

Create New Case in Odyssey eFileLL

NOTE: You must be a registered user before continuing with New Case.

You **MUST** have your Complaint, Petition or other document in **PDF format** before you will be able to e-File.

You **MUST** have a payment account added before you will be able to submit your e-Filing.

1. Visit: <https://illinois.tylerhost.net/ofswweb>



Court Information

Welcome to the Illinois eFiling site...

Counties going live soon...

1st Appellate District, 2nd Appellate District, 3rd Appellate District, 4th Appellate District, 5th Appellate District, Adams, Alexander, Carroll, Champaign, Christian, Coles, Cumberland, Effingham, Gallatin, Greene, Hamilton, Hardin, Iroquois, Jersey, Jo Daviess, Kankakee, LaSalle, Livingston, Morgan, Pike, Saline, Stephenson, Supreme Court, Vermillion, Washinnton Wayne White Williamson

Actions



Sign In



Register

Self Help

[Need Help?](#)

[FAQs](#)

[Web Training Sessions](#)

2. Click "Sign In"




Court Information


Welcome to the Illinois eFiling site...

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1st Appellate District, 2nd Appellate District, 3rd Appellate District, 4th Appellate District, 5th Appellate District, Adams, Alexander, Carroll, Champaign, Christian, Coles, Cumberland, Effingham, Gallatin, Greene, Hamilton, Hardin, Iroquois, Jersey, Jo Daviess, Kankakee, LaSalle, Livingston, Morgan, Pike, Saline, Stephenson, Supreme Court, Vermillion, Washington, Wayne, White, Williamson

Actions

 **Sign In**

 **Register**

Self Help

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[Web Training Sessions](#)

3. Sign In

Please sign in to continue

User ID

mgmensing3@icloud.com

Password

.....|

Sign In

[Forgot Password?](#)

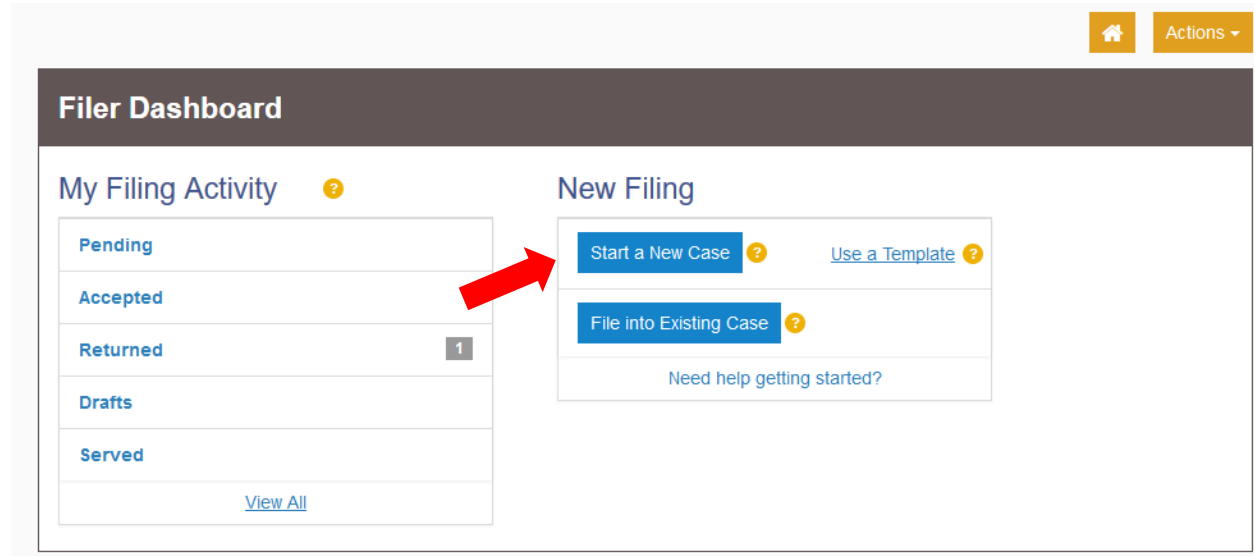
4. "Add Payment Account" before beginning (if you have already done this, you will NOT see this REMINDER)

REMINDER!

