

# File & Serve *Illinois*™

## USER GUIDE

### Cook County Functionality



# Table of Contents

---

## TABLE OF CONTENTS

<b>File &amp; Serve Illinois Resources</b>	3
<b>File &amp; Serve Illinois Overview</b>	4
<b>Getting Started</b>	5
<b>Cook County Functionality</b>	6
Case Cross-Reference Numbers	6
Requesting a Hearing Date	7
Notification of Hearing Date Assignment	8
Schedule Return Date	9

---

File & Serve *Illinois* has many resources available to you in order to address your questions and concerns:

- **File & Serve *Illinois* Client Support** is available to assist you with technical, ID, functionality and any other questions you may have. You can contact Client Support at 888.529.7587. They are available 24/7/365.
- **File & Serve *Illinois* Resource Center** is available to assist you with How-To Guides, register for Live Webinars, watch On-Demand videos, and much more! Please visit <http://fileandservexpress.com/illinois/training.html> for more information.

# FILE & SERVE ILLINOIS OVERVIEW

The File & Serve *Illinois* User Guide provides a convenient source of information to help you efficiently eFile into an existing case.

## Before You Begin

1. Refer to the appropriate court rules on electronic filing prior to using File & Serve *Illinois* to ensure that you are in compliance with local requirements.
2. Check our minimum system requirements to be sure your computer is correctly configured for using File & Serve *Illinois*.
3. If you need assistance, call our Client Support line at 1-888-247-2051. They are available to help you 24/7/365.

## Logging in to File & Serve *Illinois*

The screenshot displays the login interface for File & Serve Illinois. It features two input fields: 'Email' with an envelope icon and 'Password' with a lock icon. Below these fields is a prominent blue 'Login' button. At the bottom of the form area, there are two links: 'Forgot Password' and 'Register Now'.

1. Open IE, Chrome, or Firefox go to [www.fileandserveillinois.com](http://www.fileandserveillinois.com).
2. Enter your Username and Password and click **Login**.
3. **If you do not have a Username/Password, please contact your Firm Administrator.**

# GETTING STARTED

1. Access the File & Serve *Illinois* login page via [www.fileandserveillinois.com](http://www.fileandserveillinois.com)
2. Enter your Username/Password and click “**Login**”.

File & Serve Illinois™

Home Training Contact Us Login to File & ServeXpress

Email

Password

Login

Forgot Password | Register Now

Welcome to eFiling and eService in  
**Illinois**

THE FASTEST WAY TO FILE

For more information about eFiling in Illinois please [Click Here](#).

System Notifications

[Read More](#)

# Cook County Functionality

## Case Cross Reference Numbers

A field will be available after selecting the Jurisdiction, Case Category, and Case Type in Step 1- Case Type.

1. Choose the Cross Reference Type.
2. Enter the Cross Reference Number.
3. Click “Add to List”
4. Select the “Trashcan” icon to remove the Cross Reference.


**Case Cross Reference Numbers**

Cross Reference Number:

