



User Manual
For

I2File.net

April 24, 2014
Version 4.0

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1. INTRODUCTION

I2file.net provides users a path to file documents via the Internet – thus users are not required to travel to the jurisdiction. I2file.net is utilized by Attorneys, Foreign Attorneys, Reviewers and Pro Se Filers. This manual describes attorney, foreign attorney and prose user functionality contained in I2File.net. Users must be registered with I2File.net to utilize the service

2. ATTORNEY REGISTRATION

Attorneys select the user role as “Attorney” from the combo box of User Role and click on the Register button as provided in the New User Registration frame.

A screenshot of a web form titled "New User Registration". Inside the form, there is a label "User Role" followed by a dropdown menu that currently displays "Attorney" with a downward arrow. Below this, there is a button labeled "Register".

Attorney enters contact information on the Registration page. Attorneys must have a valid email address, a valid state bar association registration number and may have to provide local bar association number according to rules of the jurisdiction in which they are registering. Although I2file is a subscription service paid for by the Clerks of Court at no cost to the attorney, attorney may need to establish an account within the filing jurisdiction in order to pay the usual statutory filing fees. I2file.net processes credit card payments but does not retain credit card information.

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Your electronic path for filing cases

Home Help

► Attorney Registration

Fields marked * are mandatory.

User Name* (Minimum 8 characters)

Password* (Minimum 8 characters with atleast 1 number)

Confirm Password*

Illinois Attorney Registration#*

First Name* (Minimum 3 characters)

Last Name* (Minimum 2 characters)

Middle Name

Birth Date* (MM/DD/YYYY)

Office Address*

City*

State*

Zip Code* (XXXXX / XXXXX-XXXX)

Phone#* - - (XXX-XXX-XXXX)

Email* (To enter multiple email addresses use comma for separation)

Jurisdiction*

Clerk Attorney Number

Terms of Services

TERMS: "Attention Attorneys" you will be asked to provide your Illinois Registration number when you sign up for a user id and password. This is only used as a point of validation for you to receive your User ID and Password. After you complete the filing and the Clerk has ASSIGNED a case number to your filing you will be asked to provide credit card information in order pay the cost of the court filing fees. You will not be able to view the Stamped Accepted Documents or print them from this site until you pay the cost of the filing. We will ask you for your credit card information at that time and process the payment. If you do not wish to pay using this method you

☒ I agree ☐ I do not agree

Register

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Attorney must provide appropriate 'Attorney Registration Number' provided by the state in which the attorney practices. Only attorneys with active state bar association numbers are permitted to access the system. After registration process, attorney will be able to see his/her username/password on the next page along with a confirmation message. This indicates that attorney is registered with system.

3. FOREIGN ATTORNEY REGISTRATION

Foreign Attorneys must select user role as "Foreign Attorney" from the combo box of User Role and click on Register button provided in New User Registration frame.

The image shows a snippet of the 'New User Registration' form. It features a 'User Role' dropdown menu with 'Foreign Attorney' selected. Below the dropdown is a 'Register' button.

Foreign Attorney enters contact information on the Registration page. Foreign Attorneys must have a valid email address and state other than Illinois selected.

The image shows the full 'i2File™ Foreign Attorney Registration' form. The form includes fields for User Name, Password, Confirm Password, State Attorney Registration#, First Name, Last Name, Middle Name, Birth Date, Office Address, City, State, Zip Code, Phone#, Email, and Jurisdiction. A 'Terms of Services' section is at the bottom with a checkbox for 'I agree'. The 'Register' button is at the bottom right. The footer indicates '©2008-2011, i2F Internet Case Filing System' and 'Office Hours: 08:30 - 16:30 CDT'.

After registration process, foreign attorney will be able to see username/password on the next page along with a confirmation message. This indicates that the foreign attorney has registered with system.

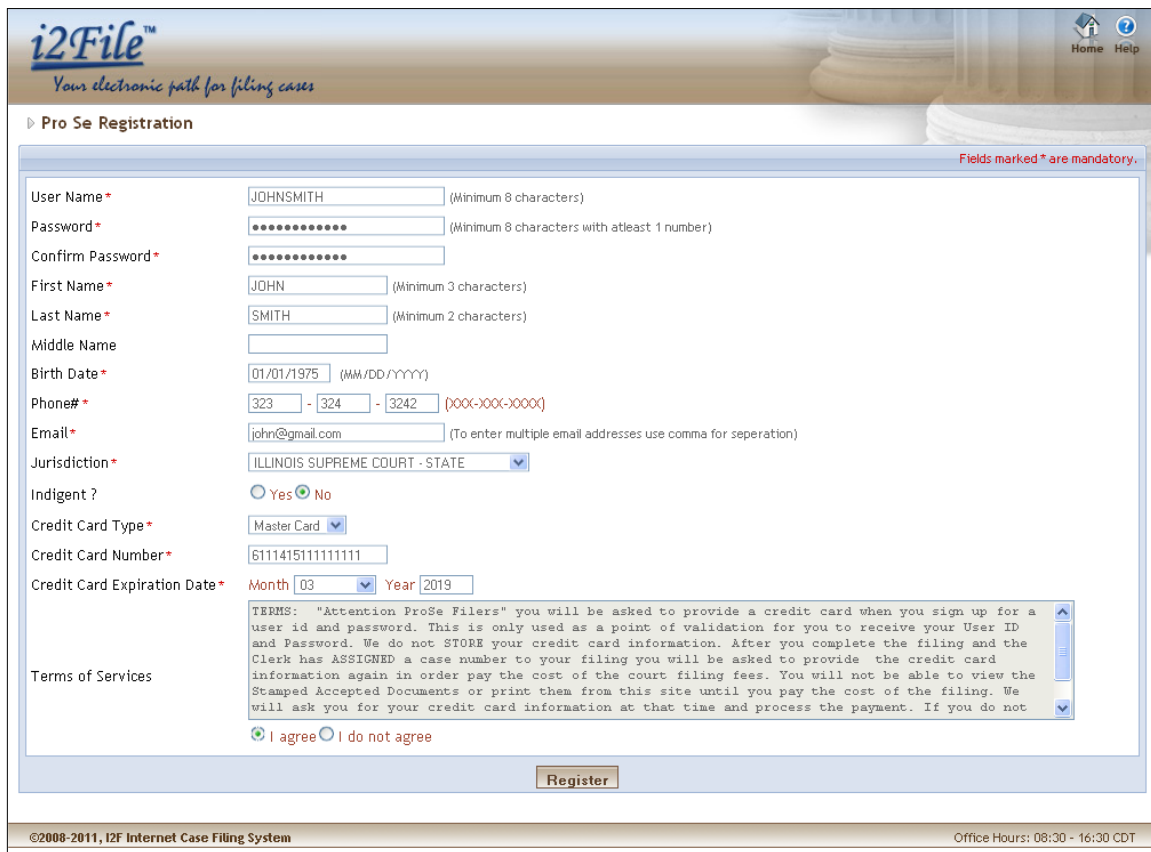
4. PRO SE REGISTRATION

Pro Se selects user role as "Pro Se" from the combo box of User Role and click on the Register button provided in the New User Registration frame.



The image shows a 'New User Registration' dialog box. It contains a 'User Role' dropdown menu with 'Pro Se' selected. Below the dropdown is a 'Register' button.

Prose user enters contact information on Registration page. Prose users should enter valid email address and credit card number for successful registration. Although I2file is a subscription service provided by the Clerks of Court at no cost to the Prose, prose may need to establish an account within the filing jurisdiction in order to pay the usual statutory filing fees. I2file.net processes credit card payments and does not retain credit card information.



The image shows the 'i2File Pro Se Registration' page. The page has a header with the i2File logo and the tagline 'Your electronic path for filing cases'. Below the header is a 'Pro Se Registration' section. The registration form includes the following fields:

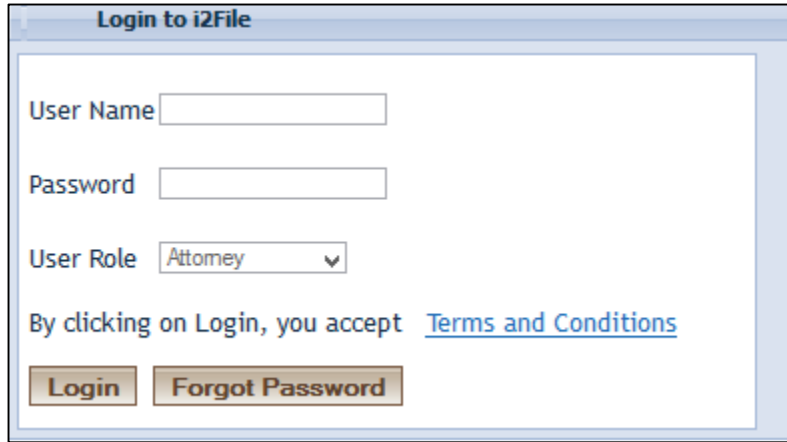
- User Name*: JOHN SMITH (Minimum 8 characters)
- Password*: [Redacted] (Minimum 8 characters with atleast 1 number)
- Confirm Password*: [Redacted]
- First Name*: JOHN (Minimum 3 characters)
- Last Name*: SMITH (Minimum 2 characters)
- Middle Name: [Empty]
- Birth Date*: 01/01/1975 (MM/DD/YYYY)
- Phone#: 323 - 324 - 3242 (XXX-XXX-XXXX)
- Email*: john@gmail.com (To enter multiple email addresses use comma for separation)
- Jurisdiction*: ILLINOIS SUPREME COURT - STATE
- Indigent?: Yes No
- Credit Card Type*: MasterCard
- Credit Card Number*: 6111415111111111
- Credit Card Expiration Date*: Month 03 Year 2019
- Terms of Services: [Text area with terms and conditions]

At the bottom of the form is a 'Register' button. The footer of the page contains the copyright information: '©2008-2011, I2F Internet Case Filing System' and 'Office Hours: 08:30 - 16:30 CDT'.