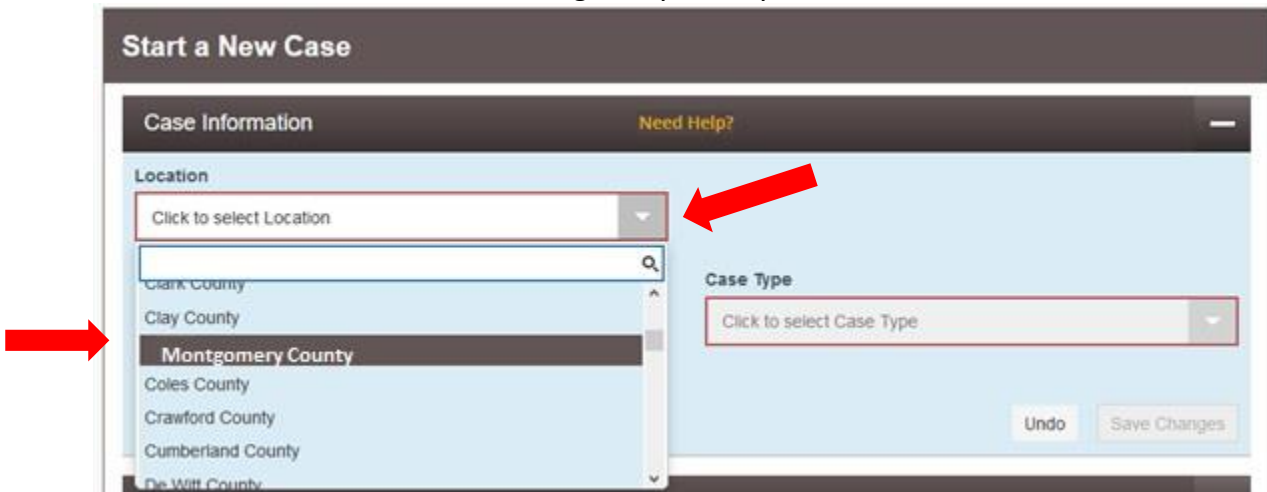
You need to add a Payment Account!
Click below for guidance.

Add Payment Account [Remind me later](#)

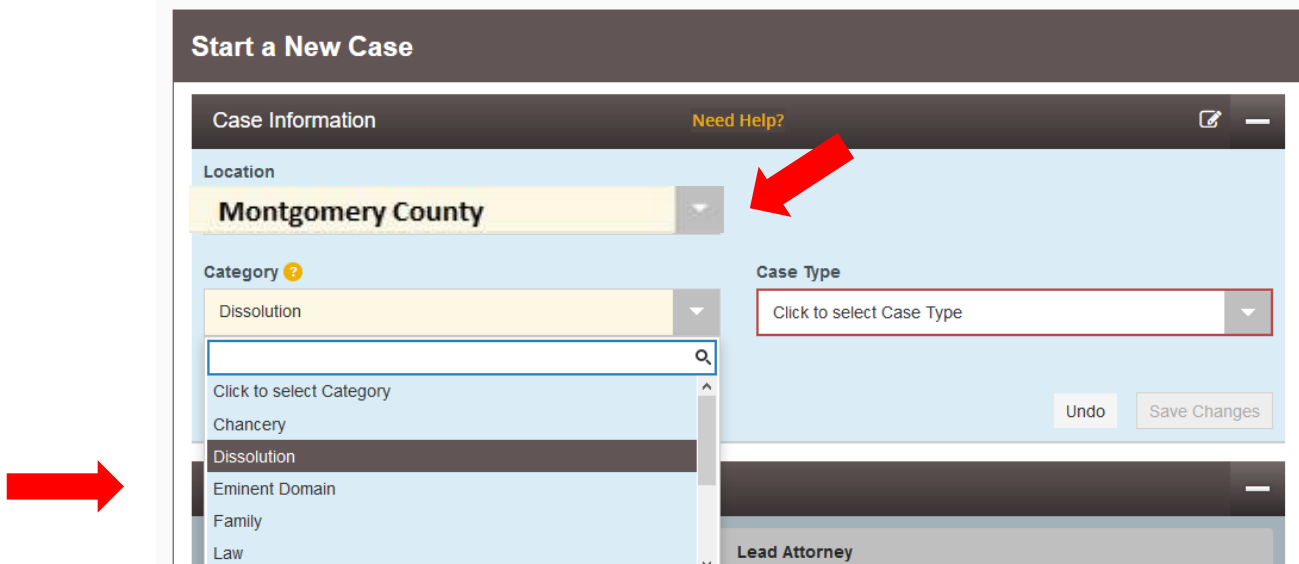
5. Click "Start New Case"



