

File & Serve *Illinois*™

USER GUIDE
Subsequent Filing



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

- **File & Serve *Illinois* Client Support** is available to assist you 24/7/365. You can contact Client Support at 888.529.7587
- **File & Serve *Illinois* Resource Center** is available with How-To Guides, registration for Live Webinars, viewable On-Demand videos, and much more! Please [visit https://www.fileandservexpress.com/resources/](https://www.fileandservexpress.com/resources/) for more information.

SUBSEQUENT FILING 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 shows a login interface with the following elements:

- Email:** A text input field with an envelope icon on the left.
- Password:** A text input field with a lock icon on the left.
- Login:** A prominent blue button with the text "Login" in white.
- Links:** Below the button, there are two links: "Forgot Password" and "Register Now", separated by a vertical bar.

1. Open IE, Chrome, or Firefox go to 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
2. Enter your Username/Password and click “**Login**”.

File & Serve *Illinois*™

Resources Support Need to eFile out of state?

WELCOME TO
eFILING AND eSERVICE IN

Illinois

* Required field.

Email *

Password *

Login

[Forgot Password](#) | [Register Now](#)

FSX Support Center

Our team of eFiling experts is available around the clock to assist you!

[1-888-529-7587](tel:1-888-529-7587) support@fileandserve.com [Chat Online](#)

GETTING STARTED *(continued)*

Once you are logged into your account, you will be taken to Case Details page to begin your filing. Or, you will be taken to the Incomplete Filings page if you have any unfinished filings to complete and submit.

1. If you are on the Incomplete Filings page, or the Completed Filings page you can, (a) select “Submit a New Filing” from the Filing drop-down menu, or (b) select the “+Existing Case” button. Both will take you to the Case Details page to begin the filing. Please see next slide for screen shots.

Inbox Filing Firm Admin

Case Details

STEP 1 - Case Type STEP 2 - Parties STEP 3 - Documents STEP 4 - Service Contact STEP 5 - Review & Submit

* Indicates a required field.
Please note that the context of the page and the options available to you can change based on your selections.

Is this filing for an existing case? *

No
Yes

Case Type *

No Case Type selected

Payment Account *

No Payment Account selected

Case Category *

No Case Category selected

Attorney

No Attorney selected

Client Matter ID *

Next

GETTING STARTED *(continued)*

If you selected “Yes” in “Is this filing for an existing case?” field, you will be taken to a new screen to enter the jurisdiction and your case number, the Organization Name, or the Party Name to search for your case.

2. Click "Go" to locate the case.
3. Click Start Filing to begin the transaction.

The screenshot shows a web interface titled "Case Details" with a progress bar at the top indicating five steps: STEP 1 - Case Type, STEP 2 - Parties, STEP 3 - Documents, STEP 4 - Service Contact, and STEP 5 - Review & Submit. Below the progress bar, there is a note: "* indicates a required field. Please note that the context of the page and the options available to you can change based on your selections." The main form contains a dropdown menu for "Is this filing for an existing case?" with "Yes" selected. Below this are radio buttons for "Preferred list" (selected) and "Full list". To the right, there are radio buttons for "Search Method:" with "Case Number" selected, and "Organization" and "Person Name" unselected. Below the search method are a dropdown for "Jurisdiction" (set to "Cook County - Law - District 1 - Chicago") and a text input for "Case Number:" (set to "2021L000773"). A blue "Go" button is located to the right of the case number input. Below the form, the text "Search Result(s)" is followed by a table. A red arrow points to the "Start Filing" button in the first row of the table.

Select Case	Case Number	Case Type	Case Category	Case Name
Start Filing	2021L000773	Asbestos	Personal Injury/Wrongful Death	PLAINTIFF PLAINTIFF VS. DEFENDANT DEFENDANT

GETTING STARTED *(continued)*

If you selected the “+” icon on the Completed Filings page next to a transaction that has been accepted by the clerk, you will be taken to a new screen.

4. Start Filing to begin transaction.

Completed Filings

+ New Case + Existing Case

Please note that the context of the page and the options available to you can change based on your selections.

Report Type: Report Type
Jurisdiction: Select a Jurisdiction
From Date (mm/dd/yyyy): mm/dd/yyyy
To Date (mm/dd/yyyy): mm/dd/yyyy
Sort By: Sort By
Filing Type: Filing Type
Case Category: Case Category
Filing Code: Filing Code
Case Number: Case Number
Envelope ID: Envelope ID
Filing Status: Filing Status

Go Clear All

Search Results

Need process service, skip trace or courtesy copies?

Show 25 filings per page Search

Envelope ID	Case Name	Case Number	Jurisdiction	Date Filed	Submitted By	Action
250007	PLAINTIFF PLAINTIFF VS. DEFENDANT DEFFDANT	2021L000773	Cook County - Law - District 1 - Chicago	10/19/2021	Admin 0730	👁️ ✖️ + 🗨️

FILING INTO AN EXISTING CASE:

Step 1 – Case Type

To file into an existing case using File & Serve *Illinois*, follow these steps:

1. All fields in Step 1 will be auto-populated. Verify the information. You will be able to change the information if necessary by typing on the drop-down menu of the fields, or typing into the Client Matter ID field.

