



# E-Filing Guide for Self-Represented Litigants

## How to E-File in Odyssey Step 1: Prepare your Documents



### 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

Need Help? Call Odyssey's Filer Support Number: 1-800-297-5377

## ➔ Handwritten forms



If you filled in your forms by hand, you will need to scan and save them as a PDF to a computer.

1. Take your handwritten document to a scanner. Click **Scan**.

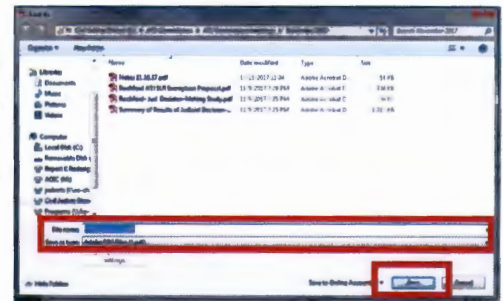


If you do not have a scanner at home, you may be able to scan your documents at the court, your public library, or other office supply store.

2. When it is scanned, the document will either:

- Appear on the computer screen and you have to save it, or
- It will be sent to a folder on the computer and you will want to open it and save it with a file name that you choose.

3. With the document up on the computer, click **File** and **Save As**. A "Save As" box will pop up. When it does, name your file. You can choose to name it anything, but it should be something that helps you and the court identify the document. Make sure the "Save as type" box (under your file name) says PDF. Click **Save**.

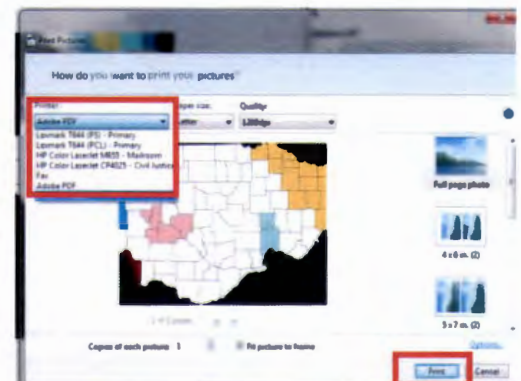


4. If your document scans in a different format like **JPG** or **PNG**, you will need to save it as a PDF.

5. To do that, select **Print**. This does not mean you are going to print the document. This is just the way that you can save the document in the right format.



6. When the "Print" box pops up click on the printer/destination labeled **Adobe PDF** or **Save as PDF**. Click on **Print** or **Save** or **OK**.



7. A "Save As" box will pop up. When it does, name your file. You can choose to name it anything, but it should be something that helps you and the court identify the document. Make sure the "Save as type" box (under your file name) says PDF. Click **Save**.



**You may now e-file your court documents.**

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# E-Filing Guide for Self-Represented Litigants

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

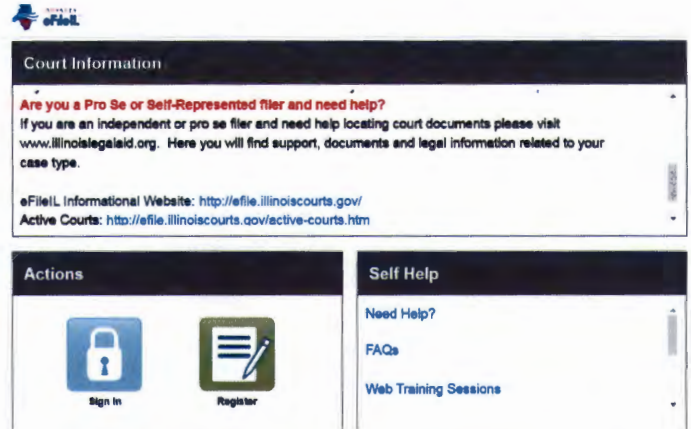


### E-filing Steps

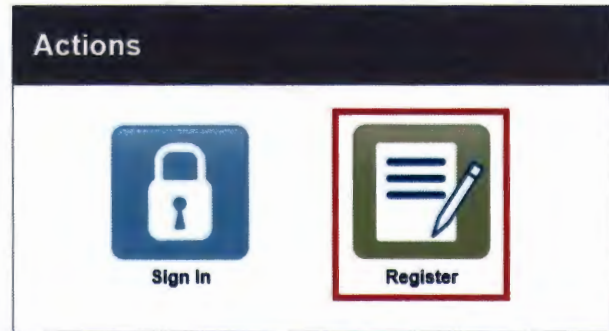
- 1 • Prepare Documents
- 2 • Register**
- 3 • Sign In
- 4 • Create New Password
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➔ Choose to register a new account

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



2. Click **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*.

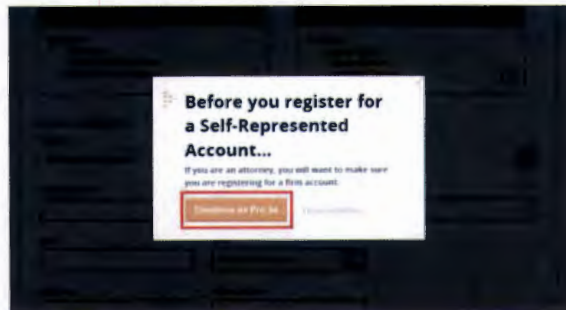


You will need:

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

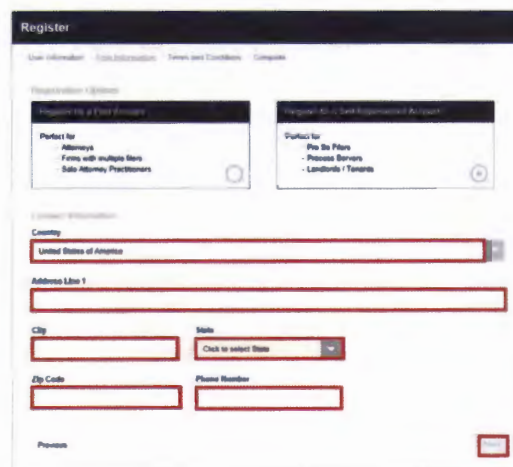
When you click on the button above, this alert will pop up.