6. Select "Location", choose Montgomery County



7. Select "Category" of case from the drop down menu



8. Select "Case Type" from the drop down menu

The screenshot shows the 'Start a New Case' form. The 'Case Information' section is active. The 'Location' dropdown is set to 'Montgomery County'. The 'Category' dropdown is set to 'Dissolution'. The 'Case Type' dropdown is open, showing options: 'Click to select Case Type' (highlighted), 'Click to select Case Type', and 'Dissolution of Marriage or Legal Separation - \$241.00'. A red arrow points to the 'Case Type' dropdown, and another red arrow points to the 'Dissolution of Marriage or Legal Separation' option.

9. Click "Save Changes"

The screenshot shows the 'Start a New Case' form. The 'Case Information' section is active. The 'Location' dropdown is set to 'Montgomery County'. The 'Category' dropdown is set to 'Small Claims'. The 'Case Type' dropdown is set to 'Small Claims - up thru & including \$ 250.00 - \$134.00'. The 'Save Changes' button is highlighted with a red arrow. A 'Click Save Changes' tooltip is visible over the button.

10. Click "I am this party", your information will appear

The screenshot shows the 'Party Information' form. A tooltip reads: 'You will fill out information for each of the required party types. Click next for guidance'. The 'Party Information' section is active. The 'Party Type' dropdown is set to 'Plaintiff'. The 'Party Name' and 'Lead Attorney' fields are empty. The 'I am this party' checkbox is checked, highlighted with a red arrow. The 'Lead Attorney' dropdown is set to 'Pro Se'. The 'First Name', 'Last Name', 'Address', 'Country', and 'Phone Number' fields are filled with redacted information. The 'Save Changes' button is highlighted.

11. Click "Save Changes"

The screenshot shows the 'Party Information' form with the following details:

- Party Type:** Plaintiff (Selected), Defendant (Required Party)
- Party Name:** (Redacted)
- Lead Attorney:** Pro Se
- Form Fields:** First Name (Redacted), Last Name (Redacted), Address (Redacted), Country: United States of America, Phone Number (Redacted)
- Buttons:** Undo, Save Changes (highlighted with a red arrow)
- Pop-up:** 'Click Save Changes' by WalkMe

12. Enter "Defendant Information"

The screenshot shows the 'Party Information' form with the following details:

- Party Type:** Plaintiff (Required Party), Defendant (Selected, Required Party)
- Party Name:** Monica Mensi
- Form Fields:** First Name: Jane, Middle Name: (Empty), Last Name: Doe, Suffix: (Empty), Country: United States of America, Address Line 1: 1234 XXXX Street, Address Line 2: (Empty), City: XXXXXXX, State: Illinois, Zip Code: 62245, Phone Number: (Empty), Filer ID: (Empty), Lead Attorney: Pro Se
- Buttons:** Next (highlighted with a red arrow), Add Another Party
- Pop-up:** 'Enter details for the selected party' with instructions: 'Fields highlighted in red are required. Click Next before saving changes.'

13. Click "Save Changes"

The screenshot shows a form with the following fields: City (XXXXXXX), State (Illinois), Zip Code (62245), Phone Number, Filer ID, and Lead Attorney (Pro Se). A tooltip with the text "Click Save Changes" and "By WalkMe" is positioned over the "Save Changes" button. A red arrow points to the "Save Changes" button.