After successful registration, prose will be able to see username/password on the next page along with a confirmation message. This indicates that prose is registered in I2File.

5. LOGIN

Login screen is created for the users to access the site by entering their username, password and user role.



Login to i2File

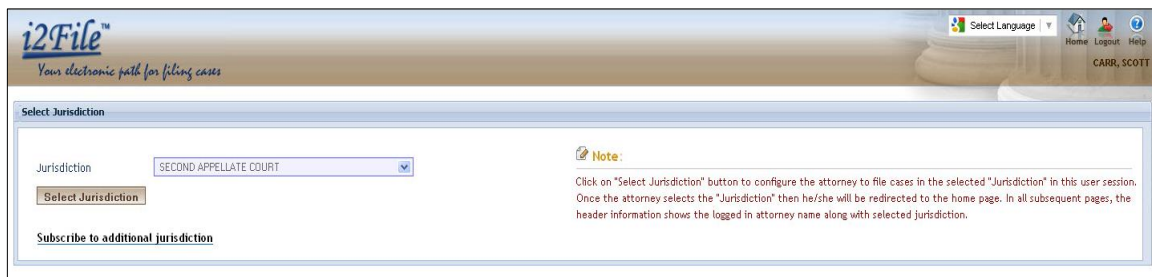
User Name

Password

User Role

By clicking on Login, you accept [Terms and Conditions](#)

On successful login, Attorney will be redirected to the 'jurisdiction' selection page. Jurisdiction values would be pre-populated from the selections made during registration process.



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Select Language | Home | Logout | Help
CARR, SCOTT

Select Jurisdiction


Jurisdiction

[Subscribe to additional jurisdiction](#)

Note:
Click on "Select Jurisdiction" button to configure the attorney to file cases in the selected "Jurisdiction" in this user session. Once the attorney selects the "Jurisdiction" then he/she will be redirected to the home page. In all subsequent pages, the header information shows the logged in attorney name along with selected jurisdiction.

If users have forgotten the username and/or password of their account, they can click on Forgot Password button provided in Login to I2file frame. It redirects them to "Forgot Password" page.

User will have to enter first name, last name, birth date, user role, ardc# (for Attorneys) and email address for retrieving access information. I2File will verify provided details entered by user and if it matches with available details, attorney will be redirected to change password page. When password is changed, an email with new user details is sent to the email address that user had provided at the time of registration.



[Home](#) [Help](#)

▶ **Forgot Password**

User Search

First Name *

Last Name *

Birth Date * (MM/DD/YYYY)

User Role * --SELECT--

ardc # *


Email *

User Name

Note:

If you've forgotten the username and/or password of your account, please input your identity details. You are required to enter first name, last name, birth date, user role, ARDC number if user role is attorney and registered email address to retrieve account access information. I2File will verify provided details against the available details and then allow you to change password.

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[Home](#) [Logout](#)

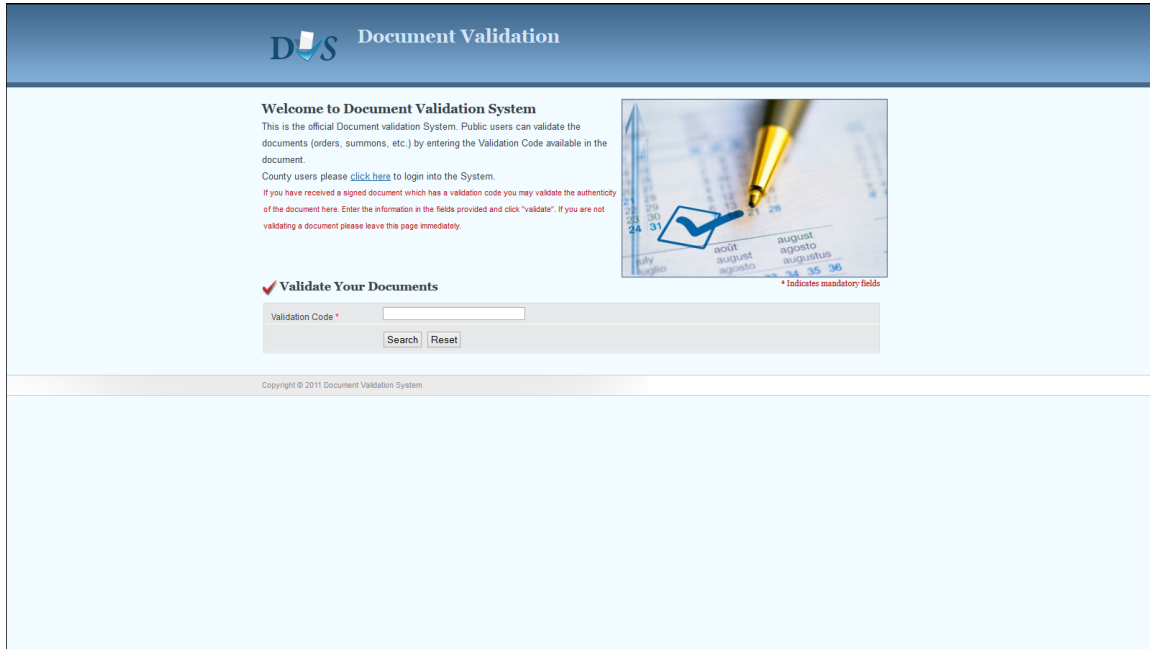
▶ **Change Password**

Fields marked * are mandatory

User Role	Attorney	
User Name	SCOTT123	
Name	CARR, SCOTT	
Password *	<input type="password"/>	(Minimum 8 characters with atleast 1 number)
Confirm Password *	<input type="password"/>	

6. Validate Document

There is a "Validate documents" icon on right hand corner of login page. User can validate their official documents (orders, summons, etc.) by click on this icon and then entering the Validation Code available on the document. Below is UI of document validation.



The screenshot shows the Document Validation System (DVS) web interface. At the top, there is a blue header with the DVS logo and the text "Document Validation". Below the header, the main content area is light blue. On the left, there is a "Welcome to Document Validation System" section with a brief description of the system and instructions for public and county users. To the right of this text is an image of a document with a checkmark and the word "august" repeated in different languages. Below the welcome text, there is a "Validate Your Documents" section with a red checkmark icon. This section contains a "Validation Code" input field, a "Search" button, and a "Reset" button. At the bottom of the page, there is a small copyright notice: "Copyright © 2011 Document Validation System".

If user has received a signed document which has a validation code he/she may validate the authenticity of the document here. Enter the information in the fields provided and click "validate". Reset button will reset all the values.

7. NEW CASE FILING

This option allows attorney to file document(s) for establishing new cases. It is a three-step process represented as a wizard flow.

Step 1) Case Information

Step 2) Document Information

Step 3) Transaction Summary.

1) Case Information:

Attorney needs to enter primary information of the case. This information includes:

1. Case Type - Enter the type of Case. If not familiar with case type then one can select 'Don't know case type' option.
2. Plaintiff / Petitioner / Appellant / Movant Last Name / Company - Enter Plaintiff / Petitioner / Appellant / Movant first name, last name, middle name (optional) in the appropriate fields and type as individual if the petitioner is an individual. Enter Petitioner's Company name in this field if petitioner is a Company.
3. Defendant / Respondent / Appellee Last Name / Company - If the Defendant / Respondent / Appellee is an individual, enter their last name in the field for free text input or if Defendant / Respondent / Appellee is a Company, type the Company Name in the field for free text input.

