

File & Serve *Illinois*™

**USER GUIDE**  
Subsequent Filing



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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.

# 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 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, 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](#)

# GETTING STARTED *(continued)*

- Once you are logged into your account, you will be taken to Case Details page to begin your filing. The 5 steps to complete and submit a filing will be displayed. Or, you will be taken to the Incomplete Filings page if you have any unfinished filings to complete and submit.
- To begin the subsequent filing, you may stay on this page and go to the “**Is this filing for an existing case?**” field. Click on the drop-down menu and select “**Yes.**” Or, go to the Completed Filings page and click on the “+” sign next to a transaction that has been accepted by the clerk. Please see next slides for screen shots.

File & Serve Illinois™

User Thomas

Inbox Filing

### Case Details

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

Is this filing for an existing case?

No

No

Yes ←

Case Type

Select

Payment Account

Select

Case Category

Select

Attorney

Select

Client Matter ID

Next

# GETTING STARTED *(continued)*

5. 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. Some jurisdictions will display a preferred case number format which will change based on the jurisdiction selected. Please see screen shot below and the next slide for additional screen shots for an Organization Name search, and a Party Name search.

The screenshot shows a web form titled "Case Details" with a progress bar at the top containing five steps: "STEP 1 - Case Type" (highlighted in blue), "STEP 2 - Parties", "STEP 3 - Documents", "STEP 4 - Service Contact", and "STEP 5 - Review & Submit". Below the progress bar, there are three main sections: 1. A dropdown menu for "Is this filing for an existing case?" with "Yes" selected. 2. A dropdown menu for "Jurisdiction" with "Adams County" selected. 3. A "Search Method" section with three radio buttons: "Case Number" (selected), "Organization", and "Person Name". Below the radio buttons is a text input field with the placeholder "Enter Case Number" and a red arrow pointing to it from the right. Underneath the input field, it says "Preferred Case Number Format: 2018CH23". At the bottom right of the form is a blue "Go" button.

## Case Number Search

# GETTING STARTED *(continued)*

**Case Details**

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

Is this filing for an existing case?  
Yes

Jurisdiction  
Select Jurisdiction

Search Method:  Case Number  Organization  Party Name

Enter Organization Name

Go

## Organization Name Search

**Case Details**

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

Is this filing for an existing case?  
Yes

Jurisdiction  
Select Jurisdiction

Search Method:  Case Number  Organization  Party Name

First    Middle    Last

Go

## Party Name Search



# GETTING STARTED *(continued)*

6. 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.
7. Click “**Start Filing**” to begin your filing. Please see next slide for screen shot.

### Completed Filings + New Filing

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
37316			Clark County	03/21/2018	Training Admin	
20141		2017	Clark County	10/19/2017	Training Admin	

# GETTING STARTED *(continued)*

Search Result(s)

Select Case	Case Number	Case Type	Case Category	Case Name
<a href="#">Start Filing</a>	2017	Small Claims - \$ 2,500.01 thru \$ 10,000.00	Small Claims	



***Once your case appears, click on  
“Start Filing.”***

# 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 clicking 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)*

### Case Details

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

Is this filing for an existing case?  
Yes

Case Number  
2017

Jurisdiction  
Clark County

Case Category  
Small Claims

Case Type  
Small Claims - \$ 2,500.01 thru \$ 10,000.00 (\$126.00)

Payment Account  
Training Account

Attorney  
Max Powers

Client Matter ID  
1234.hg

Next

**Click on the drop-down menu to find “Waiver”, if needed.**


Payment Account

Training Account

Select

Training Account

Waiver



# FILING INTO AN EXISTING CASE:

## Step 1 – Case Type *(continued)*

2. Click “**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**” or when you select a “**Step**”. Please see next slide.