Note: The **Payment Account** field will be auto-populated to the default payment account chosen by your Firm Administrator. If you do not see that it is auto-populated, please contact your Firm Administrator. If you need to select Waiver, please click on the drop-down menu and make the selection. If you do not see a **Waiver** option, please contact your Firm Administrator. See screen shots on next slide.

FILING INTO AN EXISTING CASE:

Step 1 – Case Type *(continued)*


2. **Next** to move to Step 2-Parties and gain the ability to toggle between Steps 2-5. The system will be auto-saving the information as you click “**Next**”. Please see next slide.

Case Details

STEP 1 - Case Type STEP 2 - Parties STEP 3 - Documents STEP 4 - Service Contact STEP 5 - Review & Submit

* indicates a required field.
Please note that the context of the page and the options available to you can change based on your selections.

Is this filing for an existing case? *	Case Type *
Yes	Abandoned Mobile Home (\$314.00)
Case Number	Payment Account *
2021MP235902	Mastercard Account
Jurisdiction *	Attorney
St. Clair County	QA Ben
Case Category *	Client Matter ID *
Chancery	13456.8887

 [Next](#)

FILING INTO AN EXISTING CASE:

Step 2 – Parties

To verify and/or create a new party in an existing case using File & Serve *Illinois*, follow these steps:

1. The List of Parties (Party Type/Name) will be auto-populated, including the “**Total Case Parties.**”
2. Select the Sending Party for this transaction by checking the appropriate box if it is not already populated.
3. If necessary, create a new party by selecting, “**Add Party**”

Case Details

STEP 1 - Case Type STEP 2 - Parties STEP 3 - Documents STEP 4 - Service Contact STEP 5 - Review & Submit

List of Parties
Total Case Parties: 4

Search by Party Name

Sending Party	Party Type	Party Name	Lead Attorney	Additional Attorneys	Actions
<input type="checkbox"/>	Defendant	defendant defendant			
<input type="checkbox"/>	Plaintiff	Person3 Person3	Tom Hagen		
<input type="checkbox"/>	Plaintiff	Person2 Person2	att att		
<input checked="" type="checkbox"/>	Plaintiff	Person1 Person1	atrerrewe rwerwer		

FILING INTO AN EXISTING CASE: Step 2 – Parties (continued)

4. If you select, “**Create New Parties,**” a new screen will pop-up.
5. Select “**Party Type**” from the drop-down menu. **Note:** A Party Types with an “*” is required.
6. Select the radio button if the party is a “**Person**” or an “**Organization.**”
7. Select the radio button whether the party is your client or not by selecting “**Yes**” or “**No**”.
8. Enter the party’s First Name, Last Name. **Note:** Only the party name is mandatory. You can add information into the Address and Phone No. fields at your discretion.
9. Click “**Add Party**” to add the party to the List of Parties.
10. Walk through these steps for all remaining parties that need to be added until complete.

The screenshot shows the 'Add a Party' form with the following fields and annotations:

- Party Type (Required):** A dropdown menu with 'Adoptive Child*' selected.
- Lead Attorney:** A dropdown menu with 'Select Lead Attorney' selected.
- Additional Attorneys:** An empty text input field.
- Person Or Organization:** Radio buttons for 'Person' (selected) and 'Organization'.
- Is this your client:** Radio buttons for 'Yes' (selected) and 'No'.
- First Name (Required), Middle Name, Last Name (Required):** Three text input fields, all highlighted with a red box.
- Address Line 1, Address Line 2:** Two text input fields.
- City, State, Zip Code:** Text input fields for City and Zip Code, and a dropdown menu for State with 'Select State' selected.
- Phone Number, Date Of Birth:** Text input fields for Phone Number and Date Of Birth (format: mm/dd/yyyy).
- Annotations:** A green box with a line pointing to the name fields contains the text 'Enter the Required information then select "Add Party"'. A red arrow points to the 'Add Party' button.
- Buttons:** 'Close' and 'Add Party' buttons are located at the bottom of the form.

FILING INTO AN EXISTING CASE:

Step 2 – Parties *(continued)*


11. Your List of Parties will be displayed at the bottom of the screen, including the “**Total Case Parties**”.
12. Make sure a Sending Party is selected for this transaction by checking the appropriate box.
13. Click “**Next**” to move to Step 3-Documents or on the tab, “**Step 3-Documents.**”

Case Details

STEP 1 - Case Type STEP 2 - Parties STEP 3 - Documents STEP 4 - Service Contact STEP 5 - Review & Submit

List of Parties
Total Case Parties: 4

Sending Party	Party Type	Party Name	Lead Attorney	Additional Attorneys	Actions
<input type="checkbox"/>	Defendant	defendant defendant			
<input type="checkbox"/>	Plaintiff	Person3 Person3	Tom Hagen		
<input type="checkbox"/>	Plaintiff	Person2 Person2	att att		
<input checked="" type="checkbox"/>	Plaintiff	Person1 Person1	atrrerwe rwerwer		



FILING A NEW CASE:

Step 3 – Documents

When uploading documents, filers can Drag and Drop as many documents as needed.