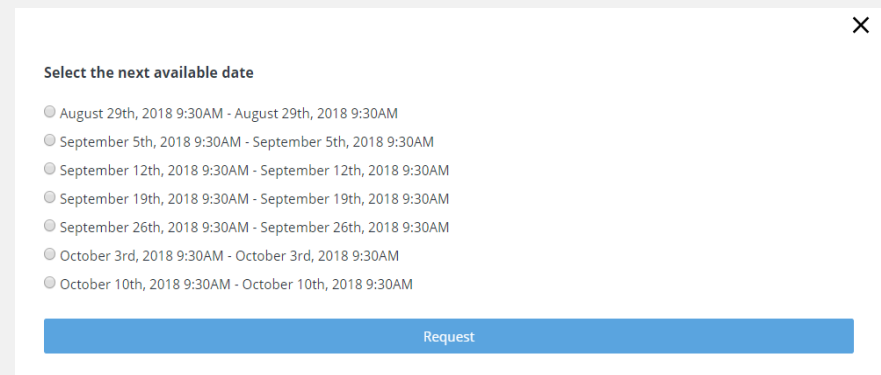
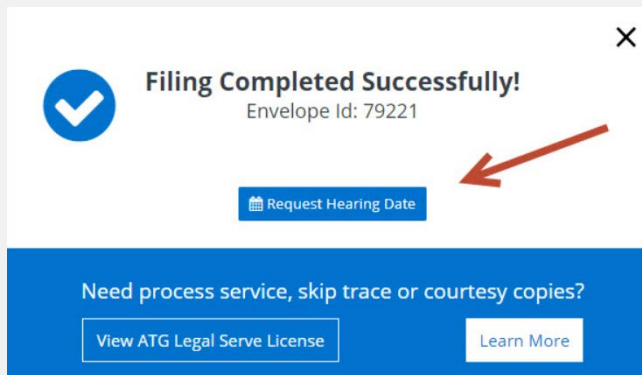
Cross Reference Type:  1 i 3 Add to list

Cross Reference Number	Cross Reference Type	Remove
90909	Cook County Attorney Code	4

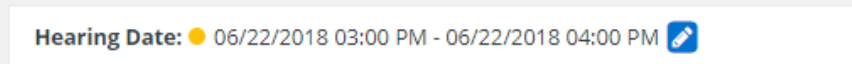
## Request a Hearing Date

After submitting a transaction, filers can Request a Hearing Date on the successfully submitted filing confirmation screen or navigate to their Completed Filings, access the transaction summary , and select the “Request Hearing Date” button to request a hearing date with the court.

1. Click “Request Hearing Date”.
2. Select the radio button for next available date or request a specific date/time.
3. Click Request.



Once requested the hearing date will be shown “Pending” with a yellow circle. You can check the status or edit the request on your transaction summary page by clicking on the pencil up until the clerk reviews the filing:



## Notification of Hearing Date Assignment

If the clerk accepts the request, the circle will change to green, or Accepted.

Hearing Date: ● 05/24/2018 08:58 AM - 05/24/2018 09:58 AM  
Court Address:  
Court Room:

If the clerk rejects the request, the hearing date information will disappear. You will need to contact the court directly to get your hearing date.

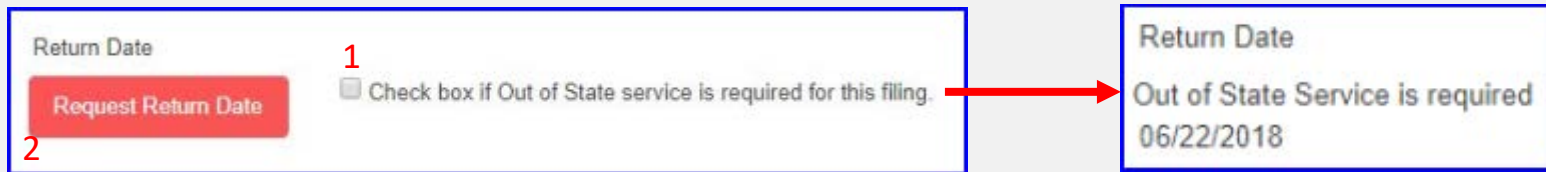
Hearing Date:



## Schedule Return Date

Where applicable, during Step 3- Documents, filers may schedule return dates indicating a deadline for filing responsive pleadings.

1. Select the checkbox to indicate whether “Out of State service” is required for this filing.
2. Click “Request Return Date”.



### Notes:

- If the requested return date is confirmed, then a positive response with the date will be returned and the return date will be displayed in place of the button.
- If the checkbox is selected, “Out of State Service is required for this filing” will display, if not, “Out of State Service is not required for this filing” will display.
- If the return date is not allowed for a jurisdiction, an informative message “Not available for the selected jurisdiction” will be displayed.