### Case Details

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

Is this filing for an existing case?  
Yes

Case Number  
2017

Jurisdiction  
Clark County


Case Category  
Small Claims

Case Type  
Small Claims - \$ 2,500.01 thru \$ 10,000.00 (\$126.00)

Payment Account  
Training Account

Attorney  
Max Powers

Client Matter ID  
1234.hg|

 [Next](#)

# FILING INTO AN EXISTING CASE: Step 1 – Case Type (*continued*)

## TOGGLING BETWEEN STEPS

3. Once you click “**Next**” on Step 1-Case Type, you will be allowed to toggle between Step 1, Step 2, Step 3, Step 4, or Step 5 in any order of your choice. **Example:** You have completed Step 1-Case Type and clicked “Next”. You can now complete Step 2-Parties and view/enter parties; or, click Step 3-Documents and upload a document(s); or, click Step 4-Service Contact and view/enter service contacts. Your selection does not have to be in sequential order.

**Note:** *If you did not enter information in one of the Steps, there will be **error messages** in Step 5-Review & Submit prompting you to **complete** those Steps/sections. **The platform will not allow the transaction to be submitted if one of the Steps has not been completed.** Please see screen shot in the next slide.*

The screenshot shows a web interface for 'Case Details'. At the top, there is a dark navigation bar with five steps: 'STEP 1 - Case Type', 'STEP 2 - Parties', 'STEP 3 - Documents', 'STEP 4 - Service Contact', and 'STEP 5 - Review & Submit'. Red arrows point to each step. Below the navigation bar, the 'STEP 2 - Parties' section is active. It contains a 'Who are the parties?' heading, a 'Create New Parties' button, and a 'Party Name' input field with a 'Go' button. Below this is a 'List of Parties' section with a 'Total Case Parties: 2' label. A table lists the parties:

Sending Party	Party Type	Name	Actions
<input checked="" type="checkbox"/>	Defendant	Jamie Smith	
<input type="checkbox"/>	Plaintiff	Mock Construction	


At the bottom of the interface, there are 'Back' and 'Next' buttons.

# FILING A NEW CASE:


## Step 1 – Case Type *(continued)*

Case Details Almost done. Review Entries. Printable Version

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


**Case Type** 


Jurisdiction : Clark County	Case Category : Adoption
Case Type : Adoption	
Payment Account: Training Account	Attorney : Dean Roberts
Client Matter ID: abcd-123.456	

**Parties 0** 

Sending Party	Party Type	Name	Address
---------------	------------	------	---------

**Error:**

- At least one party needed to continue. 

**Documents** 

Filing Code	Filing Description	Original Document	Converted Document	Optional Services	Document Category	Document Description	Fees
-------------	--------------------	-------------------	--------------------	-------------------	-------------------	----------------------	------

**Responsible for Filing Fees :**  
**Send Accepted Notifications To:**

**Error:**

- Please add document to continue.
- Select Party Responsible for Filing Fees

# 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, “**Create New Parties.**”

**Case Details**

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

Who are the parties?

[Create New Parties](#)    **Create a New Party if necessary**

Party Name  [Go](#)

List of Parties

Total Case Parties: 2

Sending Party	Party Type	Name	Actions
<input checked="" type="checkbox"/>	Defendant	Jamie Smith	
<input type="checkbox"/>	Plaintiff	Mock Construction	

[Back](#) [Next](#)



# 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 a web form titled "Who are the parties?" with a "Create New Parties" button. Below it is a modal window titled "Create New Parties" with a close button (X). The form contains the following fields and options:

- Party Type:** A dropdown menu with "Plaintiff \*" selected. A red arrow points to this field.
- Person Or Organization:** Radio buttons for "Person" (selected) and "Organization". A red arrow points to the "Person" radio button.
- Is this your client:** Radio buttons for "Yes" (selected) and "No". A red arrow points to the "Yes" radio button.
- First Name, Middle Name, Last Name:** Three text input fields.
- 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" as the current selection. A red arrow points to the State dropdown.
- Phone No.:** A text input field.
- Buttons:** A red "Clear" button and a blue "Add Party" button. A red arrow points to the "Add Party" button.

