



User Manual

For

EFM I2File.net

September 26, 2017

Version 1.0

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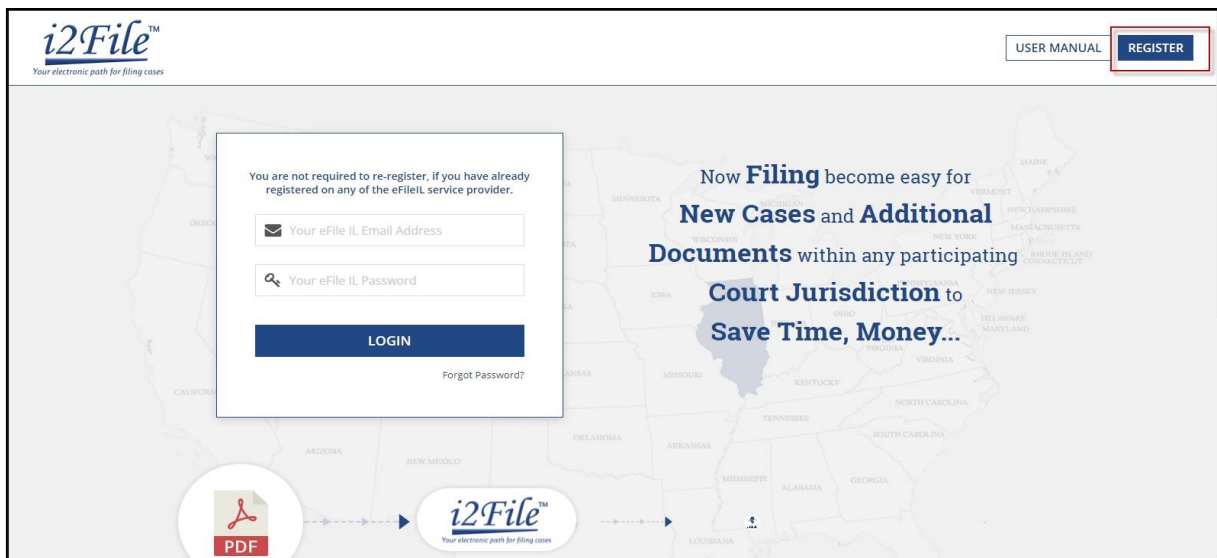
## Registration

User can register by selecting any one of the below two account types.

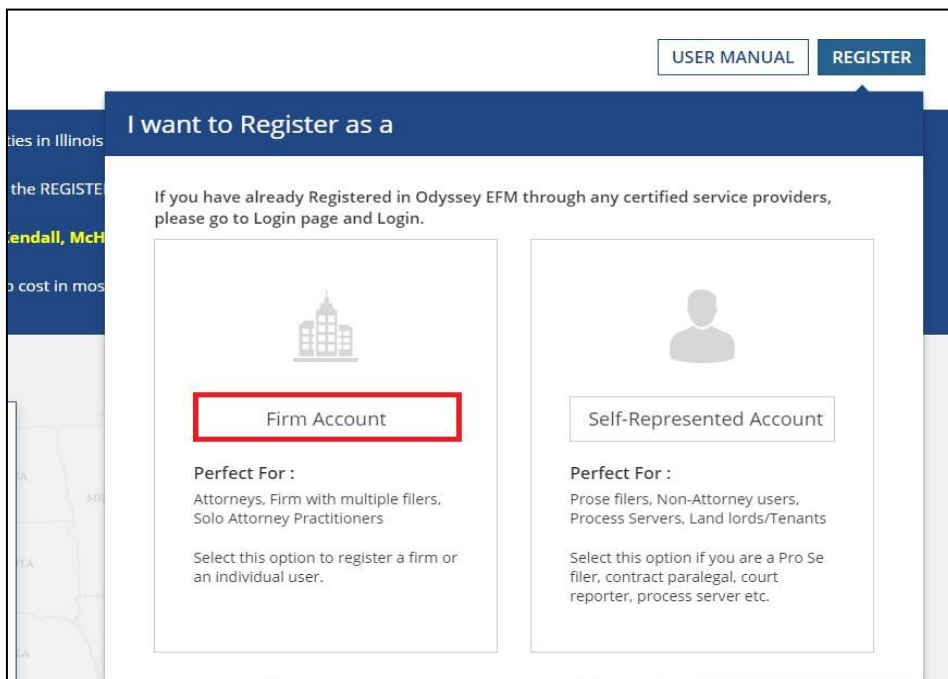
- Firm Account – You need to select this role during registration if you are an individual attorney or your firm is not registered in EFM.
- Self-Represented Account – You need to select this role if you are a ProSe filer, contract paralegal, court reporter, process server, etc.

### Register a Firm Account

1. Click Register Button on top right corner besides User Manual Button.



2. This will open a popup where you need to click on “Firm Account” button.



3. Enter Firm Name, Address and other required details in firm information step and click on next button.

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1 Firm Information      2 User Information      3 Complete Registration

### Firm Information

**Firm/Attorney Name\***

**Address Line 1\***

**Address Line 2**

**Country\***

**City\***      **State\***  
     

**Zip Code\***      **Phone Number\***  
     

**User Agreement\*:**  
 I agree to the [Odyssey eFileL User Agreement](#)  
 I agree to the [I2File User Agreement](#)

**Helpful Information**

- Do not use this option if your firm has already created a firm account with I2File. If your firm has already created a firm account with us, ask your administrator to register you.
- If you are not sure if your firm has an account contact Tyler Tech. [Click here.](#)
- If you are a single user, enter your name in Firm/Attorney Name field.

4. Enter User Information, Email Address, Password, Security Question and Security Answer in user information step and click on Register button to complete the registration. Email Address provided in this step must be a valid email address. Password must contain at least eight characters with one lower case letter, one upper case letter and one numeric character or special symbol.

1 Firm Information      2 User Information      3 Complete Registration

### User Information

**First Name\***      **MI**  
     

**Last Name\***

**Email Address\***

**Verify Email Address\***  
  
Email does not match

**Password\***      **Verify Password\***  
        
Password must be at least eight characters with at least one lower case, at least one upper case, and at least one number or symbol.

**Security Question\***

**Security Answer\***

**Helpful Information**

- Do not use this option if your firm has already created a firm account with I2File. If your firm has already created a firm account with us, ask your administrator to register you.
- If you are not sure if your firm has an account contact Tyler Tech. [Click here.](#)
- If you are a single user, enter your name in Firm/Attorney Name field.

5. An account activation email will be sent on entered email address.

## Your Firm Registration is Complete

Your login information is mentioned below and will also be emailed to you. You must verify your email address before you can log in. A verification email has been sent to you, please open and click the link inside.

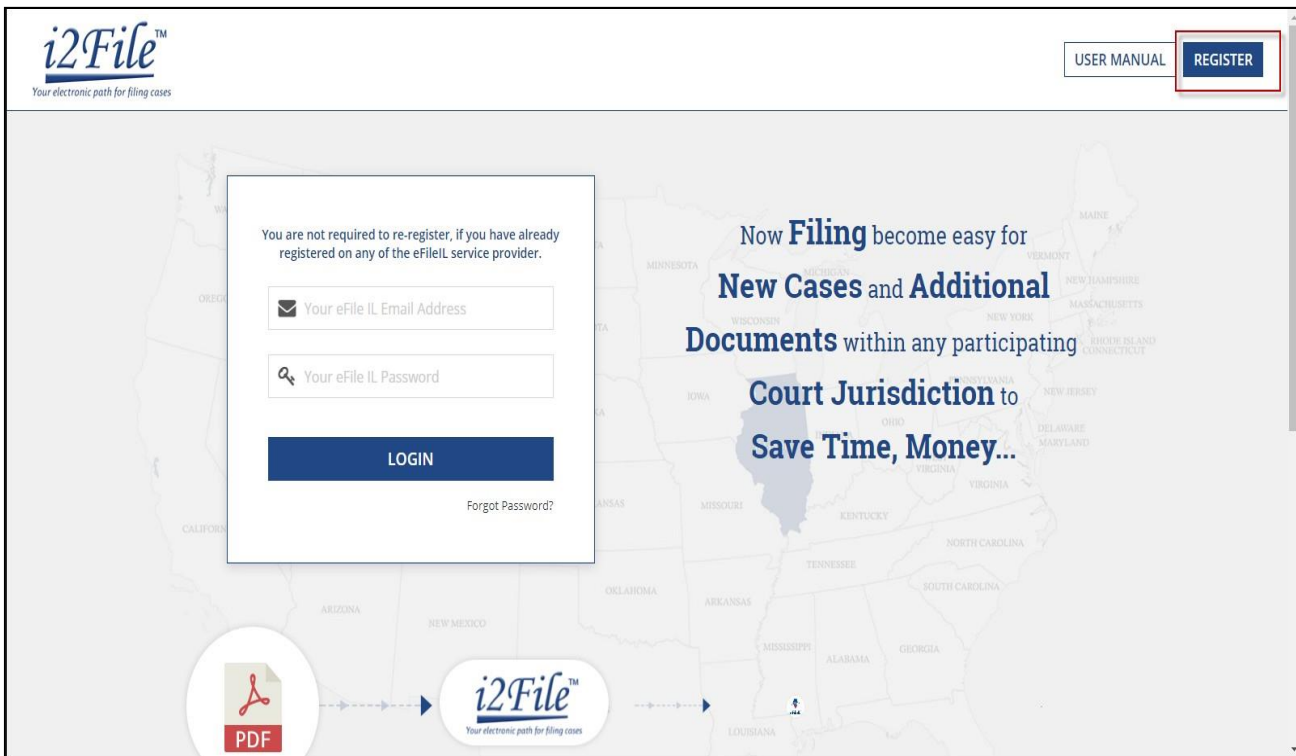
Firm ID: Illinois Court  
Email Address: john.smith@gmail.com

FINISH

6. Open the email and click on “Click to Activate Account” link for activating the user.

## Register a Self-Represented Account

1. Click Register Button on top right corner besides User Manual Button.



2. This will open a popup where you need to click “Self-Represented Account” button.

## I want to Register as a

If you have already Registered in Odyssey EFM through any certified service providers, please go to Login page and Login.



### Firm Account

**Perfect For :**

Attorneys, Firm with multiple filers,  
Solo Attorney Practitioners

Select this option to register a firm or  
an individual user.



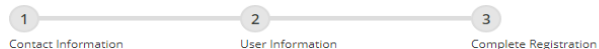
### Self-Represented Account

**Perfect For :**

Prose filers, Non-Attorney users,  
Process Servers, Land lords/Tenants

Select this option if you are a Pro Se  
filer, contract paralegal, court  
reporter, process server etc.

3. Enter Address, Phone No. and other required details in Contact Information step and click on next button.



## Contact Information

Address Line 1\*

Address Line 2

Country\*

City\*

State\*

Zip Code\*

Phone Number\*

User Agreement\*:

- I agree to the **Odyssey eFileIL User Agreement**
- I agree to the **I2File User Agreement**

### Helpful Information

- Complete this registration option ONLY if you are a filer, a solo court reporter, solo process server, etc. Do not select this option if you are a practicing attorney or support person in a law firm.
- After completing this registration process your registration will not be complete until you open the New User Activation email you will receive from eFiling Manager. Click the Activate Account link you find in the email.
- You will then be ready to eFile.

CANCEL

NEXT

4. Enter User Information, Email Address, Password, Security Question and Security Answer in user information step and click on Register button to complete the registration. Email Address provided in this step must be valid. Password must contain at least eight characters with one lower case letter, one upper case letter and one numeric character or special symbol.

**User Information**

First Name\*  MI

Last Name\*

Email Address\*

Verify Email Address\*   
Email does not match

Password\*  Verify Password\*   
Password must be at least eight characters with at least one lower case, at least one upper case, and at least one number or symbol.

Security Question\*

Security Answer\*

**Helpful Information**

- Complete this registration option ONLY if you are a filer, a solo court reporter, solo process server, etc. Do not select this option if you are a practicing attorney or support person in a law firm.
- After completing this registration process your registration will not be complete until you open the New User Activation email you will receive from eFiling Manager. Click the Activate Account link you find in the email.
- You will then be ready to eFile.

5. An activation email will sent to given email address.

**Your Registration is Complete**

Your login information is mentioned below and will also be emailed to you. You must verify your email address before you can log in. A verification email has been sent to you, please open and click the link inside.

Email Address:

6. Open the email and click on "Click to Activate Account" link for activating the user.

## Login

Enter the email address and password registered in Odyssey eFileIL EFM, and click on “Login” button to login into the system.

You are not required to re-register, if you have already registered on any of the eFileIL service provider.

- 1
- 2
- 3

[Forgot Password?](#)

## Forgot Password

Please follow below steps for resetting your password.

1. Click on Forgot Password link in login screen.

You are not required to re-register, if you have already registered on any of the eFileIL service provider.

2. This will open a popup. Enter Email address in it and click OK.



**Forgot Password** ✕

A Link for resetting your password will be sent to the email address associated with your eFile IL Account.

OK

CANCEL

3. An email with link for resetting password will be sent on the email address entered above.

**Forgot Password** ✕


A Link for resetting your password will be sent to the email address associated with your eFile IL Account.

Password reset link has been Sent!

OK

CANCEL

4. Open the email and click on “click here” link.




## 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-stage.tylerhost.net/ResetPassword.aspx?rid=8a5c8d72-4e9c-49c3-9444-104744882c34&skey=85f2d4ae-2f12-408f-8da8-ae0b8b2bfb46>

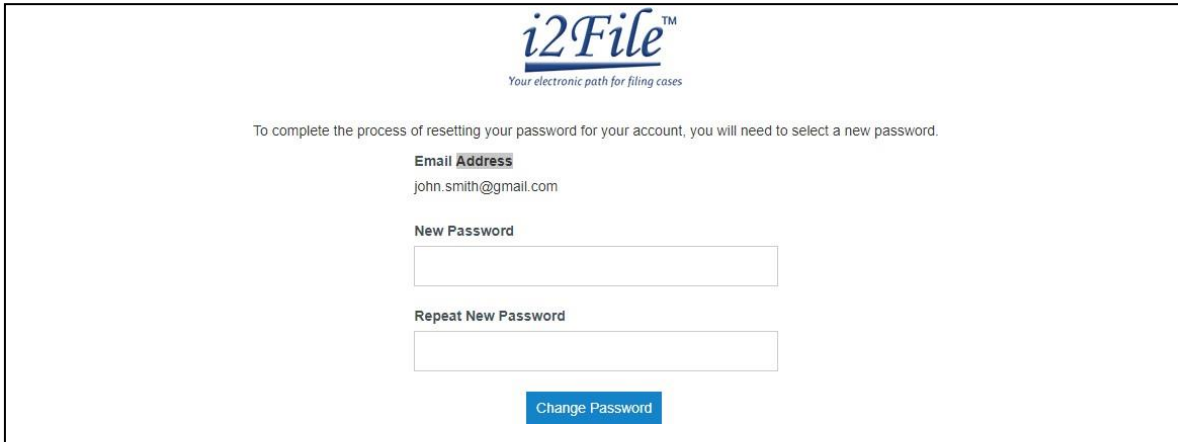
For technical assistance, contact your service provider



Your electronic path for filing cases  
 (555) 555-5555 <https://testil.i2file.net>

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

5. It will open a window shown below. Enter New Password and Confirm Password in it and click Change Password Button to change password.

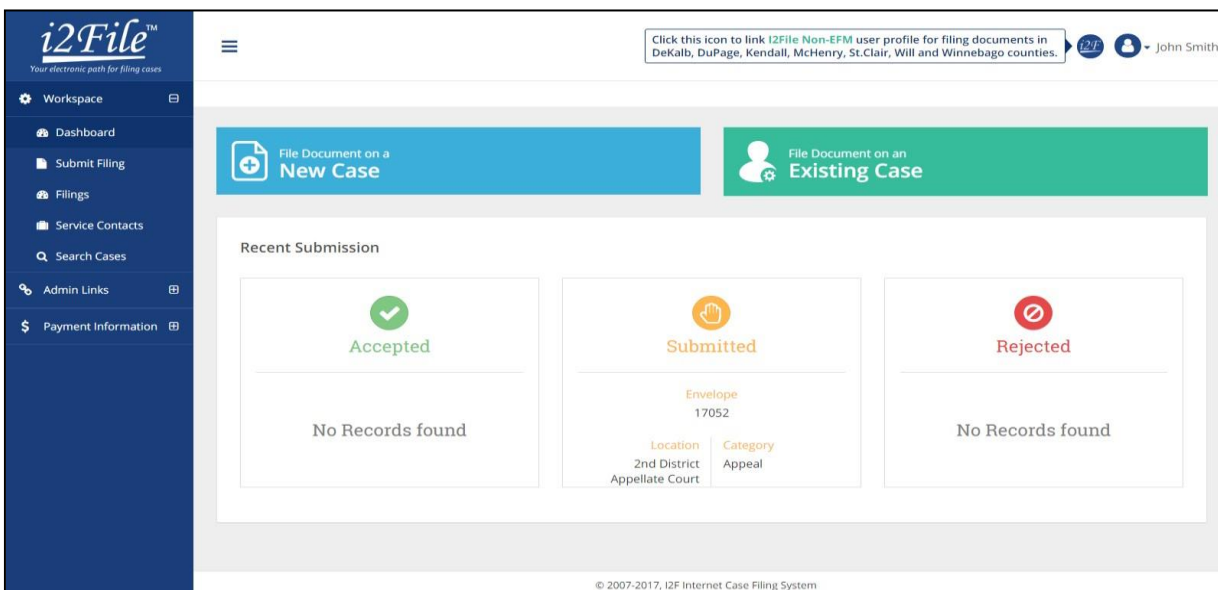


The screenshot shows the i2File logo at the top with the tagline "Your electronic path for filing cases". Below the logo, a message states: "To complete the process of resetting your password for your account, you will need to select a new password." The form includes an "Email Address" field with the value "john.smith@gmail.com", a "New Password" field, and a "Repeat New Password" field. A blue "Change Password" button is located at the bottom of the form.



## Dashboard

You will be redirected to Dashboard after successful login. It displays information about most recent filings and allows you to file documents on a new case or existing case. Navigation tab on left provides links to access most of the features of the system.



The screenshot shows the i2File dashboard. On the left is a dark blue navigation sidebar with the i2File logo and tagline "Your electronic path for filing cases". The sidebar contains the following menu items: Workspace, Dashboard, Submit Filing, Filings, Service Contacts, Search Cases, Admin Links, and Payment Information. The main content area has a top navigation bar with a hamburger menu icon, a user profile dropdown for "John Smith", and two large buttons: "File Document on a New Case" (blue) and "File Document on an Existing Case" (green). Below these buttons is a "Recent Submission" section with three cards: "Accepted" (green checkmark), "Submitted" (orange hand icon, showing "Envelope 17052" with "Location: 2nd District Appellate Court" and "Category: Appeal"), and "Rejected" (red X icon). The footer contains the text "© 2007-2017, I2F Internet Case Filing System".

Left Navigation tab is sub categorized into three sections.

