date

The Return Date is the first court date for certain Divisions.

1. Click **Verify**.

   a. If your type of case does not require a return date, the system will place a check in the "Return Date Note Applicable" box. Click **Save Changes**.

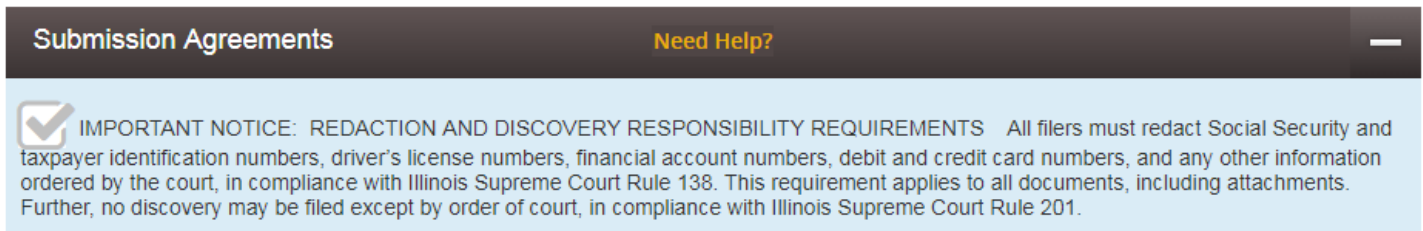   b. If your type of case requires a return date, the system will list the first available date.

   Return Date

   Return Date Not Applicable
   ☐

   Out of State Service
   ☐

   Select a Return Date and Verify
   [mm/dd/yyyy 📅] [Verify]

      i. If you are available that day, click **Save Changes**.

      Select a Return Date and Verify
      [8/6/2018 📅] [Verify]
      Return Date has changed!

      [Undo] [Save Changes]

      ii. If you are unavailable that day, click on the **Calendar button**.
      iii. Select a later date you want.
      iv. Click **Verify**.
      v. If your date is available, the system will say "Return Date has been verified." If your date is not available, they system will give you the next available date and say "Return Date has changed!"
      vi. Click **Save Changes**.

➡ Submission Agreement

1. Read the message.

   Submission Agreements   **Need Help?**   —

   ☑ IMPORTANT NOTICE: REDACTION AND DISCOVERY RESPONSIBILITY REQUIREMENTS   All filers must redact Social Security and taxpayer identification numbers, driver's license numbers, financial account numbers, debit and credit card numbers, and any other information ordered by the court, in compliance with Illinois Supreme Court Rule 138. This requirement applies to all documents, including attachments. Further, no discovery may be filed except by order of court, in compliance with Illinois Supreme Court Rule 201.

2. Click the box to check off that you have read the message.

If you have questions about the Return Date or the Submission Agreement, ask your court staff.

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