

ARDC Electronic Filing Procedure and User Manual

(February 2024)

ARDC Rule 213 requires that pleadings, motions, briefs and other documents filed in disciplinary cases, be filed electronically with the Clerk of the ARDC. This manual provides detailed electronic filing instructions. In accordance with the Illinois Supreme Court's [eFileIL Electronic Document Standards](#), all documents filed electronically should be in PDF format.

Using Odyssey File & Serve

To register for File & Serve, perform the following steps:

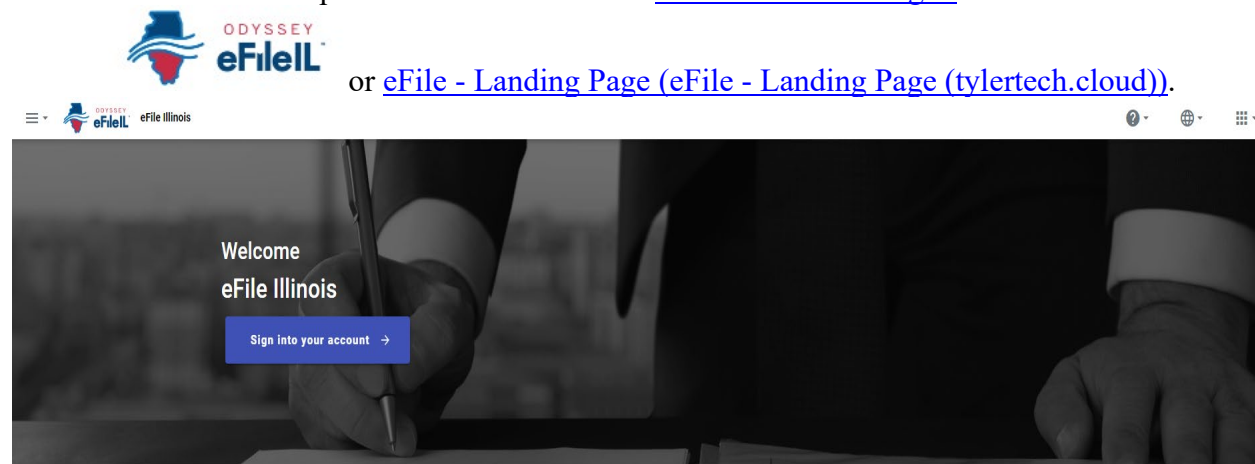
Register for an Individual Filer Account

You can register as an individual filer if you are a single user of the system, which means a user who is not associated with any firm or is not represented by any firm.

Note: There is no fee to sign up for e-filing.

To register as an individual filer, perform the following steps:

1. Go to the Illinois Supreme Court's Website at www.illinoiscourts.gov to access



2. On the Landing page, click [Register](#) to Register for an Individual Account.

Register for an Individual Account

Register for an Individual Account


- People without lawyers/self-represented litigants/pro se filers
- Employers submitting wage garnishment information
- Process servers and other non-parties
- Out of state or pro hac vice lawyers



[Register →](#)

3. The *Individual Account Registration* page is displayed.

← Account Registration



Individual Account Registration

Register for an Individual Account

- People without lawyers/self-represented litigants/pro se filers
- Employers submitting wage garnishment information
- Process servers and other non-parties
- Out of state or pro hac vice lawyers