- Workspace
- Admin Links
- Payment Information

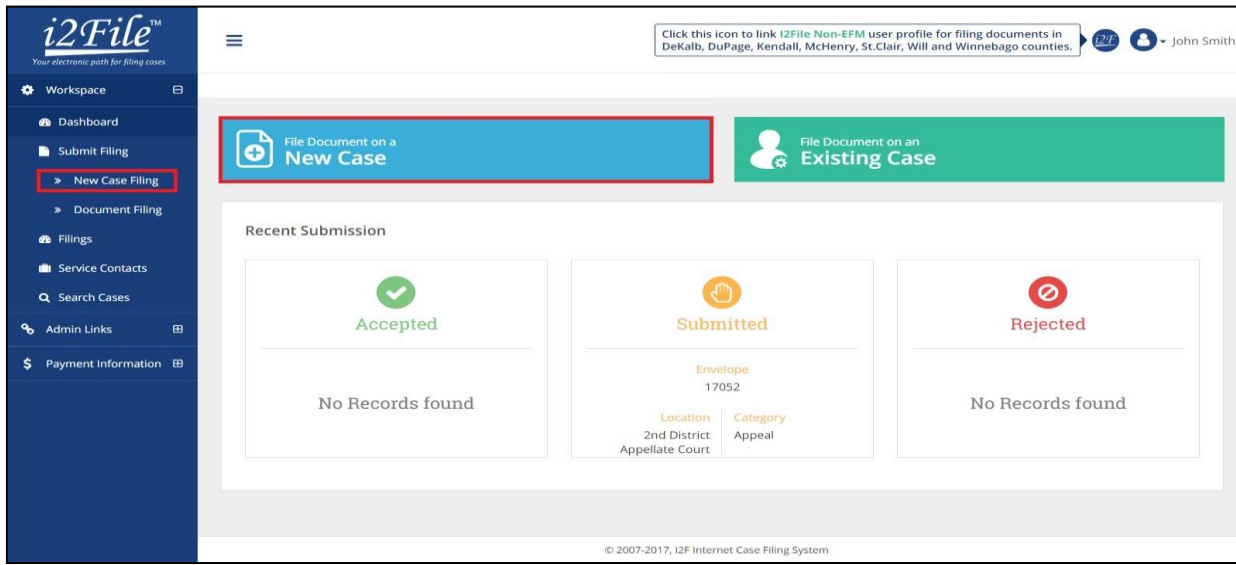
## Workspace

### Submit Filing

This section under workspace contains links to file documents on new case or existing case.

#### New Case Filing

1. Click on “New Case Filing” link under Submit Filing section in left navigation tab or New Case button provided on dashboard to initiate new case filing.



2. Select Location, Case Category, Case Type, Filing Attorney and Payment Account in Case Information Step. Click on Next button after entering the required information to navigate to Party information step.

The screenshot shows the 'Case Information' step of the filing process. At the top, a progress bar indicates four steps: 1 Case Information, 2 Parties, 3 Filings, and 4 Summary. The 'Case Information' step is currently active. Below the progress bar, a blue header reads 'Case Information'. Underneath, a section titled 'Enter the Details for the New Case' contains five dropdown menus: 'Select Location\*' (Boone County), 'Select Category\*' (Arbitration), 'Select Case Type\*' (Arbitration - \$ 10,000.01thru \$ 15,000.00 (\$195.00)), 'Filing Attorney\*' (Jonte Smith), and 'Payment Account\*' (Visa). At the bottom of the form, there are two buttons: 'EXIT' and 'NEXT' (highlighted with a red box).

- Party information step has a list at top indicating the party information mandatory for selected case type. You can enter First Name, Last Name and required details of parties by selecting a party from list. You can be add more parties to a case by clicking “Add Party” button.

☰

Click this icon to link **i2File Non-EFM** user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties.

John Smith

1 Case Information
2 Parties
3 Filings
4 Summary

## Parties

**Enter the Details for the Parties Involved in this Case** List of Parties

Party Type	Name	Attorney(s)
Defendant/Respondent		
Plaintiff/Petitioner		

⏪ ⏩ 1 ⏪ ⏩ 10

ADD PARTY

To add more Parties

Person
 Business

**Party Type\***

Defendant/Respondent

**Lead Attorney**

**First Name\***

Your First Name

**Middle Name**

MI

**Last Name\***

Last Name

**Suffix**

**Country**

**Address Line 1**

Address Line 1

**Address line 2**

Address Line 2

**City**

City

**State**

**Zip Code**

**Phone Number**

999-999-9999

**Filer ID**

(123) 456-7890 x12345

PREVIOUS
NEXT

- After entering party information, click on “Next” button to move to filing tab and for going back to Case Information tab click “Previous” button.

Address Line 1

Address line 2

City  State  Zip Code

Phone Number  Filer ID

PREVIOUS
NEXT

- Enter Filing Code, Filing Description, Reference Number and Optional Services if applicable for selected filing code in filings step. Fees will be shown on right hand side of the screen as highlighted in below screenshot.

Click this icon to link I2File Non-EFM user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties. John Smith

Case Information Parties 3 Filings Summary

### Filings

**Enter Filing Details**

ADD ANOTHER FILING

E-File

Select Filing Code\*

Filing Description

Reference Number

Optional Service

- (Misc.) - Copies - Non Certified - Page 21 and beyond ( \$0.25)
- (Misc.) - Issue Alias Summons ( \$5.00)
- (Misc.) - Issue Summons ( \$0.00)
- (Misc.) - Jury Demand - 12 Person ( \$212.50)

Selected Optional Services

- (Misc.) - Certified Copy of Judgment (2 x \$10)
- (Misc.) - Certified Mailing Fee (4 x \$10)
- (Misc.) - Citations, Garnishments, Wage Deductions - \$1,000 or Less ( \$15)

**Fees**

Application

(Misc.) - Certified	\$ 20
Copy of Judgment	
(Misc.) - Certified	\$ 40
Mailing Fee	
(Misc.) - Citations, Garnishments, Wage Deductions - \$1,000 or Less	\$ 15
Total This Filing	\$ 75
Case Initiation Fee	\$ 195
Payment Service Fee	\$ 7.8
<b>Envelope Total</b>	<b>\$277.8</b>

**Payments**

Payment Account\*

Party Responsible for Fees\*

- Upload mandatory Lead document, any additional documents if required and select security for each document. Total size of all uploaded documents should be limited to the size configured for selected county.

**Documents**

Lead Document\* Application.pdf

Description: Application

Security\*: Confidential

+ CLICK TO BROWSE

Attachments

Description: Attachment Description

Security\*

+ CLICK TO BROWSE

Filing Attorney\*: Jonte Smith

- Select payment account and party responsible for fees information on right hand side. You can add multiple filings in one envelope by clicking “Add Another Filing” button at the top.

**Filings**

Case Information Parties Filings Summary

**Enter Filing Details**

ADD ANOTHER FILING

E-File

Select Filing Code\*: Application

Filing Description: Filing description

Reference Number: 2

Optional Service: (Misc.) - Copies - Non Certified - Page 21 and beyond ( \$0.25)

Selected Optional Services: (Misc.) - Certified Copy of Judgment (2 x \$10)

**Fees**

Application	
(Misc.) - Certified	\$ 20
Copy of Judgment	
(Misc.) - Certified	\$ 40
Mailing Fee	
(Misc.) - Citations, Garnishments, Wage Deductions - \$1,000 or Less	\$ 15
Total This Filing	\$ 75
Case Initiation Fee	\$ 195
Payment Service Fee	\$ 7.8
<b>Envelope Total</b>	<b>\$277.8</b>

**Payments**

Payment Account\*: SeptSecure

Party Responsible for Fees\*: Ronald Albert

- Enter Filing Comments and Courtesy Copies after uploading the documents. Click “Next” button to go to Summary step or “Previous” button to go to Parties screen.

## Filings

### Enter Filing Details

ADD ANOTHER FILING

E-File

Select Filing Code\*

Application

Filing Description

Filing description

Reference Number

2

Optional Service

- (Misc.) - Copies - Non Certified - Page 21 and beyond ( \$0.25)
- (Misc.) - Issue Alias Summons ( \$5.00)
- (Misc.) - Issue Summons ( \$0.00)
- (Misc.) - Jury Demand - 12 Person ( \$212.50)
- (Misc.) - Record Search ( \$6.00)
- AR - Rejection Fee ( \$ 30,000.00 or less) ( \$200.00)
- AR - Rejection Fee (Over \$ 30,000.00) ( \$500.00)

Selected Optional Services

- (Misc.) - Certified Copy of Judgment (2 x \$10)
- (Misc.) - Certified Mailing Fee (4 x \$10)
- (Misc.) - Citations, Garnishments, Wage Deductions - \$1,000 or Less ( \$15)

Documents

Lead Document\*

Application.pdf

Description

Application

Security\*

Confidential

+ CLICK TO BROWSE

Attachments

Description

Attachment Description

Security\*

+ CLICK TO BROWSE

Filing Comments

Filing Comments

Courtesy Copies

john.smith@gmail.com

### Fees

Application

(Misc.) - Certified	\$ 20
Copy of Judgment	
(Misc.) - Certified	\$ 40
Mailing Fee	
(Misc.) - Citations, Garnishments, Wage	\$ 15
Deductions - \$1,000 or Less	
Total This Filing	\$ 75

Case Initiation Fee	\$ 195
Payment Service Fee	\$ 7.8

Envelope Total **\$277.8**

### Payments

Payment Account\*

SeptSecure

Party Responsible for Fees\*

Ronald Albert

### Filing Attorney

Filing Attorney\*

Jonte Smith

PREVIOUS

NEXT

9. Summary step provides an opportunity to review the details of filing before submitting. Click on "Submit" button if all information is correct.



Click this icon to link **i2File Non-EFM** user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties.

John Smith



## Summary

### Envelope and Filing Summary

#### Case Information

Location : Boone County      Filing Attorney : Jonte Smith  
 Case Category : Arbitration      Payment Account : Visa  
 Case Type : Arbitration - \$ 10,000.01 thru \$ 15,000.00  
 Date Filed :

#### Parties

Party Type	Name	Address	Phone	Attorney
Defendant/Responc	Ronald Albert			
Plaintiff/Petitioner	Letha Parker CPA	1203, Antonia ave Chicago, IL 68001		

#### Filings

Filing Code	Filing Description	Reference Number	Filing Type
Application	Filing description	2	EFile
Lead Document	File Name	Status	Security
	<a href="#">Application.pdf</a>	OK	Confidential
Courtesy Copies :	john.smith@gmail.com		
Filing Comments :	Filing Comments		

#### Fees

##### Application

(Misc.) - Certified \$ 20  
 Copy of Judgment  
 (Misc.) - Certified \$ 40  
 Mailing Fee  
 (Misc.) - Citations, \$ 15  
 Garnishments, Wage  
 Deductions - \$1,000  
 or Less  
 Total This Filing \$ 75

Case Initiation Fee \$ 195  
 Payment Service Fee \$ 7.8

**Envelope Total \$277.8**

#### Payments

##### Payment Account\*

Visa

##### Party Responsible for Fees\*

Ronald Albert

#### Filing Attorney

##### Filing Attorney\*

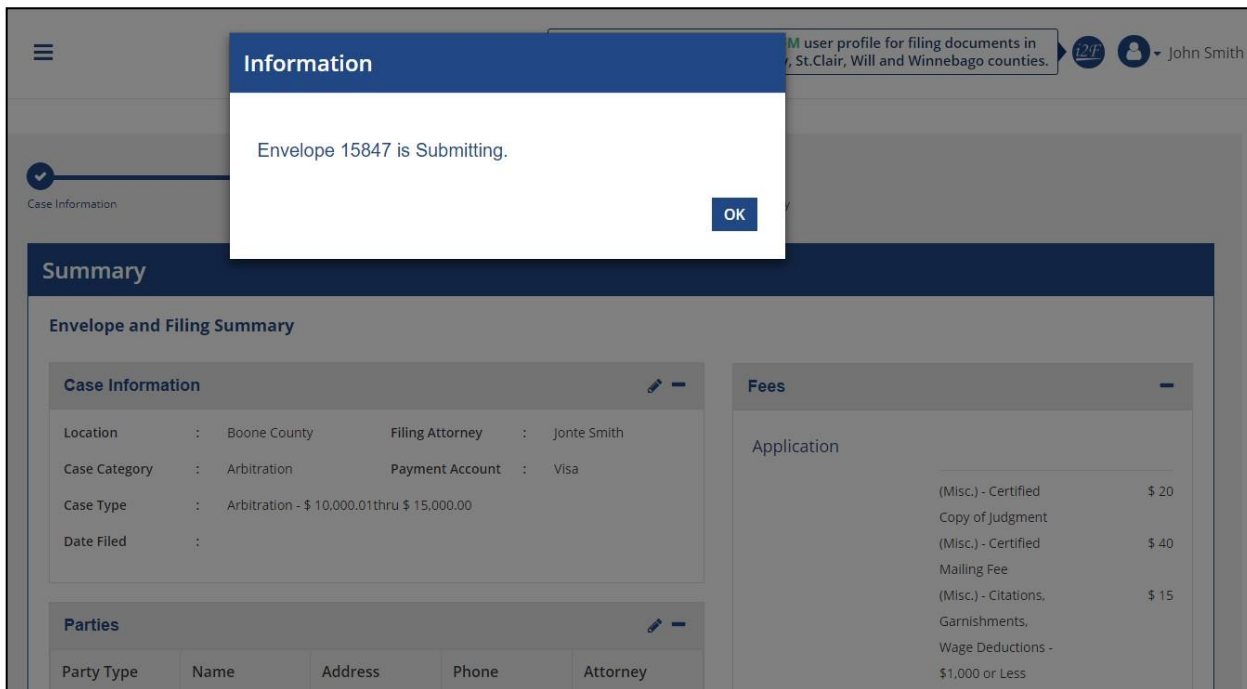
Jonte Smith

PREVIOUS

SUBMIT

10. On successful submission of an envelope, you will get a success message with Envelope Number as shown below.



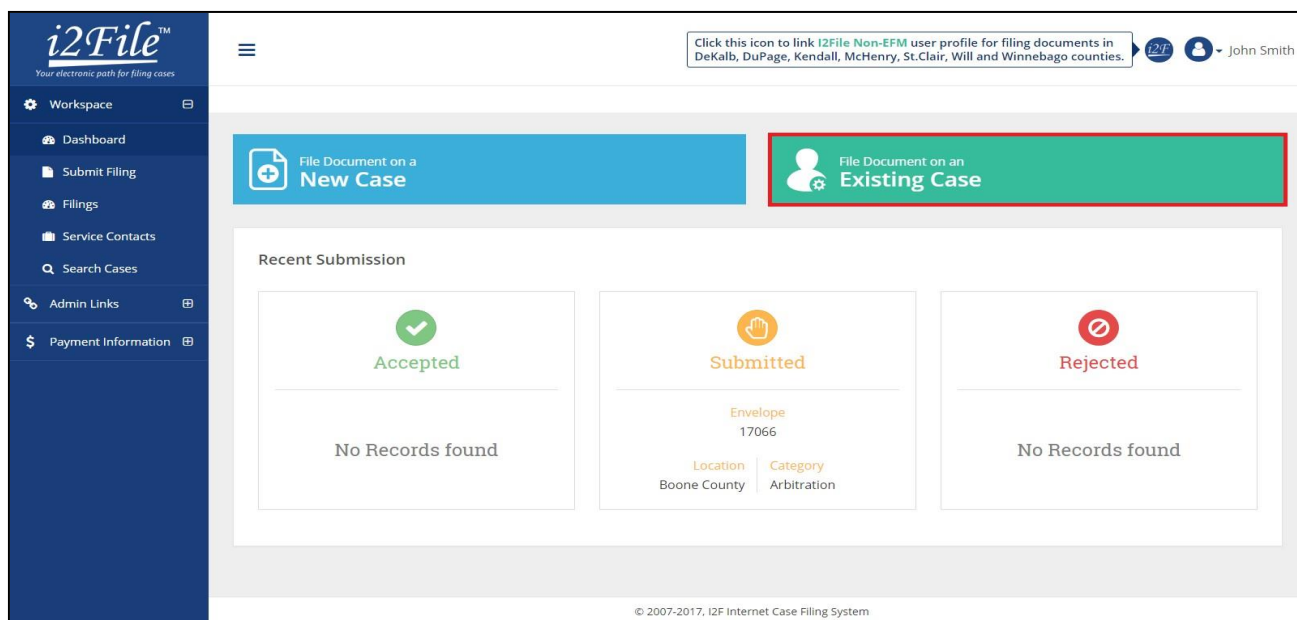


### Document Filing

Document filing functionality will allow you to file an envelope on existing case, add parties on a case or add attorneys to existing parties; however, it will not allow you to edit existing party information or to change existing attorney assignments. Document filing is also termed as Filing on existing case or subsequent filing.

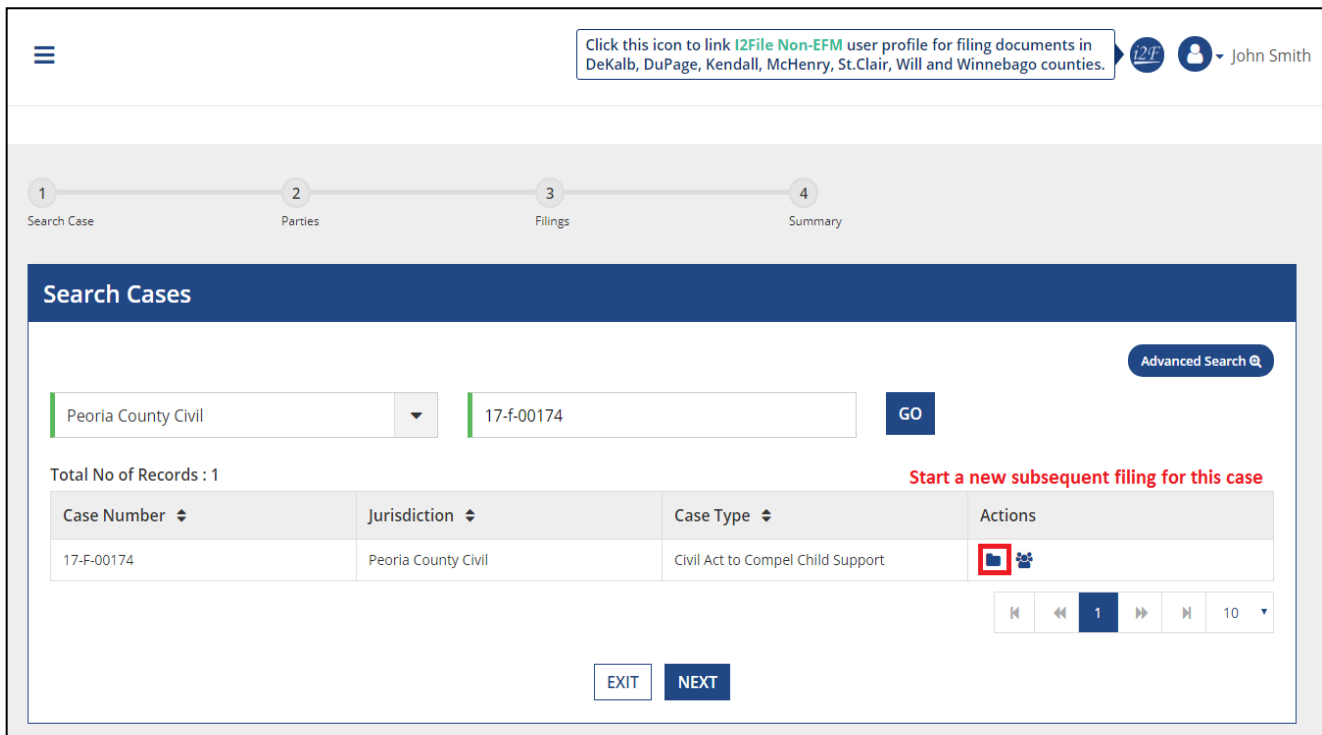
To File Documents on Existing Case, follow steps given below.