1. Locate the documents you wish to attach, highlight or check the box to the left of the documents
2. Drag and Drop the files into the box where the system indicates (outlined below in Red). Once your documents are uploaded, select your filing code and document category before saving. If the court allows for it, you will also be able to drag and drop attachments.

Case Details

STEP 1 - Case Type STEP 2 - Parties **STEP 3 - Documents** STEP 4 - Service Contact STEP 5 - Review & Submit

Filing Type
File and Serve

Documents to File

Choose Lead Documents or drag them in here
pdf/ rtf/ doc/docx

0 Bytes
Max Envelope Size: 150 MB
0 Lead Document(s)

Filing Code	Filing Type	File Size	Description
Add/Manage Document(s)			

* indicates a required field.

Note to Clerk (Optional - Maximum 200 characters)

Responsible for Filing Fees *

Select Responsible Party

Send Accepted Notifications To: (Optional Field. Add email address for each recipient you want to receive accepted notifications.)

example@example.com, example@example.com

Return Date Not available for selected jurisdiction.

Back Next

Please note that the context of the page and the options available to you can change based on your selections.
*indicates a required field.

Documents to File

83.85 KB
Max Envelope Size: 150 MB
3 Lead Document(s)

Choose Lead Documents or drag them in here

Motion.pdf
Size: 29.63 KB

Filing Code*
Motion (\$ 0)

Filing Description (Maximum 200 characters)*
Motion

Document Category*
Non-Confidential

+ Optional Services

Exhibits GL.pdf
Size: 27.11 KB

Filing Code*
Exhibit (\$ 0)

Filing Description (Maximum 200 characters)*
Exhibits GL

Document Category*
Non-Confidential

+ Optional Services

Exhibits AF.pdf
Size: 27.11 KB

Filing Code*
Exhibit (\$ 0)

FILING A NEW CASE:

Step 3 – Documents *(continued)*

Before moving to the next step, you will have the option to enter a note to clerk if desired.

3. Select the party responsible for filings fees.
4. Enter the email address(es) of legal team members you wish to receive a “Courtesy Notification of Acceptance”.

STEP 1 - Case Type STEP 2 - Parties **STEP 3 - Documents** STEP 4 - Service Contact STEP 5 - Review & Submit

Filing Type
File and Serve

Documents to File

Choose Lead Documents or drag them in here
pdf, rtf, doc, docx

83.85 KB
Max Envelope Size: 150 MB
3 Lead Document(s)

Filing Code	Filing Type	File Size	Description
Motion	File and Serve	29.627 KB	Motion
Exhibit	File and Serve	27.11 KB	Exhibits GL
Exhibit	File and Serve	27.11 KB	Exhibits AF

Add/Manage Document(s)

* indicates a required field.

Note to Clerk (Optional - Maximum 200 characters)

Responsible for Filing Fees *
Person1 Person1

Send Accepted Notifications To: (Optional Field. Add email address for each recipient you want to receive accepted notifications.)
example@example.com, example@example.com

Return Date Not available for selected jurisdiction.

Back Next

Note: Only the Lead Document will be displayed, including the Filing Code, Filing Type, and (Filing) Description. You can edit the Lead Document and its Attachment by clicking "Add/Manage Document(s)".

FILING INTO AN EXISTING CASE:

Step 4 – Service Contacts

The next few slides will explain how to add a service contact(s) to an existing service list. Please note:

- The service list will be auto-populated.
- You will be able to view the number of contacts on the service list next to the “**eServe**” column.
- You can keep the boxes checked under “**eServe**” for those contacts you would like to serve in this transaction.
- You can de-select the boxes under “**eServe**” for those contacts you would like to NOT serve in this transaction.
- Click on the drop-down menu under the **Party** column to select either the case or a case party.* The system will automatically “attach” them and save the selection. You must complete this step in order for the contact to “stick” to the service list.

(See next slide for screen shot)

FILING INTO AN EXISTING CASE: Step 4 – Service Contacts (*continued*)

*Select the “Case” if you’d like the Service Contact to be associated to the case.

*Select one of the case parties if you’d like the Service Contact to associate/“follow” the party.

Case Details

STEP 1 - Case Type STEP 2 - Parties STEP 3 - Documents **STEP 4 - Service Contact** STEP 5 - Review & Submit

Who should be notified about this filing?
Current Notice List: Parties will be e-Served and notified.

e-Serve	3	Name	Email Address	Party	Action
<input checked="" type="checkbox"/>		John Doe	qaefsp+JohnDoe@gmail.com	Person1 Person1	Detach
<input checked="" type="checkbox"/>		John Smith	qaefsp+JohnSmith@gmail.com	Person2 Person2	Detach
<input checked="" type="checkbox"/>		d d	qaefsp+fdf@gmail.com	Select Party	

When adding a service contact select "case" or party name in order to remain on the service list.

Add Individuals
Please note that the context of the page and the options available to you can change based on your selections.