The screenshot displays the 'I2File' web interface. At the top, it says 'Your electronic path for filing cases'. Below this, a breadcrumb trail reads 'New Case Filing - DU PAGE - 18TH JUDICIAL CIRCUIT COURT'. A progress bar shows three steps: '1 Case Information' (active), '2 Document Information', and '3 Transaction Summary'. The 'Case Information' form has three main input fields: 'Case Type' with a dropdown menu showing 'ALL'; 'Plaintiff/Petitioner/Appellant/Movant Last Name/Company' with the text 'PEOPLE OF THE STATE OF ILLINOIS'; and 'Defendant/Respondent/Appellee Last Name/Company' with the text 'DANIEL J WATZKE'. A red note at the top right of the form states 'Fields marked * are mandatory.' There is a link for '[E Filing Instructions]' and another link that says 'Click here to read the rules of the filing in DU PAGE - 18TH JUDICIAL CIRCUIT COURT'. At the bottom of the form are 'Next' and 'Cancel' buttons. The footer of the page reads '©2007-2015, I2F Internet Case Filing System'.

After entering relevant details, attorney has to click on "Next" button which will open Document Information UI. Click on "Cancel" button will redirect to dashboard page.

If county has selected "Attach new case info sheet" option, attorney of that county will get below UI with detailed information to fill in new case info sheet while filing documents on new case.

STATE OF ILLINOIS **UNITED STATES OF AMERICA** **COUNTY OF MCHENRY**
IN THE CIRCUIT COURT OF THE TWENTY-SECOND JUDICIAL CIRCUIT

New Case Filing - MCHENRY - 22ND JUDICIAL CIRCUIT COURT

1. Case Type * Subcase Type *
 Filing Fees
 2. Jury Demand * Jury Size Jury Desc.
 3. Return Date Return Time Jury Fees

First Named Plaintiff [Clear Data](#)
☒ Individual ☐ Company Is Pro Se? ☐
 Last Name * First Name * MI Suffix
 Address Line 1 Address Line 2 City State
 Zip Phone

Second Named Plaintiff
Plaintiff's Attorney [Clear Data](#)
 Firm Name ARDC # *
 Last Name * First Name * MI Suffix
 Address Line 1 * Address Line 2 City * State *
 Zip * Phone *

First Named Defendant [Clear Data](#)
☒ Individual ☐ Company
 Last Name * First Name * MI Suffix
 Address Line 1 * Address Line 2 City * State *
 Zip * Phone
 Summons Issued *

Second Named Defendant

[Add Additional Party](#) [Proceed](#) [Cancel](#)

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User has to enter below information for new case filing sheet:

1. Case Info
2. First/Second Named Plaintiff
3. First/Second Named Defendant
4. Plaintiff's Attorney
5. Additional Parties

User can insert additional parties by clicking on "Add Additional Party" button which will dynamically add an additional party section similar to Plaintiff's or defendant's information.

Proceed will forward user to the document information page with New Case Info sheet pdf attached with entered data. User can edit the same by clicking on edit link on pdf but it will remove all the other documents which are attached.

2) Document Information

User needs to enter below information on Document Information UI

1. Document Type - Specify the document type.
2. Filed Under Seal – Select yes if uploaded document is filed under seal. By default value would be 'N'.
3. Comments- Enter comments related to the document being uploaded.

4. Document to upload – There are two options(Radio buttons) for adding documents on this UI:
 - a. Create Online
 - b. Upload Document.

Initially both radio buttons would be disabled. Depending on the document type selected by attorney these options will be enabled.

If online form is configured for selected document type, both “Create online” and upload document radio buttons will be enabled. User can choose any one of these options

If online form is not configured for selected document type, only upload document radio button will be enabled and will be selected by default. Attorney can upload document by clicking on Browse button. Attorney can upload any type of document. The document must be in pdf format. Total size of the uploaded documents must not exceed maximum size of documents set for the selected jurisdiction. Width and height specifications for pdf must be (8.5 X 11).

Uploaded documents would be tabulated. Edit link would be provided against online documents. Delete link would be provided against each document for deleting unwanted documents. If only one document is uploaded with reference to a particular case, it cannot be deleted, once the case is filed. The document could be viewed by clicking on its name.

There are three buttons on this page. Click on "Previous" button redirects to Case Information page for editing any case information details. Click on "Next" button redirects to Transaction summary page. Click on "Cancel" button reset all details and redirect to dashboard page.

Note: Specifications for uploading a file are variable and configured by the Admin.

PDF Converter utility is also provided which converts word documents to pdf files. This utility is not a part of the filing process. If the attorney does not have any .pdf documents then s/he can avail this functionality.

The screenshot shows the 'I2F Internet Case Filing System' header in a blue bar. Below it, a red bar contains the title 'PDF Converter Utility - Conversion of Office Document to PDF Document'. The main content area is white and contains a form with two rows: 'Document' with a text input field and a 'Browse...' button, and 'Convert To' with a dropdown menu set to 'Portable Document Format (pdf)' and a 'Convert Now' button. A red 'Note' is displayed below the form, stating: 'This PDF Converter Utility is useful for converting word documents into PDF format. Please use this utility to convert your word documents into PDF documents before uploading the same on I2F. It is advised by the clerk that you should verify the converted PDF document before uploading the same on I2F application.' The footer is a blue bar with the text '©2006, I2F Internet Case Filing System'.

Along with PDF Converter, PDF Repair Utility is also provided. If attorney is not able to upload pdf file then s/he can take benefit of this functionality by repairing pdf file and then try to upload it again. This utility repairs the corrupted file and gives it in proper format.

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Home Logout Help
JADA, VAISHALI
DU PAGE - 18TH JUDICIAL CIRCUIT COURT

PDF Repair

Select PDF File to Repair

Browse...

Repair Back

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3) Transaction Summary

It is a summary page which contains case information and document information entered on previous pages.

There are three buttons on this page: Click on

1. "Previous" button redirects to Document Information page.
2. "Submit" button will create a new transaction. A Transaction ID will be generated which will be used in future processes. Mail would be sent to reviewer for approval of transaction details.
3. "Cancel" button will reset all details and redirect user to dashboard page.

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Select Language Home Logout Help
CARR, SCOTT
DU PAGE - 18TH JUDICIAL CIRCUIT COURT

New Case Filing - DU PAGE - 18TH JUDICIAL CIRCUIT COURT

1 Case Information 2 Document Information 3 Transaction Summary

Transaction Summary

Case Type ALL
Plaintiff/Petitioner/Appellant/Movant Last Name/Company PEOPLE OF THE STATE OF ILLINOIS
Defendant/Respondent/Appellee Last Name/Company DANIEL J WATZKE

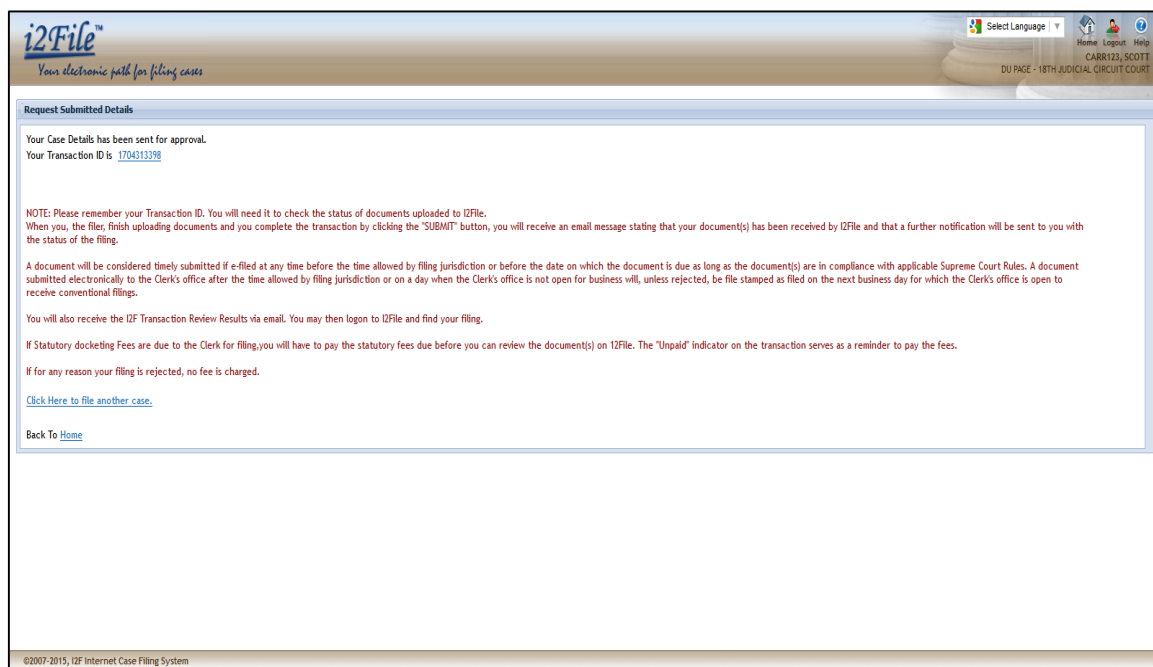
List of Attached Documents Click on the Document Name to view the document.

