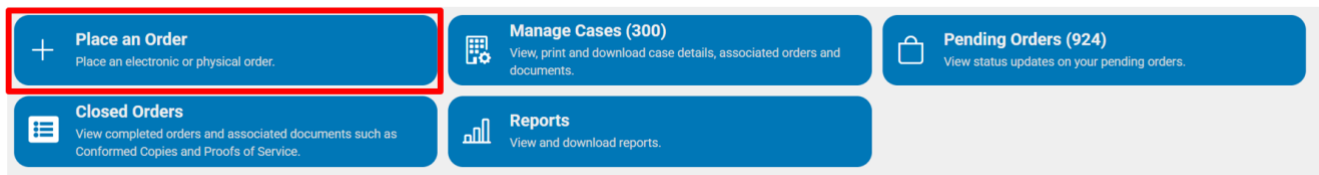


How to Place an Illinois Court eFiling

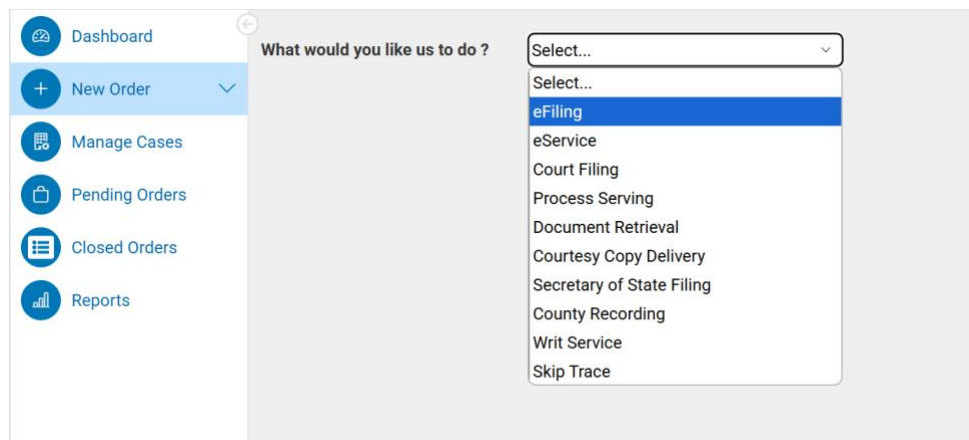
Rapid Legal offers eFiling in all 102 Illinois court counties. Log in to the Rapid Legal portal by entering your email, password and clicking on the “Login” button. *Please note: We recommend using any modern browser for the best experience.*

Once in the portal, complete the following steps:

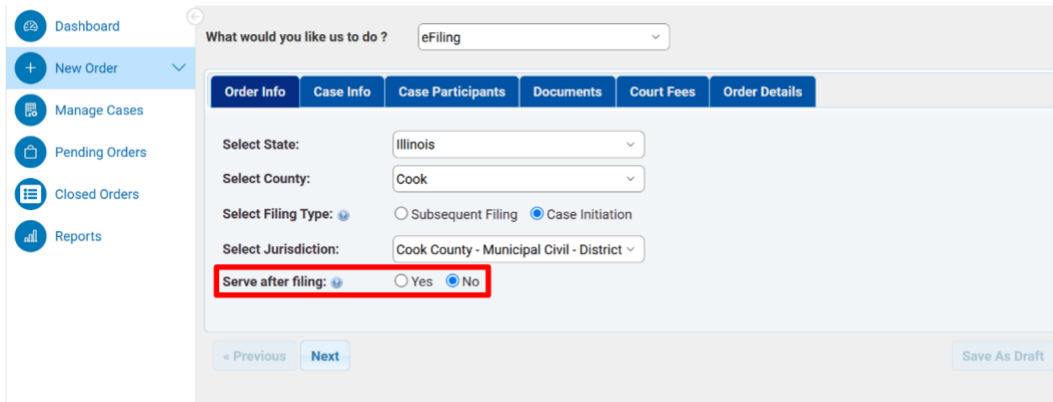
1. Select **Place an Order**.