1. Click on “Document Filing” link under Submit Filing section in left navigation tab or click “File Document on Existing Case” button provided on dashboard to start document filing.

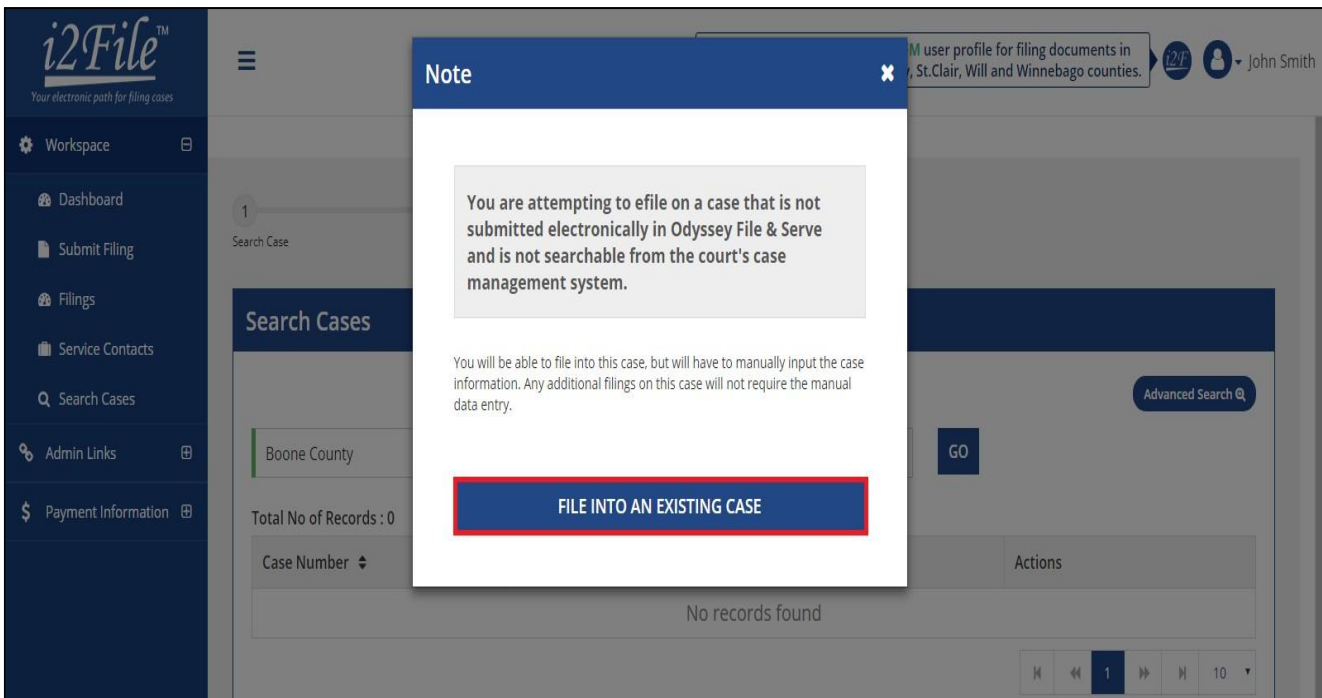


2. Case Search Wizard will open through which you can search for a case on which you want to file documents. For help on Case Search feature refer Case Search section in this document. Case Search Results will be displayed as shown below.

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3. Click “Start a new subsequent filing for this case” icon against a case number in case search screen (shown in above screenshot) to start filing. If case is not available in the selected county and county allows filing documents on a non-indexed cases you can click on “File into An Existing Case” button (highlighted in below screen shot) to start [Non-Indexed Filing](#).



4. For an indexed case, system will forward you to Parties step from case search screen. List of parties present on the case will be displayed at the top. You can add more parties on the case by clicking “Add Party” button. Attorney can be added to a party by selecting it (party) and then selecting an attorney from list displayed in bottom.

Click this icon to link I2File Non-EFM user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties.

John Smith

Search Case    2 Parties    3 Filings    4 Summary

### Parties

Enter the details for the Parties Involved in this Case

**Existing case Parties**

Party Type	Name	Attorney(s)
Defendant/Respondent	Jenkov Carr	Jenkov Carr (L)
Plaintiff/Petitioner	Steven Atkinson	Thomas Smith (L)

ADD PARTY

Click to add more Parties

Party Type : Defendant/Respondent    Lead Attorney

Party Name : John Smith

Address : TEST, SDFDSF  
test AL US 23232

**Choose to add Additional Attorneys**

Add Additional Attorneys

Select Additional Attorneys

Q

Thomas Smith

PREVIOUS    NEXT

© 2007-2017, I2F Internet Case Filing System

5. Click on “Filings” button for navigating to Filing screen.

### Filings

Enter the details for the Existing Cases

ADD ANOTHER FILING

E-File     Service

Select Filing Code\*

Filing Description

Reference Number

Documents

Filing Comments

**Fees**

Filing Fee	\$ 0.0
Total This Filing	\$ 0
Case Initiation Fee	\$ 0
Payment Service Fee	\$ 0
Envelope Total	\$0.0

**Payments**

Payment Account\*

Party Responsible for Fees\*

Select Party

**Filing Attorney**

6. On filing screen, there are two checkboxes - E-File and Service. Select any one or both depending on the type of filing you want to create.

- E-File
- Service Only
- E-File & Serve

## E-File

If you select only “E-File” checkbox then an envelope with Filing type - “E-File” will be created in selected jurisdiction.

- a.) Enter Filing Code, Filing Description, Reference Number, and Optional Services if applicable for selected filing code in Filing Step. Fees will be automatically calculated and displayed at top right side.

Click this icon to link **i2File Non-EFM** user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties.

John Smith

Case Information Parties Filings Summary

### Filings

#### Enter Filing Details

**ADD ANOTHER FILING**

E-File  Service

Select Filing Code\*  
Application

Filing Description  
Filing description

Reference Number  
2

Optional Service  
(Misc.) - Copies - Non Certified - Page 21 and beyond ( \$0.25)  
(Misc.) - Issue Alias Summons ( \$5.00)  
(Misc.) - Issue Summons ( \$0.00)  
(Misc.) - Jury Demand - 12 Person ( \$212.50)  
(Misc.) - Record Search ( \$6.00)  
AR - Rejection Fee ( \$ 30,000.00 or less) ( \$200.00)  
AR - Rejection Fee (Over \$ 30,000.00) ( \$500.00)

Selected Optional Services  
(Misc.) - Certified Copy of Judgment (2 x \$10)  
(Misc.) - Certified Mailing Fee (4 x \$10)  
(Misc.) - Citations, Garnishments, Wage Deductions - \$1,000 or Less ( \$15)

#### Fees

Application	
Filing Fee	\$ 0.0
Total This Filing	\$ 0
Case Initiation Fee	\$ 0
Payment Service Fee	\$ 0
<b>Envelope Total</b>	<b>\$0.0</b>

#### Payments

Payment Account\*  
SeptSecure

Party Responsible for Fees\*  
Ronald Albert

#### Filing Attorney

Filing Attorney\*  
Jonte Smith

- b.) Upload Documents in document section. Lead Document is mandatory. Select security after uploading lead document. You can upload multiple attachments.

**Documents**

**Lead Document\*** Application.pdf ✕

Description:

Security\*:  ▼

+ CLICK TO BROWSE

**Attachments**

Description:

Security\*:  ▼

+ CLICK TO BROWSE

**Filing Attorney\***

▼

c.) Enter Filing Comments and Courtesy Copies. You can add multiple filings in an envelope by clicking “Add Another Filing” button at top.

☰

Click this icon to link I2File Non-EFM user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties.

John Smith

✓ Case Information
✓ Parties
3 Filings
4 Summary

**Filings**

**Enter Filing Details**

ADD ANOTHER FILING

E-File  Service

Select Filing Code\*  ▼

Filing Description

Reference Number

**Fees** -

Application		
Filing Fee		\$ 0.0
Total This Filing		\$ 0
Case Initiation Fee		\$ 0
Payment Service Fee		\$ 0
<b>Envelope Total</b>		<b>\$0.0</b>

d.) Select Payment Account and Party Responsible for fees in payments section on right side of filing screen and select filing attorney if not selected. Once all information is entered, click “Summary” button to go to Summary page or click “Previous” button to go to Parties screen.

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Click this icon to link [i2File Non-EFM](#) user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties.

John Smith

Case Information    Parties    **Filings**    Summary

## Filings

### Enter Filing Details

[ADD ANOTHER FILING](#)

E-File    Service

Select Filing Code\*

Application

Filing Description

Filing description

Reference Number

2

Optional Service

(Misc.) - Copies - Non Certified - Page 21 and beyond ( \$0.25)  
 (Misc.) - Issue Alias Summons ( \$5.00)  
 (Misc.) - Issue Summons ( \$0.00)  
 (Misc.) - Jury Demand - 12 Person ( \$212.50)  
 (Misc.) - Record Search ( \$6.00)  
 AR - Rejection Fee ( \$ 30,000.00 or less) ( \$200.00)  
 AR - Rejection Fee (Over \$ 30,000.00) ( \$500.00)

Selected Optional Services

(Misc.) - Certified Copy of Judgment (2 x \$10)  
 (Misc.) - Certified Mailing Fee (4 x \$10)  
 (Misc.) - Citations, Garnishments, Wage Deductions - \$1,000 or Less ( \$15)

### Fees

Application

Filing Fee \$ 0.0

Total This Filing \$ 0

Case Initiation Fee \$ 0

Payment Service Fee \$ 0

**Envelope Total \$0.0**

### Payments

Payment Account\*

SeptSecure

Party Responsible for Fees\*

Ronald Albert

### Filing Attorney

Filing Attorney\*

Jonte Smith

Documents

Lead Document\* Application.pdf

Description

Application

Security\*

Confidential

[+ CLICK TO BROWSE](#)

Attachments

Description

Attachment Description

Security\*

[+ CLICK TO BROWSE](#)

Filing Comments

Filing Comments

Courtesy Copies

john.smith@gmail.com

[PREVIOUS](#)

[NEXT](#)

e.) Summary screen provides an opportunity to review the details of filing before submitting. Click on “Submit” button if all information is correct.

The screenshot shows the 'Summary' screen in the i2File application. At the top, a progress bar indicates four steps: Case Information, Parties, Filings, and Summary (the current step). The main content is divided into several sections:

- Envelope and Filing Summary:** A header for the main summary area.
- Case Information:** A table with the following data:
 

Location	: Boone County	Filing Attorney	: Jonte Smith
Case Category	: Arbitration	Payment Account	: Visa
Case Type	: Arbitration - \$ 10,000.01 thru \$ 15,000.00		
Date Filed	:		
- Parties:** A table with the following data:
 

Party Type	Name	Address	Phone	Attorney
Defendant/Respondent	Ronald Albert			
Plaintiff/Petitioner	Letha Parker CPA	1203, Antonia ave Chicago, IL 68001		
- Filings:** A table with the following data:
 

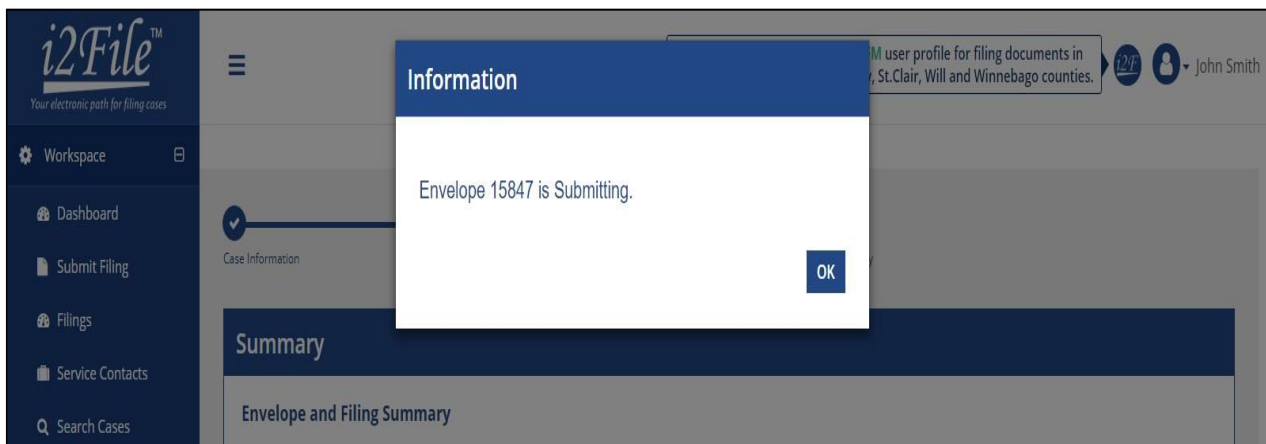
Filing Code	Filing Description	Reference Number	Filing Type
Application	Filing description	2	EFile

 Below the table, there are fields for 'Lead Document' (File Name: Application.pdf, Status: OK, Security: Confidential), 'Courtesy Copies' (john.smith@gmail.com), and 'Filing Comments' (Filing Comments).
- Fees:** A table showing the following:
 

Application	Filing Fee	\$ 0.0
	Total This Filing	\$ 0
Case Initiation Fee		\$ 0
Payment Service Fee		\$ 0
Envelope Total		\$0.0
- Payments:** Two dropdown menus: 'Payment Account\*' (set to Visa) and 'Party Responsible for Fees\*' (set to Ronald Albert).
- Filing Attorney:** A dropdown menu set to Jonte Smith.

At the bottom of the screen, there are two buttons: 'PREVIOUS' and 'SUBMIT' (highlighted with a red border).

f.) On successful submission of filing, you will get Success message with Envelope Number.



### Service Only

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If user selects only “Service” checkbox, then Service only filing will be created. Follow below steps for the same

- a.) Enter Filing Description and Reference Number in filing step. Fees will be zero and displayed at top right side of the screen.

The screenshot shows the 'Filings' interface. On the left, under 'Enter the details for the Existing Cases', there is a form with the following fields: 'E-File' (unchecked) and 'Service' (checked) checkboxes; a 'Select Filing Code\*' dropdown menu set to 'Service Only'; a 'Filing Description' text input field; and a 'Reference Number' text input field. A blue 'ADD ANOTHER FILING' button is located above the form. On the right, the 'Fees' section displays a table of charges:

Service Only	
Filing Fee	\$ 0.0
Total This Filing	\$ 0
Case Initiation Fee	\$ 0
Payment Service Fee	\$ 0
<b>Envelope Total</b>	<b>\$0.0</b>

Below the fees, the 'Filing Attorney' section shows a dropdown menu set to 'Jonte Smith'.

- b.) Upload documents in document section. Service Document is mandatory. Select security after uploading Service document. You can upload multiple documents in a filing.

The screenshot shows the 'Documents' section. It features a 'Service Document\*' upload area with a 'Description' field containing 'Application' and a 'Security\*' dropdown menu set to 'Confidential'. A '+ CLICK TO BROWSE' button is located below the description field.

- c.) Multiple filings can be added in one envelope by clicking on “ADD ANOTHER FILING” button at top.

This screenshot is identical to the one in step a, showing the 'Filings' interface with the 'Service' checkbox selected and the 'Envelope Total' fee highlighted in red.

- d.) Click “Next” button to go to Service contact screen or click “Previous” button to go to Parties screen.



Filing Comments

Filing Comments

Courtesy Copies

Courtesy Copies (Enter Email addresses separated by the comma)

PREVIOUS NEXT

e.) Select at least one service contact who needs to be served electronically on Service screen. You can also add service contact from master list using “ADD FROM MASTER LIST” button. After selecting service contacts, click “Summary” button to move to summary page.

Click this icon to link I2File Non-EFM user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties.

John Smith

Search Case Parties Filings Service Contacts Summary

### Service Contacts

Select Contacts to Receive Service for this Envelope

Defendant/Respondent:Fname lname

Plaintiff/Petitioner:Fnameplan lnameplan

Other Service Contacts

Steven atkinson(steven.atkinson@gmail.com)

ADD FROM MASTER LIST

ERROR : At least one service contact must be selected if the filing includes service.

PREVIOUS NEXT

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f.) Summary screen allows you to review the filing details before submitting. Click on “Submit” button if all information is correct.



Click this icon to link I2File Non-EFM user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties.



John Smith



Search Case



Parties



Filings



Service Contacts



Summary

## Summary

### Envelope and Filing Summary

#### Case Information

Location : Boone County      Filing Attorney : Thomas Smith  
 Case Category : Chancery      Payment Account :  
 Case Type : Foreclosure (Residential) Tier #1  
 Date Filed :

#### Parties

Party Type	Name	Address	Phone	Attorney
Defendant/Respondent	Jenkov Carr		232-323-2323	Jenkov Carr
Plaintiff/Petitioner	Robert Atkinson	1203, Antonia ave Chicago, IL 68001	212-465-4654	Robert Thomas

#### Filings

Filing Code	Filing Description	Reference Number	Filing Type
SERVICE ONLY			Serve
Lead Document	File Name	Status	Security
	<a href="#">ServiceOnly.pdf</a>	OK	Confidential

#### Service Contacts

Defendant/Respondent:Fname Iname

Plaintiff/Petitioner:Fnaemplan Inameeplan

Other Service Contacts

Steve Atkinson (steve.atkinson@gmail.com)

#### Parties with no Contacts for eService

Name	Address
Jenkov Carr	
Robert Atkinson	1203, Antonia ave Chicago, IL 68001

#### Fees

##### Service Only

Filing Fee \$ 0.0  
 Total This Filing \$ 0

Payment Service Fee \$ 0

Envelope Total \$0.0

#### Filing Attorney

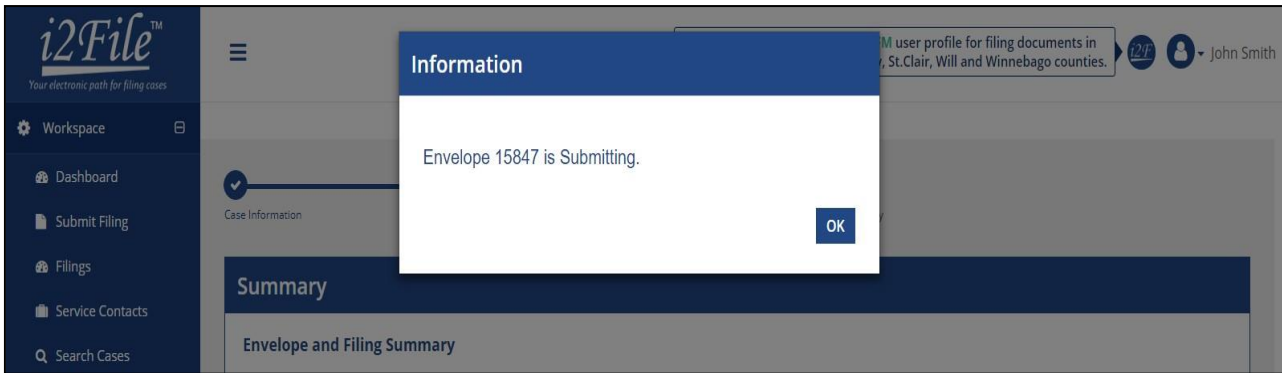
##### Filing Attorney\*

Thomas Smith

PREVIOUS

SUBMIT

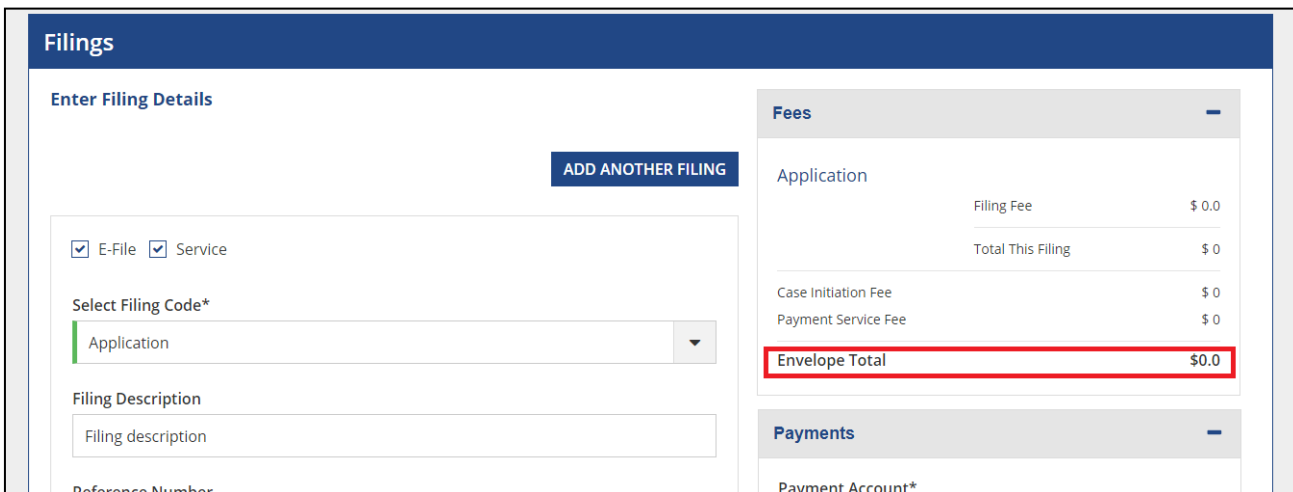
g.) On successful submission of filing, you will get success message with Envelope Number.