Support

Account Credentials

* Email Address

* Password

User Information

* First Name

Middle Name

* Last Name

Country

* Address Line 1

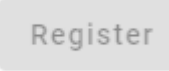
Address Line 2

* City * State * Zip Code

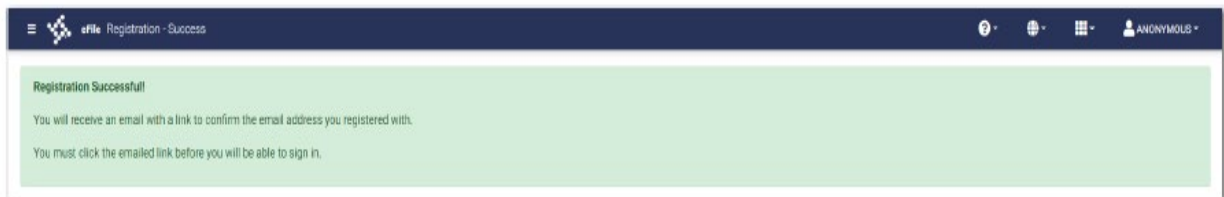
* Phone Number

I agree to the Terms and Conditions

Register

3. Complete the required fields, which contain an asterisk “*”:
4. Read the “[Terms and Conditions](#)” and select the **I agree to the Terms and Conditions** check box.
5. After you have completed all fields and selected the **I agree to the Terms and Conditions** check box, click  .

The *Registration – Success* page is displayed.



6. Check your inbox for the activation email from Odyssey File & Serve.

NOTE: You must verify your email address to complete the registration process. A verification email (from Odyssey File & Serve) will be sent to you. Open the email and click the link to confirm your email address. If you do not see the email in your inbox, check your junk mail folder for the email.

After you verify your email address, your registration is complete. You can now navigate to the eFile Landing page to sign in.

NOTE: If you wish to Register as a Firm Administrator and Create a New Firm, please go to use the User Guides List at [User Guides List – Odyssey File and Serve Cloud \(zendesk.com\)](#).

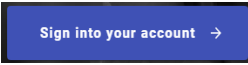


Starting a New Case Filing

Perform the following steps to file a new case:

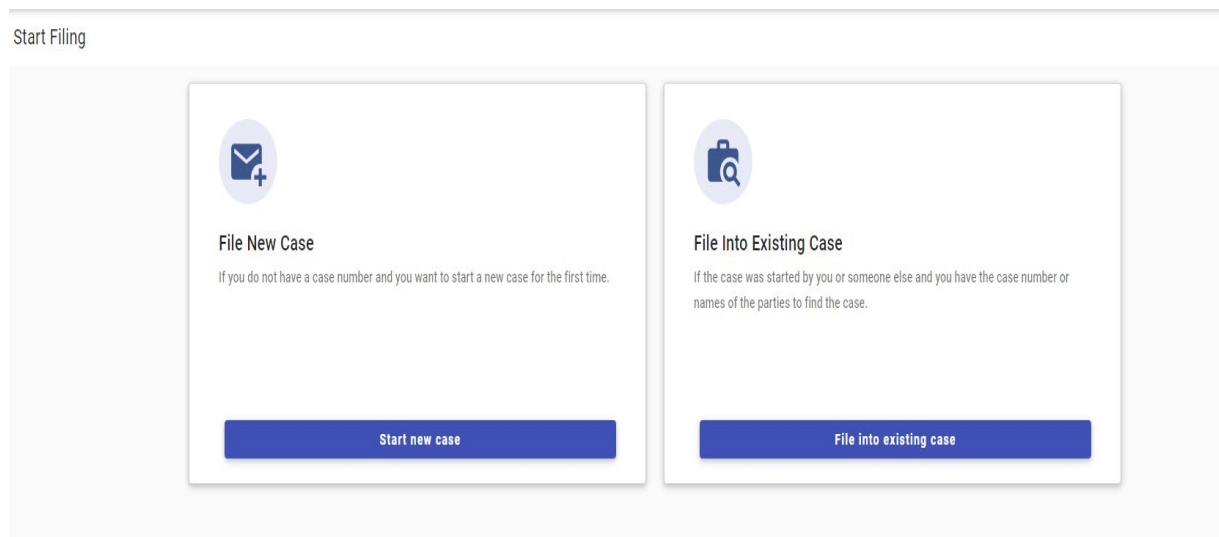
1. Go to the Illinois Supreme Court's Website at www.illinoiscourts.gov to access




or [eFile - Landing Page \(eFile - Landing Page \(tylertech.cloud\)\)](#).

2. Click  →
3. Type your Email and Password (which is case-sensitive) and Click .
4. On the *Dashboard* page, click .

The *Start Filing* page is displayed.



5. Click  **only if no case already exists** (skip to File Into Existing Case on Page 12).

The *Case Information* page is displayed.