14. If you need to add additional parties, click "Add Another Party" and enter that individuals information.

The screenshot shows a table titled "Party Information" with a "Need Help?" link. The table has three columns: Party Type, Party Name, and Lead Attorney. There are two rows of data. Below the table is an "Add Another Party" button. A red arrow points to the "Add Another Party" button.

Party Type	Party Name	Lead Attorney	
Plaintiff	Monica Mensing	P [REDACTED]	Required Party
Defendant	Jane Doe	Pro Se	Required Party

15. Click "Save Changes"

The screenshot shows a form with the following fields: City (XXXXXXX), State (Illinois), Zip Code (62245), Phone Number, Filer ID, and Lead Attorney (Pro Se). A tooltip with the text "Click Save Changes" and "By WalkMe" is positioned over the "Save Changes" button. A red arrow points to the "Save Changes" button.

16. Enter "Filing Code" by using the dropdown

The screenshot shows the 'Filings' form with the following fields:

- Filing Type**: EFile
- Filing Code**: A dropdown menu is open, showing options: Complaint, Petition, Summons. A red arrow points to the dropdown arrow.
- Filing Description**: An empty text box.
- Client Reference Number**: An empty text box.

17. Enter the "Filing Description" (name of your document you are filing, Motion to Modify, Motion to Continue, Affidavit, etc.)

The screenshot shows the 'Filings' form with the following fields:

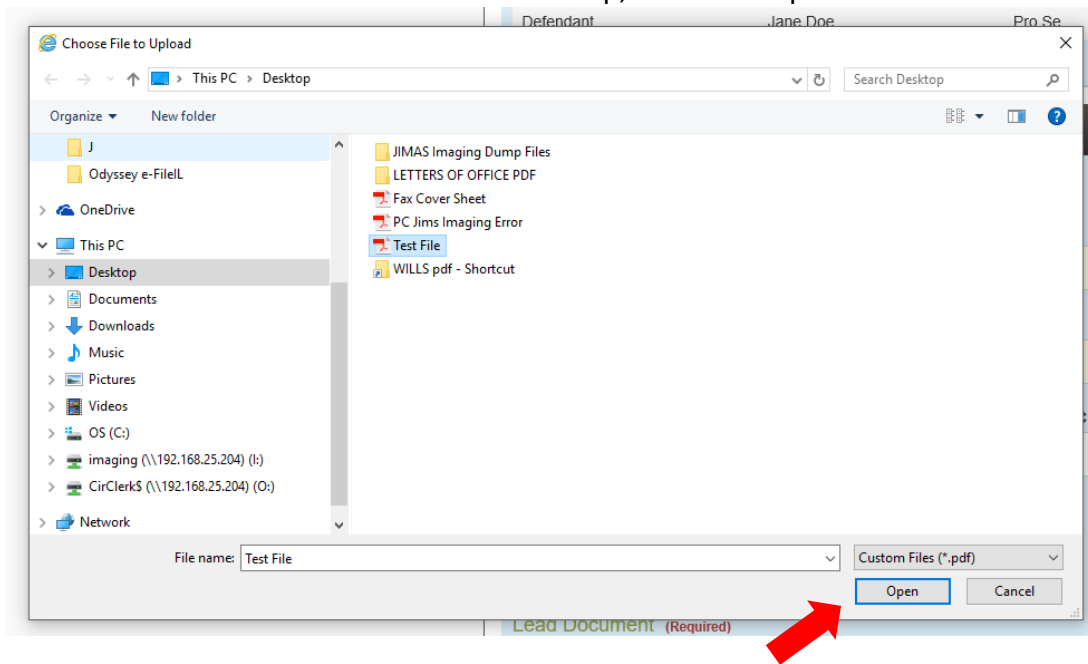
- Filing Type**: EFile
- Filing Code**: Petition
- Filing Description**: Petition for Dissolution (A red arrow points to this text.)
- Client Reference Number**: An empty text box.
- Comments to Court**: An empty text box.

18. Upload "LEAD document" (this is the document you scanned, created PDF, and saved to the Desktop or in another folder on your computer, etc.)