2. Select **eFiling** in the **What would you like us to do?** drop-down menu.



3. Select **Illinois** under the **Select State** drop-down menu and choose your county in the **Select County** drop-down menu. Then, choose **Subsequent Filing** or **Case Initiation** in the **Select Filing Type** row. Choose the applicable jurisdiction from the **Select Jurisdiction** drop-down menu. If you want to place a service of process order with this eFiling order, select the **Yes** bubble beside **Serve after filing**, if not, select the **No** bubble. Then,

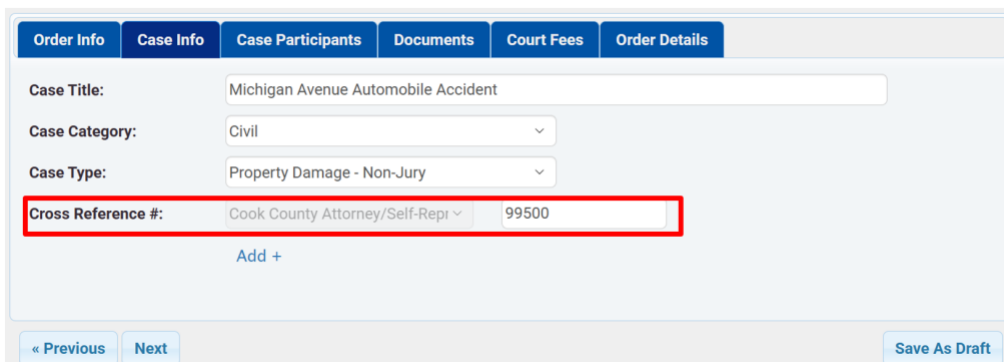


The screenshot shows the 'Order Info' tab of the eFiling form. The 'What would you like us to do?' dropdown is set to 'eFiling'. The 'Select State' dropdown is 'Illinois', 'Select County' is 'Cook', 'Select Filing Type' has 'Case Initiation' selected, and 'Select Jurisdiction' is 'Cook County - Municipal Civil - District'. The 'Serve after filing' field is highlighted with a red box, with the 'No' radio button selected. Navigation buttons for 'Previous', 'Next', and 'Save As Draft' are visible at the bottom.

select **Next**.

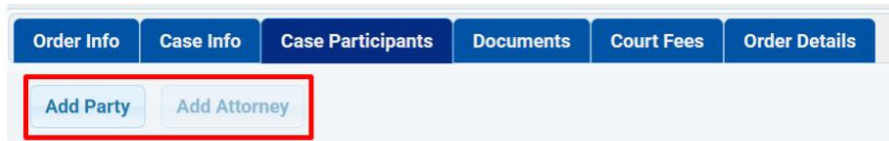
4. On the **Case Info** tab, enter the **Case Title**. Use the drop-down menus to select the **Case Category** and **Case Type** for your case. Then, select **Next**.

Note: For eFilings in **Cook County only**, you must enter a **Cross Reference Number**. This number is the Cook County-specific ID for attorneys. If you are a self-represented party, enter 99500 as the Cross Reference Number.