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



## ➔ Enter your contact information

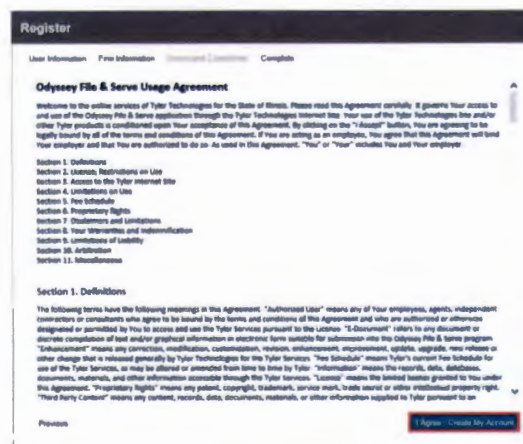
1. Select the **country** where you live. The United States of America is the default country.
2. Enter your **address** and **telephone number**.
3. Click **Next**.




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

## ➔ Read the Terms and Conditions

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





# E-Filing Guide for Self-Represented Litigants

## How to E-File in Odyssey Step 3: Sign In



### E-filing Steps

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- 10 • Review Summary / Submit



# E-Filing Guide for Self-Represented Litigants

How to E-File in Odyssey



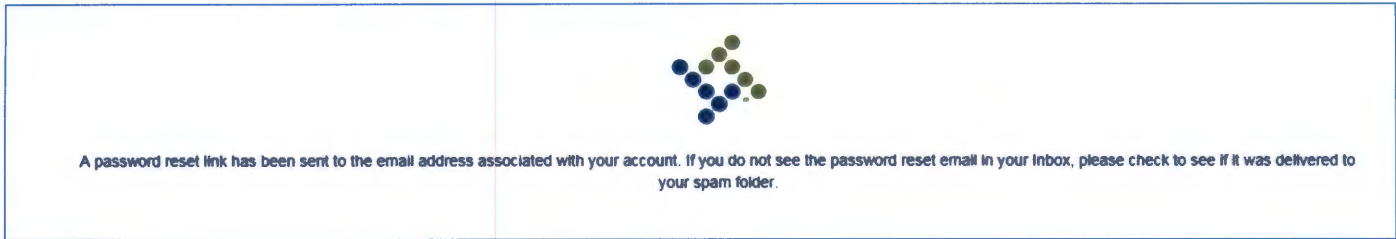
Step 4: Create a New Password if You Forgot It

## E-filing Steps

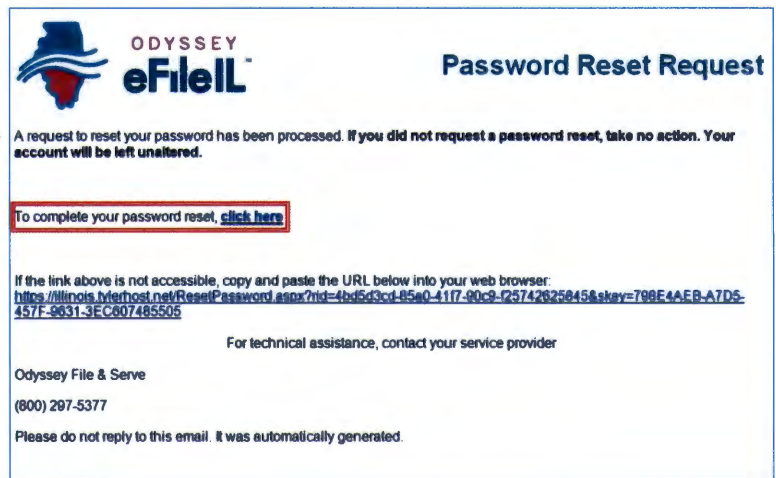
- 1 • Prepare Documents
- 2 • Register
- 3 • Sign In
- 4 • Create New Password**
- 5 • Add Payment Account
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Need Help? Call Odyssey's Filer Support Number: 1-800-297-5377

6. The following message will pop up. Check your email to find the link to reset your password.

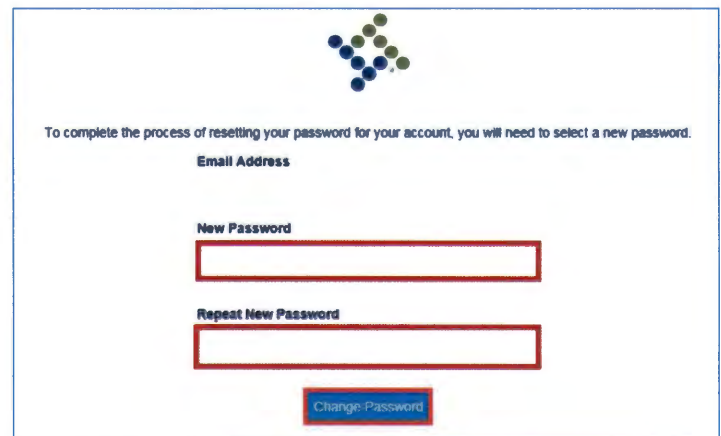


7. This is what the email will look like. Click **click here**.



The email will be from [no-reply@tylerhost.net](mailto:no-reply@tylerhost.net). Check your junk or spam folders if you don't see the email in your inbox.

8. Enter your new password in the first box and then enter the same new password again.



9. Click **Change Password**.

10. This message will pop up and confirm you successfully changed your password.



**You have successfully created a new password. You can now login to your Odyssey account.**





# E-Filing Guide for Self-Represented Litigants

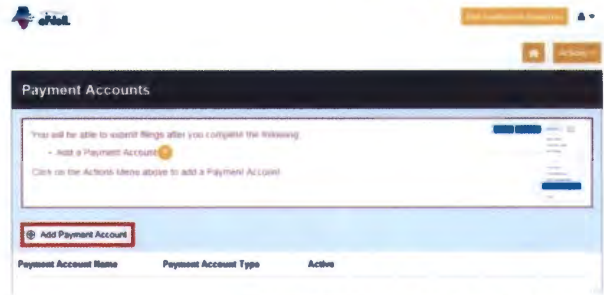
## How to E-file in Odyssey Step 5: Add a Payment Account



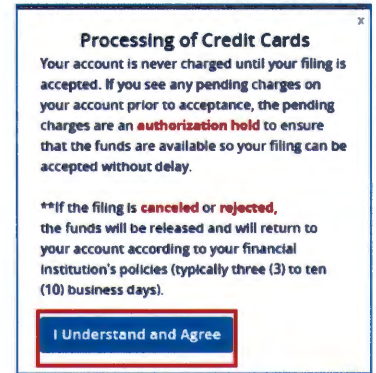
### E-filing Steps

- 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

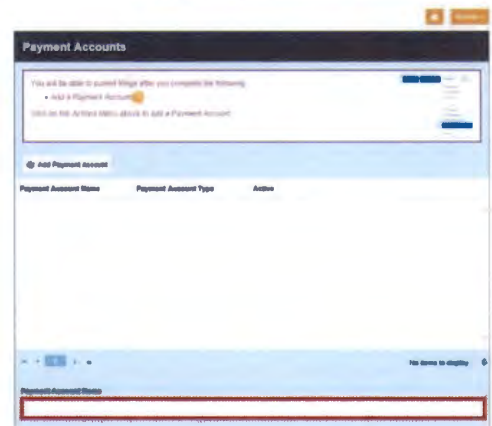
3. Click **Add Payment Account**.



