

Self-Represented Litigants

Register to E-file with Odyssey File & Serve



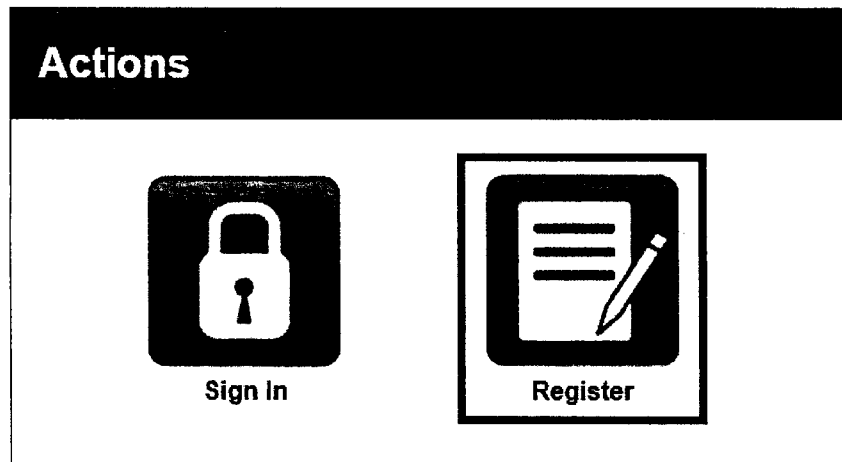


Register to e-file

Before you can electronically file (e-file) your court documents, you need to create an account with Odyssey File & Serve.

➔ Choose to register a new account

1. To create a new account and register as a user click: <https://illinois.tylerhost.net/ofswweb>
2. The Actions panel is where you sign into Odyssey File & Serve or register as a user.
3. 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, click **Sign In**. For detailed instructions on how to Sign In to your account see *Sign In to Odyssey File & Serve*.



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 and Yahoo Mail, <https://mail.yahoo.com>
- ✓ Mailing address that is not a P.O. Box.
- ✓ Telephone number

➔ Enter email, password, and create a security question

1. Enter your name, email address, and create a password.
2. Enter a security question and answer that you can easily remember.
3. Then click **Next**.

Register

User Information Firm Information Terms and Conditions Complete

First Name Middle Last Name

Email Address Password

Security Question
Enter a sample question that can only be answered by you. Example: High School Mascot

Security Answer

Next



If you forget your password, you may have to correctly answer your security question to be able to access your account again. It is a good idea to write down and save your password and security question and answer.

➔ Register as a self-represented litigant

1. If you do not have an attorney, you need to register for a self-represented litigant account and not a firm account.
2. Click on the **Circle** to register as a self-represented litigant.

Register

User Information Firm Information Terms and Conditions Complete

Registration Options

Register for a Firm Account

Perfect for:

- Attorneys
- Firms with multiple filers
- Solo Attorney Practitioners

Register for a Self-Represented Account

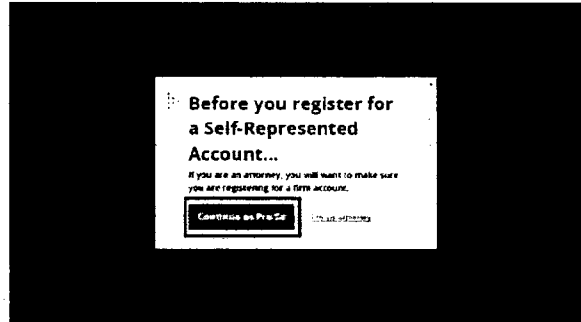
Perfect for:

- Pro Se Filers
- Process Servers
- Landlords / Tenants

Previous Next

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**



Confirm your account through email

After you agree to the Terms and Conditions, you will see this screen:

Register

User Information Firm Information Terms and Conditions Complete

Congratulations, you have successfully registered!

Email Address:

A verification email has been sent to you. Click on the link inside your email to complete the verification process.



You must verify your email address to complete the registration process.

1. Login the email account you listed during step 2 to see the verification email.
2. Open the email and click the link to confirm your email address. The email will look like this:



New User Activation

You have been registered with the E-Filing System. Please, click on the link below to activate your account.