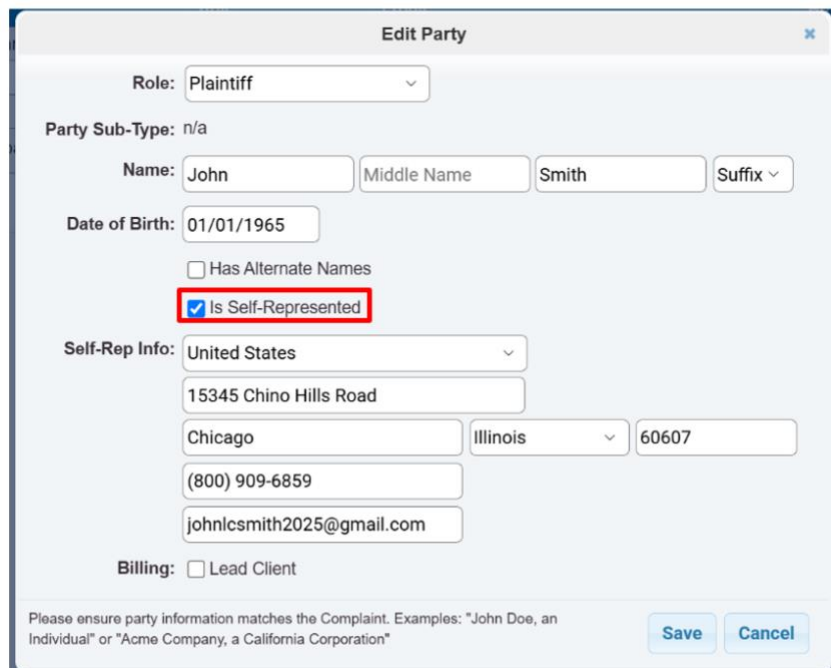


The screenshot shows the 'Case Info' tab of the eFiling form. The 'Case Title' is 'Michigan Avenue Automobile Accident', 'Case Category' is 'Civil', and 'Case Type' is 'Property Damage - Non-Jury'. The 'Cross Reference #' field is highlighted with a red box, with 'Cook County Attorney/Self-Repr' selected in the dropdown and '99500' entered in the text field. An 'Add +' button is below the field. Navigation buttons for 'Previous', 'Next', and 'Save As Draft' are visible at the bottom.

5a. On the **Case Participants** tab, add parties to your eFiling by selecting **Add Party** and **Add Attorney**. If you're representing yourself in the case, check the box beside **Is Self-Represented** and enter your information. Then, select **Save**.

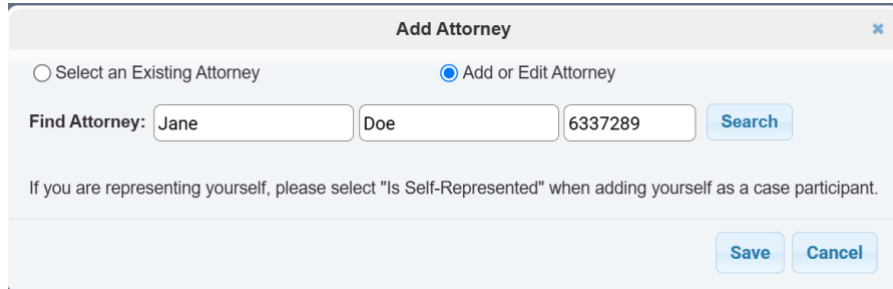


The screenshot shows a navigation bar with tabs: Order Info, Case Info, Case Participants, Documents, Court Fees, and Order Details. Below the tabs are two buttons: Add Party and Add Attorney. Both buttons are highlighted with a red rectangular box.