Document Name	Document Type	Comments	Filed Under Seal
Test.pdf	OTHERS		No

Previous Submit Cancel

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Multiple-filings on cases is facilitated. A link "Click here to file another case" is provided for an attorney to return to the process of filing documents on new case. By clicking on the Transaction ID, the details of the filed case appear in a non-editable format.

8. FILE DOCUMENTS ON EXISTING CASE

This option allows the Attorney to file documents for existing cases. It is also a three-step process similar to "New Case Filing" process.

- Step 1) Case Information
- Step 2) Document Information
- Step 3) Transaction Summary.

1) Case Information

First, the attorney is required to enter primary information of the case. This information includes:

1. Case Number- Attorney should enter a case number.
2. Plaintiff/Petitioner and Defendant/Respondent Names- Attorney should enter Plaintiff/ Petitioner and Defendant/Respondent Name

The screenshot displays the I2File web application interface for filing documents in an existing case. The header includes the I2File logo and navigation links. The main content area shows a progress bar with three steps: Case Information (active), Document Information, and Transaction Summary. Below the progress bar, the 'Case Information' form is displayed with fields for Case Number, Plaintiff/Petitioner/Appellant/Movant Last Name/Company, and Defendant/Respondent/Appellee Last Name/Company. The Case Number field contains '2012CF000002'. The Plaintiff field contains 'PEOPLE OF THE STATE OF ILLINOIS'. The Defendant field contains 'DANIEL J WATZKE'. There are 'Next' and 'Cancel' buttons at the bottom of the form. A footer note indicates '©2007-2015, I2F Internet Case Filing System'.

2) Document Information

Attorney will have to upload the required documents necessary for filing process with below information:

1. Document Type - Specify the document type.
2. Filed Under Seal – Select yes if uploaded document is filed under seal. By default value would be 'N'.
3. Comments- Enter comments related to the document being uploaded.
4. Document to upload – There are two options(Radio buttons) for adding documents on this UI:
 - a. Create Online
 - b. Upload Document.

Initially both radio buttons would be disabled. Depending on the document type selected by attorney these options will be enabled.

If online form is configured for selected document type, both “Create online” and upload document radio buttons will be enabled. User can chose any one of these options

If online form is not configured for selected document type, only upload document radio button will be enabled any will be selected by default. Attorney can upload document by clicking on Browse button. Attorney can upload any type of document. The document must be in pdf format. Total size of the uploaded documents must not exceed maximum size of documents set for the selected jurisdiction. Width and height specifications for pdf must be (8.5 X 11).

Uploaded documents would be tabulated. Edit link would be provided against online documents. Delete link would be provided against each document for deleting unwanted documents. If only one document is uploaded with reference to a particular case, it cannot be deleted, once the case is filed. The document could be viewed by clicking on its name.

There are three buttons on this page. Click on “Previous” button redirects to Case Information page for editing any case information details. Click on “Next” button redirects to Transaction summary page. Click on “Cancel” button reset all details and redirect to dashboard page.

Note: Specifications for uploading a file are variable and configured by the Admin.

PDF Converter utility is also provided which converts word documents to pdf files. This utility is not a part of the filing process. If the attorney does not have any .pdf documents then s/he can avail this functionality.

I2F Internet Case Filing System

PDF Converter Utility - Conversion of Office Document to PDF Document

Document:

Convert To:

Note:
This PDF Converter Utility is useful for converting word documents into PDF format. Please use this utility to convert your word documents into PDF documents before uploading the same on I2F. It is advised by the clerk that you should verify the converted PDF document before uploading the same on I2F application.

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Along with PDF Converter, PDF Repair Utility is also provided. If attorney is not able to upload pdf file then s/he can take benefit of this functionality by repairing pdf file and then try to upload it again. This utility repairs the corrupted file and gives it in proper format.

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JADA, VAISHALI
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PDF Repair

Select PDF File to Repair

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Office Hours: 08:30 AM - 04:30 PM CST

Note: At least one document has to be uploaded.

3) Transaction Summary

It is a summary page which contains case information and document information entered on previous pages.

There are three buttons on this page: Click on

1. "Previous" button redirects to Document Information page.
2. "Submit" button will create a new transaction. A Transaction ID will be generated which will be used in future processes. Mail would be sent to reviewer for approval of transaction details.
3. "Cancel" button will reset all details and redirect user to dashboard page.

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Select Language | Home | Logout | Help
CARR123, SCOTT
DU PAGE - 18TH JUDICIAL CIRCUIT COURT

File Documents in Existing Case - DU PAGE - 18TH JUDICIAL CIRCUIT COURT

1 Case Information 2 Document Information 3 Transaction Summary

Transaction Summary

Case Number	2008D000021
Plaintiff/Petitioner/Appellant/Movant Last Name/Company	PEOPLE OF THE STATE OF ILLINOIS
Defendant/Respondent/Appellee Last Name/Company	DANIEL J WATZKE

List of Attached Documents Click on the Document Name to view the document.

Document Name	Document Type	Comments	Filed Under Seal
Test.pdf	BRIEF		No

Previous Submit Cancel

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i2File™
Your electronic path for filing cases

Select Language | Home | Logout | Help
CARR123, SCOTT
DU PAGE - 18TH JUDICIAL CIRCUIT COURT

Request Submitted Details

Your Case Details has been sent for approval.
Your Transaction ID is [1704313350](#)

NOTE: Please remember your Transaction ID. You will need it to check the status of documents uploaded to i2File. When you, the filer, finish uploading documents and you complete the transaction by clicking the "SUBMIT" button, you will receive an email message stating that your document(s) has been received by i2File and that a further notification will be sent to you with the status of the filing.

A document will be considered timely submitted if e-filed at any time before the time allowed by filing jurisdiction or before the date on which the document is due as long as the document(s) are in compliance with applicable Supreme Court Rules. A document submitted electronically to the Clerk's office after the time allowed by filing jurisdiction or on a day when the Clerk's office is not open for business will, unless rejected, be file stamped as filed on the next business day for which the Clerk's office is open to receive conventional filings.

You will also receive the i2F Transaction Review Results via email. You may then login to i2File and find your filing.

If Statutory docketing Fees are due to the Clerk for filing, you will have to pay the statutory fees due before you can review the document(s) on i2File. The "Unpaid" indicator on the transaction serves as a reminder to pay the fees.

If for any reason your filing is rejected, no fee is charged.

[Click Here to file another case.](#)

[Back To Home](#)

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Multiple-filings on cases is facilitated. A link "Click here to file another case" is provided for an attorney to return to the process of filing documents on new case. By clicking on the Transaction ID, the details of the filed case appear in a non-editable format.

9. REQUEST DOCUMENT COPY

This option allows the Attorney to request for the copy of a document. Following information needs to be entered:

Case Number - Enter a case number.

Copy Type- Select whether a "Certified Copy" is required or a "Regular copy".

Plaintiff/Petitioner and Defendant/Respondent details- Attorney should enter Plaintiff/Petitioner and Defendant/Respondent details

Document Type - Select the document type.

Case Title- It would be pre-populated. It can be modified.

Comments- Provide comments for the document copy being requested.

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Home Logout Help
ATTORNEY, FOREIGN
DU PAGE - 18TH JUDICIAL CIRCUIT COURT

Request Document Copy

Case Information

Case Number*

Do you want Certified Copy or Regular copy?*

Click here to read the rules of the filing in DU PAGE - 18TH JUDICIAL CIRCUIT COURT

Last Name/Company

Plaintiff/Petitioner*

Defendant/Respondent*

Document Type*

Comments*

Submit Cancel

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A Transaction ID would be generated on click of Submit button. A mail containing the case details would be sent to the Reviewer.

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Home Logout Help
CARR, SCOTT
18th Judicial Circuit Court - DU PAGE

Request Submitted Details

Your Case Details has been sent for approval.
Your Transaction ID is [1704352](#)

NOTE: Please remember your Transaction ID. You will need it to check the status of certified copy request. When filer finishes certified copy request and completes the transaction the filer will receive a message that they will be billed when clerk "accepts" the certified copy and provides the certified copy of your requested document and provides the charges for the filing. The system will charge the filer's account or Credit Card for the fees including a convenience fee if paid by credit card. Filer's credit card will be validated at time of payment.

[Back To Home](#)

10. REVIEW STATUS

This option on home page displays list of transactions with their detail. Details include:

Transaction Number - A specific ID for each transaction

Case number- It has a format of: year-case type- sequence number.

Year - Year in which case was filed. It's a four-digit number.

Case Type- Type of case represented by two characters.

Sequence number - It is automatically generated.

In case of new case filing, if status is 'Under Review' then a case number will not be assigned to a transaction.

Case Title- Title of the case.

Jurisdiction – Jurisdiction's Name

Documents- Number of documents uploaded.