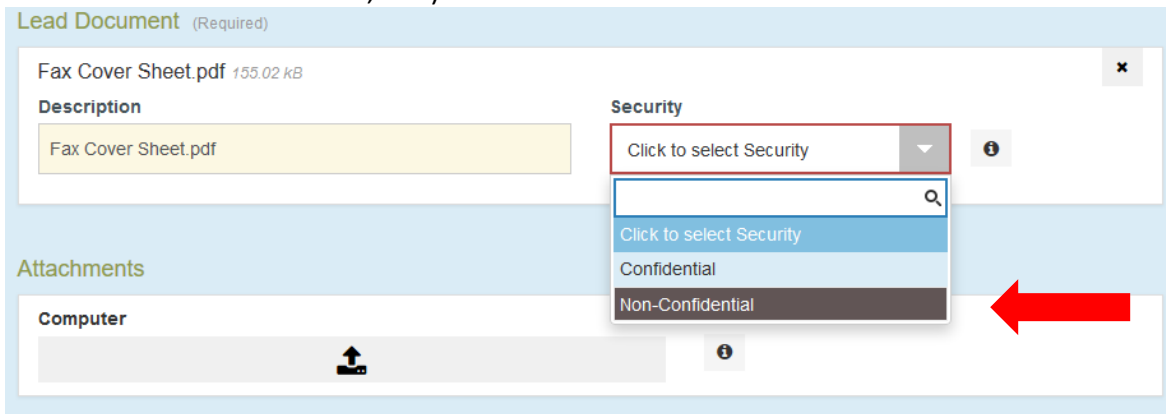
The screenshot shows the 'Lead Document' section with the following fields:

- Lead Document (Required)**: A 'Computer' upload button with an upward arrow icon. A red arrow points to this button.
- Attachments**: A 'Computer' upload button with an upward arrow icon.

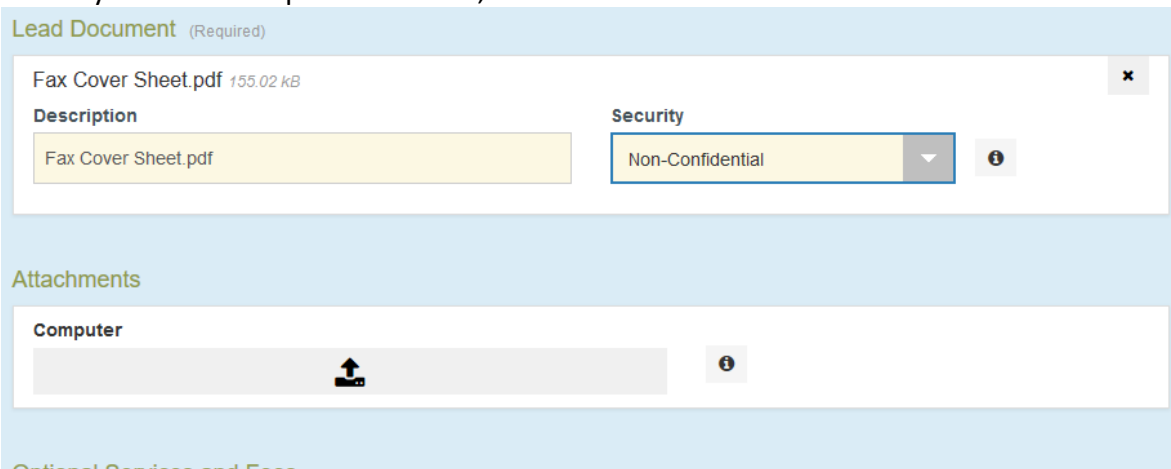
19. Choose the file scanned and saved to Desktop, and click “Open”



