

E-FILING FOR ILLINOIS COURTS

This guide contains information on accessing the eFileIL website, registering for eFile training and how to register your firm for e-filing. For further assistance, contact Julie Young in the Tazewell County Circuit Clerk's office at 309-478-5831 or at jyoung@tazewell.com.

*e-File guide for
Attorneys*

eFileIL

<http://efile.illinoiscourts.gov/>



ODYSSEY
eFileIL™

E-Filing for Illinois Courts

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Mandatory Electronic Filing for Civil Cases

eFileIL is the website designed by the state to contain all the information you need in the coming months.

Training:
Go to eFileIL and register to take the online training.

On January 22, 2016, the Illinois Supreme Court entered [Order M.R. 18368](#) announcing mandatory electronic filing (e-filing) for civil cases in the Illinois Supreme, Appellate and Circuit Courts. The Supreme Court Order requires e-filing through a single, centralized electronic filing manager (EFM), which will be integrated with each court's case management system.

Mandatory statewide e-filing marks the latest step in the Court's ongoing efforts of using technology to make the judicial system more efficient. E-filing will streamline the process for filing documents — conserving environmental resources and time while generating long-term cost savings. [Read the press release »](#)

The eFileIL initiative has begun and, over the coming months, e-filing will be phased in and evolve to meet the mandatory dates identified in the Supreme Court's Order. Effective July 1, 2017, the Order mandates e-filing in the Supreme Court and the five districts of the Appellate Court. In addition, all 102 trial courts are to transmit the record on appeal through eFileIL to their respective reviewing court. The Order then mandates that, effective January 1, 2018, all civil cases shall be e-filed in the trial courts. Also effective January 1, 2018, e-filing shall be mandated through eFileIL in 87 counties not exempted by the Supreme Court's Order. To ease their transition to eFileIL, the 15 counties exempted in the Order may continue to use their existing e-filing systems.

News & Information

- [E-Filing Project Schedule »](#)
- [Register for online filer training »](#)
- [Register for the free eFileIL Clerk Meeting »](#)

Counties Live on E-Filing

- [See the Active Courts page for a list of upcoming go-live dates »](#)

Configuration Standards

In an effort to create uniformity and a consistent e-filing experience across the state, a set of configuration standards are being developed. This common set of case types, filing codes and options were recently created as the first draft of the configuration standards. These configuration standards will evolve over time to provide a simplistic filing experience to filing community members.

- [Configuration Standards Draft »](#)

Registering On The Site

Register with an eFile Service Provider at

<http://efile.illinoiscourts.gov/service-providers.htm>

Your username/password will work with all of the other EFSPs who will eventually be certified.

Each provider will offer specific services. More providers are expected to be added.

The Firm Administrator will register the firm. Each firm should only register once.

The Firm Administrator will login to their account and invite firm users to “Join the Firm”.

The users will receive an email with further instructions.

The Firm Administrator will add Attorneys to the firm’s account. This is necessary because as part of the case filing, the user will be required to select an attorney’s name they are filing on behalf of. If these Attorneys will also be doing their own filings, the Firm Administrator will also need to add them as a User. However, if they won’t be filing they don’t need to be added as a user. The Administrator will also have the ability to approve/remove users to maintain integrity.



The screenshot displays the eFileIL website interface. At the top left is the logo for ODYSSEY eFileIL, featuring a stylized map of Illinois. To the right is the main heading "E-Filing for Illinois Courts" with a navigation menu below it: "Home | Service Providers | Active Courts | Reviewers | FAQs". The central section is titled "Service Providers" and contains the following text: "THE FIRST STEP to start e-filing is to select your service provider. An electronic filing service provider (EFSP) provides an online service to help you file your documents, and acts as the intermediary between you and the Illinois e-filing system. Each EFSP offers a variety of additional services and you should evaluate which provider meets your filing needs. Once you register with a service provider, *you do not need to re-register should you choose to use another provider.* You may simply log in with your existing username and password." Below this text is a horizontal line and a paragraph: "Currently, there are a number of EFSPs working to become certified with eFileIL and we expect the number of certified EFSPs to increase in the coming months." Underneath, the section is titled "Certified EFSPs" and shows two logos: "OdysseyFileIL" and "FileTime".