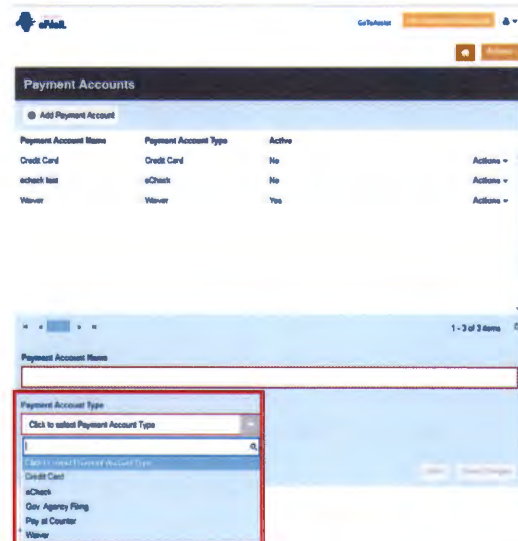
4. This pop up box will appear. Read the information and click **I Understand and Agree**.



5. Enter a name for the account payment. You may name it anything. This name is just so you can identify the payment account. This name will appear in Step 9: Pay Fees.



6. Select how you want to pay. The options are: **Credit Card, eCheck, Gov. Agency Filing, Pay at Counter, or Waiver**.
- Credit Card also includes prepay debit cards.
  - eCheck means direct payment from a checking or savings bank account.
  - Gov. Agency Filing option will not apply to a self-represented litigant.
  - Pay at Counter means that you want to pay in cash.
  - Waiver means that you are requesting the court to waive your filing fees because you cannot afford the fees.



*See the following pages for detailed information about each payment account type.*

## eCheck (bank account)



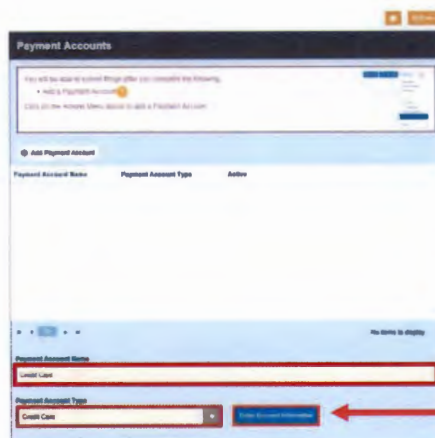
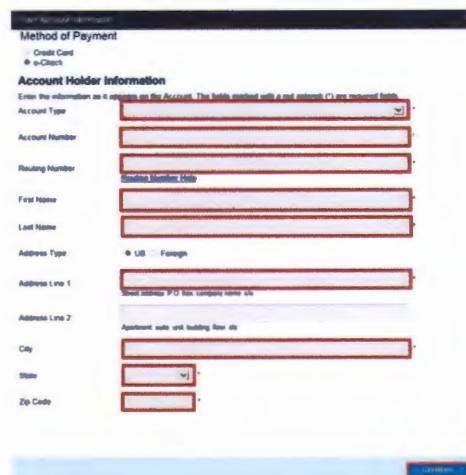
There is a convenience fee for paying by eCheck. You will pay an extra flat fee of 25 cents.

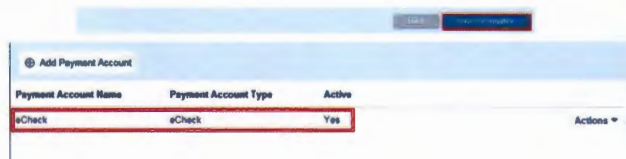
1. To pay using your bank routing and account number, choose **eCheck** in the drop down menu and create a Payment Account Name. This name is just for you to know which account you entered.
2. Click **Enter Account Information**.
3. Click the **eCheck** bubble at the top. Under Account Type, select whether you want to pay from your checking or savings account.
4. Enter that account information including account number and routing number. Click **Continue**.



If you need help finding your account or routing numbers on your check, click Routing Number Help under the Routing Number box.

5. Review your checking or savings information, read the Terms and Conditions, and click **Save Information**.
6. If approved, the type of payment will be listed in the box and the word "Yes" will be listed under active.



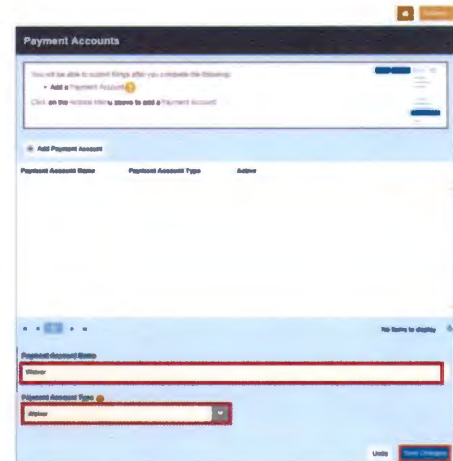
Payment Account Name	Payment Account Type	Active
eCheck	eCheck	Yes



**You may now e-file your court documents and pay with an eCheck.**

## Fee waiver

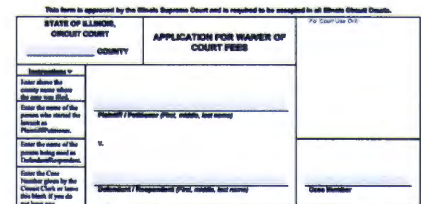
1. If you are going to file a fee waiver choose **Waiver** in the drop down menu and create a Payment Account Name. This name is just so you can identify the payment account.
2. Click **Save Changes**.
3. If you successfully chose Waiver, "Waiver" will be listed in the box and the word "Yes" will be listed under active.



