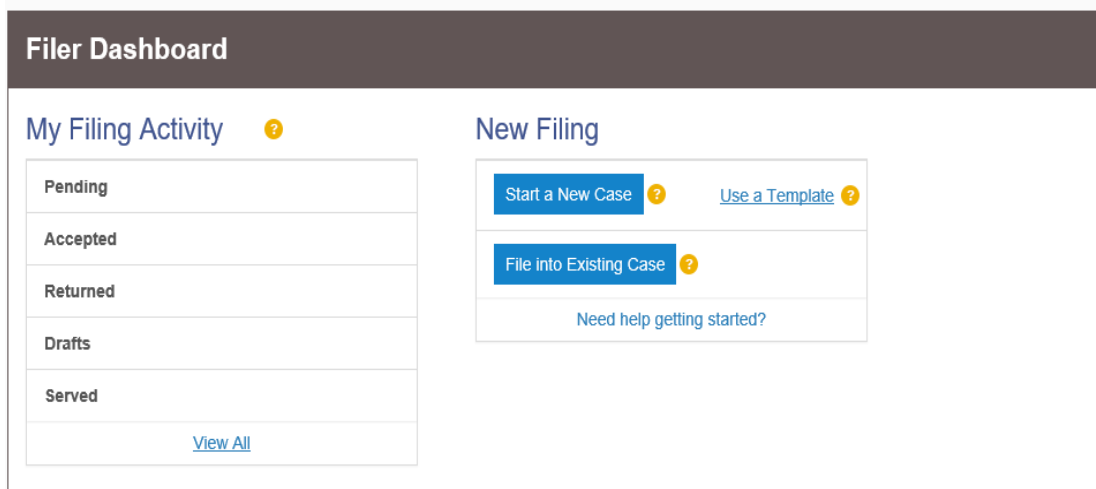


TO E-FILE

Use the Instruction packet to Register or Sign in with Odyssey File & Serve.

Once signed in you will see your dashboard



If you are filing a new case Choose START A NEW CASE

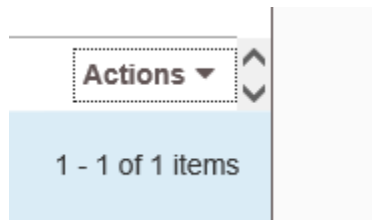
- If starting a new case ensure that the you list all parties/addresses needed to file the case in the boxes provided

If you are filing to a pre-existing case Choose FILE INTO EXISTING CASE

Follow all the prompts the system takes you through ensuring you are choosing **KANE COUNTY**.

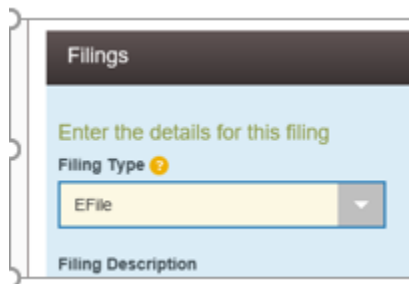
01/31/18

Once you have completed putting the case number in the system the ACTIONS box will provide you will options



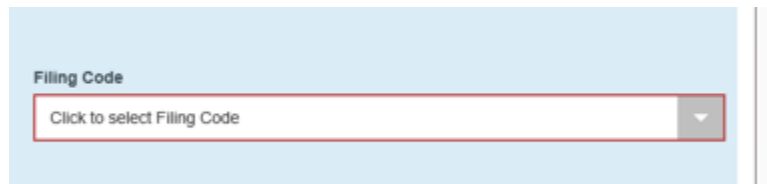
Filing Type

- If you are serving electronic and have email addresses select **Efile and Serve**
- If you are serving conventional mailing select **EFile**

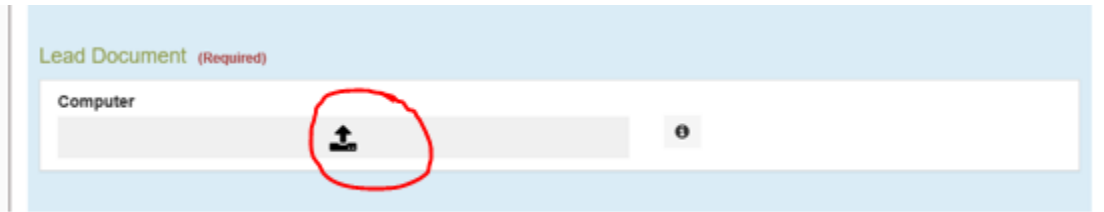


Filing Codes

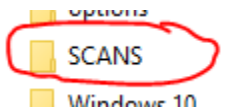
- Choose one of the codes that best fits your document



Click the Upload button under LEAD DOCUMENT



It should default to the SCANS folder



DOUBLE CLICK your document to load it in the program

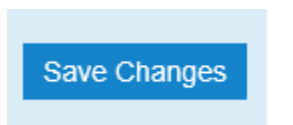


Choose the security of your document



Non-Confidential (public documents) and **Confidential** (Impounded/Sealed documents)

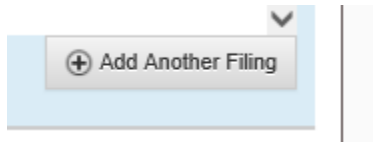
SAVE CHANGES



01/31/18

******If you have more than one document******

Click the **ADD ANOTHER FILING** and repeat the previous steps to add those documents to your envelope



Add in your Payment Account information- **this should have been set up in registration**

A screenshot of a form section with a light blue background. It shows 'Total Filing Fee' as '\$0.00' and 'Envelope Total: \$0.00' with a yellow question mark icon. Below this is a 'Payment Account' section with a dropdown menu containing the text 'Click to select Payment Account'. Underneath is a 'Party Responsible for Fees' section with a yellow question mark icon and a dropdown menu containing the text 'Click to select Party Responsible for Fees'.

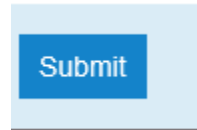
Check to see that all mandatory fields are filled out, if not they will be highlighted in **RED**

Click Save Changes 

Click Summary to Review your filing 


01/31/18

REVIEW your filing prior to clicking the SUBMIT button



It will give you an ENVELOPE NUMBER

If you did not catch the envelope, number you will be notified via email your envelope # and it is also in the home page under Pending

To get to dashboard Home page click  at the top of the screen

*****IMPORTANT*****

Sign out of Odyssey File & Serve click  at the top of the screen

On the desktop, you will see an ICON named DELETE SCANS – DOUBLE CLICK to have all your documents deleted from this computer.