# 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

Who are the parties?

[Create New Parties](#)

Party Name

[Go](#)

List of Parties

Total Case Parties: 2

Sending Party	Party Type	Name	Actions
<input checked="" type="checkbox"/>	Defendant	Jamie Smith	
<input type="checkbox"/>	Plaintiff	Mock Construction	

[Back](#) [Next](#)

# FILING INTO AN EXISTING CASE:

## Step 3 – Documents

To upload and attach documents to be filed in the existing case using File & Serve *Illinois*, follow these steps:

1. Enter the party **Responsible for Filing Fees** for this transaction by clicking on the drop-down menu if it is not already populated.


**Case Details**


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

What documents are you filing? Max Envelope Size: 50 MB  
Your Current Envelope Size: 0 KB    Max File Size Per Document: 25 MB

Filing Code	Filing Type	File Size	Description	Actions
-------------	-------------	-----------	-------------	---------

**Add Document**    **Select from the drop-down menu if not auto populated**

Responsible for Filing Fees 

WELCO MANUFACTURING COMPANY 

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


example@example.com, example@example.com

(Maximum character limit is 160 characters.)

**Note:** Select the party responsible for the filing fees for this transaction by selecting/highlighting the party.

Responsible for Filing Fees

Mock Construction

Select 

Jamie Smith

Mock Construction

# FILING INTO AN EXISTING CASE:

## Step 3 – Documents *(continued)*

2. Click on “Add Document” to open up a new screen to begin uploading your documents.

**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 on the “pencil” icon under the Action column. Or, you can click on the “trash can” icon to remove and start again.

### Case Details

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

What documents are you filing?

Your Current Envelope Size: 0 KB    Max Envelope Size: 50 MB  
Max File Size Per Document: 25 MB

Filing Code	Filing Type	File Size	Description	Actions
-------------	-------------	-----------	-------------	---------

**Add Document** ←

Responsible for Filing Fees  
WELCO MANUFACTURING COMPANY

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

(Maximum character limit is 160 characters.)

# FILING INTO AN EXISTING CASE: Step 3 – Documents *(continued)*

3. Filing Type: Defaulted to “**File and Serve.**” If you’d like a “**File**” only transaction, click on the drop-down menu and select “**File.**” If you’d like a “**Serve**”-only transaction, click on the drop-down menu and select “**Serve**”.

## File & Serve Transaction (Default)

Filing Type: File and Serve

Filing code: Select

The Filing Code field is required.

Filing Description (Maximum 200 characters)

## File Only Transaction

Filing Type: File

File

File and Serve

Serve

Filing Type: Serve

Serve

File

File and Serve

Serve

## Serve Only Transaction

# FILING INTO AN EXISTING CASE:

## Step 3 – Documents *(continued)*

4. Select the Filing Code.
5. Enter the Filing Description. This is the set of documents you are eFiling/eServing in this envelope. Note the character limit of 200.
6. Click on “**Browse**” or “**Choose File**” to upload the Lead Document. Note the character limit for the file name is 50 characters. This includes, e.g., “.pdf”.
7. Select the Document Category.
8. Note the document size limit of 25MB; Envelope size is 50MB

**Lead Document** (Max File Size 25 MB ; File Name Not To Exceed 50 characters)

No file chosen

**The Document File field is required.**

Document Category

▾

**The Document Category field is required.**

Document Description (Title of Document - Maximum 200 characters)

**The Document Description field is required.**

# FILING INTO AN EXISTING CASE: Step 3 – Documents *(continued)*

9. Enter the Document Description. Note the character limit of 200.
10. If your Lead Document has an attachment(s), select “+Add More Attachment(s)” to upload.\*

The screenshot shows a document filing form with the following elements:

- Filing Type:** A dropdown menu with "File and Serve" selected.
- Filing code:** A dropdown menu with "Motion (\$ 0)" selected.
- Filing Description (Maximum 200 characters):** A text input field containing "Motion".
- Lead Document (Max File Size 25 MB ; File Name Not To Exceed 50 characters):** A section containing a "Choose File" button, the text "No file chosen", and a link "SAMPLE MOTION.PDF Download Original".
- Document Category:** A dropdown menu with "Non-Confidential" selected.
- Document Description (Title of Document - Maximum 200 characters):** A text input field containing "Motion for Emergency Relief".
- + Add More Attachment(s):** A button at the bottom right, highlighted with a red arrow.