Add Contact From Firm Service Contacts

First Name Last Name

FILING INTO AN EXISTING CASE:

Step 4 – Service Contacts (*continued*)

To create service contacts in an existing case using File & Serve *Illinois*, follow these steps:

1. Select Firm Service Contacts from the drop-down menu under “**Add Individually.**”
2. Enter the first and last name of the support staff member(s) in your firm.
3. Select “**Search,**” and “**Add to List.**”

The screenshot shows the 'Add Individually' section of the File & Serve Illinois interface. It includes a dropdown menu for 'Add Contact From Firm Service Contacts', input fields for 'First Name' (containing 'Ann') and 'Last Name' (containing 'Rose'), and an empty 'Email Address' field. A 'Search' button is located below the input fields. Below the form is a table with the following data:

First Name	Last Name	Email Address	Action
Ann	Rose	Arose7153@gmail.com	Add To List

FILING INTO AN EXISTING CASE:

Step 4 – Service Contacts (*continued*)

4. Select “**Add New Service Contact**” from the drop-down menu under “**Add Individually.**”
5. Enter their first name, last name, and email address. Click “**Save.**” New Service Contacts will be saved to the service list and to “**Service Contacts**” under your firm.





The screenshot shows a web form titled "Add Individually". At the top left, there is a dropdown menu with "Add New Service Contact" selected. Below this are four input fields: "First Name" (containing "Lacy"), "Middle Name" (empty), "Last Name" (containing "Jones"), and "Email Address" (containing "lacyjones@fakelawfirm.com"). There is also an "Administrative Copy" checkbox which is unchecked. At the bottom left are two buttons: a red "Cancel" button and a dark blue "Save" button. Red arrows point to the dropdown menu, the "First Name" field, the "Last Name" field, the "Email Address" field, and the "Save" button.

Note: The Firm Administrator can access Firm Service Contacts under “**Service Contacts**” in the Firm Admin drop-down menu to edit, remove, or add any Firm Service Contacts. Filers can access Firm Service Contacts under “Service Contacts” under the “**Filing**” drop-down menu to edit, remove, or add any Firm Service Contacts. You can then easily search for them under “**Add Firm Service Contacts**” for any future cases.

FILING INTO AN EXISTING CASE:

Step 4 – Service Contacts (*continued*)

6. Edit or remove a service contact during the filing by selecting the “pencil” icon or the “trash can” icon under the Action column.

e-Serve	3	Name	Email Address	Party	Action
<input checked="" type="checkbox"/>		John Doe	qaefsp+JohnDoe@gmail.com	Person1 Person1	 Detach
<input checked="" type="checkbox"/>		John Smith	qaefsp+JohnSmith@gmail.com	Person2 Person2	 Detach
<input checked="" type="checkbox"/>		d d	qaefsp+fdf@gmail.com	Select Party	 

7. Click “**Next**” to move to Step 5- Review & Submit.

FILING INTO AN EXISTING CASE:

Step 5 – Review & Submit

To review the envelope details prior to submitting to the court using File & Serve *Illinois*, follow these steps:

1. Using your scroll bar, review each section.
2. If you find a mistake in a section, click on the “pencil” icon to edit that section.
3. The Document section will display the Lead Document(s), its Attachment(s), the original format(s), converted format(s) (if applicable), the “Accepted Notifications”, and any Filing Code fees.

Review & Submit Printable Version

STEP 1 - Case Type STEP 2 - Parties STEP 3 - Documents STEP 4 - Service Contact STEP 5 - Review & Submit

Case Type	
Jurisdiction: Alexander County	Case Category: Chancery
Case Type: Partnership Dissolution	
Payment Account: Mastercard Account	Attorney: QA Ben
Client Matter ID: 3029.145	

Case Cross Reference Numbers	
Cross Reference Number	Cross Reference Type

Parties 2					
Sending Party	Party Type	Name	Address	Lead Attorney	Additional Attorneys
<input checked="" type="checkbox"/>	Plaintiff/Petitioner	John Smith		QA Ben	
	Defendant/Respondent	Susan Jones			

FILING INTO AN EXISTING CASE: Step 5 – Review & Submit (*continued*)

4. Make sure the correct party is listed next to the “**Responsible for Filing Fees**” section.
5. The Service Contact section will display, “**Yes**” for contacts to be served with this envelope.
6. All fees associated with the transaction will be listed for your review.
7. You can print the envelope details by selecting “**Printable Version.**”
8. You must select “**Submit**” for immediate filing to the court and service on the selected contacts.