Payment Account Name	Payment Account Type	Active
Waiver	Waiver	Yes

### Important note about the Waiver payment account

- Selecting the Waiver Payment Account does NOT mean you will get your fees waived.
- If you are asking the court to waive your fees for the first time in this case, you must upload an *Application for Waiver of Court Fees* as a Lead Document. A judge will review your application and may require you to appear in court. You will receive an order either granting or denying your application. If your application is denied, you will need to create another payment account and pay your filing fees. If you do not upload the *Application*, your filing may be rejected.
- An *Application for Waiver of Court Fees* can be found under Fee Waiver for trial/circuit courts or under Appellate for appellate courts: <http://illinoiscourts.gov/Forms/approved/default.asp>. For more information about how to upload the Application as a Lead Document, see *How to E-File in Odyssey Step 8: Upload Your Documents in the Filings Section*.
- If the court already approved your *Application* in this case, you do NOT need to submit another application, but you MUST upload a copy of the signed *Fee Waiver Order* when you submit your court filing. You still select "Waiver" as your payment account.




You may now e-file your court documents with an application for fee waiver.

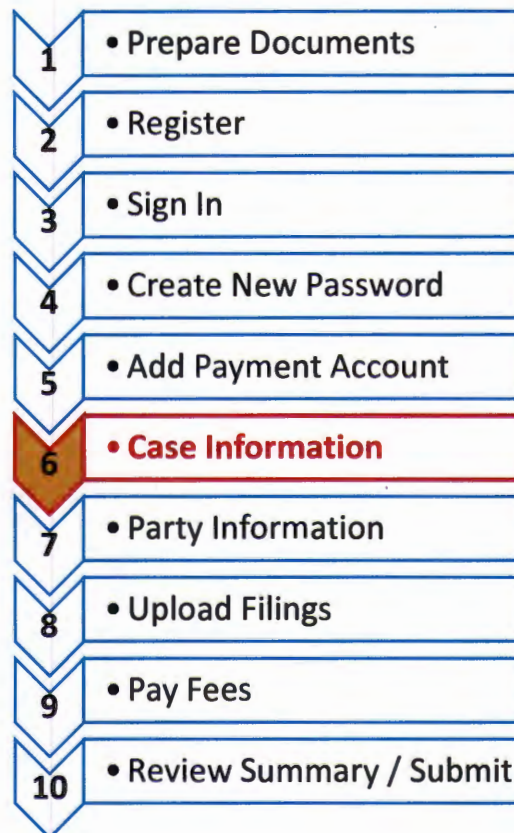


# E-Filing Guide for Self-Represented Litigants

## How to E-File in Odyssey Step 6: Enter your Case Information



### E-filing Steps



- iv. If the County you are looking for does not show up, it means that County isn't using Odyssey yet. Contact your local court to find out how you should be e-filing your documents.

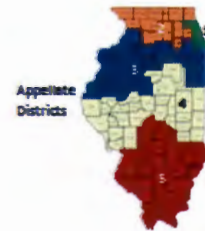


**FOR COOK COUNTY:** in the Location box you will need to know three pieces of information to make your selection

Click to select Location
Cook County - Civil - District 1 - Chicago
Cook County - Civil - District 2 - Skokie
Cook County - Civil - District 3 - Rolling Meadows
Cook County - Civil - District 4 - Maywood
Cook County - Civil - District 5 - Bridgeview
Cook County - Civil - District 6 - Markham

1. County (Cook)
2. Division (in Cook County the Division is what is described below as Category). The options are Chancery, Civil, County, Criminal, Domestic Relations, Domestic Violence, Juvenile, Law, Probate)
3. District (in Cook County there are 6 different districts, divided up by location. Chicago is District 1). To figure out what District your city is in, go to: <http://www.cookcountyclerkofcourt.org/NewWebsite/Departments.aspx?deptType=Districts>

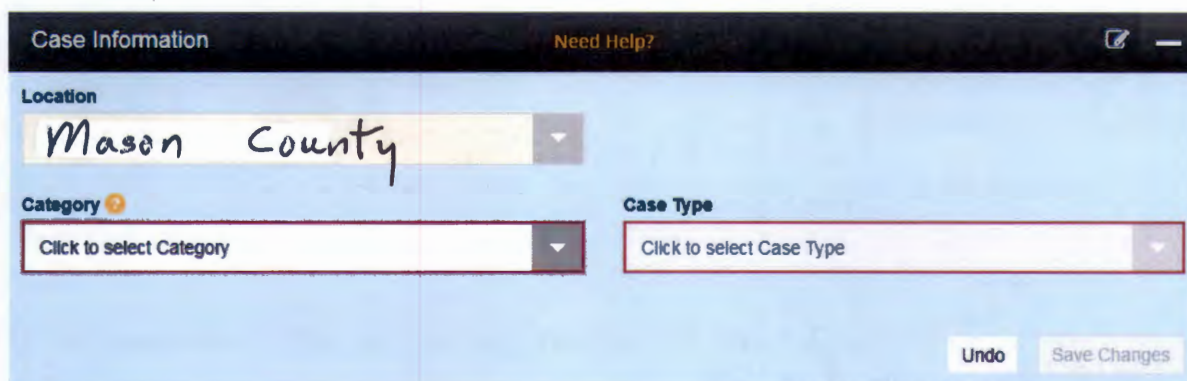
- b. If you are filing to *appeal* a trial court's decision, select the Appellate District that your County is in.
- c. If you are filing to *appeal* an appellate court's decision, select Supreme Court of Illinois.



If you are filing in an Appellate or Supreme Court, please see the E-filing Guides specific to Civil Appeals for more information about how to e-file in those courts.

2. Click in the **Location** box and a drop down menu will appear. Scroll down through the list until you find the correct location and **click** on it.