Filing Time Stamp- Time and Date when the documents were stamped.

Status - There are five types of status: Pending, Under Review, Accepted-unpaid, Accepted-paid and rejected.

Pending- When the transaction is created and goes to the Reviewer its status will be 'Pending'.

Under Review- When the Reviewer is reviewing a transaction and has not yet approved or rejected it then the status will be 'Under Review'.

Accepted-unpaid - When reviewer has accepted the request and attorney is yet to make the payment, status will have a value 'Accepted unpaid'.*

Accepted-paid - When reviewer has accepted the transaction and attorney has made payment its status would be 'Accepted paid'.*

* In some jurisdictions the Attorney established a PRE-PAID account with the clerk. As filings occur the clerk debits the in-house account for the statutory charges. This negates the need for the filer to provide credit card information.

Rejected- When reviewer has rejected the transaction its status will have a value 'Rejected'. Reviewer usually provides a reason for rejecting the request. These reasons can be viewed on the Transaction details page.

Transaction Type – Type of a Transaction

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► Review Status

Transaction Search

Tran# Tran Status Payment Status Filing Type
 Date Range ☒ All ☐ Select From Date To Date Case Number

Total Transactions: 53

List of Requests Click on the Case Number to view Transaction details.

<<Prev / 5 Next>>

Tran#	Case#	Jurisdiction	Doc(s)	Submitted Date and Time	Tran Status	Tran Type
17043318	2005DT000050	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	12/22/2011 07:47 AM	Under Review	DOCUMENT FILING
17043317	New Case	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	12/22/2011 05:44 AM	Under Review	NEW CASE FILING
17043316	2011CM001987	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	12/13/2011 11:11 AM	Under Review	DOCUMENT FILING
17043315	New Case	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	12/08/2011 02:09 AM	Under Review	NEW CASE FILING
17043314	New Case	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	12/08/2011 01:55 AM	Under Review	NEW CASE FILING
17043313	2011SC000005	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	11/30/2011 03:42 PM	Accepted	DOCUMENT FILING
17043312	2011SC000005	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	11/30/2011 03:35 PM	Under Review	DOCUMENT FILING
17043311	2011SC000005	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	11/30/2011 03:29 PM	Under Review	DOCUMENT FILING
17043310	2011SC000005	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	11/30/2011 03:23 PM	Accepted	DOCUMENT FILING
17043309	2007CF000015	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	0	11/09/2011 11:35 PM	Under Review	CERTIFIED COPY
17043308	2007CF000015	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	0	11/09/2011 11:30 PM	Under Review	CERTIFIED COPY
17043307	New Case	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	10/10/2011 04:11 AM	Rejected	NEW CASE FILING
17043306	New Case	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	09/23/2011 07:44 AM	Under Review	NEW CASE FILING

<<Prev Next>>

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Pagination facility is provided. Transaction list can be easily navigated by clicking on Previous and Next links or specifying the page number. By clicking on a particular case number related case details will be displayed.

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Home Logout Help
CARR, SCOTT
DU PAGE - 18TH JUDICIAL CIRCUIT COURT

Case Details

Plaintiff/Petitioner	Defendant/Respondent
/Appellant/Movant Last SHAH	/Appellee Last SHAH
Name/ Company	Name/ Company
Tran # 17043318	Case Number 2005DT000050
Jurisdiction DU PAGE - 18TH JUDICIAL CIRCUIT COURT	Case Type General Docket
Submitted Date and Time 12/22/2011 07:47 AM	Transaction Type DOCUMENT FILING
	Tran Status Under Review
	File Date

List of Attached Documents Click on the Document Name to view the document.

Doc Ref #	Document Name	Document Type	Attorney Comments	Filed Under Seal	Status	Download
1	motiontoternimatechildsupport.pdf	OTHERS	Please reject this transaction	No	Under Review	Download

[Back](#) [Download All](#)

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On clicking 'Additional documents on existing case' the frame will redirect to step 1 of filing documents for existing case.

Search - The Attorney can also search for a particular transaction by providing the corresponding Transaction ID, Transaction Status, Payment Status, Filing Type or Date Range. The related search result is tabulated.

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Home Logout Help
CARR, SCOTT
DU PAGE - 18TH JUDICIAL CIRCUIT COURT

Review Status

Transaction Search

Tran# Tran Status Payment Status Filing Type

Date Range ☒ All ☐ Select From Date To Date Case Number [Search](#)

Total Transactions: 1

List of Requests Click on the Case Number to view Transaction details.

Tran#	Case#	Jurisdiction	Doc(s)	Submitted Date and Time	Tran Status	Tran Type
17043318	2005DT000050	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	12/22/2011 07:47 AM	Under Review	DOCUMENT FILING

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Payment Process-

Attorney is directed to payment page on click of 'pay' button. Transaction details are pre-populated from information entered by reviewer while accepting the transaction. Attorney needs to enter the following information:

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Payment Details:

Credit Card number- Enter sixteen-digit card number.

Credit Card type- Type of the Credit Card

Expiration Date- Expiration Date of Credit Card (mm/yyyy format)

Card holder name and address

Contact Information:

Email address and Telephone Number

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Home Logout Help
CARR, SCOTT
DU PAGE - 18TH JUDICIAL CIRCUIT COURT

DU PAGE - 18TH JUDICIAL CIRCUIT COURT - Payment Details
You are directly paying to DU PAGE - 18TH JUDICIAL CIRCUIT COURT and i2File is not responsible for any financial transaction.

Transaction Details				
Tran #	1704312479	Case Number	Multiple Cases	
Fees	\$4.00	Convenience Fee	\$5.00	Total Amount \$9.00

Payment Details Fields marked * are mandatory.

Credit Card Type *

Credit Card Number *

Date Of Expiration(MM/YYYY) * /

Name (As it appears on the Credit Card) *

Personal Details Fields marked * are mandatory.

Street Address *

City *

State *

Zip Code * (XXXXX / XXXXX-XXXX)

Note : In case of Credit Card payment mode, Street Address and Zip Code should match with the Credit Card information for successful transaction.

Contact Information

Email *

Telephone Number * - - (XXX-XXX-XXXX)

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Confirm Payment Details page containing entered information is displayed on click of submit button. Payment process can be continued by clicking on Submit button if the entered details are correct.

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Your electronic path for filing cases

DU PAGE - 18TH JUDICIAL CIRCUIT COURT - Confirm Payment Details
You are directly paying to DU PAGE - 18TH JUDICIAL CIRCUIT COURT and i2File is not responsible for any financial transaction.

*Please Press "Confirm Payment" button in order to pay this transaction.

[Confirm Payment](#) [Cancel](#)

Transaction Details					
Tran #	1704312479	Case Number	Multiple Cases		
Fees	\$4.00	Convenience Fee	\$5.00	Total Amount	\$9.00

Payment Details	
Credit Card Type	Master Card
Credit Card Number	*****
Date Of Expiration(MM/YYYY)	1/2014
Name (As It appears on the Credit Card)	John Smith

Personal Details	
Street Address	105 Satellite Tower, Paul Street
City	LOS ANGELES
State	IL
Zip Code	12131-3213

Contact Information	
Email	john@gmail.com
Telephone Number	123-456-7899

[Confirm Payment](#) [Cancel](#)

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'Thank You' message is displayed on click of Submit button. This message includes billing ID, billing approval code, transaction ID, case number and amount and should be preserved for future references.

i2File
Your electronic path for filing cases

DU PAGE - 18TH JUDICIAL CIRCUIT COURT - Payment Details
You are directly paying to DU PAGE - 18TH JUDICIAL CIRCUIT COURT and i2File is not responsible for any financial transaction.

Thanks for your payment.

Your payment has been successfully processed.
If you entered an e-mail address the following information will be emailed to you.
If you did not enter an e-mail address you should print this page for your records.

Your payment of \$9.00 for the Tran # 1704312479 and Case Number Multiple Cases has been Accepted.
Your billing approval code is TA5053
Your billing ID is 70004901593005.701

[Go back to Transaction Details](#)

11. SEARCH DOCKETS

This option allows reviewers /admin users to search case details of any county. This is just to get all history of the case.

There are two options to search case detail:

1. Case number search

User will have to enter a valid case number and I2File will search details of that case in all counties or selected counties. If case number exists then case information will be displayed.

2. Party name search

User can enter a valid party information (last name, first name, isFirm) and search for that party in all counties. If party exists then will show all the cases to which the party is associated.

Case Search Result UI:

Case #	Case Title	File Date	Case Type	Case Status
2014SC000005	PORTFOLIO RECOVERY ASSOCIATES LLC -VS- SUZANNE M RUSS	01/02/2014	SMALL CLAIMS	ACTIVE

Party Search Result UI:

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Your electronic path for filing cases

Case Search By Party Result

Name Search Filters

Last Name: JOHNSON First Name: MATTHEW Middle Name: File Date: Category:

DU PAGE
Displaying 100 out of 105 cases. Please modify the search and use more filters to show few records.