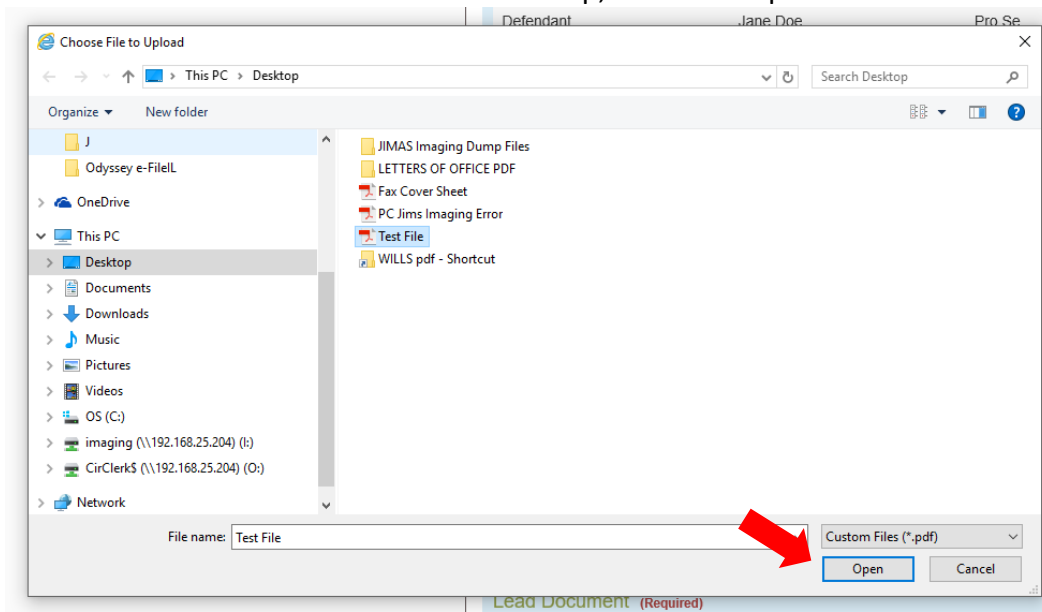
20. Select “Security” of the document (normally documents are “Non-Confidential” unless it’s a Financial Affidavit, etc.)



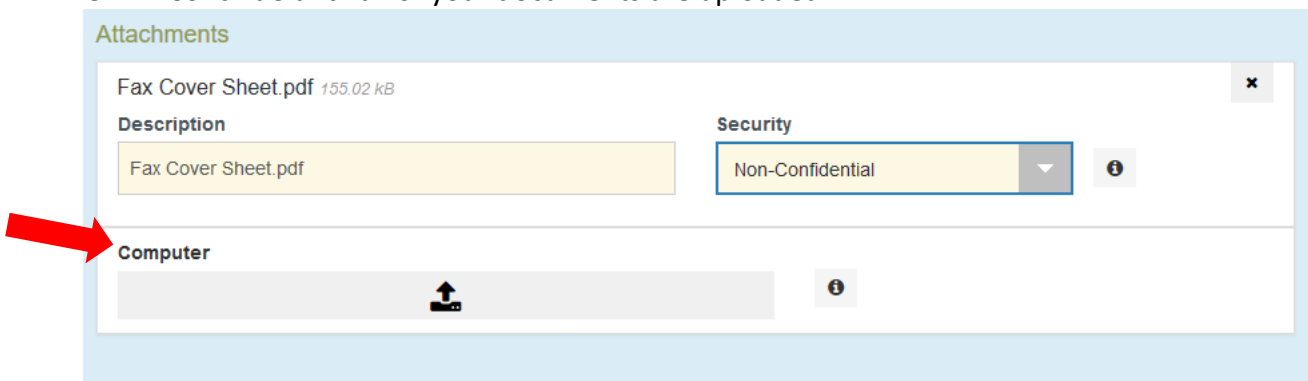
21. If you have multiple documents, file as “Attachments”



22. Choose the file scanned and saved to Desktop, and click “Open”



23. Continue until all of your documents are uploaded



24. Click "Save Changes" (when all document are uploaded)

Lead Document (Required)