Case information

You must first choose a Court Location, followed by a Category, then a Case Type. If you do not see the case type you need, try another Category for a different list of case types. For additional information, click [here](#).

* Court Location

This is the court where you are filing your case.

* Case Category

This is the type of case you are filing (Family, Probate, or Civil).

* Case Type

If you can't find your case type, change the case category to see other case types.

Entering Case Information

To enter case information:

1. On the *Case Information* page, select **ARDC Clerk's Office** from the Court Location drop-down list.
2. The **Case Category** will automatically default to ARDC Proceedings.
3. Select the appropriate case type from the **Case Type** drop-down list.

Case information

You must first choose a Court Location, followed by a Category, then a Case Type. If you do not see the case type you need, try another Category for a different list of case types. For additional information, click [here](#).

* Court Location

ARDC Clerk's Office

This is the court where you are filing your case.

* Case Category

ARDC Proceedings

This is the type of case you are filing (Family, Probate, or Civil).

* Case Type

If you can't find your case type, change the case category to see other case types.

Save draft and exit

- Click **PARTIES →** to save your work and continue or click **Save draft and exit** to save your work and exit the filing.

The Parties tab is displayed:

Parties			
Party Type	Party Name	Main Attorney	Actions
* Administrator	+ Add party details		
* Respondent	+ Add party details		
+ Add more			

Entering Party Details

The *Parties* tab is where party information about the case can be entered.

- Click **+ Add party details** for the Administrator and enter the details for that party.

Party information

Enter the name(s) of the people or entities involved in the case.

Party Type
Administrator

Enter the name(s) of the people or entities involved in the case. If you are filing into a case that has already been started, the parties may already be filled in.

- To move between parties, click the party or click the pencil button to the right.
- "Entity" means a business, agency, department, etc. To add an Entity, click the circle next to the word "Entity (Entity (Business, Agency, Department, etc.))"
- To add more parties, click the **ADD PARTY** button.
- If you want to change information for a party already on the case (including existing attorney information), please contact the court.

Person Entity (Business, Agency, Department, etc.) My Agency Represents This Party

* First Name Middle Name * Last Name Suffix

Date of Birth

Enter the information for each party if you know it. If you are filing into a case that has already been started, contact the court if you want to change the information shown.

To move between parties, click the party or click the pencil button to the right.

- Click **Entity (Business, Agency, Department, etc.)** if the party is a business or agency.
- Enter information in the required fields marked with an asterisk "*".

4. Scroll down and enter the Address on Contact Information section.

Contact information
You need to know the party's full address to add it. If you do not know the party's full address, you can e-file without the address.

Enter the address for each party if you know it. If you are filing into a case that has already been started, contact the court if you want to change the address shown.

- To move between parties, click the party or click the pencil button to the right.
- You need to know the party's full address to add it. If you do not know the party's full address, you can e-file without the address.

Country
United States

Address Line 1

Address Line 2

City State Select... Zip Code

Email Phone Number



5. Click .

6. Repeat steps 1 through 4 for Respondent (image shown below).

Party information
Enter the name(s) of the people or entities involved in the case.

Party Type
Respondent

Enter the name(s) of the people or entities involved in the case. If you are filing into a case that has already been started, the parties may already be filled in.

- To move between parties, click the party or click the pencil button to the right.
- "Entity" means a business, agency, department, etc. To add an Entity, click the circle next to the word "Entity (Business, Agency, Department, etc.)"
- To add more parties, click the **ADD PARTY** button.
- If you want to change information for a party already on the case (including existing attorney information), please contact the court.

Person Entity (Business, Agency, Department, etc.) My Agency Represents This Party

* First Name Middle Name * Last Name Suffix Select...

Date of Birth


Enter the information for each party if you know it. If you are filing into a case that has already been started, contact the court if you want to change the information shown.

To move between parties, click the party or click the pencil button to the right.



7. Click .


NOTE: Click the  if you need to modify any information you have added for the parties.