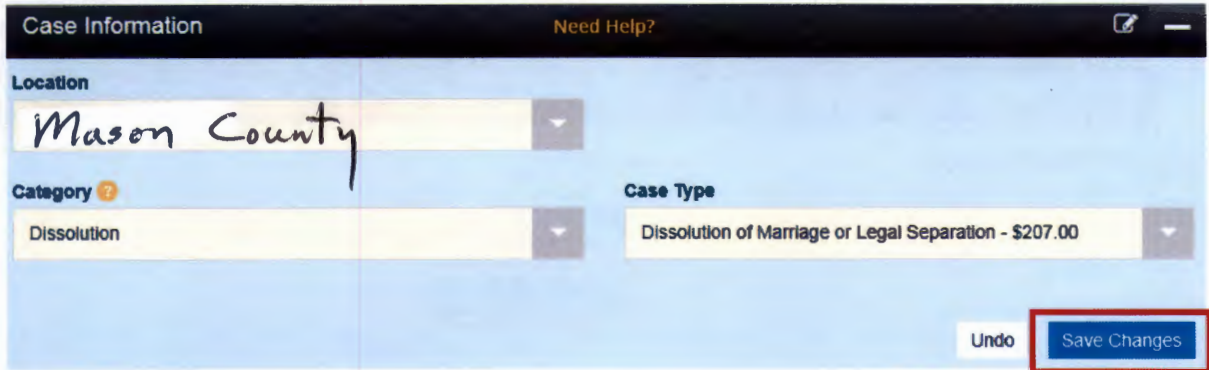
## ➔ Choose the Category and Case Type



The screenshot shows a web form titled "Case Information" with a "Need Help?" link. The "Location" field contains "Mason County". Below it are two dropdown menus: "Category" (with a question mark icon) and "Case Type". Both dropdowns currently show "Click to select Category" and "Click to select Case Type" respectively. At the bottom right of the form are "Undo" and "Save Changes" buttons.

1. The Category for e-filing is the way the court has divided up and labeled groups of Case Types.
  - a. Categories are official legal terms used by the court and may not be easy to understand or guess which types of cases would be in which Category.
  - b. The Case Type is the topic you want to address with the court.

5. Click **Save Changes**.




**You have successfully entered the Case Information for a New Case.**

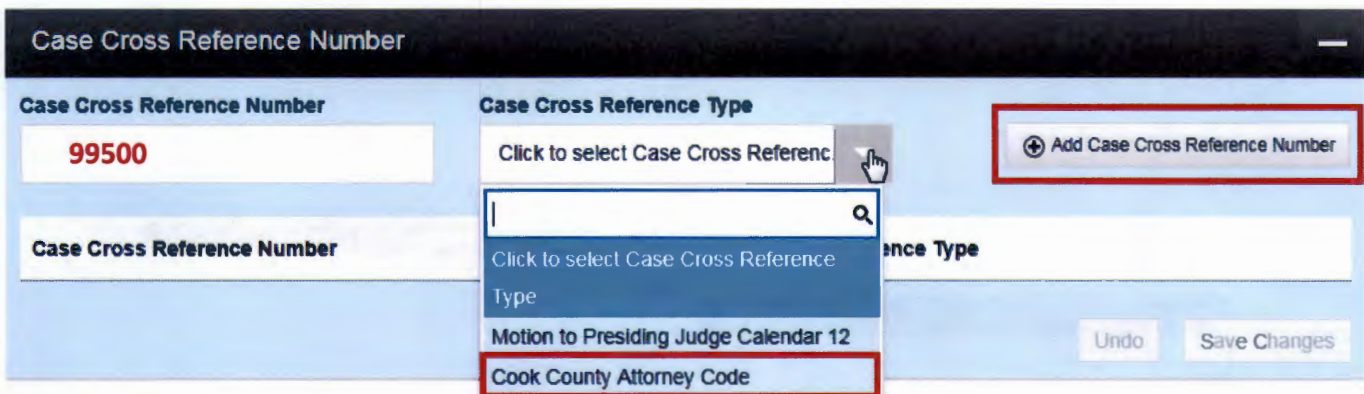


**Important note for Cook County ONLY - Case Cross Reference Number**

- There is one additional part of case information that applies only in Cook County. Once you hit Save Changes, a pop up box will appear. Read the message. Click **Done** and the new field will appear.

**Attention Cook County Filers!**  
 If you are an attorney, Insert Cook County Attorney Code Number in the case cross reference number field and Click 'Add'; if you are filing a motion, use the case cross reference field to add the word 'motion' and choose the motion type from the drop down and click 'Add'.

**Done**



- Even though you are representing yourself, you **MUST** fill out this section.
  - a. Type in **99500** in the Case Cross Reference Number box.
  - b. Click on Case Cross Reference Type drop down menu and select **Cook County Attorney Code**.
  - c. Click **Add Case Cross Reference Number**.
  - d. Click **Save Changes**.
- If you are trying to file a motion, type the word **Motion** in the Case Cross Reference Number box and select **Motion** in the drop down menu.
  - a. Click **Add Case Cross Reference Number**, then click **Save Changes**.

**Need Help? Call Odyssey's Filer Support Number: 1-800-297-5377**

### 1. Case Number

- a. The Case Number can be found on the upper right corner of any court documents you've received about the case.
- b. The Case Number should be entered in a specific format, with no extra spaces or dashes.
  - i. Use the full 4 digits of the year, capital letters, remaining numbers
    - 1. For example: document says 15-d-1234, you would search 2015D1234
    - 2. If the case does not appear, ask court staff about specific format for your court
  - ii. *Exception:* Cook County cases in Civil Division that have the letter "M" in the case number, do NOT use the letter M when searching.
    - 1. For example: document says 18-M4-123456, you should search 20184123456
- c. Type in the number and click **Search**.

### 2. Party Name

- a. If you cannot find the Case Number, you can search by Party Name instead.
- b. You must enter a first and last name and then click **Search**.
- c. You can search by your name if you are a party in the case.

### 3. After you select Search, a list of cases will appear.

- a. If no cases appear, double check the case number and contact your local court to confirm the case number format.

07-SC-01010	Peoria County	OSF HEALTHCARE SY...	Confession & Judgment	Actions
07-SC-01917	Peoria County	T-H PROFESSIONAL A...	Confession & Judgment	Actions
10-M4-00061	Peoria County	IN THE MATTER OF vs	Petition to Administer Tr	Actions
12-SC-00010	Peoria County	FULLER, CHESTER C v...	Confession & Judgment	Actions
71-D-03298	Peoria County	SMITH CAROLE vs SMI...	Custody Hearing	Actions
84-LM-05564	Peoria County	JOHN SMITH vs DEREK...	Arbitration & Award	Actions
87-LM-00015	Peoria County	CECU vs SMITH JOHN ...	Arbitration & Award	Actions

### 4. Click on the Actions arrow to the right of the case information.


- a. Click on **File Into Case**.

## Important Note

- Not all existing cases have been put into the efile system yet. If your existing case does not show up after both a Case Number and Party Name search, you can still file into the case if you get the message below. Click on **File into an existing case**, then you will need to enter the information manually as if it were a new case. See the instructions above.

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

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

[File into an existing case](#) 

- If your case is not found and this message does not display, ask court staff to verify the case number and your next steps.