[Click to Activate Account](#)

If the link above is not accessible, copy this URL into your browser's address bar to view the document:
<https://illinois.tylerhost.net/ActivateAccount.aspx?id=e6b4fbd3-23c8-4b9e-a043-316f5bc2b083&oid=OFS3PROD&cid=ILPROD>

Please update your password after you log into your account.

For technical assistance, contact your service provider

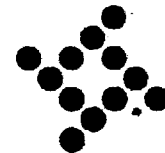
Odyssey File & Serve

(800) 297-5377

Please do not reply to this email. It was automatically generated.

3. Click on **Click to Activate Account**.

A page will open with confirmation that your account has been created. It will look like this:



Your Odyssey File & Serve account has been activated.

[Sign in now](#)



If you do not see the email in your inbox, check your junk mail or spam folder in your email.



You have successfully created your account with Odyssey File & Serve.

Self-Represented Litigants

Create a New Password in Odyssey File & Serve





Create a new password

If you forget your password, you need to create a new one. After several failed attempts to sign in to the system, your account is locked. You will need to create a new password.

Tell Odyssey File & Serve you forgot you password

1. At the login screen, click **Forgot Password?**

Please sign in to continue

Email

Password

Sign In

Forgot Password?

2. Enter the email address you used when you registered for your Odyssey File & Serve account.

Please enter the email address associated with your account.

Email Address

Next

3. Click **Next**.

4. Check the box next to **I'm not a robot**.

Email Address

I'm not a robot



5. Click **Reset Password**.

Reset Password

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



A password reset link has been sent to the email address associated with your account. If you do not see the password reset email in your Inbox, please check to see if it was delivered to your spam folder.

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



ODYSSEY
eFileIL™

Password Reset Request

A request to reset your password has been processed. If you did not request a password reset, take no action. Your account will be left unaltered.

To complete your password reset, [click here](#)

If the link above is not accessible, copy and paste the URL below into your web browser:
<https://illinois Tylerhost net/ResetPassword.aspx?nd=4bd5d3cd-85a0-4117-90c9-725742625845&skey=798E4AE8-A7D5-457F-9631-3EC607485505>

For technical assistance, contact your service provider

Odyssey File & Serve

(800) 297-5377

Please do not reply to this email. It was automatically generated.

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

9. Click **Change Password**.



To complete the process of resetting your password for your account, you will need to select a new password.

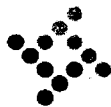
Email Address

New Password

Repeat New Password

Change Password

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



Your password has been changed successfully.

[Return to Odyssey File & Serve](#)



You have successfully created a new password. You can now login to your Odyssey File & Serve account.

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.

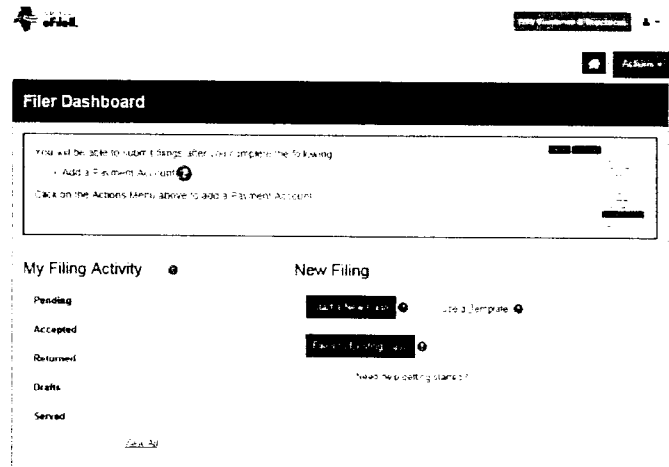


If you can afford to pay your filing fee, you must have a credit card or a checking account to pay online. If you do not have a credit card or checking account, one option is to buy a pre-paid debit card from most major stores such as Walgreens, Walmart, or Target. If you want to pay in cash, you would 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.