Case #	Case Title	File Date	Case Type
2014CT000002	PEOPLE OF THE STATE OF ILLINOIS -VS- MATTHEW D JOHNSON	01/01/2014	DRUNK TRAFFIC
2014TR016958	PEOPLE OF THE STATE OF ILLINOIS -VS- MATTHEW M JOHNSON	02/26/2014	TRAFFIC
2013AF001073	CZEPLAW CZAPLA -VS- MATTHEW R JOHNSON	06/24/2013	ARBITRATION
2013CM000327	PEOPLE OF THE STATE OF ILLINOIS -VS- MATTHEW D JOHNSON	01/23/2013	MISDEMEANOR
2013OV005284	VILLAGE OF GLEN ELLYN -VS- MATTHEW D JOHNSON	09/30/2013	ORDINANCE VIOLATION
2013OV003824	VILLAGE OF GLENDALE HEIGHTS -VS- TRACEY E GUL	07/16/2013	ORDINANCE VIOLATION
2013TR121777	PEOPLE OF THE STATE OF ILLINOIS -VS- MATTHEW D JOHNSON	11/18/2013	TRAFFIC
2013TR082346	VILLAGE OF ROSELLE -VS- MATTHEW C JOHNSON	06/12/2013	TRAFFIC
2013TR060711	VILLAGE OF WOODRIDGE -VS- MATTHEW DAVID JOHNSON	06/07/2013	TRAFFIC
2013TR048157	CITY OF NAPERVILLE -VS- MATTHEW G JOHNSON	05/09/2013	TRAFFIC
2013TR038196	PEOPLE OF THE STATE OF ILLINOIS -VS- MATTHEW V JOHNSON	04/15/2013	TRAFFIC
2013TR015677	CITY OF ELMHURST -VS- MATTHEW L JOHNSON	02/13/2013	TRAFFIC
2012OV01256	IN RE: THE MARRIAGE OF MATTHEW JOHNSON AND ALISON JOHNSON	06/15/2012	DISSOLUTION OF MARRIAGE
2012OV00712	IN RE: THE MARRIAGE OF MICHELLE SKURATOVSKY AND MATTHEW JOHNSON	04/05/2012	DISSOLUTION OF MARRIAGE
2012TR090930	VILLAGE OF ROSELLE -VS- MATTHEW C JOHNSON	08/10/2012	TRAFFIC

WINNEBAGO
Displaying 100 out of 172 cases. Please modify the search and use more filters to show few records.

Case #	Case Title	File Date	Case Type
2013TR0037532	People of the State of Illinois vs. Matthew C Johnson	10/3/2013	TRAFFIC VIOLATION
2013TR0016738	People of the State of Illinois vs. Matthew Lee Johnson	4/30/2013	TRAFFIC VIOLATION
2013TR0016738	People of the State of Illinois vs. Matthew Lee Johnson	4/30/2013	TRAFFIC VIOLATION
2013TR0016737	People of the State of Illinois vs. Matthew Lee Johnson	4/30/2013	TRAFFIC VIOLATION
2013TR0016736	People of the State of Illinois vs. Matthew Lee Johnson	4/30/2013	TRAFFIC VIOLATION
2013CM0001148	People of the State of Illinois vs. Matthew Warren Johnson	4/17/2013	CRIMINAL MISDEMEANOR
2012TR0045520	People of the State of Illinois vs. Matthew C Johnson	11/26/2012	TRAFFIC VIOLATION
2012CF0001364	People of the State of Illinois vs. MATTHEW LEE JOHNSON	5/10/2012	CRIMINAL FELONY
2012CF0000021	People of the State of Illinois vs. Matthew Warren Johnson	1/3/2012	CRIMINAL FELONY
2011TR0020861	People of the State of Illinois vs. Matthew C Johnson	5/27/2011	TRAFFIC VIOLATION
2011TR0018057	People of the State of Illinois vs. Matthew C Johnson	5/11/2011	TRAFFIC VIOLATION
2011CM0002402	People of the State of Illinois vs. MATTHEW LEE JOHNSON	7/21/2011	CRIMINAL MISDEMEANOR
2011CF0002411	People of the State of Illinois vs. Matthew V Johnson	8/30/2011	CRIMINAL FELONY
2011CF0000424	People of the State of Illinois vs. MATTHEW LEE JOHNSON	2/15/2011	CRIMINAL FELONY
2011CF0000042	People of the State of Illinois vs. Matthew L Johnson	1/5/2011	CRIMINAL FELONY
2010TR0043322	People of the State of Illinois vs. MATTHEW C JOHNSON	10/7/2010	TRAFFIC VIOLATION
2010TR0032922	People of the State of Illinois vs. MATTHEW A JOHNSON	7/26/2010	TRAFFIC VIOLATION

New Search Home

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On click of case number, case details are fetched from web service (Currently it is implemented for Dupage / Winnebago).

Case Detail UI:

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Case Details

Case Detail

Case #	Case Type	Legal Status	CLOSED	Category	Criminal	File Date	Location	Courtroom
2013TR0037532	TRAFFIC VIOLATION	County	WINNEBAGO	Case Title	People of the State of Illinois vs. Matthew C Johnson	10/3/2013		108

Violations

Count Number	Complaint Number	Reference Code	Description
1	210426	625 5/12-603.1	SEAT BELT REQUIRED/DRIVER

Case Parties

Name	Company	Role
Matthew Christopher Johnson	N	DEFENDANT

Attorneys

Address

Case Schedules

Purpose Code	Court Location	Court Date	Court Time
Return	Courtroom 108	10/24/2013	01:00 AM

Case Activities

File Date	Description	Court Date	Court Location	Time
10/17/2013 3:52:00 PM	Case Bond Exonerated: Illinois Driver's License on for Number:			
10/17/2013 3:51:00 PM	Payment Date: 10/17/2013 Udgant Name: Matthew C Johnson Amount Paid: \$60.00 Receipt Number: 346570			
10/17/2013	* Hearing Results: Over the Counter Payment.			
10/17/2013	Finding: Guilty Over the Counter to Count 1 SEAT BELT REQUIRED/DRIVER.			
10/17/2013	Defendant's Plea: Guilty to Count 1 SEAT BELT REQUIRED/DRIVER.			
10/17/2013	Fine/Fees ordered in the amount of \$60.00 on charge of SEAT BELT REQUIRED/DRIVER.			
10/3/2013 3:15:00 PM	Bond Posted: Illinois Driver's License			
10/3/2013 3:14:00 PM	Charge: Count 1 SEAT BELT REQUIRED/DRIVER Class 0, September 28, 2013 Agency: Loves Park			
10/3/2013 3:14:00 PM	* Next Appearance: Return , October 24, 2013 at 1:00 PM In Courtroom 108 with Judge Assigned.			

Close

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12. ATTORNEY REGISTRATION RENEWAL

This feature is available for attorneys of Illinois Supreme court. Using this feature, attorneys can renew the registration of their firm for Supreme Court. Attorney can get all the information of firm and can renew their registration by just adding missing information.

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Home Logout Help
CARR, SCOTT
ILLINOIS SUPREME COURT - STATE

Application for certificate of registration renewal

Before beginning your firm's corporate registration renewal, you will need the following information:

- the firm's corporate certificate number and
- the names and addresses of all shareholders/members/partners of the firm. You will be able to either manually enter the information or attach a PDF document containing this information.

For a list of helpful tips for successfully completing your application, [Click Here](#)

If you are a shareholder/member or partner and want to renew your firm's corporation registration, please enter the firm's certificate # then [Click Here](#)

Legal Counsel PC
Is this the Firm you wish to renew? ☐ Yes ☐ No

Check the Status of the previously filed Renewal Application

Please [Click Here](#) to check the status of your firm's pending renewal application. The status "Accepted-Unpaid" means that the Clerk has reviewed your renewal application but your firm needs to remit payment of \$40 before your renewal is filed. The status "Accepted-Paid" means the renewal application has been successfully filed by the Clerk."

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In above UI, attorney has to enter a certificate # and click on "Click Here". It will show Firm Information. According to firm name, select "Yes" or "No" radio option. It will show all information of entered certificate stored while registration and will show below UI.

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Home Logout Help
CARR, SCOTT
ILLINOIS SUPREME COURT - STATE

Renewal Registration Form - ILLINOIS SUPREME COURT - STATE

Firm Information
Based on the certificate # you have entered, we have retrieved below information

Certificate #	14859	Renewal Year	2014
Firm Name	Legal Counsel PC	Type of Entity	Professional Corporation
State of Incorporation	Illinois	Date of Incorporation	Jan 25, 2010

Address *
City * County * Zip *
Email * Phone # * Fax #
Check box if address is for a Registered Agent ☐ Operational Year ☐ Calendar ☐ Fiscal Day Month

Your firm may renew registration under Rule 721 or Rule 722. Please select the appropriate option below:
☐ Rule 722 1-109 verification (A pre-populated verification will be created) ☐ Rule 722 Affidavit ☐ Rule 721 (no affidavit or 722 verification is required)

Shareholder/member/partner Details
Do you want to enter or attach the shareholder/member/partner information? *
☒ Enter information ☐ Attach list (PDF Only)

Name Address

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User has to enter the missing information e.g. personal information, Registration renewal rule under which they want to renew it, shareholder/member/partner information and click on "Next" button to forward to the final page.