**You have successfully selected the Case Information for an Existing Case.**

**Need Help? Call Odyssey's Filer Support Number: 1-800-297-5377**





# E-Filing Guide for Self-Represented Litigants

## How to E-File in Odyssey Step 7: Enter the Party Information



### E-filing Steps

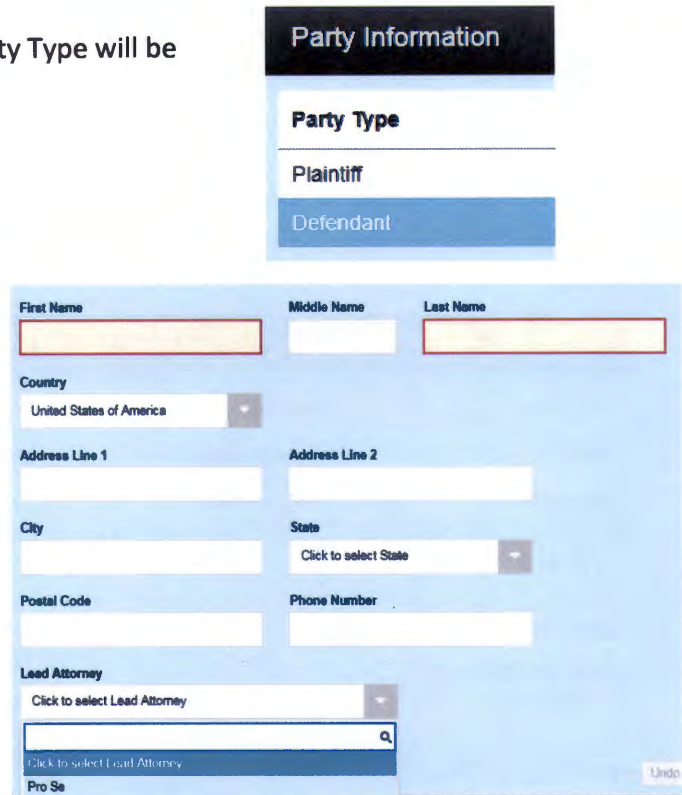
- 1 • Prepare Documents
- 2 • Register
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## ➔ Enter the Details of the Other Party or Parties

Once you have saved your information, the other Party Type will be highlighted.

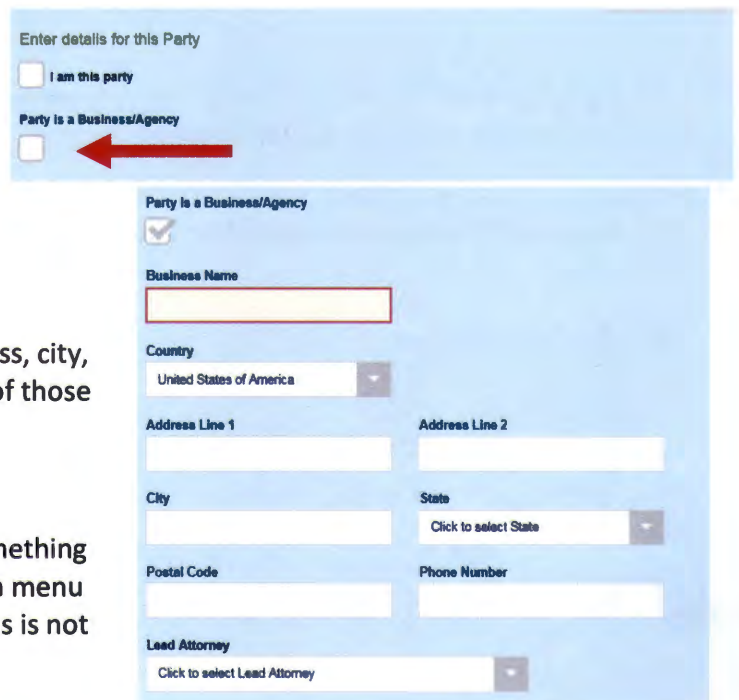
### ➔ Other Party is a Person

1. You must fill in their **First Name** and **Last Name**.
2. You may also fill in the other Party's street address, city, state, postal code, and phone number. None of those are required fields.
3. If the other Party has an attorney that has already filed something in the case, they will appear on the drop down menu under Lead Attorney. You can select them. If you know the other Party is representing themselves, you can select Pro Se. This is not a required field.



### ➔ Other Party is a Business or Agency

1. Click the box that says "**Party is a Business/Agency.**"
2. You must fill in the **Business Name**.
3. You may also fill in the Business's street address, city, state, postal code, and phone number. None of those are required fields.
4. If the Business's attorney has already filed something in the case, they will appear on the drop down menu under Lead Attorney. You can select them. This is not a required field.





# E-Filing Guide for Self-Represented Litigants

How to E-File in Odyssey

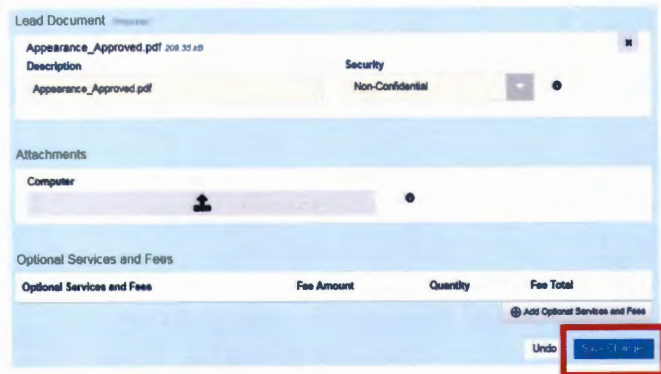


## Step 8: Upload Your Documents in the Filings Section

### E-filing Steps

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- If your Lead Document doesn't have attachments or optional services, Click **Save Changes**. If your Lead Document has attachments or you want optional services, see below.



Lead Document (Required)

Appearance\_Approved.pdf 208.33 kB

Description Appearance\_Approved.pdf Security Non-Confidential

Attachments

Computer

Optional Services and Fees

Optional Services and Fees	Fee Amount	Quantity	Fee Total
Add Optional Services and Fees			

Undo **Save Changes**

## Upload Attachments (Optional)

- Click on the **Upload** Icon under the Attachments heading.
- A Window will pop up where you will select your document.
- Find where the document is saved on the computer (desktop, documents folder, flash drive).
- Select the document you would like to file and click **Open**. The document title will appear in the Description Box.
- If you selected the wrong document, you can delete it by clicking on the X in the right corner.