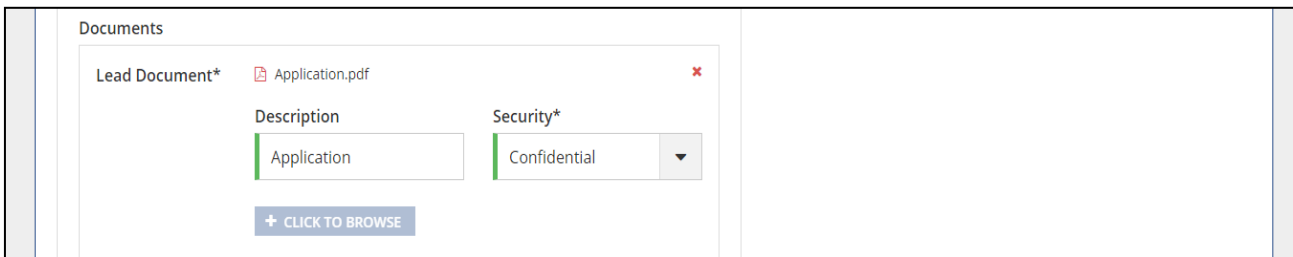
### E-File & Serve

If you select both – “E-File” and “Serve” checkbox then envelope with filing type - “E-File and Serve” will be submitted in selected jurisdiction. Electronic service will also be performed. Follow below steps to create “E-File and Serve” filing.

a.) Enter Filing Code, Filing Description, Reference number and optional Services if applicable for selected filing code on Filing screen. Fees will be calculated by the system and displayed at top right side.



b.) Upload documents in document section. Lead Document is mandatory. Select security after uploading lead document. You can upload multiple attachments in a filing.



c.) You can add multiple filings in one envelope by clicking on “Add Another Filing” button.

**Filings**

**Enter Filing Details**

**ADD ANOTHER FILING**

E-File  Service

Select Filing Code\*

Application

Filing Description

**Fees**

Application	Filing Fee	\$ 0.0
	Total This Filing	\$ 0
Case Initiation Fee		\$ 0
Payment Service Fee		\$ 0
<b>Envelope Total</b>		<b>\$0.0</b>

d.) Select Payment Account and Party Responsible for fees in payments section on right side. Select filing attorney if not selected then click “Next” button to go to Service Contact screen or click “Previous” button to go back to Parties screen. Screenshots shown below.

Filing Comments

Filing Comments

Courtesy Copies

john.smith@gmail.com

**PREVIOUS** **NEXT**

e.) Select at least one service contact who needs to be served electronically on Service contact tab. You can also add service contact from master list using “ADD FROM MASTER LIST” button. After selecting service contacts, click “Summary” button at bottom to move to summary tab.

☰

Click this icon to link I2File Non-EFM user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties. John Smith

Search Case  Parties  Filings  **4** Service Contacts  Summary

**Service Contacts**

Select Contacts to Receive Service for this Envelope

Defendant/Respondent:Fname Iname

Plaintiff/Petitioner:Fnaemplan Inameeplan

Other Service Contacts

Steven atkinson(steven.atkinson@gmail.com)

**ADD FROM MASTER LIST**

**ERROR** : At least one service contact must be selected if the filing includes service.

**PREVIOUS** **NEXT**

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f.) The Summary screen provides an opportunity to review the filing details before submitting. Click on “Submit” button if all information is correct.

☰

Click this icon to link I2File Non-EFM user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties.

John Smith

✓ Search Case
✓ Parties
✓ Filings
✓ Service Contacts
5
Summary

**Summary**

**Envelope and Filing Summary**

**Case Information**

Location	Boone County	Filing Attorney	Thomas Smith
Case Category	Chancery	Payment Account	
Case Type	Foreclosure (Residential) Tier #1		
Date Filed			

**Fees**

Application

Filing Fee	\$ 0.0
Total This Filing	\$ 0

Case Initiation Fee \$ 0

Payment Service Fee \$ 0

**Envelope Total \$0.0**

**Parties**

Party Type	Name	Address	Phone	Attorney
Defendant/Responc	Jenkov Carr		232-323-2323	Jenkov Carr
Plaintiff/Petitioner	Robert Atkinson	1203, Antonia ave Chicago, IL 68001	212-465-4654	Robert Thomas

**Filings**

Filing Code	Filing Description	Reference Number	Filing Type
Application			EFileAndServe

Lead Document	File Name	Status	Security
	<a href="#">ServiceOnly.pdf</a>	OK	Confidential

**Service Contacts**

Defendant/Respondent:Fname Iname  
 Plaintiff/Petitioner:Fnaemplan Inameeplan  
 Other Service Contacts  
 Steve Atkinson (steve.atkinson@gmail.com)

**Parties with no Contacts for eService**

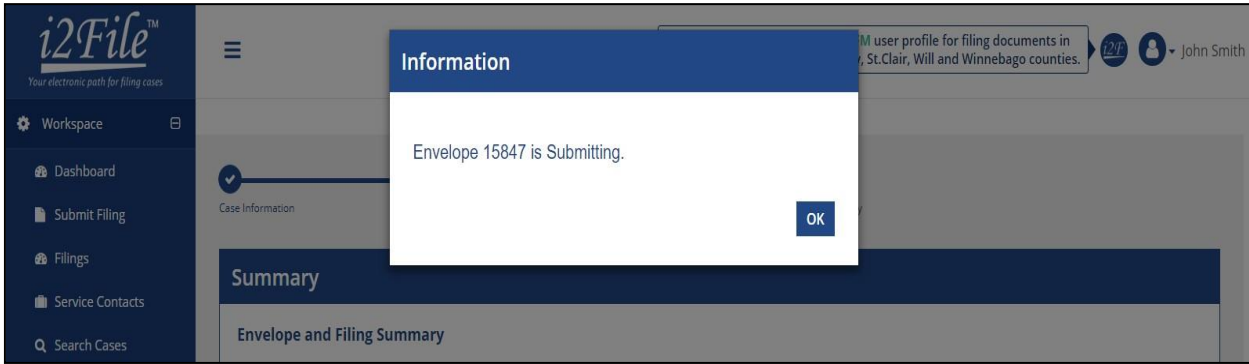
Name	Address
Jenkov Carr	
Robert Atkinson	1203, Antonia ave Chicago, IL 68001

PREVIOUS

SUBMIT

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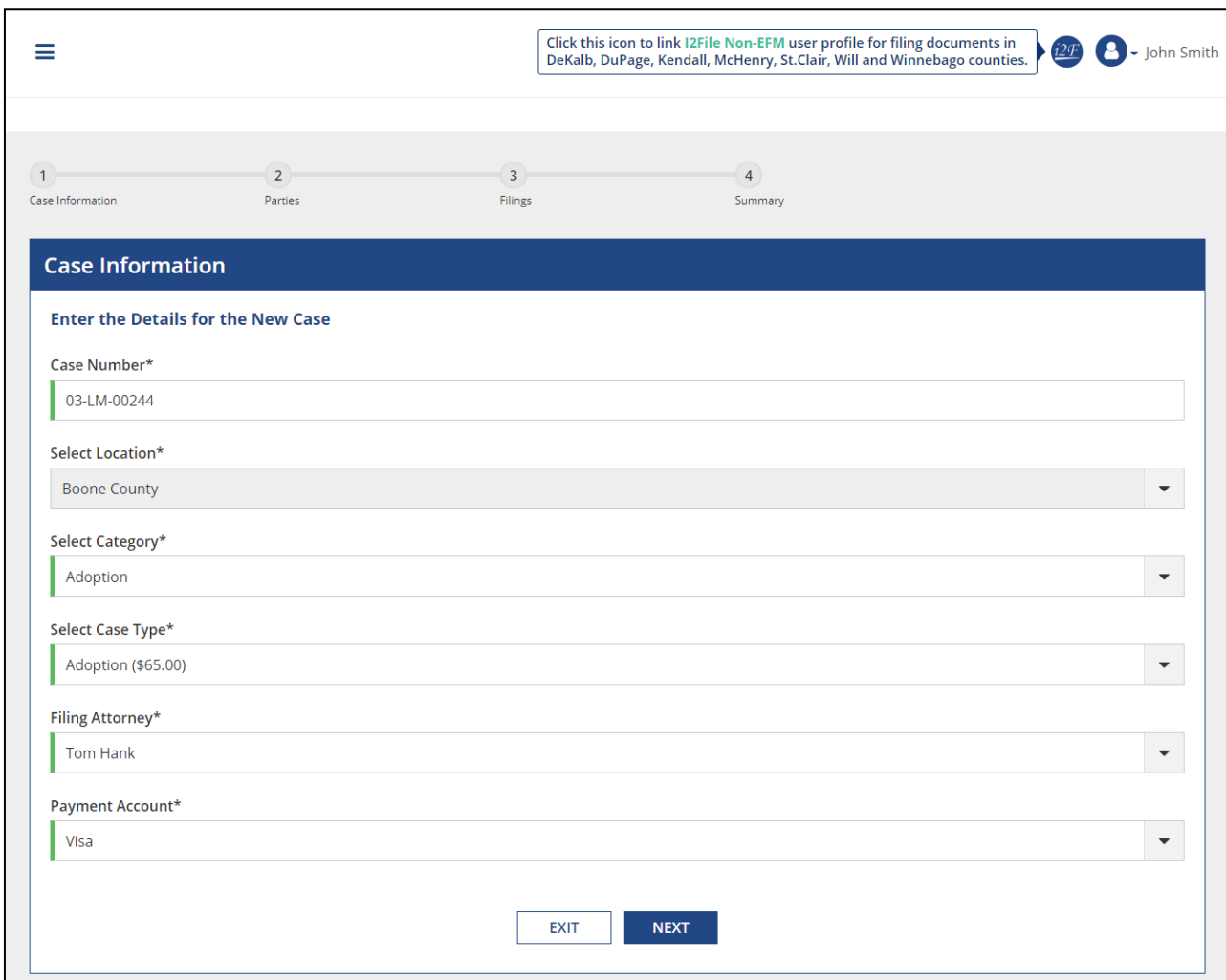
g.) On successful submission of filing, User will get Success message with Envelope Number. Screenshot as shown below.



### Non-Indexed Case Filing

Follow below steps for filing.

1. In Case Information step, Case Number and Location data will be prefilled based on what you had entered in the case search pop-up. Select category, case type, filing attorney and payment account in this step before clicking on "Next" button to move to parties screen.



- Parties screen has a list at the top, which indicates the required parties for selected case type. You need to enter First Name, Last Name and required details of a party by selecting each party from list. User can add more parties to case by clicking “Add Parties” button. Enter the required information for all parties.

Click this icon to link **I2File Non-EFM** user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties.

John Smith

Case Information **2** Parties Filings Summary

### Parties

Enter the Details for the Parties Involved in this Case **List of Parties**

Party Type	Name	Attorney(s)
Defendant/Respondent		
Plaintiff/Petitioner		

ADD PARTY

To add more Parties

Person  Business

Party Type\*  
Defendant/Respondent

Lead Attorney

First Name\*  
Your First Name

Middle Name  
MI

Last Name\*  
Last Name

Suffix

Country

Address Line 1  
Address Line 1

Address line 2  
Address Line 2

City  
City

State

Zip Code

Phone Number  
999-999-9999

Filer ID  
(123) 456-7890 x12345

PREVIOUS NEXT

- After entering party information, click on “Next” button to move to filing screen and for going back to Case Information screen click “Previous” button. Screenshots shown below.

Address Line 1

Address line 2

City  State  Zip Code

Phone Number  Filer ID

**PREVIOUS** **NEXT**

4. Enter Filing Code, Filing Description, Reference Number and optional Services if applicable for selected filing code on filing screen. Fees will be calculated by the system and displayed at top right side of the screen.

Case Information  Parties  **3** Filings  **4** Summary

### Filings

**Enter Filing Details**

**ADD ANOTHER FILING**

Select Filing Code\*

Filing Description

Fees	
Application	
Total This Filing	
	\$ 0
Case Initiation Fee	\$ 0
Payment Service Fee	\$ 0
<b>Envelope Total</b>	<b>\$0.0</b>

**Payments**

5. Upload documents in document section. Lead Document is mandatory. Select security after uploading lead document. You can upload multiple attachments in a filing.

Documents

Lead Document\* Application.pdf x

Description  Security\*

**+ CLICK TO BROWSE**

6. You can add multiple filings in one envelope by clicking on “Add Another Filing” button.



Click this icon to link I2File Non-EFM user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties.

John Smith

Case Information   Parties   **Filings**   Summary

### Filings

**Enter Filing Details**

**ADD ANOTHER FILING**

Select Filing Code\*

Application

Filing Description

Filing Description

**Fees**

Application	
Total This Filing	\$ 0
Case Initiation Fee	\$ 0
Payment Service Fee	\$ 0
<b>Envelope Total</b>	<b>\$0.0</b>

**Payments**

7. Select Payment Account and Party Responsible for fees under payments section on right side and filing attorney if not selected. Click “Summary” button to go to summary screen or “Previous” button to go to Parties screen.

Attachments

Description   Security\*

Attachment Description

+ CLICK TO BROWSE

Filing Comments


Filing Comments

Courtesy Copies

john.smith@gmail.com

**PREVIOUS**   NEXT

8. Summary screen gives you an opportunity to review the filing details before submitting. Click on “Submit” button if all information is correct.

Click this icon to link I2File Non-EFM user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties.  John Smith

Case Information Parties Filings Summary

### Summary

#### Envelope and Filing Summary

##### Case Information

Location : Boone County      Filing Attorney : Tom Hank  
 Case Category : Adoption      Payment Account : Visa  
 Case Type : Adoption  
 Date Filed :

##### Fees

Application

Total This Filing \$ 0

Case Initiation Fee \$ 0  
 Payment Service Fee \$ 0

**Envelope Total \$0.0**

##### Parties

Party Type	Name	Address	Phone	Attorney
Adoptive Child	Melisa Smith			
Plaintiff/Petitioner	John smith			

##### Filings

Filing Code	Filing Description	Reference Number	Filing Type
Application	Filing Description	2	EFile
Lead Document	File Name	Status	Security
	<a href="#">Application.pdf</a>	OK	Confidential

Courtesy Copies : john.smith@gmail.com

Filing Comments : Filing Comments

##### Payments

Payment Account\*  
 Visa

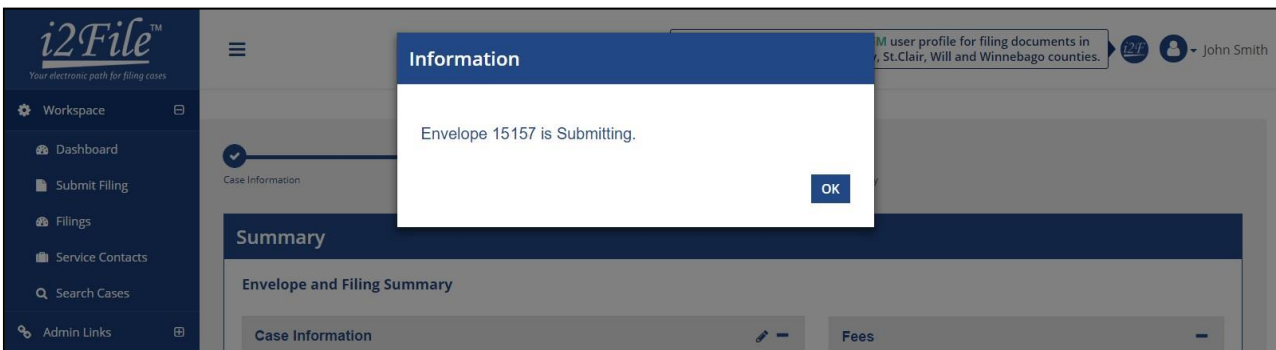
Party Responsible for Fees\*  
 Melisa Smith

##### Filing Attorney

Filing Attorney\*  
 Tom Hank

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9. On successful submission of filing, user will get success message with Envelope Number. Screenshot as shown below.

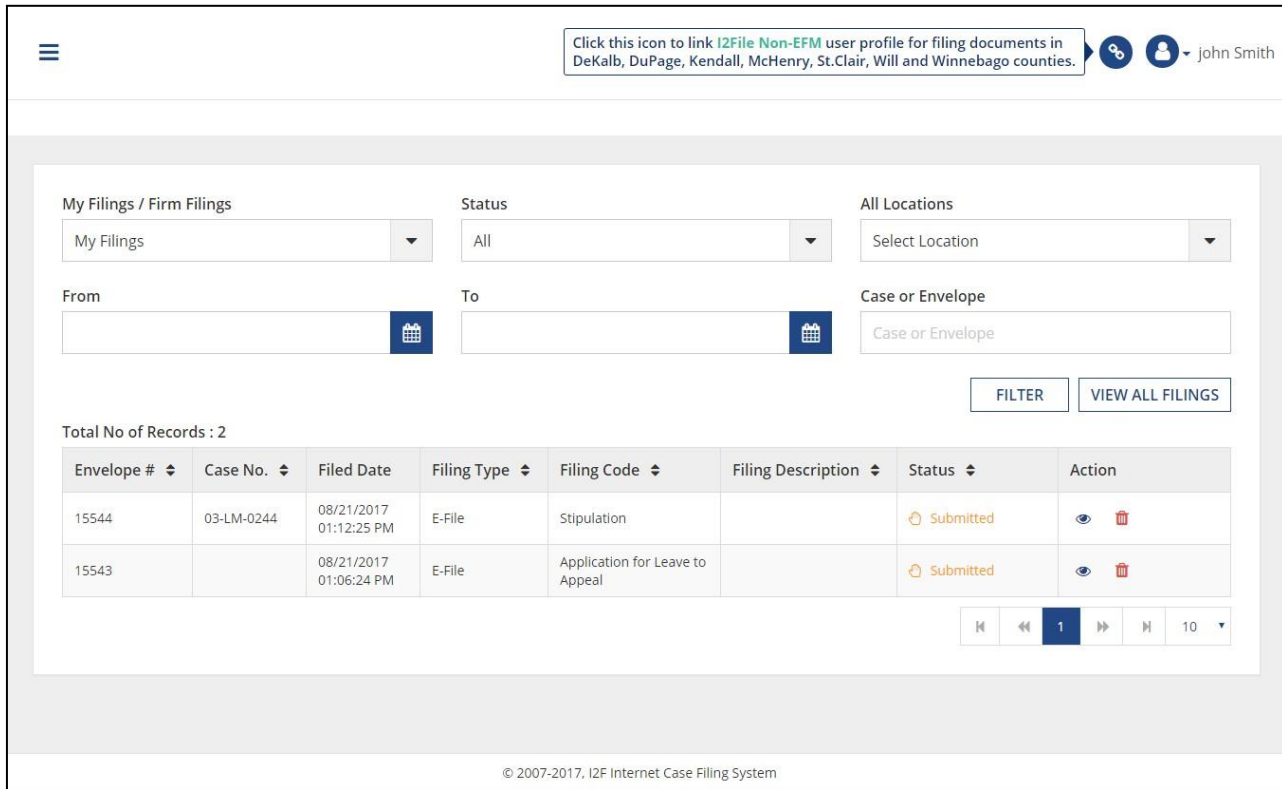


The screenshot shows the i2File interface with a success message dialog box. The dialog box contains the text "Information" and "Envelope 15157 is Submitting." with an "OK" button. The background shows the "Summary" page with the "Envelope and Filing Summary" section.