Fax Cover Sheet.pdf 155.02 kB

Description: Fax Cover Sheet.pdf

Security: Non-Confidential

Attachments

Fax Cover Sheet.pdf 155.02 kB

Description: Fax Cover Sheet.pdf

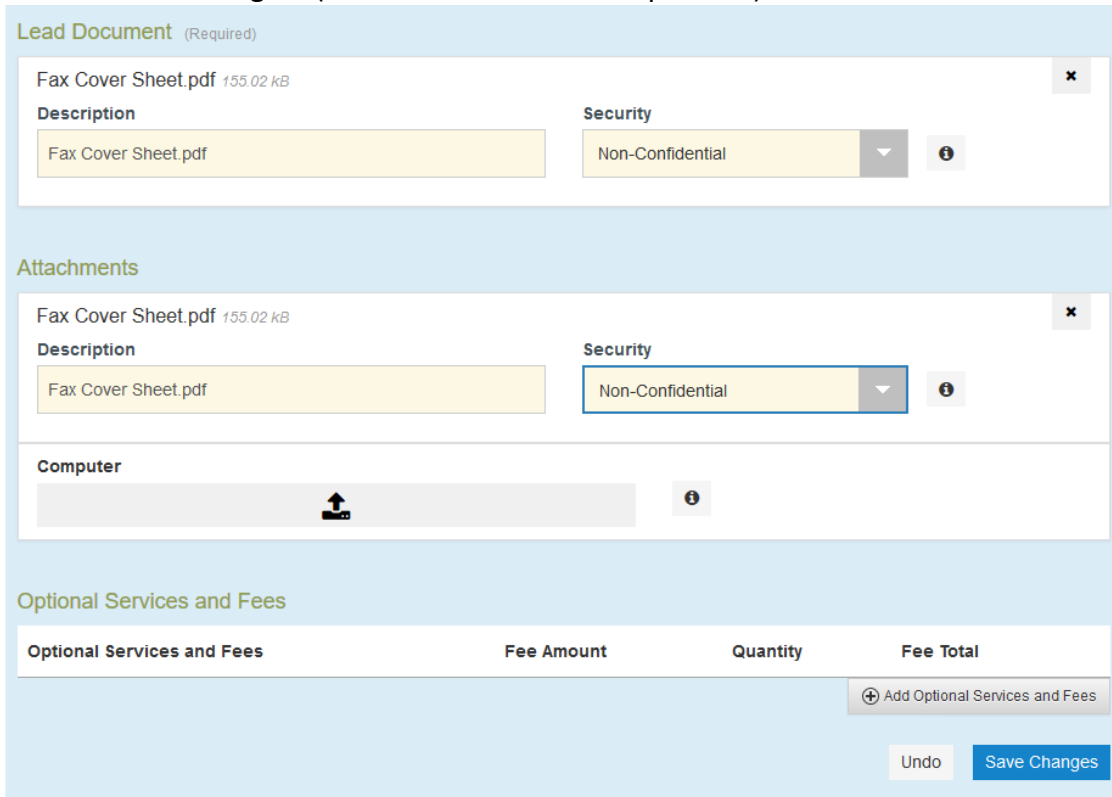
Security: Non-Confidential

Computer

Optional Services and Fees

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

Undo Save Changes



25. If you need to add "Optional Services" choose "Add Optional Services and Fees"

Optional Services and Fees

Optional Services and Fees	Fee Amount	Quantity	Fee Total	Actions
	\$0.00	1	\$0.00	