Lead Document (Required)

Appearance\_Approved.pdf 209.35 kB

Description Appearance\_Approved.pdf Security Non-Confidential

Attachments

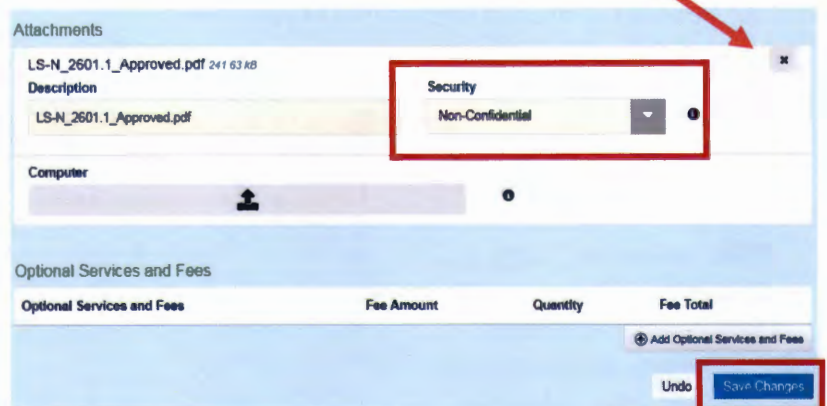
Computer

Optional Services and Fees

Optional Services and Fees	Fee Amount	Quantity	Fee Total
Add Optional Services and Fees			

Undo **Save Changes**

- Once you have the correct document, select the drop down menu for the **Security** box. Select whether the document is public (non-confidential) or confidential.
- Click **Save Changes** (unless you want Optional Services, see next page).



Attachments

LS-N\_2601.1\_Approved.pdf 241.63 kB

Description LS-N\_2601.1\_Approved.pdf Security Non-Confidential

Computer

Optional Services and Fees

Optional Services and Fees	Fee Amount	Quantity	Fee Total
Add Optional Services and Fees			

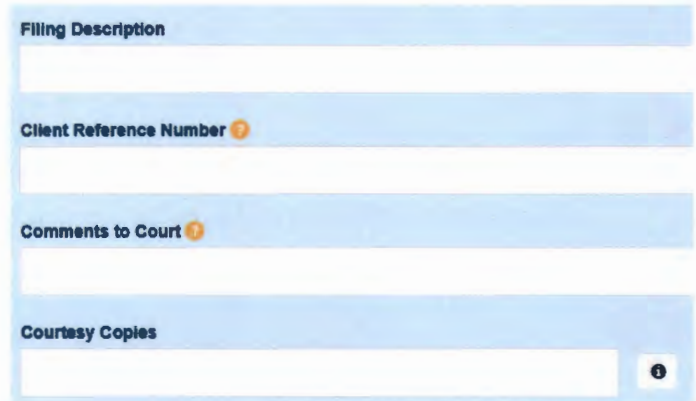
Undo **Save Changes**



Most court documents are public (non-confidential) even though they contain personal information that you may like to keep private. You may need a court order to be able to select confidential. Please speak to court staff before selecting confidential because your filing may be rejected.

3. Once you select the Filing Code, you have the option of filling out four boxes, but they are not required.

- a. Filing Description (optional)
  - i. This is just for you to remember what you are filing.
- b. Client Reference Number (optional)
  - i. This is a tracking number for lawyers to use to know which client's case they are filing in. Since you are representing yourself, you won't use this box.
- c. Comments to Court (optional)
  - i. These comments are for the court reviewer to read when assessing your document.
- d. Courtesy Copies (optional)
  - i. You may enter a list of email addresses (separated by a comma) for where you want the document sent.



**i** **Note: this is a courtesy and does NOT qualify for service of process or proper notice.**

## Explanation of Lead Documents, Attachments, and Document Size

### What is a Lead Document?

- Any document that you need the court to look at to be able to give you what you want.
  - For example, if you want the court to grant your request to move your court date, upload your Motion for a Continuance as a Lead Document.
- All notice documents (such as a Notice for Court Date, Notice of Motion) are Lead Documents.
- You can file more than one Lead Document at a time.
  - For example, you could have Lead Document 1: Notice of Motion; Lead Document 2: Motion for a Continuance; and Lead Document 3: Application for Waiver of Court Fees.
  - An *Application for Waiver of Court Fees* is always a Lead Document and should be filed at the same time as your other documents. If the court already approved your Application for Waiver of Court Fees, you should file a copy of the approved *Order* as an attachment to anything you file after that.

### What are Attachments?

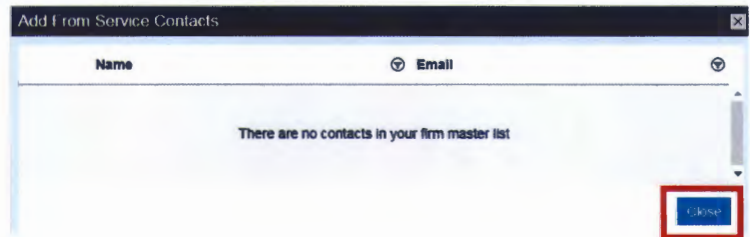
- A category of filing that is only an option in some counties and for some types of Filing Codes. If you don't see Attachments as an option, file everything in the Lead Document section. You can do that by making the Lead Document and any attachments/exhibits one PDF, and upload as a Lead Document.
- Any document that you reference in your Lead Document, but is not technically part of the Lead Document. They are usually called exhibits or attachments.
  - For example, if you write an Answer in an eviction case saying why you shouldn't be evicted, that written explanation is the Lead Document. In the Answer, you reference a receipt for paying rent. The copy of the receipt could be labeled Exhibit or Attachment 1 and would be an Attachment, not a Lead Document.

### What are the Document Size Limits?

- For Trial Courts, each document cannot be larger than 25MB and a combined total of 50MB per filing.
- For the Supreme Court and the Appellate Courts the file size limit is to 150MB.