## Filings

Filers can retrieve all details of their envelopes or firm administrator can view details of the envelopes filed by all attorneys of their firm from Filings screen. You can search for some specific filing using different filter criteria available on this screen.

1. Click on “Filing” link in workspace section of left navigation pane. Screen showing your filings will displayed.



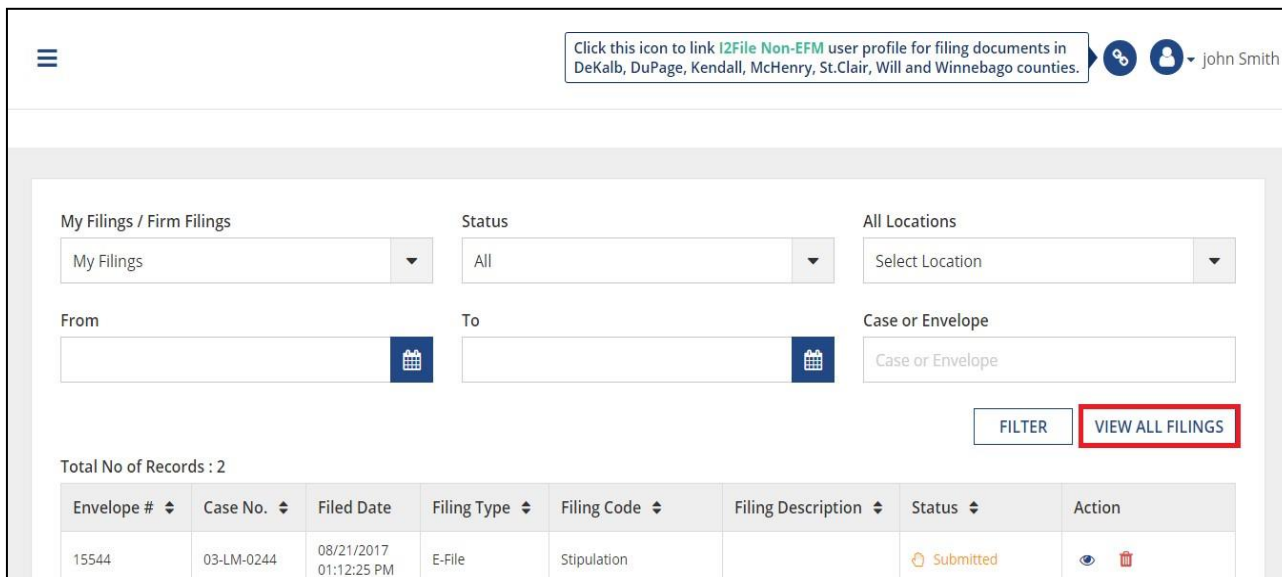
The screenshot shows the I2File Filings interface. At the top, there is a navigation menu with a hamburger icon and a user profile for John Smith. A tooltip indicates that a gear icon links to the I2File Non-EFM user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St. Clair, Will and Winnebago counties. Below the navigation, there are filter sections for "My Filings / Firm Filings" (set to "My Filings"), "Status" (set to "All"), "All Locations" (set to "Select Location"), "From" and "To" date pickers, and "Case or Envelope" (set to "Case or Envelope"). There are "FILTER" and "VIEW ALL FILINGS" buttons. Below the filters, it shows "Total No of Records : 2". A table displays the following data:

Envelope #	Case No.	Filed Date	Filing Type	Filing Code	Filing Description	Status	Action
15544	03-LM-0244	08/21/2017 01:12:25 PM	E-File	Stipulation		Submitted	
15543		08/21/2017 01:06:24 PM	E-File	Application for Leave to Appeal		Submitted	

At the bottom of the table, there is a pagination control showing page 1 of 10.

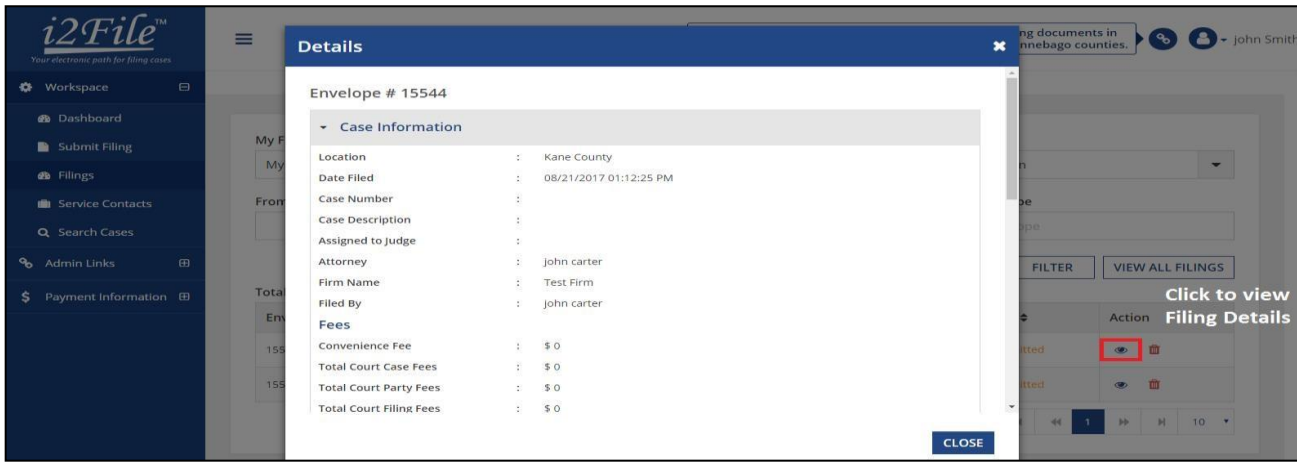
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2. Different filters are available on top, with which you can narrow down the search results (Date range, Firm filing or My Filing, Status, Location or Case/Envelope Number).
3. If filing was not created from I2File EFSP, click on “View All Filings” button to get that filing detail(s).

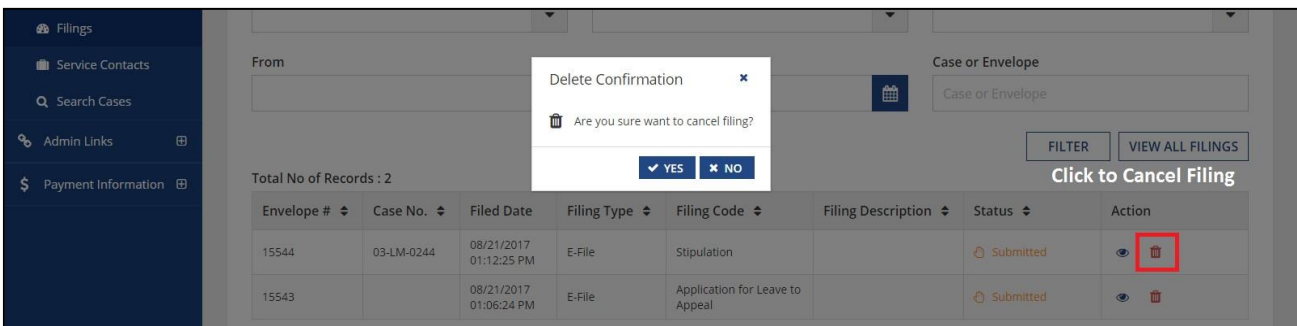


This screenshot is identical to the previous one, but the "VIEW ALL FILINGS" button is highlighted with a red rectangle.

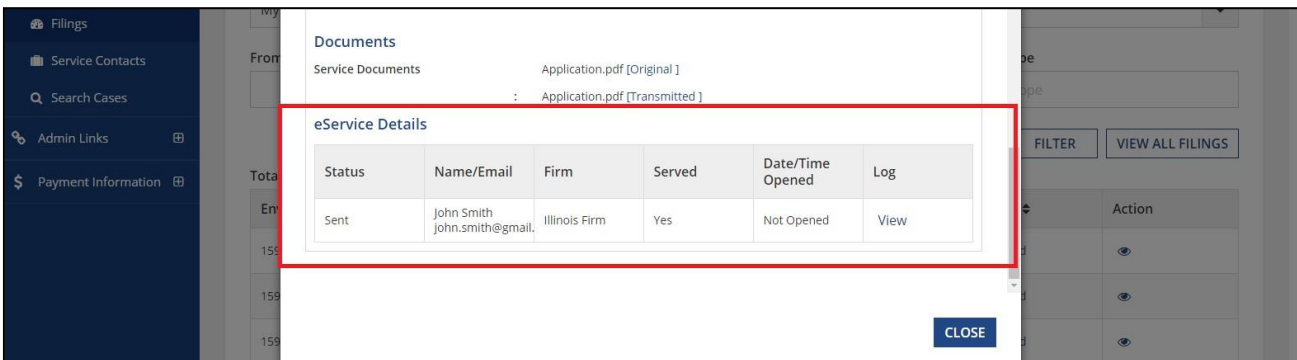
4. You can view details of particular filing by clicking eye icon under Action column of that particular row.



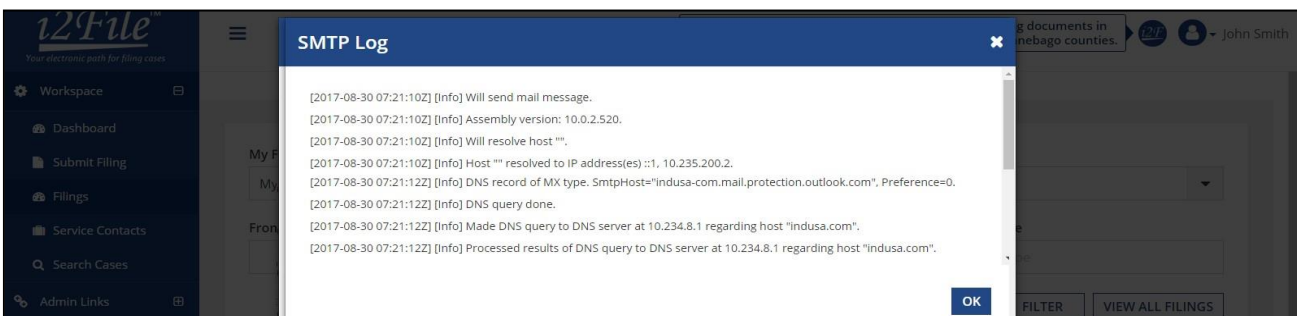
5. Click on Delete icon to cancel filing whose status is “Submitted”. It will ask for a confirmation, click yes to proceed with cancelation and No to abort the operation.



6. Filings details of EFile&Serve or Serve filings will contain eService details as highlighted below.



7. Click on “View” link in eService Details, to check SMTP logs.



## Service Contacts

Service Contacts screen displays the eService recipients of your firm. Service contacts of a firm will receive an e-Service when a counsel files e-Service for a case.

Click this icon to link i2File Non-EFM user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties.

Workspace

- Dashboard
- Submit Filing
- Fillings
- Service Contacts
- Search Cases
- Admin Links
- Payment Information

### Manage Your Service Contacts

Global Filter

First Name	Last Name	Email	Action
John	Smith	john.smith@gmail.com	[Add] [Edit] [Delete]
Melisa	Smith	melisa.smith@gmail.com	[Add] [Edit] [Delete]
Thomas	Atkinson	thomas.at@gmail.com	[Add] [Edit] [Delete]
Robert	Carr	robertc@gmail.com	[Add] [Edit] [Delete]

1 10

**ADD CONTACT**

## Add Service Contact

To add service contact for a firm, you need to follow below steps

1. Click on “Add Contact” button below list of service contact as shown below.

Global Filter

First Name	Last Name	Email	Action
John	Smith	john.smith@gmail.com	[Add] [Edit] [Delete]
Melisa	Smith	melisa.smith@gmail.com	[Add] [Edit] [Delete]
Thomas	Atkinson	thomas.at@gmail.com	[Add] [Edit] [Delete]
Robert	Carr	robertc@gmail.com	[Add] [Edit] [Delete]

1 10

**ADD CONTACT**

2. Enter First Name, Last Name, email and all required information in service contact form as shown below. Click on “Save Contact” button at bottom to add service contact to firm.

First Name\* Thomas Middle Name P Last Name\* Atkinson

Email Address\* thomas.at@gmail.com Administrative Copy Administrative Copy

Address Line 1\* 1202, sky high ave

Address Line 2 Address line 2

Country\* United States

City\* Chicago State\* Illinois Zip Code\* 68001

Phone Number 159-159-1590

CANCEL **SAVE CONTACT**

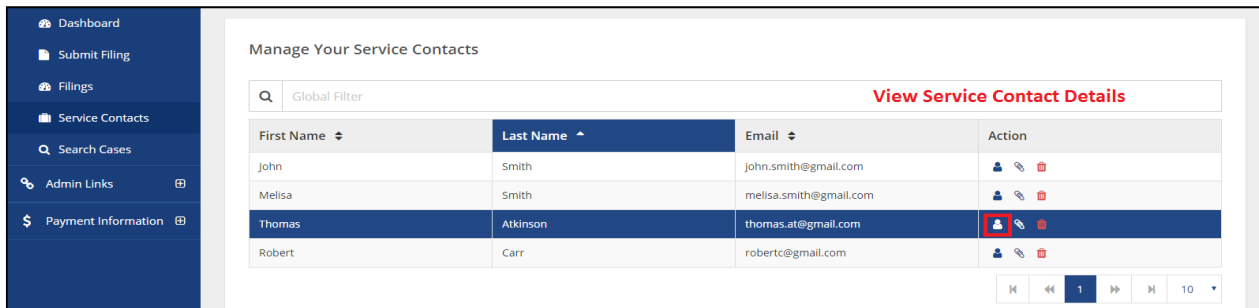
3. On Successful addition, Notification Message will display as shown below.



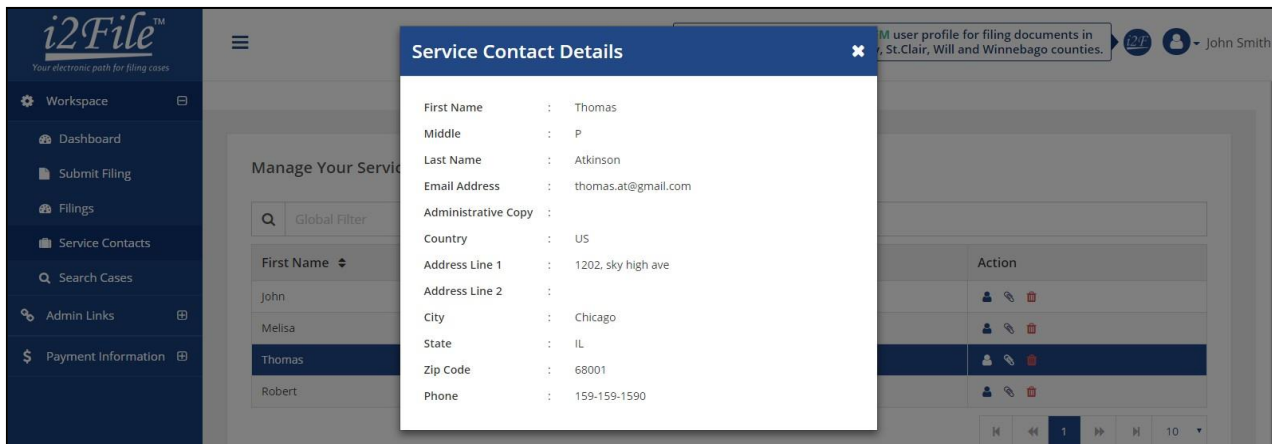
## Service Contact Details

Follow below steps to view Service contact details

1. Click on “View Service Contact Detail” icon in action column of particular service contact (Highlighted in below screenshot).

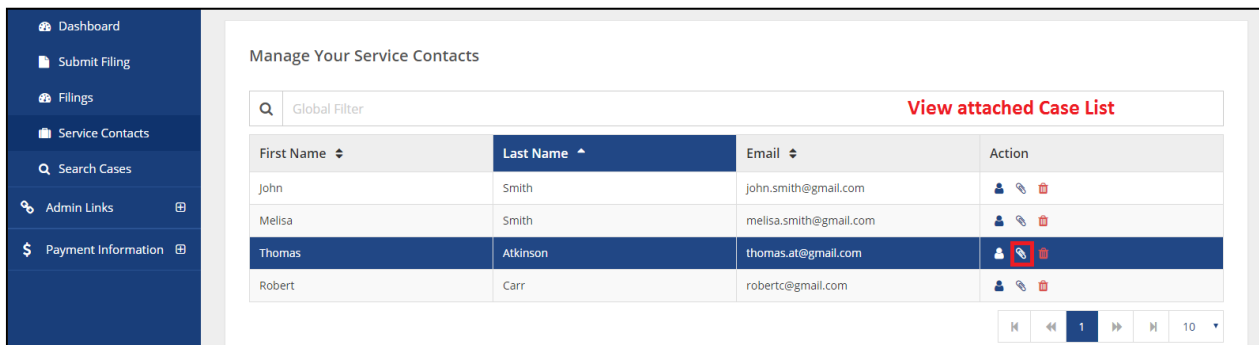


2. It will open a popup with details of particular service contact as shown below



## View Attached Case List

1. Click on “View Attached Case List” icon in action column of particular service contact to view list of cases attached with a service contact.



2. It will open a popup with list of cases attached with a particular service contact



## Update Service Contact

Follow below steps to update service contact information

1. Select a service contact from the list by clicking on it. This will open service contact details in edit mode as shown below.

