

Self-Represented Litigants

How to E-File in Odyssey File & Serve **FileIL** Step 10: Review the Summary & Submit Your E-filing

E-filing Steps

1	Prepare Documents
2	• Register
3	• Sign In
4	Create New Password
5	Add Payment Account
6	Case Information
7	Party Information
8	Upload Filings
9	• Pay Fees
10	Review Summary / Submit



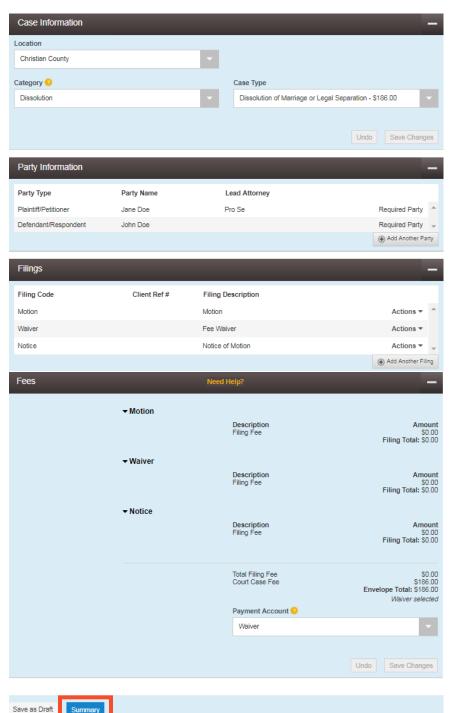
Review E-file Summary & Submit E-file

Once you have completed all the e-filing steps (Case Information, Party Information, Filings, and Fees), you can review a **Summary** of your filing before submitting it. After you review your Summary, you must **Submit** your filing to the court to complete e-filing. The whole packet of what you submit to the court is called an "envelope" in the e-filing system.



Click Summary

- Scroll to the bottom of the webpage after you've completed the Case Information, Party Information, Filings, and Fees sections.
- 2. Click Summary.
- If you have not entered all the required information for your e-file, you will not be able to review a Summary of your e-filing envelope.

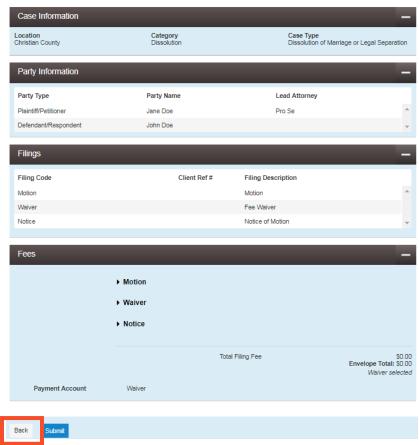






Review your e-file Summary

- 1. After you click Summary, review the Case Information, Party Information, Filings, and Fees.
- If anything is incorrect, click Back. Once on the previous page, you can click into any section that is incorrect and make the changes you want.





Submit your e-filing

1. Once you review your e-file summary and make sure the information is correct, click **Submit**.





You have successfully reviewed and submitted your e-filing envelope to the court.



Submitting your e-filing envelope in the system is the first step in giving your documents to the courts. Once you submit the e-filing envelope, the Circuit Clerk's office will review the filing. The Clerk will either accept or reject your filing. Check your email for notification from the court about whether your filing is accepted or rejected.