

Why was my document rejected?

Documents submitted to be e-filed **MUST** follow proper court rules and procedures. These rules are outlined in the directions that accompany most forms. Detailed explanation of court rules and state laws regarding proper procedure can be found in the law library.

To avoid having a document rejected:

- Read the form's directions carefully
- Take your time
- Fill in all of the required blanks
- Include your email address at the end of the document where asked to provide your name, address and phone number
- Follow any e-filing instructions included in the form's directions
- Refer to the online e-filing manual when e-filing
- Visit the law library to research any further questions regarding court procedures

If my document was accepted, what's next?

Log into your e-filing account. Download and print off two (2) copies of the e-filed document(s). You may need to pay a filing fee prior to downloading your documents. You may also be responsible to take documents to the sheriff for service. This is done by the party not the Circuit Clerk's Office. For more detailed information on how to serve the other party, please visit: www.IllinoisLegalAid.org. Keep one (1) copy of the e-filed documents for your records. Remember to bring these with you to court on your court date.

As required by local court rule **5.12 – Electronic Service, Courtesy Copies and Filing Proof of Service**, you should mail or hand deliver a copy of any filed documents to the Judge assigned to your case. This should be done well in advance of your court date.

Hon. (Judge's name)
DuPage County Courthouse
505 N. County Farm Road
Wheaton, IL 60187

How to File Your Court Documents Electronically

*A general overview for
the 18th Judicial Circuit
Court of Illinois*

For litigants coming to court
in DuPage County without
legal representation



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Prepared by the DuPage County Law Library

Overview

According to local court rule **2.02 – Filing of Documents**, any document filed in a civil case must be filed electronically with the Circuit Clerk's Office. This is called "e-filing".

What is e-filing?

Usually every court related document is filed, or recorded, with the Circuit Clerk's Office. This is done by uploading a PDF of the document to the court's e-filing website: <https://il.i2file.net/#/>.

What happens to the document?

If accepted by the Circuit Clerk's Office, the document is digitally stamped. A copy is kept in the court's records. A stamped copy is sent to the other party by the filing party. The other party can prepare a response and appear in court if necessary.

Can I e-file from home?

Yes. You can e-file from any computer that has internet access and a scanner or card slot to upload documents.

Is personal information required?

You will need an email account and a credit or debit card.

What if I don't have an email account?

You can create a free account on websites like www.gmail.com and www.yahoo.com. If you do not have access to the internet on a computer or phone you can file your paper documents in person at the courthouse.

Why do I need a debit/card or check?

There may be a fee to file your document. This is called a "filing fee". To see a list of filing fees visit: <http://www.dupageco.org/CourtClerk/3080/>

Filing fees will be applied to the card you provided when registering your account. Only check or cash will be accepted if you e-file in person at the Circuit Clerk's Office.

What if I need to pay with cash?

Register your e-filing account. Then visit the Circuit Clerk's Office on the 1st floor of the courthouse. Bring your documents, e-filing account username/password, and cash or check with you.

Is cash allowed into the courthouse?

Coins, bills and wallets are allowed through court security. Please leave any devices that have camera access in the lockers provided in the courthouse parking garage.

How do I begin?

First, register an e-filing account. This is only done once. To register, visit <https://il.i2file.net/#/>. Click on the "Register" button on the top right of the page. Choose "Self-Represented Account". Follow the prompts.

Do I have to pay a filing fee?

Based on state guidelines and your total income, you may not have to pay your filing fees. A "fee waiver" is available for you to complete at: <http://www.illinoiscourts.gov/Forms/forms.asp>.

What do I do with the Fee Waiver?

Complete this form. Print or save it to a thumb drive. Bring your financial documents to the courthouse. Visit the Circuit Clerk's Office on the 1st floor of the courthouse. E-file the waiver in person. It may be possible to have your fees waived the same day.

Is free legal assistance available?

Please refer to the i2File user manual online at: https://il.i2file.net/assets/pdf/I2FileUser_Manual_v1.0.pdf. This manual provides step by step instructions for filing your document.

When can I submit a document to i2File?

You can submit a document 24 hours/7 days a week. However, the Circuit Clerk's reviews transactions in the order which they are received *during normal hours of operation Monday – Friday 8:00 am - 4:30 pm excluding holidays.*

How do I e-file documents in a new case?

Please refer to the e-filing manual for step-by-step instructions: https://il.i2file.net/assets/pdf/I2File-User_Manual_v1.0.pdf.

What forms do I need?

Three websites offer court forms that may be used by the public, that are accepted in the 18th Judicial Circuit - DuPage County:

- the 18th Judicial Circuit's form website: <http://www.dupageco.org/CourtClerk/CourtForms.aspx>
- the statewide free legal information website: www.IllinoisLegalAid.org
- the Illinois Supreme Court's website: <http://www.illinoiscourts.gov/Forms/forms.asp>

Please search these websites for relevant forms. If you need assistance with finding the correct forms please visit the DuPage County Law Library.

Are there examples of completed forms?

The Circuit Clerk's Office and law library do not have examples of completed forms. However, detailed directions, explanations and instructions accompany most of the forms available from the above websites.

Does my document have to be in PDF format?

Before e-filing, make sure your document is:

- a PDF saved to your computer OR
- a PDF attached to an email addressed to yourself OR
- a PDF saved to a thumb drive OR
- print off a paper copy, scan it as a PDF and save it to your computer or thumb drive

Does the courthouse have computers/scanners?

Yes, there are e-filing stations and scanners available in the Circuit Clerk's Office and in the law library.

How will I be notified of new filings?

When you e-file a document, you will receive a notification sent to your email. Log into your e-filing account to actually view and print the document. It is important to check your email's inbox and spam folder for these documents.

How is the other party notified?

Typically, anytime you e-file you must notify the other party. This way, the other party has the opportunity to respond and come to the court date prepared. Please read the "E-File & Serve" instructions in the online manual.

Do I e-file a "Financial Affidavit"?

This is required when dividing marital property, requesting child support and modifying child support/ maintenance.

The Affidavit is not e-filed. Instead, it is mailed to the other party and to the Judge via certified mail.

When will my form be accepted?

You may e-file anytime during the day or night. However, the Circuit Clerk's Office will only review e-filed documents during normal hours of operation Mon-Fri 8am-4:30pm. The stamp will be the date/time the document is accepted NOT the time you e-file.

Is there an e-filing manual?

Is a user manual is available on the e-filing website's home page and at: https://il.i2file.net/assets/pdf/I2File-User_Manual_v1.0.pdf