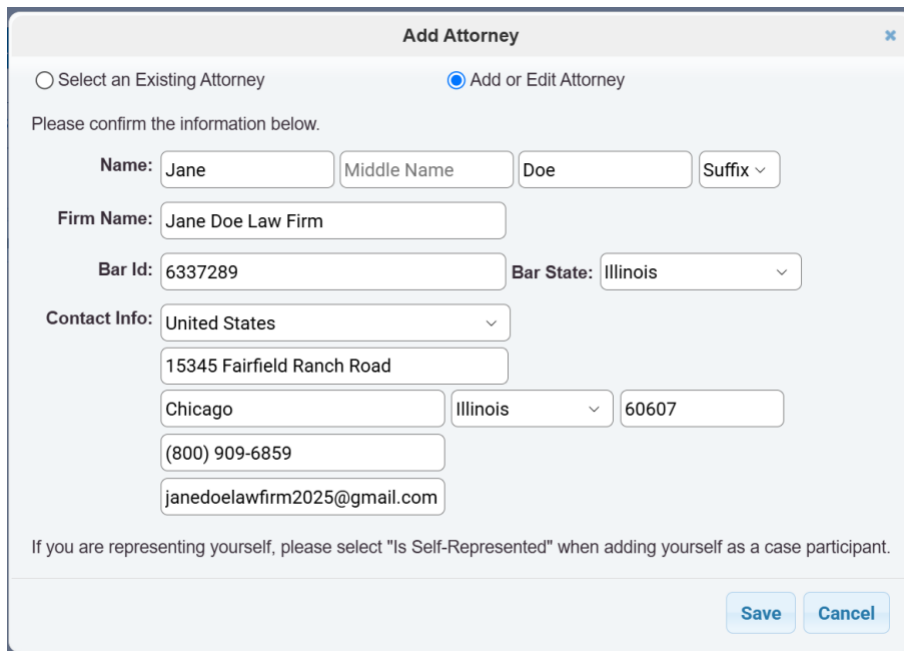
The screenshot shows the 'Edit Party' form. The 'Role' dropdown is set to 'Plaintiff'. The 'Party Sub-Type' is 'n/a'. The 'Name' fields are 'John', 'Middle Name', 'Smith', and 'Suffix'. The 'Date of Birth' is '01/01/1965'. There are two checkboxes: 'Has Alternate Names' (unchecked) and 'Is Self-Represented' (checked). The 'Self-Rep Info' section includes a dropdown for 'United States', a text field for '15345 Chino Hills Road', a dropdown for 'Chicago', a dropdown for 'Illinois', a text field for '60607', a text field for '(800) 909-6859', and a text field for 'johnlsmith2025@gmail.com'. The 'Billing' section has a checkbox for 'Lead Client' which is unchecked. At the bottom, there is a note: 'Please ensure party information matches the Complaint. Examples: "John Doe, an Individual" or "Acme Company, a California Corporation"'. There are 'Save' and 'Cancel' buttons at the bottom right.

5b. If you're an attorney, follow step #5a to add your client as a party first. Then, select **Add Attorney** to enter your name and bar ID. Then, select **Search** to validate your information in the state's database.



The screenshot shows a dialog box titled "Add Attorney" with a close button (X) in the top right corner. It contains two radio buttons: "Select an Existing Attorney" (unselected) and "Add or Edit Attorney" (selected). Below the radio buttons, there is a "Find Attorney:" label followed by three input fields: "Jane", "Doe", and "6337289". To the right of these fields is a "Search" button. Below the input fields, there is a note: "If you are representing yourself, please select 'Is Self-Represented' when adding yourself as a case participant." At the bottom right of the dialog box are "Save" and "Cancel" buttons.

You'll receive a prompt to enter the rest of your contact information if you're not already in the state's database. Then, select **Save**.



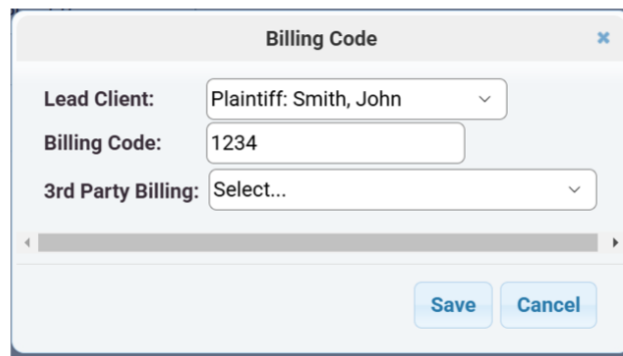
The screenshot shows the same "Add Attorney" dialog box, but now with the "Add or Edit Attorney" radio button selected. Below the radio buttons, there is a prompt: "Please confirm the information below." The form contains several fields: "Name:" with sub-fields for "Jane", "Middle Name", "Doe", and "Suffix" (a dropdown menu); "Firm Name:" with the value "Jane Doe Law Firm"; "Bar Id:" with the value "6337289" and "Bar State:" with a dropdown menu set to "Illinois"; "Contact Info:" with a dropdown menu set to "United States"; a street address field with "15345 Fairfield Ranch Road"; a city field with "Chicago", a state dropdown menu set to "Illinois", and a zip code field with "60607"; a phone number field with "(800) 909-6859"; and an email field with "janedoelawfirm2025@gmail.com". Below the fields, there is a note: "If you are representing yourself, please select 'Is Self-Represented' when adding yourself as a case participant." At the bottom right of the dialog box are "Save" and "Cancel" buttons.