\*Please check the local rules for document guidelines and specifications.

# FILING INTO AN EXISTING CASE:

## Step 3 – Documents *(continued)*


11. Click, “**Browse**” or “**Choose File**” to upload the attachment.
12. Make sure to select the Document Category.
13. Enter the Document Description. Note the character limit of 200.


**Attachment** (Max File Size 25 MB ; File Name Not To Exceed 50 characters) ✕

Choose File No file chosen 


**The Document File field is required.**

**No File Selected**

Document Category 

Select 

**The Document Category field is required.**

Document Description (Title of Document - Maximum 200 characters) 

**The Document Description field is required.**



# FILING INTO AN EXISTING CASE: Step 3 – Documents *(continued)*

14. Some jurisdictions will offer “**Optional Services.**” If available, check the appropriate box(es) and enter the number of desired copies. Example: If you are filing a Jury Demand or Appearance, select optional service to apply fee.

Optional Services



	Copies	Court Service	Unit Cost	Total Fee
<input type="checkbox"/>		(Misc.) - Jury Demand - 12 Person	212.50	0.00
<input checked="" type="checkbox"/>	1	(Misc.) - Jury Demand - 6 Person	106.25	106.25

15. Next, enter a Note to Clerk. This is your “**direct**” communication with the court clerk.  
16. Click “**Save**” to attach the Lead Document and Attachment to the envelope.

Note to Clerk (Optional - Maximum 200 characters)

**Your direct communication  
with the clerk.**




# FILING INTO AN EXISTING CASE: Step 3 – Documents *(continued)*

17. The filer has the option to enter an email address(es) of their legal team member(s) to ensure a “Courtesy Notification” is delivered to them. **Note:** All notifications come from the eFiling manager, eFile Illinois. The filer will receive all notifications: Submitted, Accepted, Returned for Correction, and/or Rejected.

### Case Details

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

What documents are you filing? Your Current Envelope Size: 0 KB    Max Envelope Size: 50 MB  
Max File Size Per Document: 25 MB

Filing Code	Filing Type	File Size	Description	Actions
<p><a href="#">Add Document</a></p> <p>Responsible for Filing Fees WELCO MANUFACTURING COMPANY</p> <p>Send Accepted Notifications To: (Optional Field. Add email address for each recipient you want to receive accepted notifications.) </p> <p>nemken@fileandserve.com, wkhan@fileandserve.com</p> <p>(Maximum character limit is 160 characters.)</p> <p><a href="#">Back</a> <span style="float: right;"><a href="#">Next</a></span></p>				

# FILING A NEW CASE:

## Step 3 – Documents *(continued)*

18. You can begin to upload additional Lead Documents and Attachments, if necessary. Simply click on “**Add Document**” and follow the same steps.



Note: You can view the Maximum File Size Per Document, Current Envelope Size and File Size per lead document as shown below.

Case Details

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

What documents are you filing?

Your Current Envelope Size: 141.765 KB    Max Envelope Size: 50 MB  
Max File Size Per Document: 25 MB

Filing Code	Filing Type	File Size	Description	Actions
Motion	File	141.765 KB	motion	 

**Add Document** ←

Responsible for Filing Fees  
WELCO MANUFACTURING COMPANY

Send Accepted Notifications To: (Optional Field. Add email address for each recipient you want to receive accepted notifications.)  
nemken@fileandserve.com, wkhan@fileandserve.com  
(Maximum character limit is 160 characters.)