First Name	Last Name	Email	Action
John	Smith	john.smith@gmail.com	
Melisa	Smith	melisa.smith@gmail.com	
Thomas	Atkinson	thomas.at@gmail.com	
Robert	Carr	robertc@gmail.com	

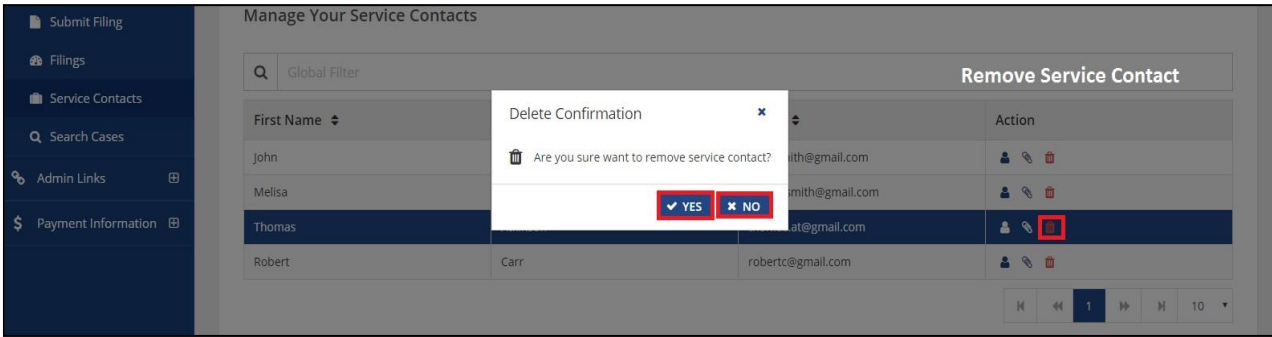
First Name*	Middle Name	Last Name*
Thomas	P	Atkinson
Email Address*	Administrative Copy	
thomas.at@gmail.com	Administrative Copy	
Address Line 1*		
1202, sky high ave		
Address Line 2		
Address line 2		
Country*		
United States		
City*	State*	Zip Code*
Chicago	Illinois	68001
Phone Number		
159-159-1590		

2. Click on save button after updating details of the service contact. Notification message will be displayed once the details are updated.



## Remove Service Contact

1. Click on Delete icon against any particular service contact to remove it. It will ask for confirmation, press yes to continue and no to cancel the removal process.



2. Notification message will be displayed after removal of service contact.

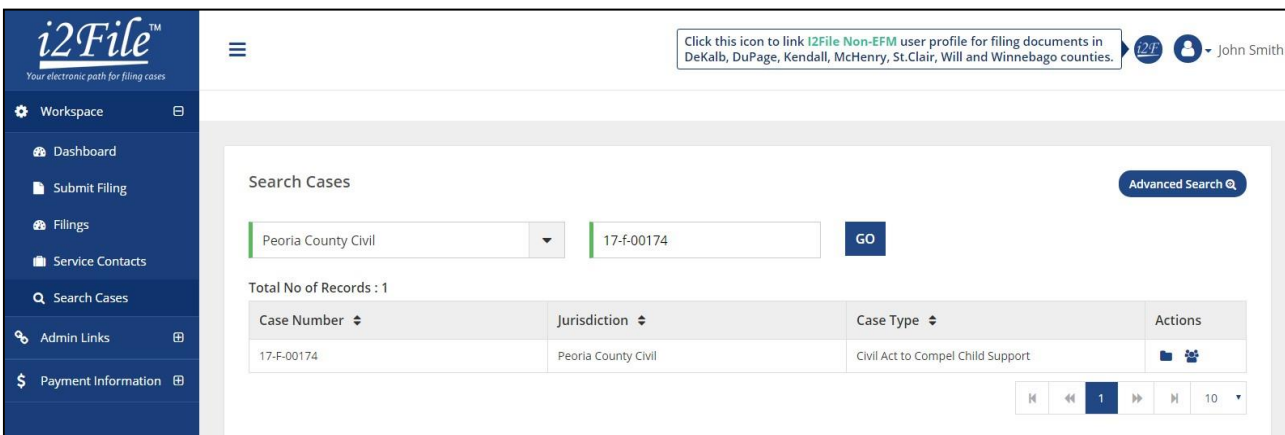


## Search Cases

You can search a case by docket no. or name of participants.

### Search Case by Docket No.

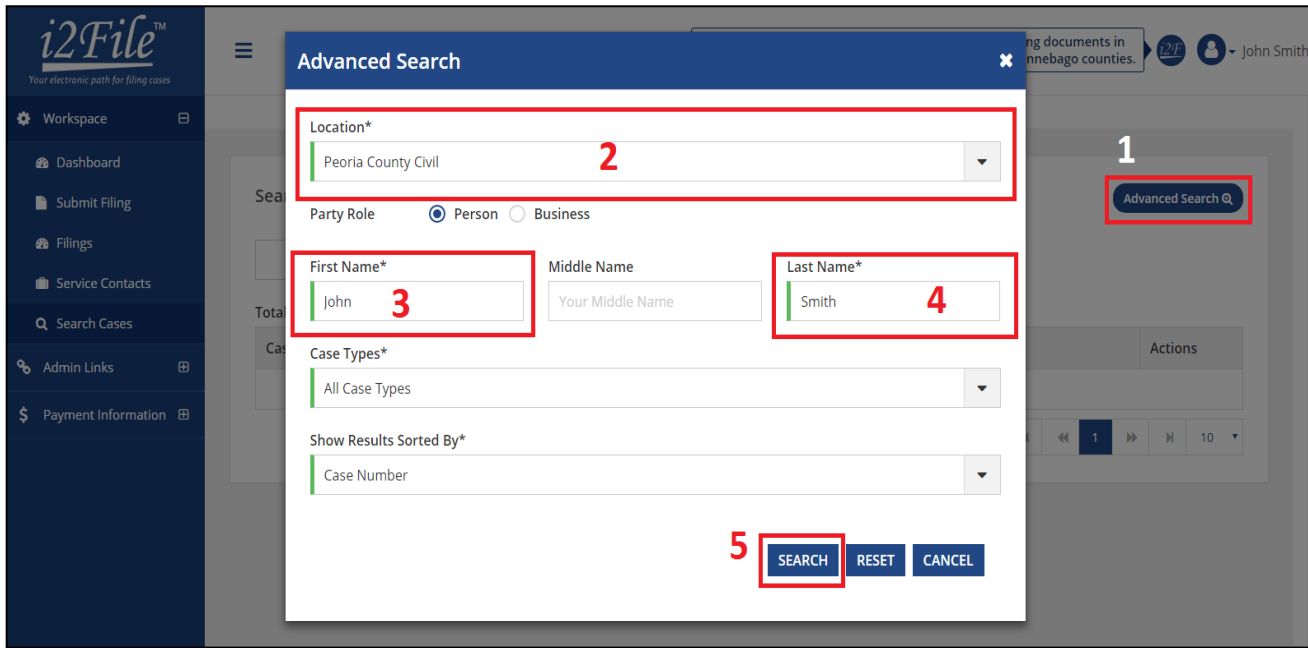
1. Select County Location and enter Case Docket No to search a case



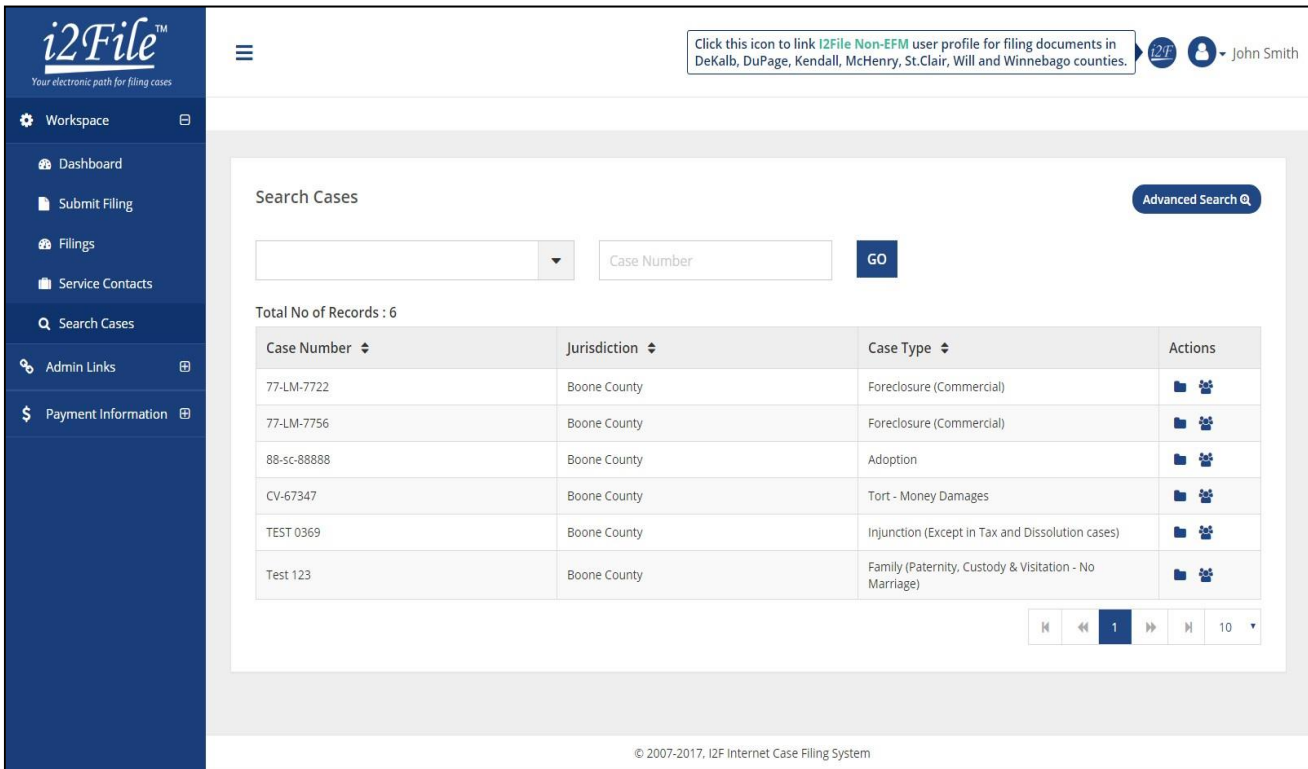
### Search case by Party Name

1. To search a case using party name, click Advanced Search button at top right corner of search case screen. A popup window will open as shown below.











2. Select county location and party role. Based on the party role selected you will have to enter First Name and Last Name of the party or Business Name. Search Results will be sorted by criteria selected in “Show Result Sorted By” dropdown.

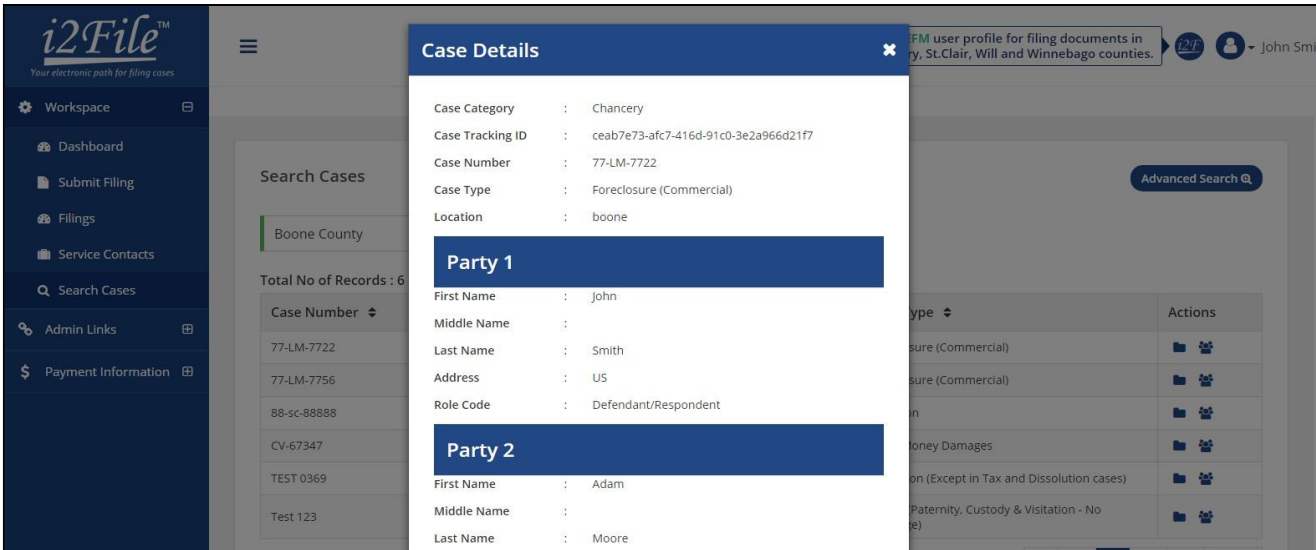


### View Case Details

1. Click View Case Detail icon in case search result screen to view case details.

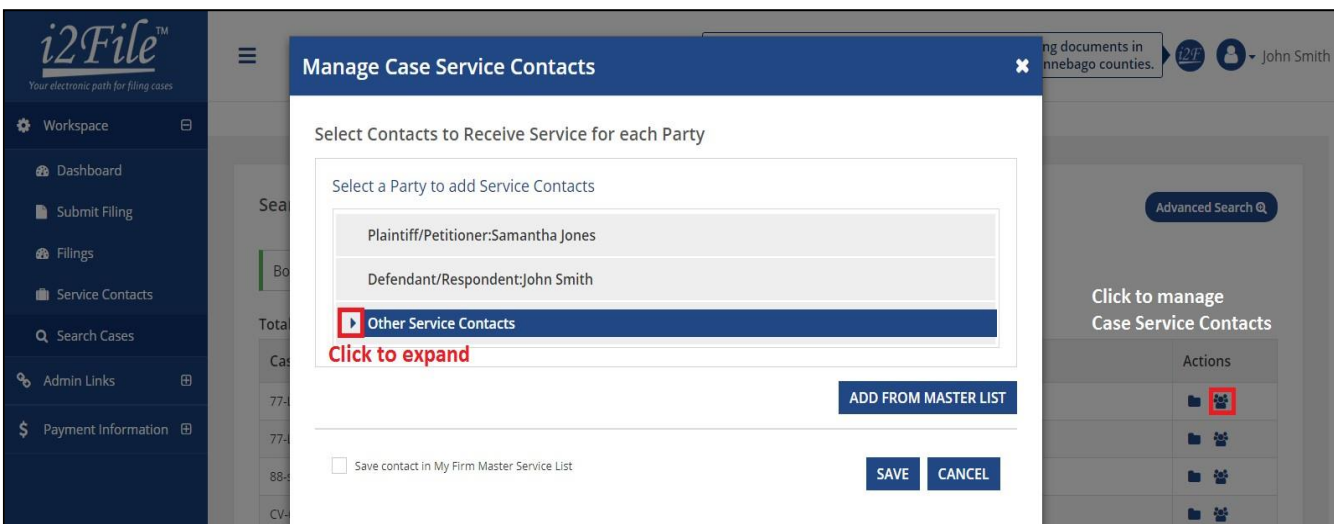
Case Number	Jurisdiction	Case Type	Actions
77-LM-7722	Boone County	Foreclosure (Commercial)	
77-LM-7756	Boone County	Foreclosure (Commercial)	
88-sc-88888	Boone County	Adoption	
CV-67347	Boone County	Tort - Money Damages	
TEST 0369	Boone County	Injunction (Except in Tax and Dissolution cases)	
Test 123	Boone County	Family (Paternity, Custody & Visitation - No Marriage)	

## 2. Popup will open showing details of the selected case



## Manage Case Service Contacts

1. Click on Service Contact icon in case search result list to view and manage service contacts associated with a case. Popup window containing Service Contacts details will open as shown below.

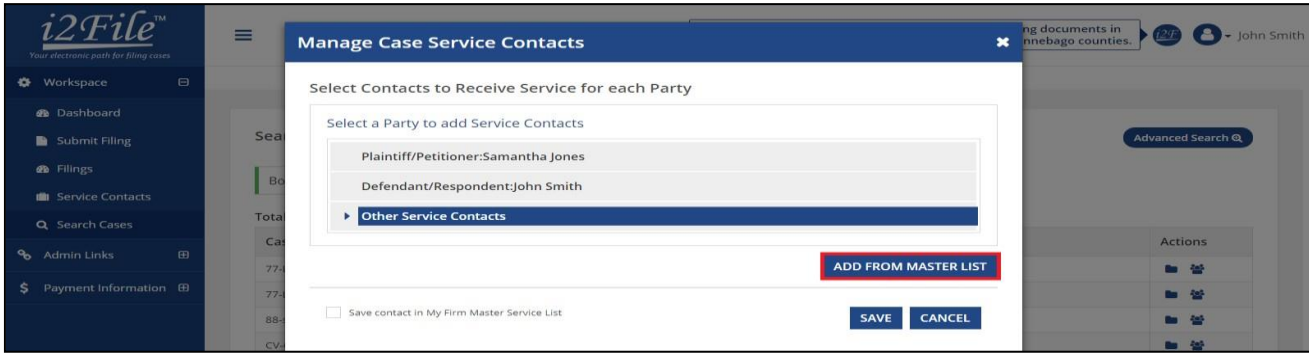


## Attach Service Contact

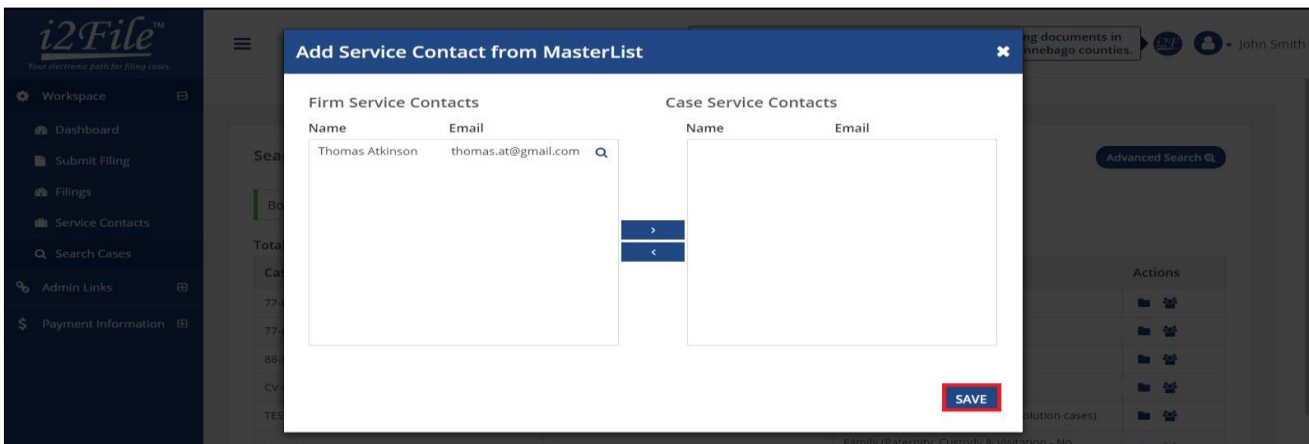
Follow below steps to attach service contact to case.