6. All cases must have a Lead Client. Check the box next to the **Lead Client**. A Billing Code pop-up will appear; enter the applicable billing code and select **Save**. Then, select **Next**.



Lead Client	Name	Role	Email	Action
<input type="checkbox"/>	Johnson, Joanna	Defendant		
<input type="checkbox"/>	Smith, John	Plaintiff		
<input type="checkbox"/>	Doe, Jane	Attorney	janedoelawfirm2025@gmail.com	

Show 50 entries | 3 participants in this case. First Previous 1 Next Last



Billing Code

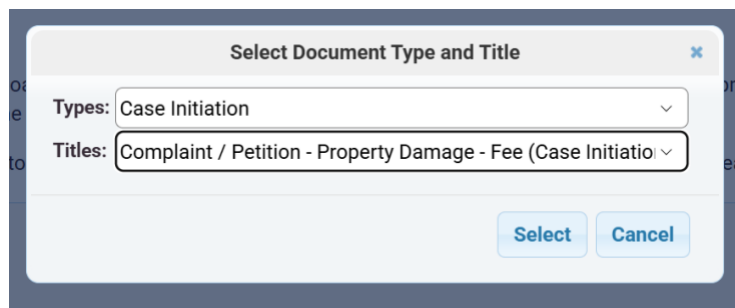
Lead Client: Plaintiff: Smith, John

Billing Code: 1234

3rd Party Billing: Select...

Save Cancel

7. Attach your supporting documents to the eFiling. You may search by **Document Type** or select **Pick from list** (see Step 8 below) to view available documents. Choose the appropriate **Document Type** and **Title** from the drop-down menus. Then, click **Select**.



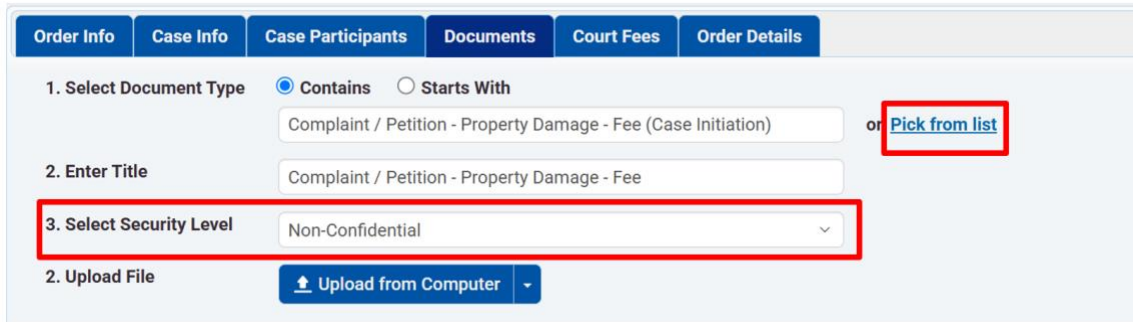
Select Document Type and Title

Types: Case Initiation

Titles: Complaint / Petition - Property Damage - Fee (Case Initiation)