Amount In Controversy ←  
0.00

When the filer selects a Filing Code which requires an Amount in Controversy, a new field for that amount will be displayed.

# 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 following in all of the selections in an existing case using File & Serve *Illinois*, follow these steps:

- 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.

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

e-Serve	27	Name	Email Address	Party	Action
<input checked="" type="checkbox"/>		Jesse Guerrero	JG124578@fake.com	Not So Funny Business	Detach
<input checked="" type="checkbox"/>		Jesse Guerrero		Case	Detach
<input type="checkbox"/>		jesse james		Not So Funny Business	Detach
<input type="checkbox"/>		Kelsey Clark		Not So Funny Business	Detach
<input type="checkbox"/>		Kelsey Clark	kc124@fake.com	Case	Detach
<input checked="" type="checkbox"/>		Lacy Jones		select	
<input checked="" type="checkbox"/>		Pro Email		select	Detach
<input checked="" type="checkbox"/>		Richard Fine		Not So Funny Business Funny Business	Detach

**Uncheck the box next to the service contact(s) you DO NOT wish to serve in the instant transaction**

**When adding a service contact, select either "Case" or a case party (i.e., first-named Plaintiff / Defendant) so they "stick" to the service list.**

# 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	<a href="#">Add To List</a>

# FILING INTO AN EXISTING CASE:

## Step 4 – Service Contacts (*continued*)

4. To add a New Service Contact, 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.**”

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.





# FILING INTO AN EXISTING CASE:


## Step 4 – Service Contacts (*continued*)

6. New Service Contacts will be saved to the service list and to “**Service Contacts**” under your firm.
7. You can then easily search for them under “**Add Firm Service Contacts**” for any future cases.
8. 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.
9. You can edit or remove a service contact during the filing by selecting the “pencil” icon or the “trash can” icon under the Action column.

Who should be notified about this filing?

Current Notice List: Parties will be e-Served and notified.

e-Serve	2	Name	Email Address	Action
<input checked="" type="checkbox"/>		Ann Rose	Arose7153@gmail.com	 
<input checked="" type="checkbox"/>		Lacy Jones	lacyjones@fakelawfirm.com	 



10. Click “**Next**” to move to Step 5-Review & Submit or on the tab, “**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.

Case Details Almost done. Review Entries. [Printable Version](#)

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

### Case Type

Jurisdiction : Clark County	Case Category : Chancery
Case Type : Partnership Dissolution	
Payment Account: Training Account	Attorney : Dean Roberts
Client Matter ID: abcd-123.456	

### Parties 2

Sending Party	Party Type	Name	Address
<input checked="" type="checkbox"/>	Plaintiff/Petitioner	John Smith	
	Defendant/Respondent	James Company	

### Documents


Filing Code	Filing Description	Original Document	Converted Document	Optional Services	Document Category	Document Description	Fees
Petition (Lead Document) Note to Clerk: Thank you!	Petition Declaration in Support	<a href="#">SAMPLE PETITON.docx</a>	<a href="#">SAMPLE PETITON.pdf</a>	(Misc.) - Certified Mailing Fee(1 * \$16.49)	Non-Confidential	Petition for John Doe v. Corp	\$16.49

**Responsible for Filing Fees :** John Doe  
**Send Courtesy Notification To:** nemken@fileandserve.com, wkahn@fileandserve.com

# 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.

Case Details Almost done. Review Entries.  [Printable Version](#)


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

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**Case Type** 

Jurisdiction : Clark County	Case Category : Chancery
Case Type : Partnership Dissolution	
Payment Account: Training Account	Attorney : Dean Roberts
Client Matter ID: abcd-123.456	

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**Parties 2** 

Sending Party	Party Type	Name	Address
<input checked="" type="checkbox"/>	Plaintiff/Petitioner	John Smith	
	Defendant/Respondent	James Company	

 [Submit](#)

# 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.