Review & Submit [Printable Version](#)

STEP 1 - Case Type STEP 2 - Parties STEP 3 - Documents STEP 4 - Service Contact STEP 5 - Review & Submit

Case Type

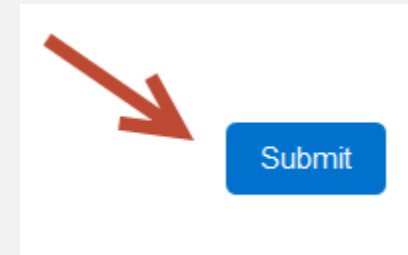
Jurisdiction: Alexander County	Case Category: Chancery
Case Type: Partnership Dissolution	
Payment Account: Mastercard Account	Attorney: QA Ben
Client Matter ID: 3029.145	

Case Cross Reference Numbers

Cross Reference Number	Cross Reference Type
------------------------	----------------------

Parties 2

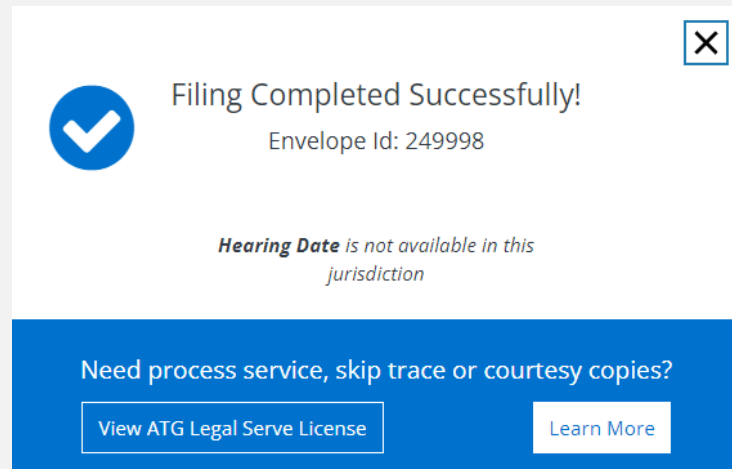
Sending Party	Party Type	Name	Address	Lead Attorney	Additional Attorneys
<input checked="" type="checkbox"/>	Plaintiff/Petitioner	John Smith		QA Ben	
<input type="checkbox"/>	Defendant/Respondent	Susan Jones			



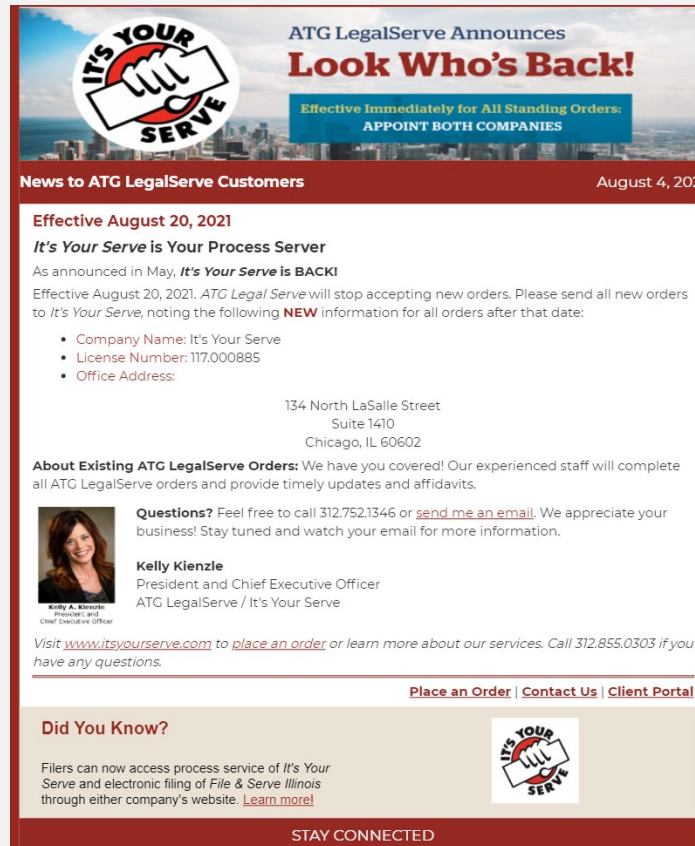
FILING INTO AN EXISTING CASE:

Step 5 – Review & Submit (*continued*)

9. After you click “**Submit**,” you will receive the following message with your envelope ID. Please refer to the next slide for more information on the “process service, skip trace or courtesy copy” noted in the envelope ID message.



1. On the Completed Filings page, and in the envelope ID message; links are displayed for you to select, if needed, “process service, skip trace, or courtesy copy for the judge(s). When selected, a new tab in the browser will display It's Your Serve.



ATG LegalServe Announces
Look Who's Back!
Effective Immediately for All Standing Orders:
APPOINT BOTH COMPANIES

News to ATG LegalServe Customers August 4, 2021

Effective August 20, 2021
It's Your Serve is Your Process Server
As announced in May, **It's Your Serve is BACK!**
Effective August 20, 2021. ATG Legal Serve will stop accepting new orders. Please send all new orders to **It's Your Serve**, noting the following **NEW** information for all orders after that date:

- Company Name: It's Your Serve
- License Number: 117.000885
- Office Address:

134 North LaSalle Street
Suite 1410
Chicago, IL 60602

About Existing ATG LegalServe Orders: We have you covered! Our experienced staff will complete all ATG LegalServe orders and provide timely updates and affidavits.

Questions? Feel free to call 312.752.1346 or [send me an email](#). We appreciate your business! Stay tuned and watch your email for more information.