Select Cancel

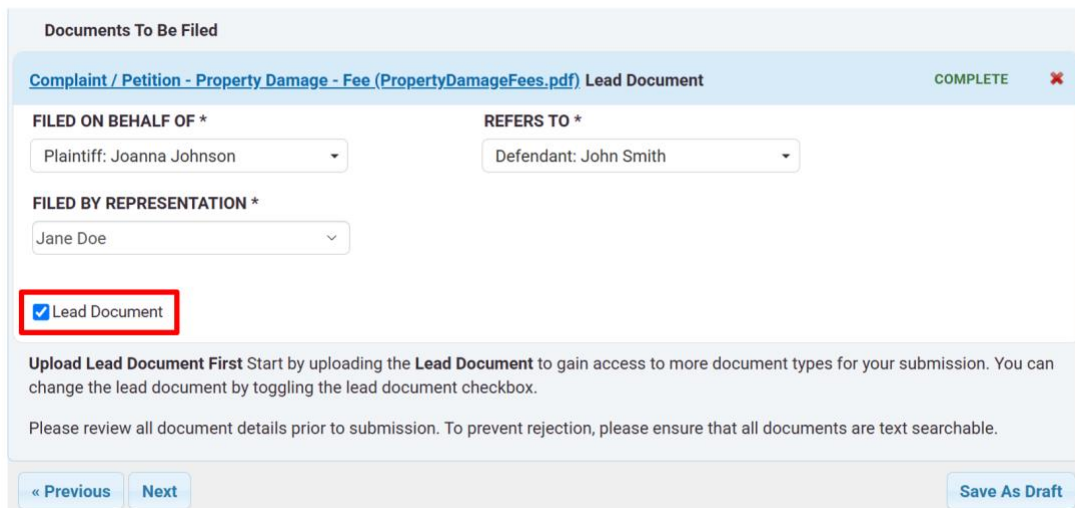
8. Mark the document as **Confidential** or **Non-Confidential** using the **Select Security Level** drop-down menu. Then, select **Upload from Computer** to add your document.



The screenshot shows the 'Documents' tab in a web interface. It includes a navigation bar with tabs for 'Order Info', 'Case Info', 'Case Participants', 'Documents', 'Court Fees', and 'Order Details'. The main content area has several steps:

- 1. Select Document Type:** Radio buttons for 'Contains' (selected) and 'Starts With'. A text input field contains 'Complaint / Petition - Property Damage - Fee (Case Initiation)'. To the right is a 'Pick from list' link.
- 2. Enter Title:** A text input field containing 'Complaint / Petition - Property Damage - Fee'.
- 3. Select Security Level:** A dropdown menu currently showing 'Non-Confidential'. This section is highlighted with a red box.
- 2. Upload File:** A blue button labeled 'Upload from Computer' with an upward arrow icon.

9. After your document has been successfully uploaded, use the drop-down menus to select the parties to whom the document applies (i.e., Filed on Behalf Of, Filed by Representation, Refers To). Check the **Lead Document** box to mark your first uploaded file as the Lead Document. If you have additional documents to upload, repeat steps 8 and 9. Once you've uploaded all your case documents, select **Next**.



The screenshot shows the 'Documents To Be Filed' form for a document titled 'Complaint / Petition - Property Damage - Fee (PropertyDamageFees.pdf)'. The status is 'COMPLETE'. The form includes:

- FILED ON BEHALF OF *:** A dropdown menu with 'Plaintiff: Joanna Johnson' selected.
- REFERS TO *:** A dropdown menu with 'Defendant: John Smith' selected.
- FILED BY REPRESENTATION *:** A dropdown menu with 'Jane Doe' selected.
- Lead Document:** A checkbox that is checked and highlighted with a red box.

 Below the form, there is explanatory text: 'Upload Lead Document First Start by uploading the Lead Document to gain access to more document types for your submission. You can change the lead document by toggling the lead document checkbox. Please review all document details prior to submission. To prevent rejection, please ensure that all documents are text searchable.' At the bottom, there are navigation buttons: '< Previous', 'Next', and 'Save As Draft'.