8. Click  to save your work and continue.

Entering Filing Details

To enter filing details:

1. Click



Filing Code	Filing Type	Description	Actions
 <p>No Filings Added Yet</p> <p>At least one filing is required to complete the filing process.</p> <p></p>			

The *Filing Type* page will be displayed.

*** Filing Type** (Required)

Step 1: Pick your Filing Type. To learn more about filing types, click [here](#)

Step 2: Pick the Filing Code from the drop down box that matches the document you are filing. If you aren't sure which filing code to pick, contact the court.

Step 3: Click the "Add Documents" button to add the document for the filing code.

- For more information about adding documents, click [here](#)
- To learn about lead documents and attachment documents, click [here](#)

Click the "Add Filing" button and repeat the steps above if you need to add more than one document.

eFile Only
Pick "eFile Only" to just electronically file your papers.

eFile and Serve
Electronically file your papers with the court and have your documents sent to the selected service contacts.

2. On the *Filings Type* section, select "eFile Only" if your **Filing Code** is Complaint or Petition.
3. Scroll down to the Filing Information section and select **Complaint or Petition** from the **Filing Code** from drop-down list (image shown after step 6).

4. It is optional to type a description of the filing in the **Filing Description** field.
5. Leave the **Client Reference Number** field blank.
6. If you have any comments regarding the filing, type them in the **Comments to Court** field.

Filing Information

* Filing Code

Filing Description

Client Reference Number

Comments to Court


Upload Documents:

1. Scroll down to the Upload Documents section:

Upload Documents


To add more than one lead document to the filing, create another filing and upload your document.

* Lead Document (Required)

 Drag files here or

Maximum file size: 26.21 MB
Accepted file types: Portable Document File (PDF)

Attachments

 Drag files here or

2. You can **Drag file here** or click  to upload the document.

NOTE: If you want to delete a document that you previously uploaded, click



3. Select the appropriate **Security** from the drop-down list.
4. **Add Attachments**, if applicable, and select the appropriate **Security** from the drop-down list.

Communications:

1. If you want someone to receive email notification, scroll down and complete the Communications section (image shown below).

Communications

If you want someone to receive emails (for example, a legal helper, family member, friend), input their email address below.
If the court rejects a filing these email addresses do not receive notification that the file was rejected by the court.

Courtesy Copies: the email address(es) you enter will receive a file stamped copy of the document if the court accepts the filing.

Preliminary Copies: the email address(es) you enter will receive a copy of the document as soon as the file is submitted to the court. The documents will not be file stamped.

Note: Courtesy and Preliminary Copies are not considered legal service. If the court rejects a filing these email addresses do not receive notification that the file was rejected by the court.

Note: If you have more than one filing you will need to enter these email addresses for each filing.


Courtesy Copies

These individuals will receive a file stamped copy of the document if the court accepts the filing.

Preliminary Copies

These individuals will receive a copy of the document as soon as the file is submitted to the court. The documents will not be file stamped.



2. Add email address and click  .
3. Click [Skip to fees](#) for a Complaint or Petition.

Entering Fees Details

Once you click [Skip to fees](#) the *Fees* window is displayed.

Fees

You must select a payment account even if there are no fees.

* Payment Account
Waiver X

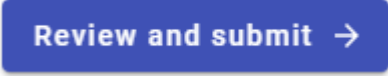

Filing Party
Select...

Filing Attorney

Fee Breakdown

Once you've picked your payment account, click the button below to see the total fees.

[Calculate fees](#)

1. **Payment Account** should be defaulted to Waiver.
2. Select the **Filing Party** from the drop-down list.
3. Select appropriate filing attorney from the **Filing Attorney** drop-down list.
4. Click  and review the summary.
5. When you are satisfied with your filing, click  .

Filing Into an Existing Case

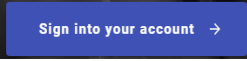
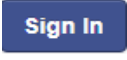

Once a new case has been created and the matter has been docketed, you can file into the existing case.

To file into an existing case, perform the following steps:

1. Go to the Illinois Supreme Court's Website at www.illinoiscourts.gov to access



or [eFile - Landing Page \(eFile - Landing Page \(tylertech.cloud\)\)](http://eFile - Landing Page (eFile - Landing Page (tylertech.cloud))).