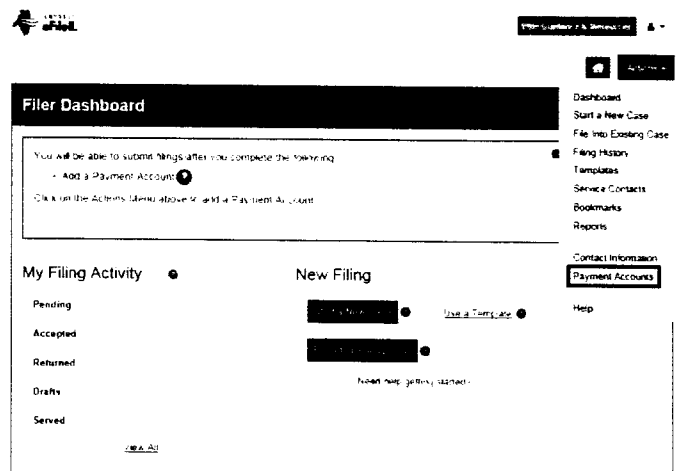


Click Payment Accounts under Actions

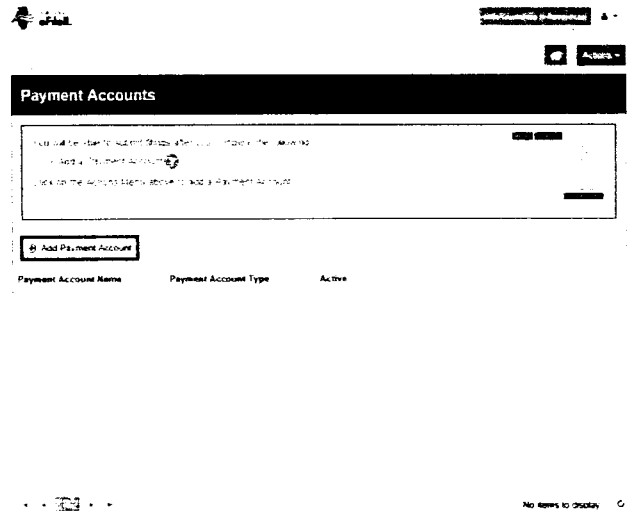
1. Click **Actions**.



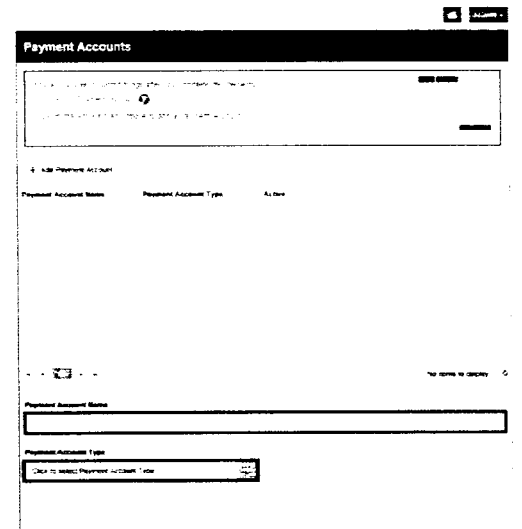
2. Under **Actions** click **Payment Account**.



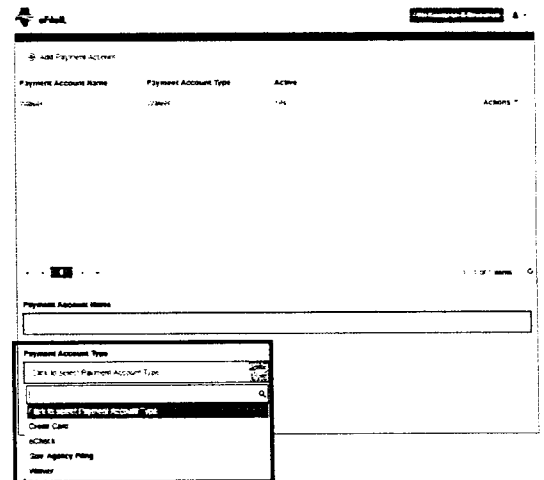
3. Click **Add Payment Account**.



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**.
- 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.
 - 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.

➔ Add Payment Account

Payment Account Name	Payment Account Type	Active	Actions
Credit Card	Credit Card	Yes	



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.

Billing Detail

Account Type
Account Number
Routing Number
Name on Account
Address Type
Address Line 1
Address Line 2
City
State
ZIP Code

Terms and Conditions

This is a reminder and not an offer that you will be providing information to third parties. The effective date of the document for service of this step is the date the step is completed. The effective date of the document for Electronic Filing with Service is the date the step is accepted by the Court. By clicking the Save Information button you are authorizing the processing of transactions to the account for File & Serve service.

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 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.

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.

i 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.