Registration Renewal Rule option:

If user selects Rule 722 1-109 verification, a prepopulated verification form will be created and will be attached to the list of documents on the new screen.

If user selects Rule 722 Affidavit, user has to upload affidavit form.

If user selects Rule 721, no affidavit or 722 verification is required.

Shareholder/member/partner information option:

User can enter shareholder/member/partner information, by clicking on "Add" button which will dynamically add name/address fields.

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Application For Certificate of Registration - ILLINOIS SUPREME COURT - STATE

You must review documents prior to clicking on submit.

Registration Information					
Certificate Number	14859	Firm Name	Legal Counsel PC	Type of Entity	Professional Corporation
Address	936 West Madison Street, #3C	City	Chicago	State of Incorporation	Illinois
County	COOK	Date of Incorporation	Jan 25, 2010	Zip	60607
Email	tjlenzy@legalcounselpc.net	Phone #	312-219-2037	Fax #	312-219-2037

Documents to be submitted		
Document Name	Document Type	Action
Certificate of Registration Renewal.pdf (Review Pending)	APPLICATION FOR CERTIFICATE OF REGISTRATION	Review
51-109 Verification.pdf (Review Pending)	51-109 VERIFICATION	Review

[Previous](#) [Submit](#)

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By clicking on previous button, user can edit the information entered and come back to the above UI.

Before clicking Submit button, user has to preview the pdfs using Preview button.

Transaction ID would be generated on click of Submit button and a mail containing the case details would be sent to reviewer.

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Application For Certificate of Registration transaction details

Application For Certificate of Registration successfully sent.
Your Transaction ID is [179993803](#)

Please note: An e-mail will be sent advising if your renewal application has been accepted or rejected. Once accepted, please log back into i2File to pay the \$40 renewal fee.
Your application will not be filed until payment is received.

[Back To Home](#)

To check the status of created transaction, user can click on "Click here to Review Status of your Document Filings and Copy Requests" link explained in Point # 10 – "REVIEW STATUS".

13. SCHEDULING PRESENTMENT

This option allows attorneys to schedule a presentment for their case. It will be enabled for a county for which scheduling presentment is configured. Currently it is configured just for "18th Judicial Circuit Court" of Dupage County.

On click of "Scheduling Presentment", user will be redirected to the below UI:

i2File
Your electronic path for filing cases

Select Language | Home | Logout | Help
CARR, SCOTT
DU PAGE - 18TH JUDICIAL CIRCUIT COURT
[e-Scheduling Instructions]

Scheduling Presentment - Check Schedules

1 Case Information 2 Document Information 3 Transaction Summary

Search Schedules
Case Number * (For example 2007L0000015, 2005D0000050) From Date **Get Available Schedules**
No Schedules Selected.


Case Details
Plaintiff / Petitioner Defendant / Respondent
Type of Motion / Petition (Type of motion or petition is required if you want to file a motion or petition document)

Notice of Motion
Judge * To Present *
Located at * ☐ Dupage County Judicial Center 505 N. County Farm Rd., Wheaton, Illinois ☐ Other

Party Information
Name * Address *
City * State * Zip * **Add Additional Party**

Proof of Service
Service Date * User Name
☐ I served this notice by delivering a copy personally to each person to whom it is directed.
☐ I served this notice by mailing a copy to each person to whom it is directed and depositing the same in the U.S. Mail
Service Address State

Filer Information
Name * ☐ Pro Se
Dupage Attorney Number Attorney For
Address
City State Zip
Phone #

Signature
If you have touchscreen device (android phone, iPhone, iPad or tablet) please open <http://www.mysignature.net> or scan the QR barcode below using your touch screen device and supply signature. This signature is for one time user only. We will not store this signature in our system.
Session Id : 6436

<http://www.mysignature.net>
Session Id will change when page is refreshed or on click of buttons like Preview and Next. In this situation use latest session id for drawing signature in my Signature tool.
As an alternative, if you have signature image on your computer you can upload it directly. **Browse...** No file selected.
Next **Preview**

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User has to enter a case number and file date which is optional to search the available schedules on which he/she can schedule the presentment in court for hearing.

After entering case number, user will have to click on "Get Available Schedules" which will open a popup menu with the list of available schedules fetched from the county case management system for entered case number as shown below:

The screenshot shows the I2File Internet Case Filing System interface. A pop-up window titled "Available Schedules" is displayed over the main form. The pop-up window contains a table with the following data:

Date	Day	Time
11/24/2014	Monday	10:30 AM
11/25/2014	Tuesday	10:30 AM
11/26/2014	Wednesday	10:30 AM
11/27/2014	Thursday	10:30 AM
11/28/2014	Friday	10:30 AM
12/01/2014	Monday	10:30 AM
12/02/2014	Tuesday	10:30 AM
12/03/2014	Wednesday	10:30 AM
12/04/2014	Thursday	10:30 AM

The main form includes the following sections:

- Case Information:** Search Schedules, Case Number, Assigned Location (2001), Total Schedules (28), Dates in red are not available for Scheduling Presentment.
- Case Details:** Plaintiff / Petitioner, Type of Motion / Petition, Notice of Motion, Judge, Located at.
- Party Information:** Name, Address, City, State (Illinois), Zip (00000 / XXXXX-XXXX).
- Proof of Service:** Service Date, User Name, checkboxes for serving notice, Service Address, State (Illinois).
- Filer Information:** Name, Pro Se checkbox.

User will have to click on a date in Available schedules pop up. I2File will fetch all the information related to selected schedule from county system and fill it on parent page.

There are two buttons - Preview and Submit on first UI of Scheduling Presentment where Preview will open a pdf with filled data.

User can add more party information by clicking "Add Additional Party" button. In backend, motion pdf will be merged with supplementary pdf (which contains party information) while submit/preview.

User needs to enter information in below sections to file a motion:

1. Case Details
2. Notice of Motion
3. Party Information
4. Proof Of service

Submit will open final confirmation UI with motion pdf as shown below:

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Your electronic path for filing cases

Select Language | Home | Logout | Help
CARR123, SCOTT
DU PAGE - 18TH JUDICIAL CIRCUIT COURT

Scheduling Presentment File Documents in Existing Case - DU PAGE - 18TH JUDICIAL CIRCUIT COURT

Document is added. Click on Next / Submit to proceed further.

1 Case Information 2 Document Information 3 Transaction Summary

Documents to be submitted Click on the Document Name to view the document.

Document Name	Document Type	Comments	Filed Under Seal	Action
NOTICE_OF_MOTION.pdf	NOTICE OF MOTION		No	Edit

Document Information Fields marked * are mandatory.

Document Type * Filed Under Seal ☐ No ☐ Yes [PDF Converter Utility]

Comments Document to upload * ☐ Create Online ☐ Upload Document [PDF Repair Utility]

[Previous](#) [Next](#) [Cancel](#)

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From the above UI, user can edit the entered information by clicking edit link. User can also file a motion or petition document by uploading pdf also but for that user has to select document type as Motion/Petition on Case Detail UI.

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Select Language | Home | Logout | Help
CARR123, SCOTT
DU PAGE - 18TH JUDICIAL CIRCUIT COURT

Scheduling Presentment File Documents in Existing Case - DU PAGE - 18TH JUDICIAL CIRCUIT COURT

1 Case Information 2 Document Information 3 Transaction Summary

Transaction Summary

Case Number 20050T000050
Plaintiff/Petitioner/Appellant/Movant Last Name/Company PEOPLE OF THE STATE OF ILLINOIS
Defendant/Respondent/Appellee Last Name/Company DANIEL J WATZKE

List of Attached Documents Click on the Document Name to view the document.

Document Name	Document Type	Comments	Filed Under Seal
NOTICE_OF_MOTION.pdf	NOTICE OF MOTION		No

[Previous](#) [Submit](#) [Cancel](#)

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Click on submit will create a transaction with "Accepted" status in I2File. At Dupage county CMS, "Notice of Motion" (5890) and "MOTION OR PETITION" (7900) activities will be added on the case.

If Pro Se user is going to file a motion then it needs confirmation from the reviewer. So transaction will be created as a "Pending". Reviewer will review the pdf documents and Accept/Reject the transaction in Dupage CMS. On Accept, above defined activities would be added on a case.

14. CHANGE PROFILE

This option allows users to edit personal information.