2. Click  .
3. Type your Email and Password (which is case-sensitive) and Click  .
4. On the *Dashboard* page, click  .


The *Start Filing* page is displayed.

Start Filing

A screenshot of the "Start Filing" page. It features two main options: "File New Case" and "File Into Existing Case". The "File New Case" option includes a mail icon with a plus sign and a button labeled "Start new case". The "File Into Existing Case" option includes a magnifying glass icon and a button labeled "File into existing case".

File New Case
If you do not have a case number and you want to start a new case for the first time.

File Into Existing Case
If the case was started by you or someone else and you have the case number or names of the parties to find the case.

5. Click  .

The *Search for case* page is displayed.



Search for case

If you are not sure your case number is correct, refer to the formatting instructions for the selected court or search for the case by party name.


* Court Location
ARDC Clerk's Office ✕ ▾

Type your case number exactly as you see it on your case documents.

If the case is not found, or if you do not know the case number, try searching for a case by Party Name. Click [here](#) for more case search tips.


* Case Number

Sort Results By
Newest to Oldest ▾

Cancel  Search


6. On the *File Into Existing Case* page, select **ARDC Clerk's Office** (shown above) from the Court Location drop-down list.

7. You can **Search for case** by *Case Number* (ex. 2024PR00000).

8. Type the *Case Number* in the window, and then click  .

The case that matches your search criteria is displayed on the *Case Search* page.

Location: ARDC Clerk's Office Case Number: 2023PR 1 Results

 Case # 2023PR
Actions ▾

<small>Location</small> ARDC Clerk's Office	<small>Case Category</small> ARDC Proceedings	<small>Case Type</small> Disciplinary Complaint
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1 - 1 of 1 < 1 >

If your case is not listed below, you are attempting to efile into a case "that has yet to receive an electronic submission" and the case is not searchable from the court's case management system. You are still able to file into this case, but you will first be required to manually input the case information. Any additional filings on this case will not require the manual data entry.

[I don't see my case](#)

Actions ▾

9. Once the appropriate case appears, click [Actions ▾](#) and then select “File into case”.
The *Case Information* screen is displayed.

Case information

You must first choose a Court Location, followed by a Category, then a Case Type. If you do not see the case type you need, try another Category for a different list of case types. For additional information, click [here](#).



Court Location
ARDC Clerk's Office

Case Category
ARDC Proceedings



Case Type
Disciplinary Complaint

10. Click  to continue.

The *Parties* page will be displayed.

Parties			
Party Type	Party Name	Main Attorney	Actions
* Respondent	Brian Thomas Dailey		
* Administrator	Attorney Registration and Disciplinary Commission	James S Renfro	

[+ Add more](#)


11. Click  to add a party to the case, otherwise click  to continue.

Entering Filing Details

To enter filing details:

1. Click .

Filings Max Envelope Size: **52.43 MB**
Remaining: **52.43 MB**

Filing Code	Filing Type	Description	Actions
 No Filings Added Yet At least one filing is required to complete the filing process. + Add filing			

2. Select “eFile Only” under the Filing Type section, or follow the instructions in Step 1 to learn more about filing types.

*** Filing Type** (Required)

Step 1: Pick your Filing Type. To learn more about filing types, [click here](#)

Step 2: Pick the Filing Code from the drop down box that matches the document you are filing. If you aren't sure which filing code to pick, contact the court.

Step 3: Click the "Add Documents" button to add the document for the filing code.

- For more information about adding documents, [click here](#)
- To learn about lead documents and attachment documents, [click here](#)

Click the "Add Filing" button and repeat the steps above if you need to add more than one document.

eFile Only
Pick "eFile Only" to just electronically file your papers.

eFile and Serve
Electronically file your papers with the court and have your documents sent to the selected service contacts.

Service Only
Your filing will only be sent to the selected service contacts and will not be filed with the court.

3. Select the appropriate filing code from the **Filing Code** drop-down list.

Filing Information

*** Filing Code** (Required)

Filing Code is Required.