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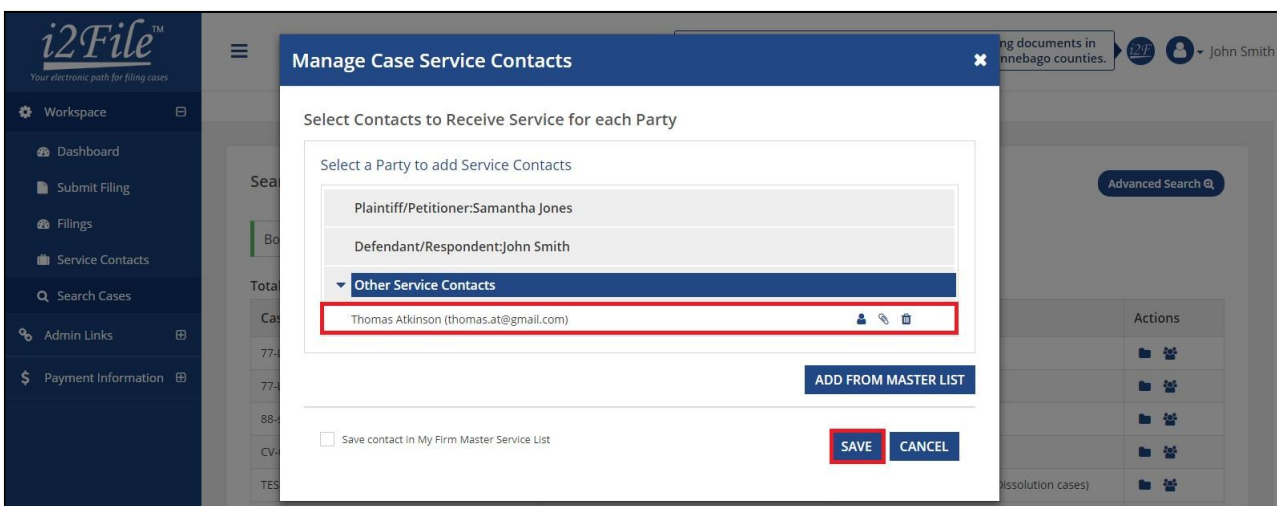
a.) Firstly, select the party to which service contact should be attached and click on “ADD FROM MASTER LIST” button at right bottom corner



b.) Popup for adding service contact will open. To attach service contact you can move service contact from Firm Service Contact list on left to Case Service Contact list on right with help of buttons (Arrow Keys) in between. Click “Save” button to save the changes.



c.) This will add selected service contact for a particular party. If no party is selected then service contact will be added under Other Service Contacts. Click “Save” button to save the changes.

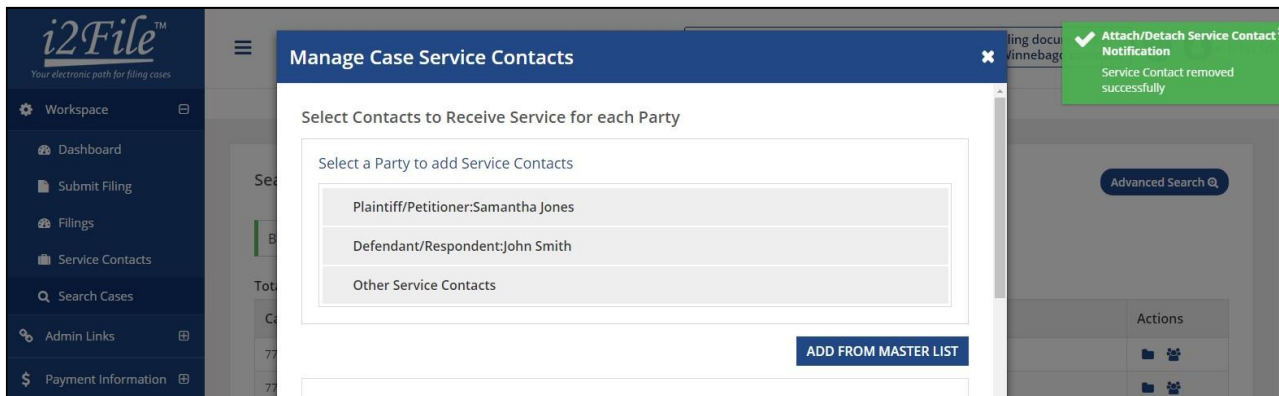
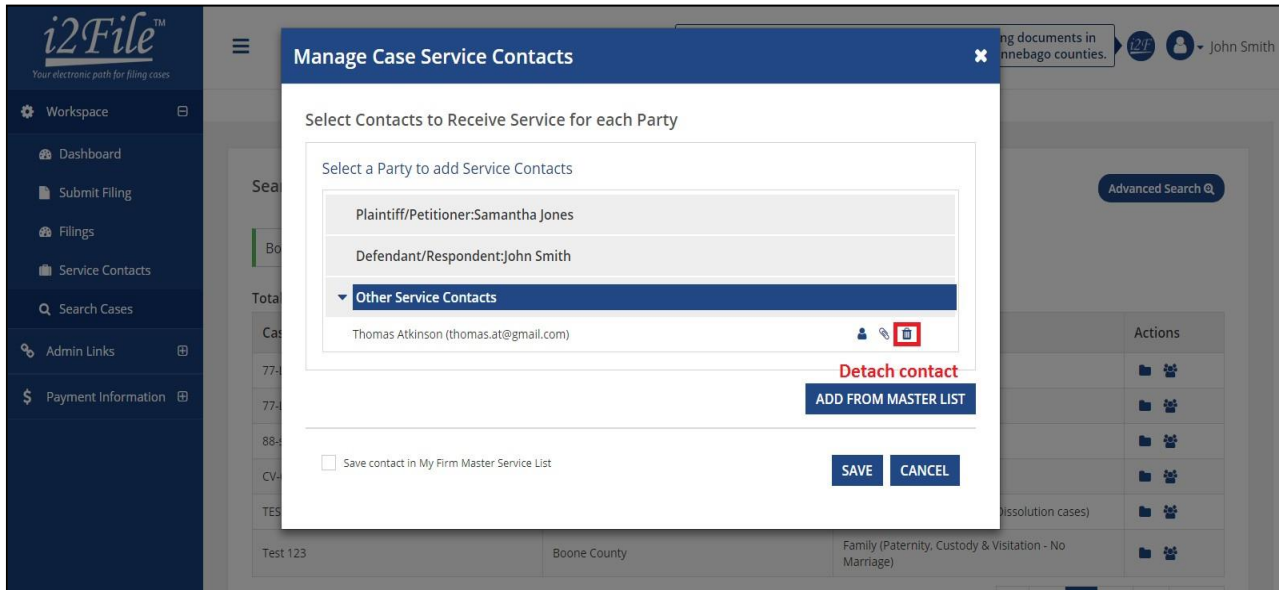


d.) Notification will be displayed when service contact is attached successfully.



## Detach Service Contact

To detach service contact from a particular case, click on Detach service contact icon. Notification message will displayed on successful removal.



## Admin Links

Firm Administrators can manage firm information, firm users and attorneys in their firm through the links available under “Admin Links” section.

## Firm Information

This screen enables firm administrator to view and update firm Information if required.

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Click this icon to link **i2File Non-EFM** user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties.

**Firm Information**

Name\*

Address Line 1\*

Address Line 2

Country\*

City\*

State\*

Zip Code\*

Phone Number\*

On successful update, it will show message as given below.

Click this icon to link **i2File Non-EFM** user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties.

**Firm Information Notification**  
 Firm Information Updated Successfully

## Firm Users

This screen allows Firm Administrators to add, modify and remove firm users.

Click this icon to link **i2File Non-EFM** user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties.

**Manage Users for Your Firm**

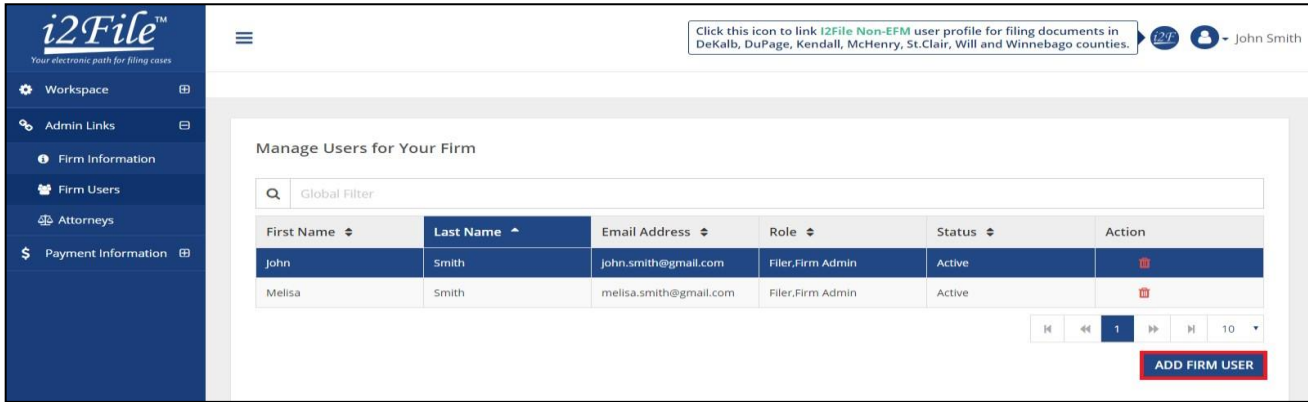
Global Filter

First Name	Last Name	Email Address	Role	Status	Action
John	Smith	john.smith@gmail.com	Filer,Firm Admin	Active	<input type="button" value="Remove"/>
Melisa	Smith	melisa.smith@gmail.com	Filer,Firm Admin	Active	<input type="button" value="Remove"/>

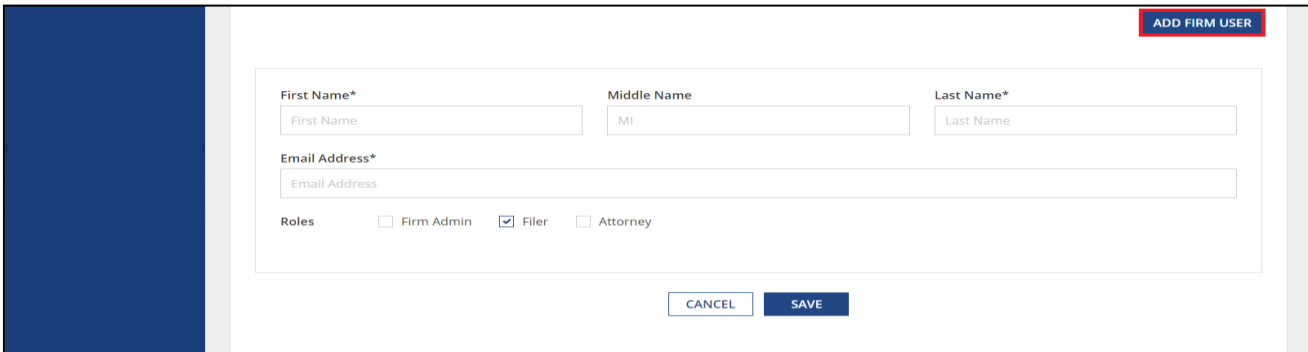
1 10

### Add Firm User

1. Click on "Add Firm User" Button below list of firm users to add Firm users



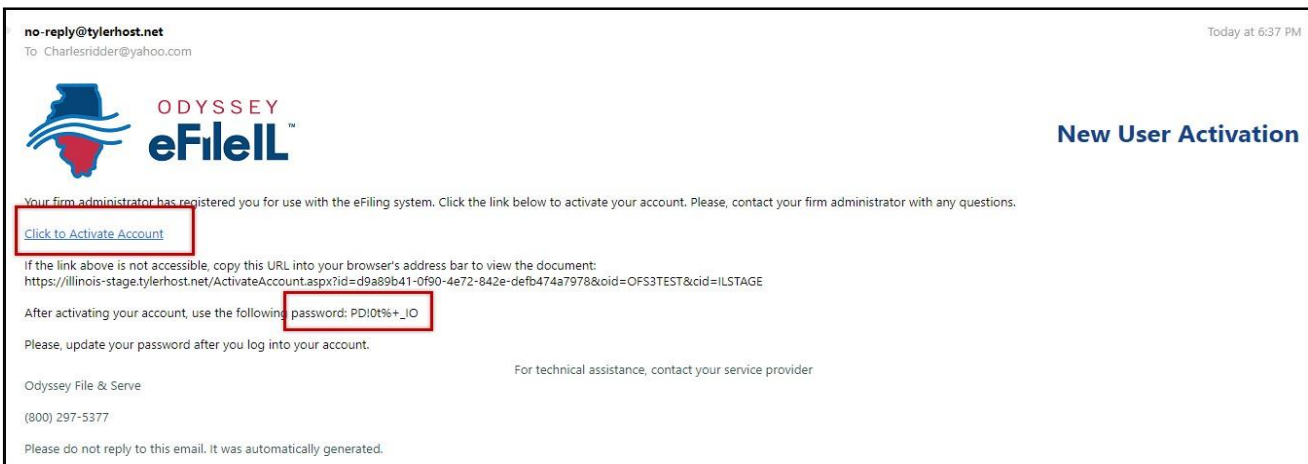
- It will open a form to enter user details. Enter first name, last name, email address and roles of user before clicking “Save” button. If attorney role is checked then user will also registered as attorney.



- After successful addition of user, a Notification Message will be displayed. An activation email having password will be send on given email address.



- Open the email and click on “Click to Activate Account” link to activate account





Your electronic path for filing cases

Your i2file.net account has been activated.

[Sign in now](#)

5. If a firm user did not receive activation email, firm administrator can resend activation email by clicking “Resend Activation” button in user detail section of selected user.

First Name\* melisa Middle Name MI Last Name\* smith  
Email Address\* melisa.smith@gmail.com  
Roles  Firm Admin  Filer  Attorney  
**RESEND ACTIVATION**  
CANCEL SAVE

6. After activation user can login in using password given in email. For security, it is advised to change password after first login.

### Update Firm User

1. Select firm user from list of firm users by clicking on it. This will open user information in editable mode.

First Name\* john Middle Name MI Last Name\* smith  
Email Address\* john.smith@gmail.com  
Roles  Firm Admin  Filer  Attorney  
**RESET PASSWORD**  
CANCEL SAVE

2. Click on save button after modifying the required details to update firm user information.

i2File™  
Your electronic path for filing cases

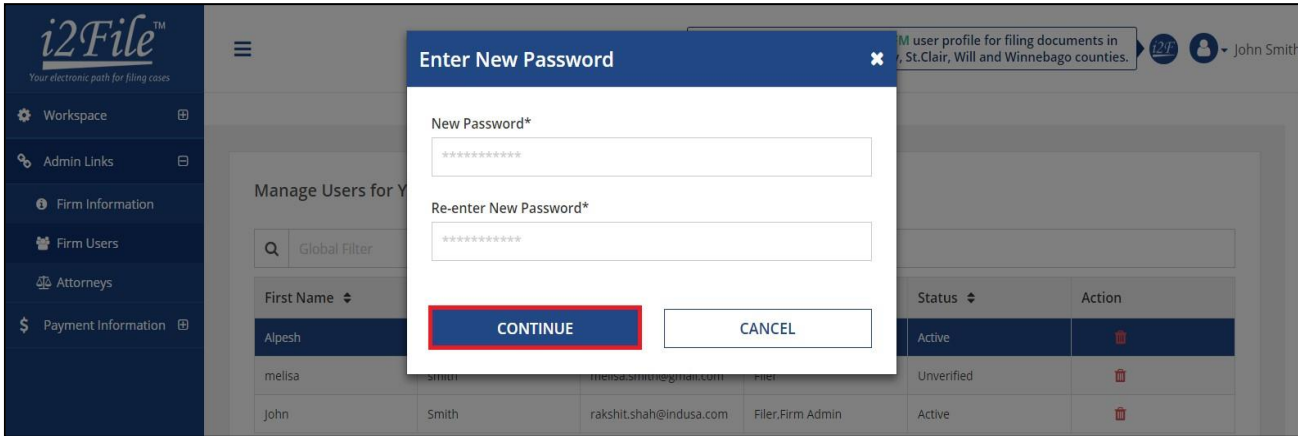
Click this icon to link i2File Non-EFM user profile for filing documents DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago cou

**Firm User Notification**  
Selected Firm User updated successfully

Workspace  
Admin Links  
Firm Information

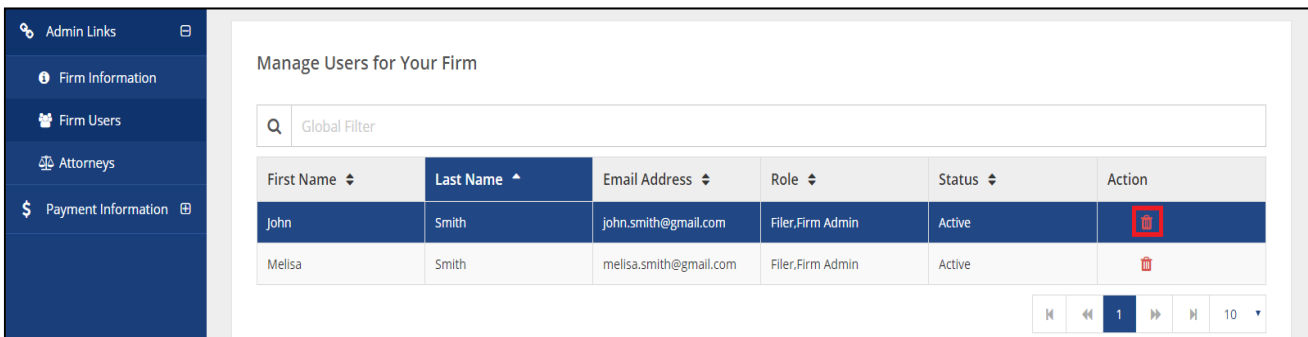
Manage Users for Your Firm

- Firm administrator can reset password of their firm users by clicking “Reset Password” button in Firm user details section. A popup will open in which firm administrator needs to enter new password and click “Continue” button.



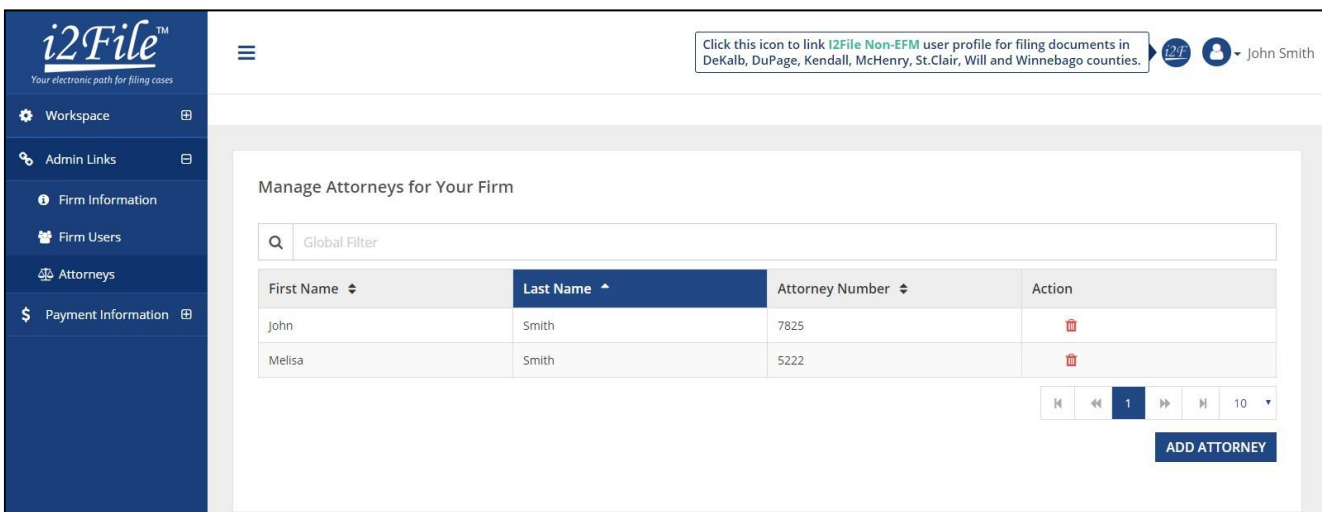
### Remove Firm User

- Click on Delete icon in action column against any particular firm user to remove it. It will confirmation dialogue box.