Kelly Kienzie
President and Chief Executive Officer
ATG LegalServe / It's Your Serve

Visit www.itsyourserve.com to [place an order](#) or [learn more about our services](#). Call 312.855.0303 if you have any questions.


[Place an Order](#) | [Contact Us](#) | [Client Portal](#)

Did You Know?
Filers can now access process service of *It's Your Serve* and electronic filing of *File & Serve Illinois* through either company's website. [Learn more!](#)

STAY CONNECTED

FILING AN EXISTING CASE: Completed Filings (continued)

2. The system will redirect you to your **Completed Filings** tab and your filing will be added to the list of completed filings.
3. You will be able to view the Transaction Summary by clicking on the “**eyeball**” icon next to the envelope under “**Search Results.**” You will be able to print the Transaction Summary.
4. Until the court clerk Accepts, Rejects, or Returns the envelope, you can cancel it. Click on the “**X**” next to the transaction to “**Cancel entire Envelope**”.

Completed Filings 

[+ New Case](#) [+ Existing Case](#)

Please note that the context of the page and the options available to you can change based on your selections.

Report Type: Jurisdiction:

From Date (mm/dd/yyyy): To Date (mm/dd/yyyy):

Sort By: Filing Type:

Case Category: Filing Code:

Case Number: Envelope ID:



Filing Status:

[Go](#) [Clear All](#)

Search Results

[Need process service, skip trace or courtesy copies?](#)

Show filings per page

Envelope ID	Case Name	Case Number	Jurisdiction	Date Filed	Submitted By	Action
249998			Alexander County	10/19/2021	Admin 0730	 

Clicking the “X” will cancel the envelope so you can start over.

FILING AN EXISTING CASE: Completed Filings *(continued)*

5. Once the clerk accepts your filing, you will see a “+” icon next to the transaction and a green check mark next to your envelope number. You can click on the “+” sign going forward to e-file/e-serve into the now existing case.
6. You can search for a case by entering a partial case name or jurisdiction under “Search”. You can also limit the number of envelopes you see under the “Show” feature.

Note: The search bar in the Incomplete and Completed Filings page does not recognize a search using the combination of three special characters – colon (:), double quote (“), and question mark (?). Some jurisdictions will not allow the case name to be populated and will be “blank” as shown below.

Search Results

Need [process service](#), [skip trace](#) or [courtesy copies](#) ?

Show filings per page

Envelope ID	Case Name	Case Number	Jurisdiction	Date Filed	Submitted By	Action
248385	1 PERSON Vs. ORGANIZATION	2021CH00922	Cook County - Chancery - District 1 - Chicago	10/05/2021	Admin 0730	
248374	1 PERSON Vs. ORGANIZATION	2021CH00922	Cook County - Chancery - District 1 - Chicago	10/05/2021	Admin 0730	
248369	PERSON Vs. ORGANIZATION	2021CH00922	Cook County - Chancery - District 1 - Chicago	10/05/2021	Admin 0730	

LOCATING YOUR FILE-STAMPED DOCUMENT

Step In File & Serve Illinois

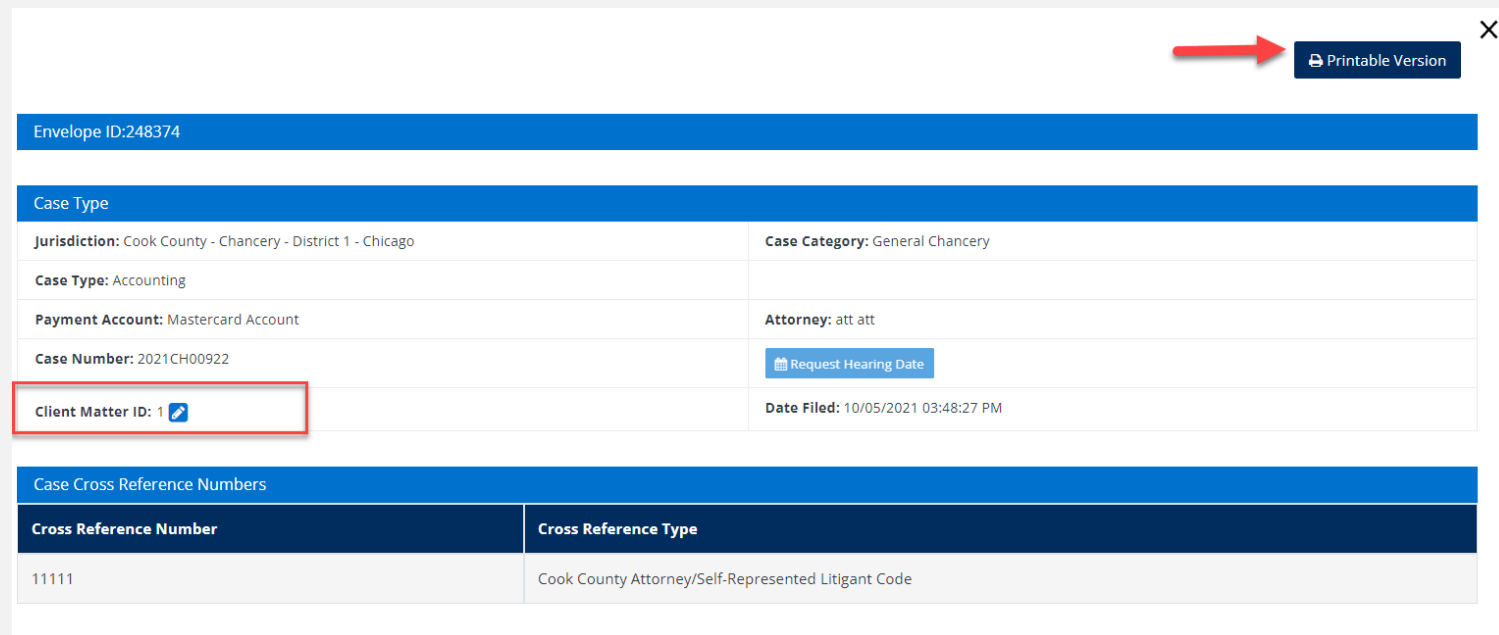
Once you receive the Accepted notification from eFile Illinois, you will be able to view your file-stamped document within File & Serve Illinois. Please follow these steps using File & Serve Illinois to locate:

1. Go to your Completed Filings page.
2. Find the recently accepted transaction.
3. Click on the “**eyeball**” icon.
4. Scroll down to the Documents section and find the “**Stamped Document**” column.
5. The link to your file-stamped document will be there. This link will remain available for viewing at any time.


Documents									
Status	Filing Code	Filing Description	Original Document	Converted Document	Stamped Document	Optional Services	Document Category	Document Description	Fees
Accepted 04/19/2017 01:21:43 P M	Complaint (Lead Document) Note to Clerk:	Complaint	Generic Sample Complaint.pdf		Generic Sample Complaint.pdf		Non-Confidential	Complaint	\$ 0.00

REVIEWING YOUR TRANSACTION SUMMARY

1. You will be able to print the transaction summary for your records by clicking, **“Printable Version”**.
2. Users can edit and update the client matter number on a filing after it has been submitted.



The screenshot shows a transaction summary interface. At the top right, there is a dark blue button labeled "Printable Version" with a printer icon, highlighted by a red arrow. Below this is a blue header bar with "Envelope ID:248374". The main content area is divided into sections. The "Case Type" section contains a table with the following details:

Jurisdiction: Cook County - Chancery - District 1 - Chicago	Case Category: General Chancery
Case Type: Accounting	
Payment Account: Mastercard Account	Attorney: att att
Case Number: 2021CH00922	Request Hearing Date
Client Matter ID: 1 	Date Filed: 10/05/2021 03:48:27 PM

The "Client Matter ID" field is highlighted with a red rectangular box. Below this is the "Case Cross Reference Numbers" section, which contains a table:

Cross Reference Number	Cross Reference Type
11111	Cook County Attorney/Self-Represented Litigant Code

REVIEWING YOUR TRANSACTION SUMMARY

(continued)

- You will also be able to view the **real-time status of service** (see screen shot below). Once the service contact clicks on the document link from the Notification of Service email from the eFiling Manager, eFile Illinois; the “unopened” will change to the date and time the link was “clicked”.


Note: The Status will reflect “**Not Sent**” until the clerk accepts. Once the clerk accepts your document(s), service will be delivered, and the status will update to “**Sent.**”

Service Contact: 9						
e-Serve	Name	Email Address	Public	Party Name	Status	Date Opened
Yes	Suzy Jp	Suzy@email.com	No	case	Not Sent	Unopened
Yes	Kelsey Smith	ksmith@lawfirm.com	No	case	Not Sent	Unopened

REVIEWING YOUR TRANSACTION SUMMARY

(continued)

4. You will also be able to view the **clerk's comments** under the Documents section.

Documents									
Status	Filing Code	Filing Description	Original Document	Converted Document	Stamped Document	Optional Services	Document Category	Document Description	Fees
Rejected 06/16/2017 11:52:06 AM	Service Document Clerk Comments  Filing Review Comments : No rejection comment was provided. Please contact the court into which you are filing for more information. Reject Reason : Format Error Note to Clerk:	Answer	Generic Sample Answer.pdf					Answer filed on behalf of Roger Smith	\$ 0.00

REVIEWING SUBMITTED FILINGS

1. You can review your submitted filings on the Completed Filings page. Under the drop-down menu **“Sort By”** it will default to **“My Filings”**. Enter information into at least one the filters and select **“Go”**. Your transaction will be displayed under **“Search Results”**.
2. You can review submitted filings by firm members by clicking on the drop-down menu **“Sort By”** and selecting **“My Firm’s Filing”**. Enter information into at least one the filters and select **“Go”**. Your transaction will be displayed under **“Search Results”**.

Completed Filings

+ New Case + Existing Case

Please note that the context of the page and the options available to you can change based on your selections.