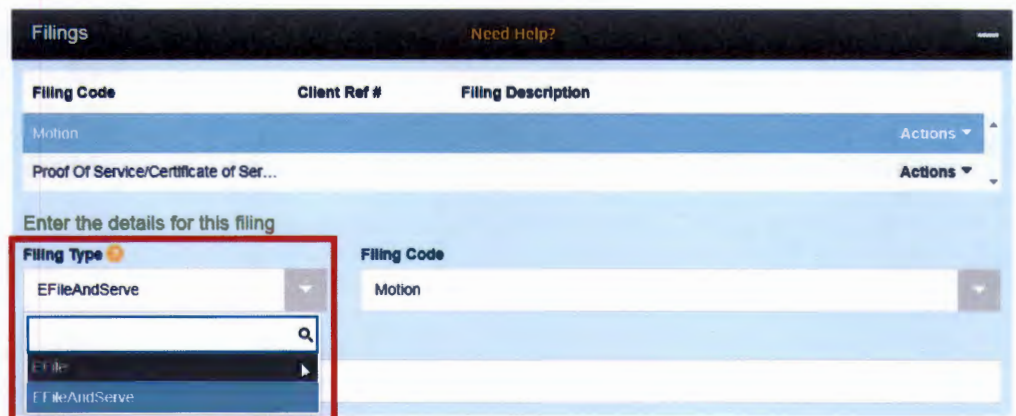
2. Click on **Add from Service Contacts** or **Add From Public List** to find the email you want to send to.
3. If you find the email, Click on it.
  - a. Click **Save Changes**.

4. If you get a message saying there are no contacts or no items to display, click **Close**.



5. If you don't want to send anyone notice of the filing by email or if no contacts are listed, you can get rid of this section by going back to the Filings Section. You will see all of the Lead Documents you have uploaded.

- a. Click on the first **document**. It will now be shaded blue and the information about the document will open below.



- b. Click on the dropdown menu for **Filing Type**.
- c. Change the Filing Type to **Efile**.
- d. Scroll down and click **Save Changes**.
- e. Click on the next document and change the Filing Type to Efile. Make sure all Lead Documents have just Efile as the Filing Type.



**You have successfully uploaded your documents/completed the Filings section.**



# E-Filing Guide for Self-Represented Litigants

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

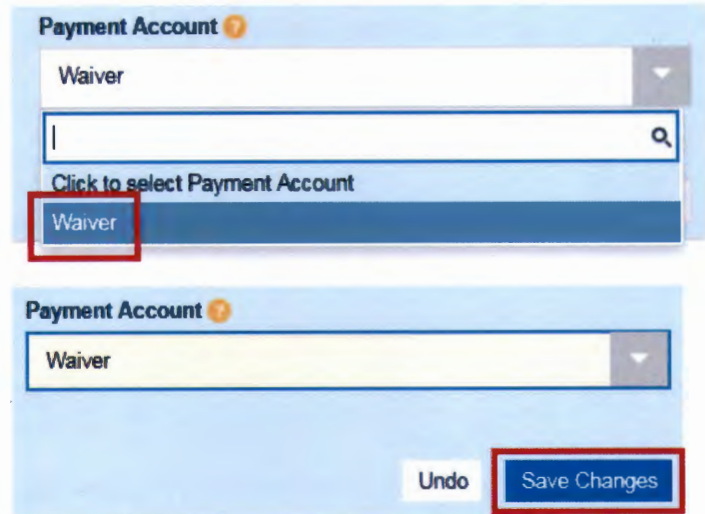


### E-filing Steps

- 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

## ➔ 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.



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.**





## Review E-file Summary & Submit E-file

Once you have completed all the e-filing steps (Case Information, Party Information, Filings, and Fees), you can review a **Summary** of your filing before submitting it. After you review your Summary, you must **Submit** your filing to the court to complete e-filing. The whole packet of what you submit to the court is called an "envelope" in the e-filing system.

### ➔ Click Summary

1. Scroll to the bottom of the webpage after you've completed the Case Information, Party Information, Filings, and Fees sections.

2. Click **Summary**.



If you have not entered all the required information for your e-file, you will not be able to review a Summary of your e-filing envelope.

Case Information

Location:

Category:  Case Type:

[Undo](#) [Save Changes](#)

---

Party Information

Party Type	Party Name	Lead Attorney	
Plaintiff/Petitioner	Jane Doe	Pro Se	Required Party ^
Defendant/Respondent	John Doe		Required Party v

[Add Another Party](#)

---

Filings

Filing Code	Client Ref #	Filing Description	Actions
Motion		Motion	Actions v ^
Waiver		Fee Waiver	Actions v
Notice		Notice of Motion	Actions v v

---

Fees Need Help?

v	Motion	Description	Amount
		Filing Fee	\$0.00
		<b>Filing Total:</b>	<b>\$0.00</b>
v	Waiver	Description	Amount
		Filing Fee	\$0.00
		<b>Filing Total:</b>	<b>\$0.00</b>
v	Notice	Description	Amount
		Filing Fee	\$0.00
		<b>Filing Total:</b>	<b>\$0.00</b>
	Total Filing Fee		\$0.00
	Court Case Fee		\$186.00
	<b>Envelope Total:</b>		<b>\$186.00</b>
			Waiver selected
Payment Account			
	<input type="text" value="Waiver"/>		

[Undo](#) [Save Changes](#)

---

Save as Draft Summary

## ➔ Review your e-file Summary

1. After you click Summary, review the Case Information, Party Information, Filings, and Fees.
2. If anything is incorrect, click **Back**. Once on the previous page, you can click into any section that is incorrect and make the changes you want.

Review and submit your envelope

Case Information		
Jurisdiction	Category	Case Type
Mason County	Dissolution	Dissolution of Marriage or Legal Separation

Party Information		
Party Type	Party Name	Lead Attorney
Plaintiff/Petitioner	Jane Doe	Pro Se
Defendant/Respondent	John Doe	

Filings		
Filing Code	Client Ref #	Filing Description
Motion		Motion
Waiver		Fee Waiver
Notice		Notice of Motion

Fees		
<ul style="list-style-type: none"> <li>▶ Motion</li> <li>▶ Waiver</li> <li>▶ Notice</li> </ul>		
Total Filing Fee		\$0.00
Envelope Total:		\$0.00
		Waiver selected
Payment Account	Waiver	

Back Submit

## ➔ Submit your e-filing

1. Once you review your e-file summary and make sure the information is correct, click **Submit**.

Back Submit



**You have successfully reviewed and submitted your e-filing envelope to the court.**



Submitting your e-filing envelope in the system is the first step in giving your documents to the courts. Once you submit the e-filing envelope, the Circuit Clerk's office will review the filing. The Clerk will either accept or reject your filing. **Check your email for notification from the court about whether your filing is accepted or rejected.**

**Need Help? Call Odyssey's Filer Support Number: 1-800-297-5377**