

Self-Represented Litigants

Add a Payment Account to File with Odyssey File & Serve





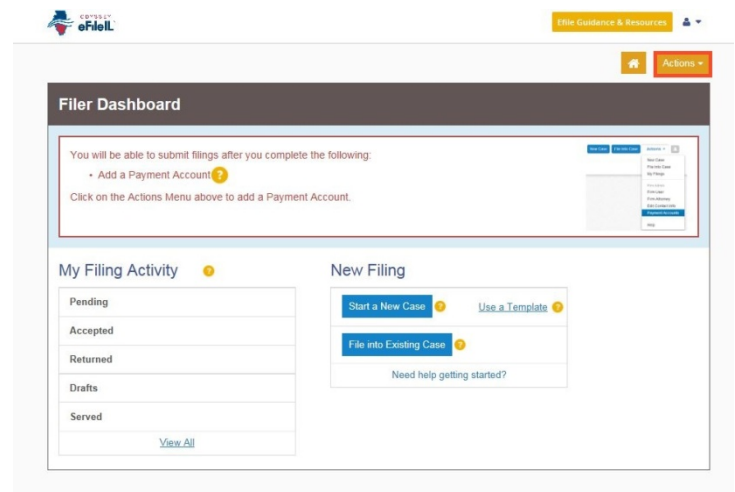
Add a payment account

Before you can e-file your court documents, you must add a payment account. If there is a filing fee due, it must be paid at the time of e-filing. **If you cannot afford the filing fee**, you still have to follow the steps to create a payment account, but can select "Waiver." This does not mean your waiver will be approved, and you may have to create another payment account and pay filing fees if the waiver is denied.

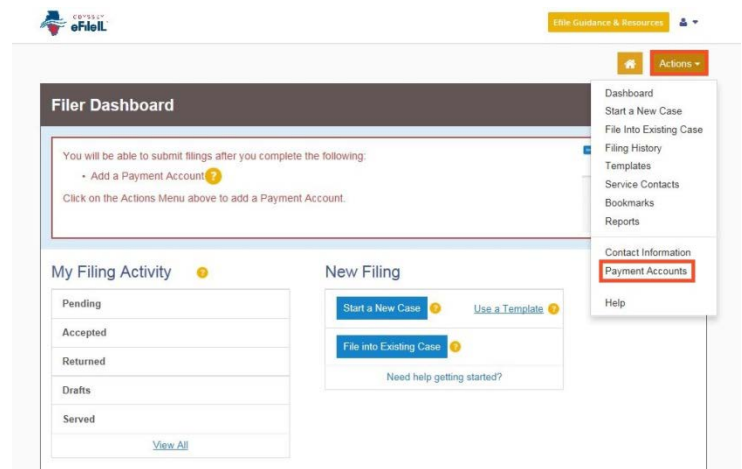
i If you can afford to pay your filing fee, you must have a credit card or a checking account to pay online. If you do not have a credit card or checking account, one option is to buy a pre-paid debit card from most major stores such as Walgreens, Walmart, or Target. If you want to pay in cash, you would need to inquire with your local court to find out if they accept cash payments and what their process is for paying the filing fee in person.

➔ Click Payment Accounts under Actions

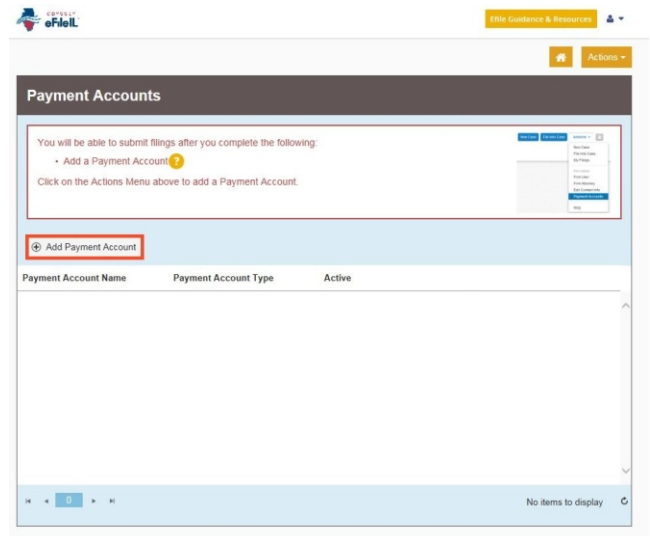
1. Click **Actions**.



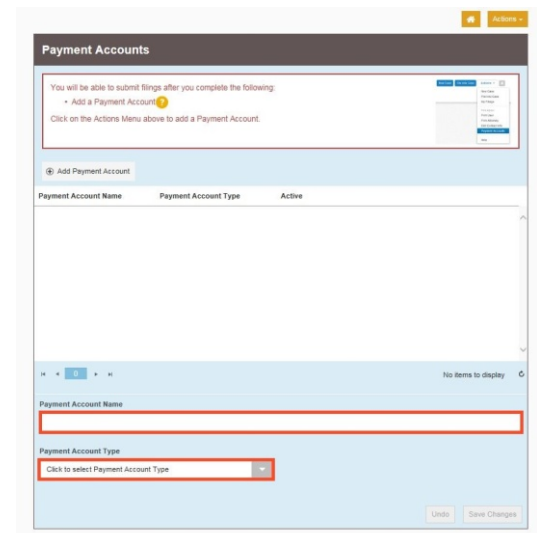
2. Under Actions click **Payment Account**.