Report Type: Report Type

Jurisdiction: Select a Jurisdiction

From Date (mm/dd/yyyy): mm/dd/yyyy

To Date (mm/dd/yyyy): mm/dd/yyyy

Sort By: Sort By (dropdown menu open, showing My Filings, My Firm's Filings, Case Category)

Filing Type: Filing Type

Filing Code: Filing Code

Case Number: Case Number

Envelope ID: Envelope ID

Filing Status: Accepted

Go Clear All

REVIEWING SUBMITTED FILINGS (continued)

- When searching under “My Firm’s Filings,” you will be able to see who submitted the filing under the column, “Submitted By”. You can also click on any column header to put into ascending or descending order.

Search Results

Need [process service](#), [skip trace](#) or [courtesy copies](#) ?

Show filings per page

Envelope ID ↕	Case Name ↕	Case Number ↕	Jurisdiction ↕	Date Filed ↓	Submitted By ↕	Action
248385 ⓧ	1 PERSON Vs. ORGANIZATION	2021CH00922	Cook County - Chancery - District 1 - Chicago	10/05/2021	Admin 0730	
248374 ⓧ	1 PERSON Vs. ORGANIZATION	2021CH00922	Cook County - Chancery - District 1 - Chicago	10/05/2021	Admin 0730	
248369 ⓧ	1 PERSON Vs. ORGANIZATION	2021CH00922	Cook County - Chancery - District 1 - Chicago	10/05/2021	Admin 0730	

Note: The “*tiny triangles*”



indicate the direction by which the data is sorted.

REJECTED OR RETURN FOR CORRECTION NOTIFICATIONS

If you receive a “Return for Correction” or a “Rejected” notification from eFile Illinois, please follow these steps to upload and submit your corrected documents:

1. Log onto File & Serve *Illinois* and select the “Completed Filings” page from the “Filing” drop-down menu.
2. Find the transaction with the “back arrow” in red.
3. Click on the back arrow to open up the transaction.







The back arrow allows you to open up the transaction & easily re-submit the corrected documents.

Search Results

Need [process service](#), [skip trace](#) or [courtesy copies](#) ?

Show filings per page

Search





Envelope ID	Case Name	Case Number	Jurisdiction	Date Filed	Submitted By	Action
248385	1 PERSON Vs. ORGANIZATION	2021CH00922	Cook County - Chancery - District 1 - Chicago	10/05/2021	Admin 0730	   
248384	1 PERSON VS. ORGANIZATION	2021CH00922	Cook County - Chancery - District 1 - Chicago	10/05/2021	Admin 0730	    

INCOMPLETE FILINGS

If needed, you can log out of File & Serve *Illinois* in the middle of a transaction and finish the transaction at a later date. Please see steps below:

1. To complete the filing, please log back into File & Serve *Illinois*. Go under the “**Filing**” drop-down menu and select “**Incomplete Filings**”.
2. Under “**Search Results**,” you will see the transaction. Click on the pencil icon under the Action column to resume and submit your filing.

The screenshot shows the File & Serve Illinois interface. At the top, there are navigation tabs for 'Inbox', 'Filing', and 'Firm Admin'. The 'Filing' tab is active, and a dropdown menu is open, showing options: 'Submit a New Filing', 'Completed Filings', and 'Incomplete Filings'. A red arrow points to the 'Incomplete Filings' option. Below the menu, there are buttons for '+ New Case' and '+ Existing Case'. The main area contains search filters: 'Sort By' (set to 'Sort By My Filings'), 'Jurisdiction' (set to 'Select Jurisdiction'), 'From Date (mm/dd/yyyy)' (set to 'mm/dd/yyyy'), and 'To Date (mm/dd/yyyy)' (set to 'mm/dd/yyyy'). A 'Go' button is located below these filters. Under 'Search Results', there is a search input field and a 'Show 25 filings per page' dropdown. Below this is a table with the following data:

Jurisdiction	Case Name	Case Number	Created on	Created By	Action
Cook County - Law - District 1 - Chicago	PLAINTIFF PLAINTIFF VS. DEFENDANT DEFENDANT	2021L000763	10/19/2021	Admin 0730	 
DuPage County			10/19/2021	Admin 0730	 

INCOMPLETE FILINGS *(continued)*

If you need to complete a filing by another firm member, please log into File & Serve *Illinois*.

1. Under the “**Filing**” drop-down menu select “**Incomplete Filings**”.
2. Under “**Sort By**”, click on the drop-down menu and select “**My Firm’s Filing**” and select “**Go**”.
3. Search for the firm filer under the “**Created By**” column. You can also enter their name in the “**Search**” field.
4. Once you find the filing(s), click on “**Complete Filing**” under the Action column to complete and submit the filing.

Submit a New Filing
Completed Filings
Incomplete Filings

Incomplete Filings

+ New Case + Existing Case

Sort By
Sort By My Filings
Sort By My Filings
Sort By My Firm's Filings

Jurisdiction
Select Jurisdiction

To Date (mm/dd/yyyy)
mm/dd/yyyy

Go

Search Results

Show 25 filings per page

Jurisdiction	Case Name	Case Number	Created on	Created By	Action
Cook County - Law - District 1 - Chicago	PLAINTIFF PLAINTIFF VS. DEFENDANT DEFENDANT	2021L000763	10/19/2021	Admin 0730	