

# Self-Represented Litigants

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Register to E-file with Odyssey File & Serve





## Register to e-file

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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*.

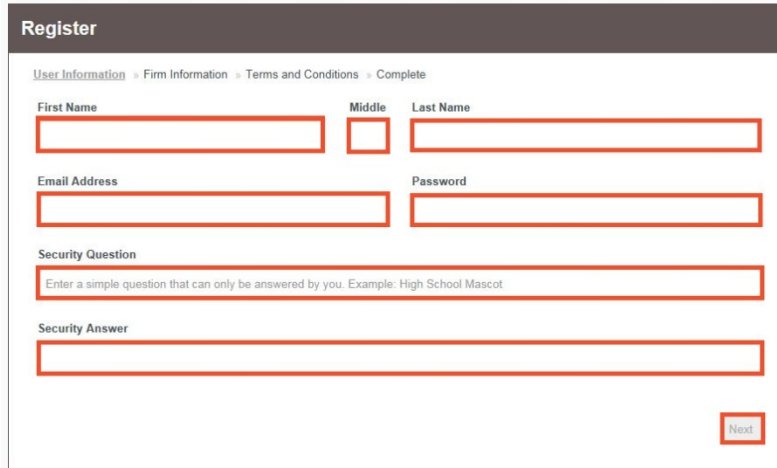


You will need:

- ✓ 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](http://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**.



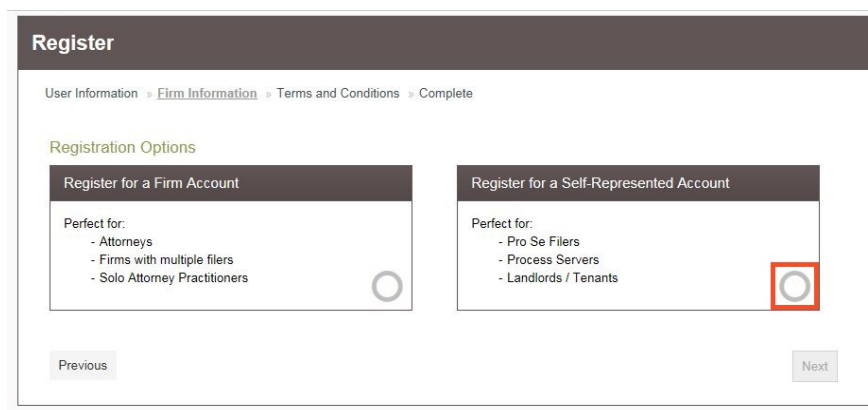
The screenshot shows a registration form titled "Register". At the top, there is a breadcrumb trail: "User Information > Firm Information > Terms and Conditions > Complete". The form contains several input fields: "First Name", "Middle", and "Last Name" (with a small square box for the middle name); "Email Address" and "Password"; "Security Question" (with a placeholder text: "Enter a simple question that can only be answered by you. Example: High School Mascot"); and "Security Answer". A "Next" button is located at the bottom right of the form.



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.



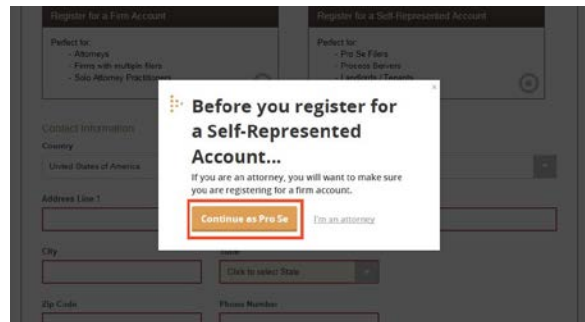
The screenshot shows the "Register" form with the "Registration Options" section. There are two options, each with a radio button: "Register for a Firm Account" and "Register for a Self-Represented Account". The "Register for a Self-Represented Account" option is selected, indicated by a red circle around its radio button. Below the options are "Previous" and "Next" buttons.

**Registration Options**

Register for a Firm Account	Register for a Self-Represented Account
Perfect for: <ul style="list-style-type: none"><li>- Attorneys</li><li>- Firms with multiple filers</li><li>- Solo Attorney Practitioners</li></ul> <input type="radio"/>	Perfect for: <ul style="list-style-type: none"><li>- Pro Se Filers</li><li>- Process Servers</li><li>- Landlords / Tenants</li></ul> <input checked="" type="radio"/>

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**.

A screenshot of the "Register" form. The "Registration Options" section has two radio buttons: "Register for a Firm Account" (selected) and "Register for a Self-Represented Account". Below this is the "Contact Information" section with fields for "Country" (dropdown menu showing "United States of America"), "Address Line 1", "City", "State" (dropdown menu with "Click to select State"), "Zip Code", and "Phone Number". There are "Previous" and "Next" buttons at the bottom.

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**

A screenshot of the "Register" form showing the "Terms and Conditions" section. The title is "Odyssey File & Serve Usage Agreement". The text reads: "Welcome to the online services of Tyler Technologies for the State of Illinois. Please read this Agreement carefully. It governs Your access to and use of the Odyssey File & Serve application through the Tyler Technologies Internet Site. Your use of the Tyler Technologies Site and/or other Tyler products is conditioned upon Your acceptance of this Agreement. By clicking on the 'I Agree' button, You are agreeing to be legally bound by all of the terms and conditions of this Agreement. If you are acting as an employee, You agree that this Agreement will bind Your employer and that You are authorized to do so. As used in this Agreement, 'You' or 'Your' includes You and Your employer." Below this is a table of contents with sections 1 through 11. At the bottom, there are "Previous" and "I Agree - Create My Account" buttons.

## 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=e6b4fbc-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.**