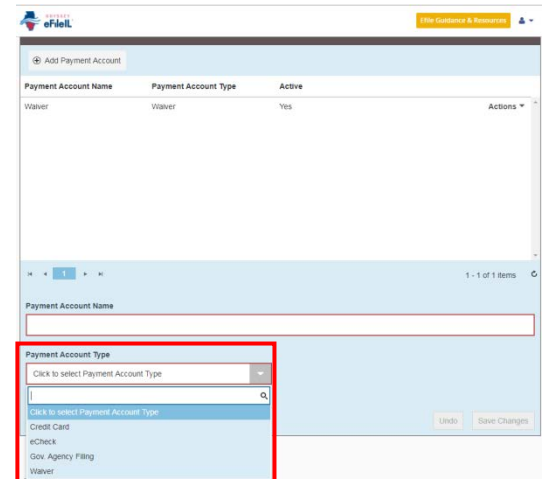
3. Click **Add Payment Account**.



4. Enter a name for the account payment. You may name it anything. This name is just so you can identify the payment account.



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



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

➡ Credit card or prepay debit card

1. To use a credit card or prepay debit card, choose **Credit Card** in the drop down menu and create a **Payment Account Name**. This name is just for you to know which card you entered.

2. Click **Enter Account Information**.



The card must be Discover, Master Card, or Visa.

3. Select the Credit Card bubble at the top. Enter your credit card or prepay debit card information and click **Continue**.

4. Review your card information, read the Terms and Conditions, and click **Save Information**.

5. If approved, the payment account will be listed in the box and the word "Yes" will be listed under active.

A screenshot of the 'Payment Accounts' page. At the top, there is a message: 'You will be able to submit filings after you complete the following: Add a Payment Account. Click on the Actions Menu above to add a Payment Account.' Below this is a table with columns 'Payment Account Name', 'Payment Account Type', and 'Active'. The table is currently empty. At the bottom of the page, there is a 'Payment Account Name' field containing 'Credit Card' and a 'Payment Account Type' dropdown menu also set to 'Credit Card'. A red box highlights the 'Enter Account Information' button next to the dropdown.A screenshot of the 'Enter Account Information' page. It shows the 'Method of Payment' section with 'Credit Card' selected. Below is the 'Cardholder Information' section with various fields: Card Type (dropdown), Card Number (text), Exp Month (dropdown), Exp Year (dropdown), CVV Code (text with CVV Help link), Name on Card (text), Address Type (radio buttons for US and Foreign), Address Line 1 (text), Address Line 2 (text), City (text), State (dropdown), and Zip Code (text). A red box highlights the 'Continue' button at the bottom right.A screenshot of the 'Billing Detail' and 'Terms and Conditions' page. The 'Billing Detail' section lists the information entered: Card Type, Card #, Exp Date, CVV Code, Name on Card, Address Type, Address Line 1, Address Line 2, City, State, and ZIP Code. Below this is the 'Terms and Conditions' section with a disclaimer. At the bottom, there are 'Back' and 'Save Information' buttons. A red box highlights the 'Save Information' button.A screenshot of the 'Payment Accounts' table after the account has been added. The table now contains one row: 'Credit Card' under 'Payment Account Name', 'Credit Card' under 'Payment Account Type', and 'Yes' under 'Active'. A red box highlights the entire row.

You may now e-file your court documents and pay with a credit card.

eCheck (bank account)

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. Select 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**.



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.

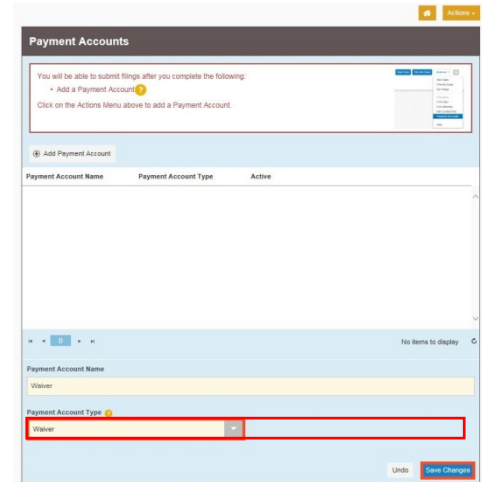


You may now e-file your court documents and pay with an eCheck.

➤ Fee waiver or cash

1. If you are going to file a fee waiver or want to pay in cash (and you've confirmed your local court accepts cash payments) 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**.



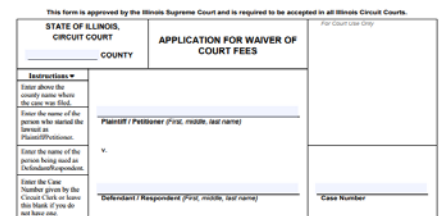
3. If you successfully chose Waiver, "Waiver" will be listed in the box and the word "Yes" will be listed under active.



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. You must upload an *Application for Wavier of Court Fees* as a Lead Document. A judge will review your application or 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 Wavier 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 *Upload Your Documents in Odyssey File & Serve*.

➤ Selecting the Waiver Payment Account does NOT mean you are allowed to pay in cash. You must contact your local court BEFORE e-filing to find out if they accept cash payments. If they do not, you CANNOT use the Waiver Payment Account for the purpose of cash payments and your filing may be rejected.

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