Filing Description

Client Reference Number

Comments to Court


4. It is optional to type a description of the filing in the **Filing Description** field.
5. You can add the PR number to the **Client Reference Number** field, but it is not necessary.
6. If you have any comments regarding the filing, type them in the **Comments to Court** field.

Upload Documents:

1. Scroll down to the Upload Documents section:

Upload Documents
 To add more than one lead document to the filing, create another filing and upload your document.

* **Lead Document** (Required)




Drag files here or

[Select file](#)

Maximum file size: **26.21 MB**
 Accepted file types: **Portable Document File (PDF)**

Attachments



Drag files here or

[Select file](#)



2. You can **Drag file here** or click  to upload the document.

NOTE: If you want to delete a document that you previously uploaded, click



3. Select the appropriate **Security** from the drop-down list.

4. **Add Attachments**, if applicable, and select the appropriate **Security** from the drop-down list.

Communications:

1. If you want someone to receive email notification, complete the **Communications** section (image shown below).

Communications
 If you want someone to receive emails (for example, a legal helper, family member, friend), input their email address below.
 If the court rejects a filing these email addresses do not receive notification that the file was rejected by the court.

Courtesy Copies: the email address(es) you enter will receive a file stamped copy of the document if the court accepts the filing.

Preliminary Copies: the email address(es) you enter will receive a copy of the document as soon as the file is submitted to the court. The documents will not be file stamped.

Note: Courtesy and Preliminary Copies are not considered legal service. If the court rejects a filing these email addresses do not receive notification that the file was rejected by the court.


Note: If you have more than one filing you will need to enter these email addresses for each filing.

Courtesy Copies

These individuals will receive a file stamped copy of the document if the court accepts the filing.

Preliminary Copies

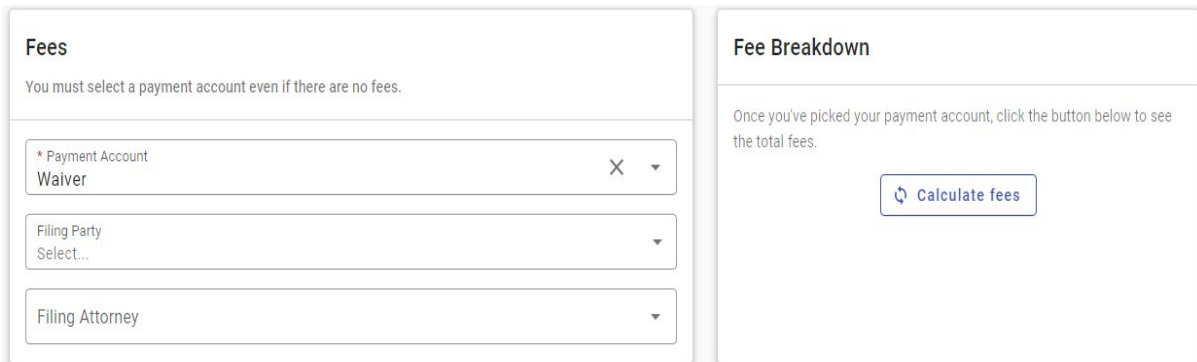
These individuals will receive a copy of the document as soon as the file is submitted to the court. The documents will not be file stamped.

2. Add email address and click  .

3. Click  to add a contact or Click [Skip to fees](#) to continue.

Entering Fees Details


Once you click [Skip to fees](#) the *Fees* window is displayed.



The screenshot shows two side-by-side panels. The left panel, titled "Fees", contains a message: "You must select a payment account even if there are no fees." Below this are three dropdown menus: "Payment Account" (with "Waiver" selected), "Filing Party" (with "Select..." selected), and "Filing Attorney" (with a blank selection). The right panel, titled "Fee Breakdown", contains a message: "Once you've picked your payment account, click the button below to see the total fees." Below this is a button labeled "Calculate fees".

1. **Payment Account** should be defaulted to Waiver.
2. Select the **Filing Party** from the drop-down list.
3. Select the appropriate filing attorney from the **Filing Attorney** drop-down list.

4. Click  and review the summary.

5. When you are satisfied with your filing, click  .