### Attorneys

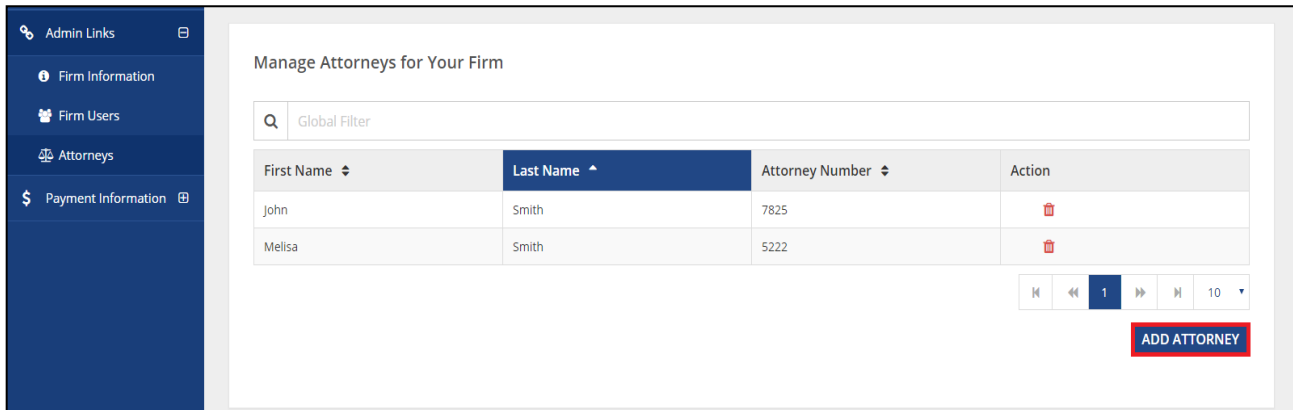
Click on Attorney link under “Admin Links” section in left navigation tab to manage attorneys of firm. This will open list of attorneys as shown below.



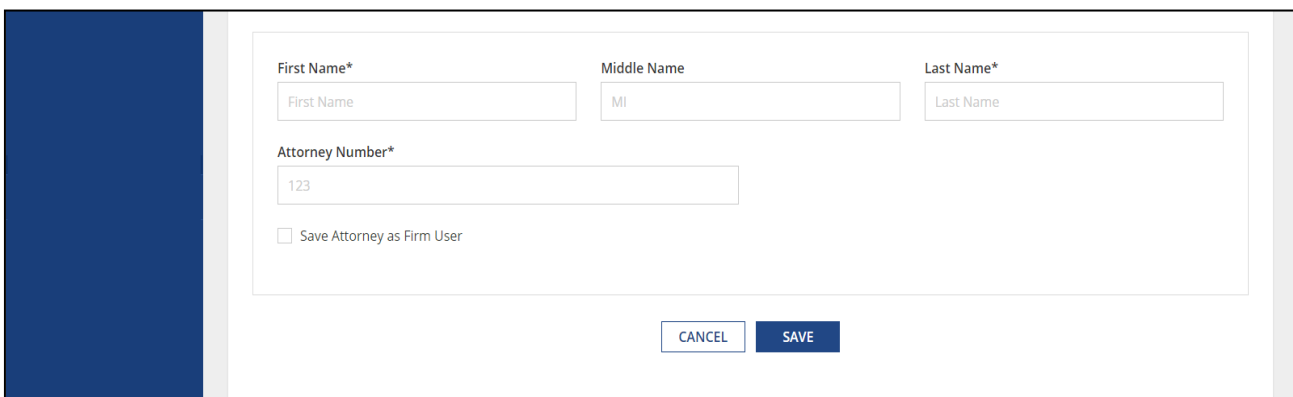
### Add Attorney

- Click on “Add Attorney” button below the list of attorneys for adding an attorney in your firm.



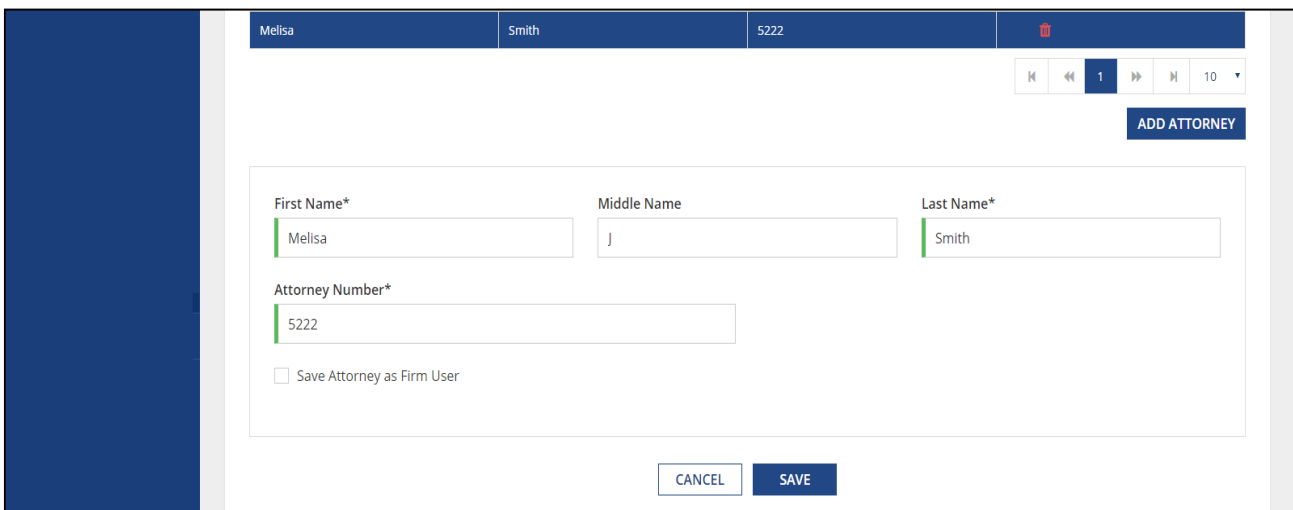


- It will open a form for adding an attorney. Enter first name, last name and attorney number before clicking save button to add an attorney to a firm. If “Save Attorney as Firm User” check box is checked then attorney will also registered as firm user.



### Update Attorney

- Select an attorney from attorney list by clicking on it. This will open attorney information in edit mode as shown below.

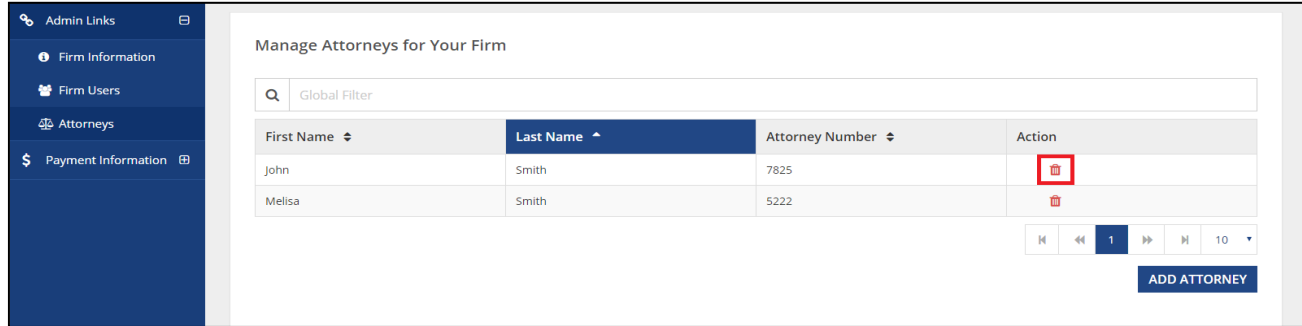


- For updating details of attorney, click on “Save” button after making necessary modifications.



## Remove Attorney

For removing an attorney from your firm, click on Delete icon under action column against the attorney you want to remove. It will show confirmation dialogue box.



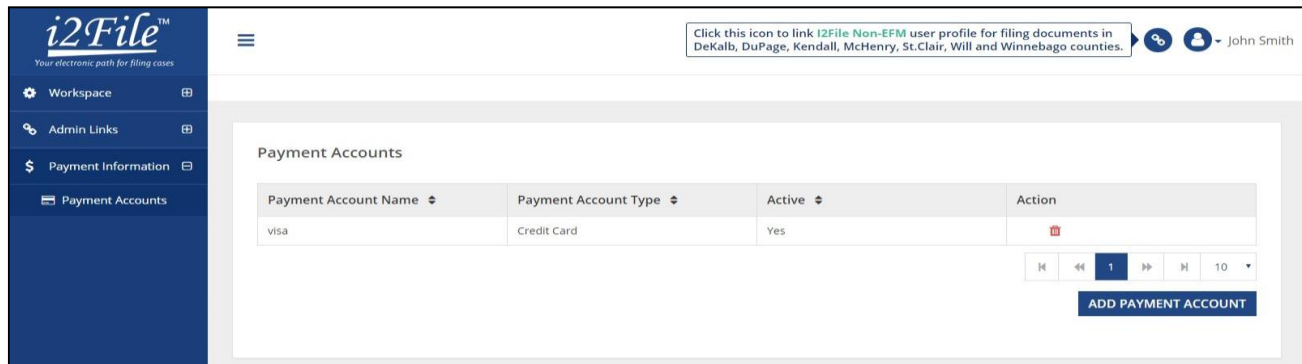
## Payment Information

This section enables users to manage their payment accounts.

### Payment Accounts

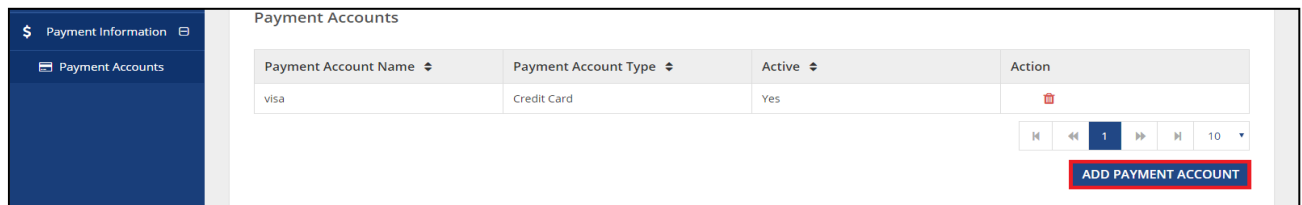
You must have at least one Payment Account in order to be able to e-File. A new payment account can be created as and when it is needed using a credit card or debit card. Creating a Waiver Payment Account allows you to submit filings for indigent and other no-fee cases.

Click on Payment Accounts link under payment information section to open payment account list.



### Add Payment Account

Click on "Add Payment Account" button below list of Payment accounts for adding a payment account.



There are three type of payment accounts.

- e-Check

- Credit Card
- Waiver

Steps for adding Waiver Type payment account

1. Enter Payment Account Name and Select Waiver in Payment Account Type Dropdown. Check the “Active” Checkbox and Click “Save” button to save payment account.

Steps for adding e-Check payment account

1. Enter Payment Account name and select e-Check in Payment Account type dropdown before clicking “Enter Bank Information” button.

2. You will be redirected to a page in another website as shown below. Select “e-Check” as the method of payment.

3. Enter all required details and Click “Continue” button. It will take you to a verification screen as shown below.

## Verify Billing Information

<b>Billing Detail</b>	<b>Account Type</b> Checking <b>Account Number</b> *****3214 <b>Routing Number</b> admin <b>Name on Account</b> Robert <b>Address Type</b> US <b>Address Line 1</b> 11,old City <b>Address Line 2</b> <b>City</b> London <b>State</b> IL <b>Zip Code</b> 68001
<b>Terms and Conditions</b> This is a confidential and secure site that does not disseminate confidential information to third parties. The effective date of the payment is the date that it is submitted. By selecting the Process Payment button you are authorizing the processing of this transaction.	
	<input type="button" value="Back"/> <input type="button" value="Save Information"/>

4. Click on "Save Information" button. You will be redirected to payment account list on successful addition.

### Steps for adding Credit Card Type payment account

1. Enter Payment Account Name and select Credit Card as the Payment Account Type before clicking "Enter Credit Card Information" button.

Payment Account Name*	Payment Account Type*
<input type="text" value="Credit Card"/>	<input type="text" value="Credit Card"/>
<input type="button" value="ENTER CREDIT CARD INFORMATION"/>	

2. You will be redirected to a page on new website as shown below. Select Credit Card as the method of payment.

### Payment Information

<b>Method of Payment</b>
<input checked="" type="radio"/> Credit Card <input type="radio"/> e-Check
<b>Cardholder Information</b> Enter the information as it appears on the Cardholder Account. The fields marked with a red asterisk (*) are required fields.
<b>Card Type</b> MasterCard *
<b>Card Number</b> 5454545454545454 *
<b>Exp Month</b> 2 * <b>Exp Year</b> 2018 *
<b>CVV Code</b> 123 * <a href="#">CVV Help</a>
<b>Name on Card</b> *
<b>Address Type</b> <input checked="" type="radio"/> US <input type="radio"/> Foreign
<b>Address Line 1</b> *
<b>Address Line 2</b> *
<b>City</b> *
<b>State</b> *
<b>Zip Code</b> *
<input type="button" value="Continue"/>

3. Enter all required details and Click "Continue" button given below. It will take you to a verification screen as shown below.

### Verify Billing Information

Billing Detail	
Card Type	MASTERCARD
Card Number	*****5454
Exp Date	02/18
CVV Code	***
Name on Card	Robert
Address Type	US
Address Line 1	11,old City
Address Line 2	
City	London
State	IL
Zip Code	68001

**Terms and Conditions**  
This is a confidential and secure site that does not disseminate confidential information to third parties. The effective date of the payment is the date that it is submitted. By selecting the Process Payment button you are authorizing the processing of this transaction.

4. Click on "Save Information" button. You will be redirected to payment account list on successful addition.

### Payment Accounts

Payment Account Name	Payment Account Type	Active	Action
Waiver type	Waiver	Yes	
Credit Card AC	Credit Card	Yes	

### Delete Payment Account

1. Click on "Delete" icon in action column of payment account list to delete the selected payment account.

The screenshot shows the i2File interface with a 'Delete payment account' dialog box open. The dialog asks 'Are you sure want to remove Payment Account?' and has 'YES' and 'NO' buttons. In the background, a table of payment accounts is visible, with the 'Delete' icon in the 'Action' column highlighted by a red box.

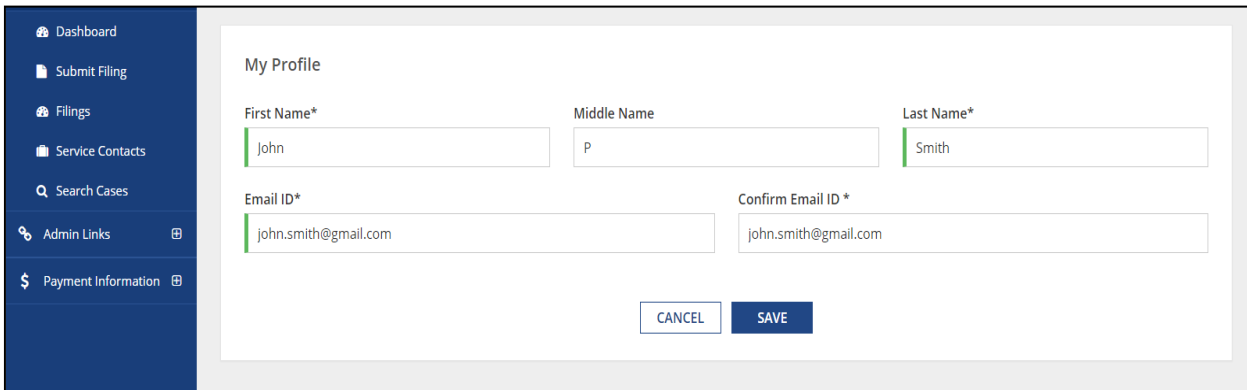
### Account Settings

User can edit profile details, change password or manage notification email preferences through account settings menu highlighted below.

The screenshot shows the i2File interface with the user profile dropdown menu open. The menu items 'My Profile', 'Manage Notifications', 'Change Password', and 'Logout' are highlighted with a red box.

## My Profile

1. Click on My Profile link under account settings menu, to display profile details as shown below.



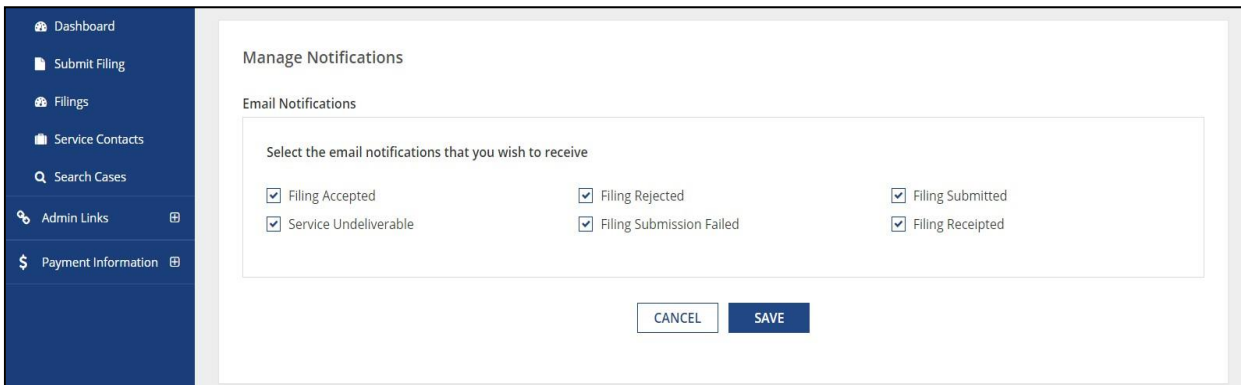
2. Modify any information if needed and click on save button to save the changes.



## Manage Notifications

It enables user to configure list of notification emails that user would like to receive.

1. Click on Manage Notification under Account settings.



2. If you want to stop any one or all notification emails, uncheck the relevant checkboxes and click on Save Button.



## Change Password

Follow below steps for changing your password

1. Click on Change Password under Account settings.

The screenshot shows the i2File user interface. On the left is a dark blue sidebar with navigation options: Workspace, Dashboard, Submit Filing, Filings, Service Contacts, Search Cases, Admin Links, and Payment Information. The main content area is titled 'Change Password' and contains the following fields:

- Old Password\* (masked with asterisks)
- New Password\* (masked with asterisks)
- Re-enter New Password\* (masked with asterisks)
- Security Question\* (text input with the example 'what is your pet name?')
- Security Answer\* (text input with the placeholder 'Security Answer')

At the bottom of the form are two buttons: 'CANCEL' and 'SAVE'. A tooltip at the top right of the page reads: 'Click this icon to link i2File Non-EFM user profile for filing documents in DeKalb, DuPage, Kendall, McHenry, St.Clair, Will and Winnebago counties.' The user's name 'John Smith' is displayed in the top right corner. The footer of the page contains the copyright notice: '© 2007-2017, I2F Internet Case Filing System'.

2. Enter Old Password, New Password, Confirm New Password, Security Answer and click "Save" button. Notification Message will be displayed once the password is changed.

This screenshot shows the same 'Change Password' form as in the previous image, but now it is filled with data. The fields contain:

- Old Password\* (masked)
- New Password\* (masked)
- Re-enter New Password\* (masked)
- Security Question\* (filled with 'what is your pet name?')
- Security Answer\* (filled with 'Flora')

The 'SAVE' button is now highlighted in a darker blue. A green notification banner at the top right of the page reads: 'Change Password Notification Password changed successfully'. The tooltip and user name 'John Smith' are still present. The footer remains the same: '© 2007-2017, I2F Internet Case Filing System'.