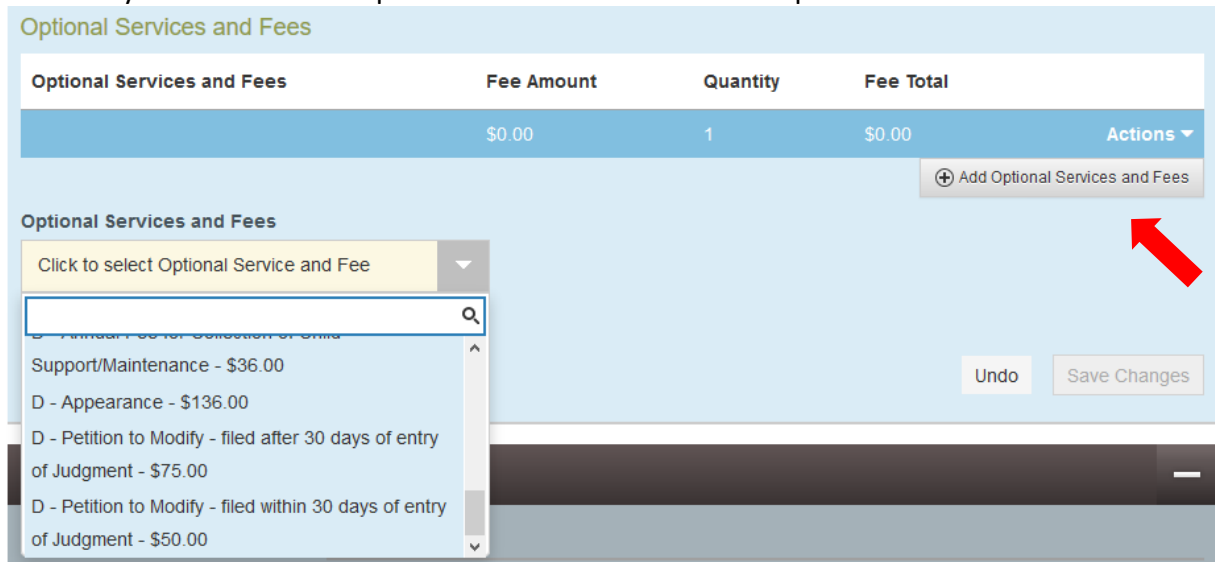
+ Add Optional Services and Fees

Optional Services and Fees

Click to select Optional Service and Fee

- Support/Maintenance - \$36.00
- D - Appearance - \$136.00
- D - Petition to Modify - filed after 30 days of entry of Judgment - \$75.00
- D - Petition to Modify - filed within 30 days of entry of Judgment - \$50.00

Undo Save Changes



26. Choose the "Optional Service and Fees" from the dropdown menu that is needed

Optional Services and Fees

Optional Services and Fees	Fee Amount	Quantity	Fee Total	Actions
	\$0.00	1	\$0.00	Actions ▾

+ Add Optional Services and Fees

Optional Services and Fees

Click to select Optional Service and Fee ▾

- Support/Maintenance - \$36.00
- D - Appearance - \$136.00
- D - Petition to Modify - filed after 30 days of entry of Judgment - \$75.00
- D - Petition to Modify - filed within 30 days of entry of Judgment - \$50.00

Undo Save Changes

27. Click "Save Changes"

Optional Services and Fees

Optional Services and Fees	Fee Amount	Quantity	Fee Total	Actions
D - Petition to Modify - filed within 30 days of entry of Judgment	\$50.00	1	\$50.00	Actions ▾

+ Add Optional Services and Fees

Optional Services and Fees

D - Petition to Modify - filed within 30 days of en ▾

Undo Save Changes

28. Pay for the filing fee by choosing "Payment Account" and "Party Responsible for Fees"

Fees Need Help?

▼ Complaint

Description	Amount
Filing Fee	\$0.00
Filing Total:	\$0.00

Total Filing Fee	\$0.00
Court Case Fee	\$134.00
Envelope Total:	\$134.00

Payment Account

Click to select Payment Account ▾

Party Responsible for Fees ?

Click to select Party Responsible for Fees ▾

Undo Save Changes

29. Click "Save Changes"

Fees Need Help?

▼ Complaint

Description	Amount
Filing Fee	\$0.00
Filing Total: \$0.00	

Total Filing Fee \$0.00

Envelope Total: \$0.00
Waiver selected

Payment Account
Waiver

30. Click "Summary"

Fees Need Help?

▼ Complaint

Description	Amount
Filing Fee	\$0.00
Filing Total: \$0.00	

Total Filing Fee \$0.00

Envelope Total: \$0.00
Waiver selected

Payment Account
Waiver

31. If all information is correct click "Submit"

Fees Need Help?

▼ Complaint

Description	Amount
Filing Fee	\$0.00
Filing Total: \$0.00	

Total Filing Fee \$0.00

Envelope Total: \$0.00
Waiver selected

Payment Account
Waiver