10. A summary will be generated to provide you with the **Total Estimated Court Fees** based on the type of documents you selected. Select the **Yes** bubble to authorize the EFSP to pay the court fees or select **Submit as Fee Waiver** if applicable.

Order Info
Case Info
Case Participants
Documents
Court Fees
Order Details

Court Fees:

Document	Fee Name	Parties	Fee
Complaint / Petition - Property Damage - Fee	Complaint / Petition - Property Damage - Fee (Case Initiation) - \$287.00	1	\$287.00
	Odyssey eFiling Fee	1	\$0.25

[Add Additional Services and Fees](#)

Total Estimated Court Fees: \$287.25

Please verify all applicable fees are selected. If the correct fees are not listed above, the court may reject the filing.

Authorize to pay court fees: Yes Submit as Fee Waiver

A 3.00% credit card processing fee will be added to your order.

« Previous
Next »
Save As Draft

11. Review your order details. You may provide special instructions to the court clerk in the **Message to Court Clerk** box. Select the person you want to notify about this order in **Notifications**. Then, select **Submit** to complete your order.

Order Info
Case Info
Case Participants
Documents
Court Fees
Order Details

▼ Your document(s) will be scheduled for Clerk review within 24 hours.

eFile by Today 11:50 PM CT for \$10.50 (Court eFiling) *

* Prices listed and service times displayed are only an estimate based on the information provided. If you need your order processed sooner than the times listed above, please call us at (800) 366-5445.

Fee Summary:

Description	Amount	Total
Complaint / Petition - Property Damage - Fee (Case Initiation)	\$287.00	
Odyssey eFiling Fee	\$0.25	
Total Estimated Court Fees		\$287.25
Court eFiling Illinois		\$10.50
Payment Processing Fee (3.00%)		\$8.93
eFiling Total		\$306.68

Message to Court Clerk:

Notifications: [Amanda Test1](#) ⌵

12. Once the **Thank you for your order(s)** screen appears, you have successfully submitted your Illinois court eFiling order.

Order Info	Case Info	Case Participants	Documents	Court Fees	Order Details
Thank you for your order(s)					
Your order number(s): 2286802					
You can print the Order Confirmation and/or Routing Pages by clicking the appropriate Print button.					
If you would like further assistance, please contact our Customer Support at (800) 366-5445 Monday - Friday between the hours of 8:00 AM - 5:30 PM Pacific.					
Print Confirmation(s) Back to Manage Cases					
« Previous Submit					Save As Draft
Order Summary					
eFiling (New Case)					
State: Illinois					
County: Cook					
Jurisdiction: Cook County - Municipal Civil - District 1 - Chicago					
Case Info:					
Case Category: Civil					
Case Type: Property Damage - Non-Jury					
Case Participants:					
Johnson, Joanna, Plaintiff					
Smith, John, Defendant					
Doe, Jane, Attorney (Client)					
Document(s):					
Complaint / Petition - Property Damage - Fee					
Estimated Court Fees:					
Total fees: \$287.25					
Order Details:					
Notify:					
Amanda Test1					
Special Instructions:					

Frequently Asked Questions

1. What eFiling types are supported?

Both case initiation and subsequent eFilings are available.

2. What case categories/types are available?

Illinois eFilings will support the following categories (varies by county):

- Appellate
- Civil
- Domestic
 - Family
 - Probate
 - Mental Health

3. Which courts are supported?

Civil case eFiling is available in all 102 Illinois counties and the 5 Appellate District courts.

4. Will Expert Review be available by Rapid Legal?

No, Expert Review is currently only available for California courts.

5. Can I file and serve in Illinois?

Yes. Using the Rapid Legal portal, customers can submit eFile and serve orders in Illinois.