Change Profile

Fields marked * are mandatory.

User Name * (Minimum 8 characters)

First Name * (Minimum 3 characters)

Last Name * (Minimum 2 characters)

Middle Name

Birth Date * (MM/DD/YYYY)

Office Address *


City *

State *

Zip Code * (00000 / XXXXX-XXXX)

Phone * - - (XXX-XXX-XXXX)

Email * (To enter multiple email addresses use comma for separation)

Signature  No file selected. [Clear Signature](#)

List of Subscribed Jurisdictions

Jurisdiction	Clerk Attorney Number	Action
DEKALB - 23RD JUDICIAL CIRCUIT COURT		Edit
DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1970	Edit
FIRST APPELLATE COURT		Edit
ILLINOIS SUPREME COURT - STATE	1	Edit
KANE - 16TH JUDICIAL CIRCUIT COURT		Edit
ANCHENRY - 22th Judicial Circuit Court	TEGD	Edit
OGLE - 15th Judicial Circuit Court		Edit
SECOND APPELLATE COURT		Edit
ST. CLAIR - 20th Judicial Circuit Court	123	Edit
THIRD APPELLATE COURT		Edit
WILL - 12th Judicial Circuit Court	2333	Edit
WINNEBAGO COUNTY 17TH JUDICIAL CIRCUIT COURT		Edit

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User can also save their signature from this UI. This signature will be used for signing online forms

We provide clear signature option to clear user signature by click on Clear signature link.

User can edit the signature by clicking on browse button which will upload the new signature.

Click on "Save" button modified information will be updated in database. Click on "Cancel" button the changes will be discarded.

It also displays the list for all the jurisdictions in which the registered attorney is subscribed. Such information will be displayed as: Jurisdiction, Clerk Attorney Number, with an added functionality of Action (Edit). By clicking on "Edit", the attorney will be able to edit the Clerk Attorney Number.

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Select Language | Home | Logout | Help

CARR, SCOTT
DU PAGE - 18TH JUDICIAL CIRCUIT COURT

► Jurisdiction Subscription

Fields marked * are mandatory.

Jurisdiction DU PAGE - 18TH JUDICIAL CIRCUIT COURT

Clerk Attorney Number* 245197

Save Cancel

By clicking on “Subscribe to additional jurisdiction” link, attorney will be able to subscribe to new jurisdictions for filing documents. Details needed for successful subscription:

Jurisdiction of Intended Filing- This list will be pre-populated with all the jurisdictions for which the logged-in attorney is not subscribed.

Attorney Number- Free text.

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Select Language | Home | Logout | Help

CARR, SCOTT
DU PAGE - 18TH JUDICIAL CIRCUIT COURT

► Jurisdiction Subscription

Fields marked * are mandatory.

Jurisdiction* FOURTH DISTRICT APPELLATE COURT

Clerk Attorney Number 123456

Save Cancel

The changes will be saved and reflected in the List of Subscribed Jurisdictions by clicking on “Save” button. The changes will be reset by clicking on “Back” button.

15. CHANGE PASSWORD

This option is used for modifying password. Enter new password, reconfirm and click the Change password button. The password must contain alphanumeric characters.

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Change Password

Fields marked * are mandatory.

User Role	Attorney
User Name	CPSJC
Name	CARR, SCOTT
Password *	<input type="password"/> <small>(Minimum 8 characters with atleast 1 number)</small>
Confirm Password *	<input type="password"/>

Save Back

16. BULK FILING

I2F_PDQ eliminates the need for the filer to individually upload documents one at a time to the I2File server. Multiple documents can be uploaded using this tool.

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CARR, SCOTT
SECOND APPELLATE COURT

► Bulk Filing

I2F_PDQ® is an e-filing utility that efilers use with I2File.net. It enables the filer to stage cases locally and then, with one MOUSE click, upload and file all staged documents to the selected filing jurisdiction.

NOTE- unlike I2File.net this utility is NOT sponsored by the subscribing Circuit Clerks. It is an optional utility that can be licensed by filers to optimize multiple filings on I2File.net. You must have an active User ID and Password on I2File to utilize I2F_PDQ.

USER BENEFITS
Users that file more than one case at a time with I2F_PDQ eliminate the need for the filer to individually upload documents one at a time to the I2File server.

HOW TO GET STARTED
To use I2F_PDQ you must send an email to "support@i2file.net" requesting an evaluation license subscription to I2F_PDQ. This evaluation subscription is provided to you at no cost. You must include your current I2File User ID, contact name and phone number.

After receipt of the request, I2File support will activate your license subscription and you will receive an activation email.
At the end of the six month trial period you must renew your subscription if you wish to continue use of I2F_PDQ. The license cost for one year is \$89/annually.

HARDWARE REQUIREMENTS FOR I2FILE_PDQ:

- Windows XP/Vista/Windows7 computer with internet connection.
- The computer should have a minimum of 1GB of memory (2GB or above recommended)

SOFTWARE REQUIREMENTS FOR I2FILE_PDQ:

- Internet Explorer 8 or above, Chrome, Mozilla 6 or above.
- JDK or JRE 1.6 or above

Details of steps to use I2FilePDQ are included in user manual. We suggest you read it completely before attempting to use I2F_PDQ.
Please click here to [Download](#) user manual of I2FilePDQ.

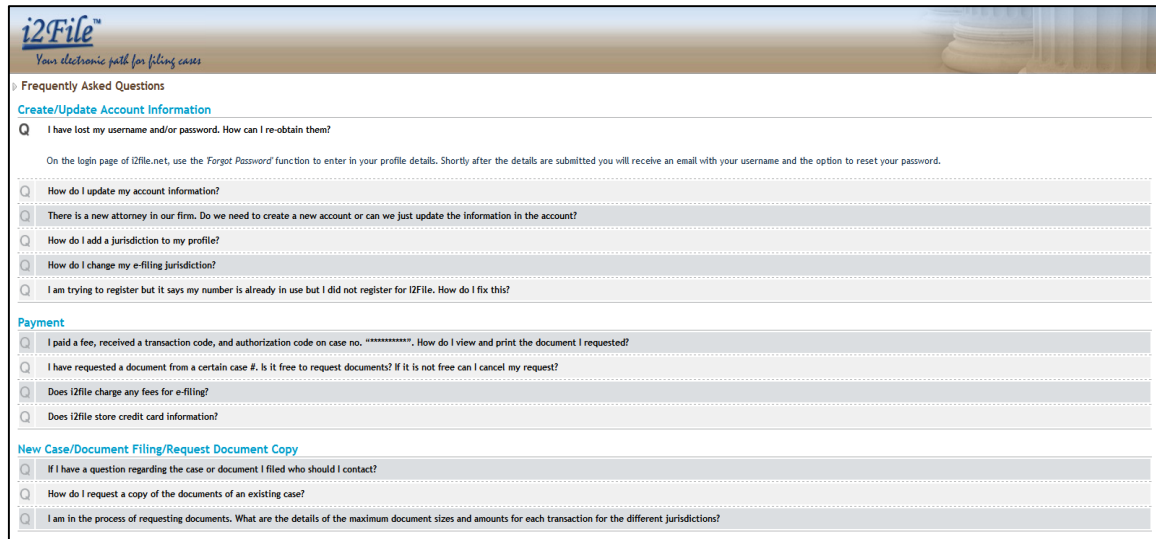
You automatically receive free support up to a maximum of three (3) help sessions with I2F_PDQ support. Support thereafter will be charged on a per call basis.
If you have an active subscription, click here to [Download](#) I2FilePDQ software.

I2F_PDQ is made available in North America by Conscisys Corp. I2F_PDQ is a copyrighted product of I2File Corp.

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17. FREQUENTLY ASKED QUESTIONS

Frequently asked questions, abbreviated to FAQ, are listed questions and answers, all supposed to be commonly asked in some context, and pertaining to a particular topic in I2File. User can open FAQ page by clicking FAQ icon on login page.



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» Frequently Asked Questions

[Create/Update Account Information](#)

Q I have lost my username and/or password. How can I re-obtain them?

On the login page of i2file.net, use the 'Forgot Password' function to enter in your profile details. Shortly after the details are submitted you will receive an email with your username and the option to reset your password.

Q How do I update my account information?

Q There is a new attorney in our firm. Do we need to create a new account or can we just update the information in the account?

Q How do I add a jurisdiction to my profile?

Q How do I change my e-filing jurisdiction?

Q I am trying to register but it says my number is already in use but I did not register for I2File. How do I fix this?

[Payment](#)

Q I paid a fee, received a transaction code, and authorization code on case no. "*****", How do I view and print the document I requested?

Q I have requested a document from a certain case #. Is it free to request documents? If it is not free can I cancel my request?

Q Does i2file charge any fees for e-filing?

Q Does i2file store credit card information?

[New Case/Document Filing/Request Document Copy](#)

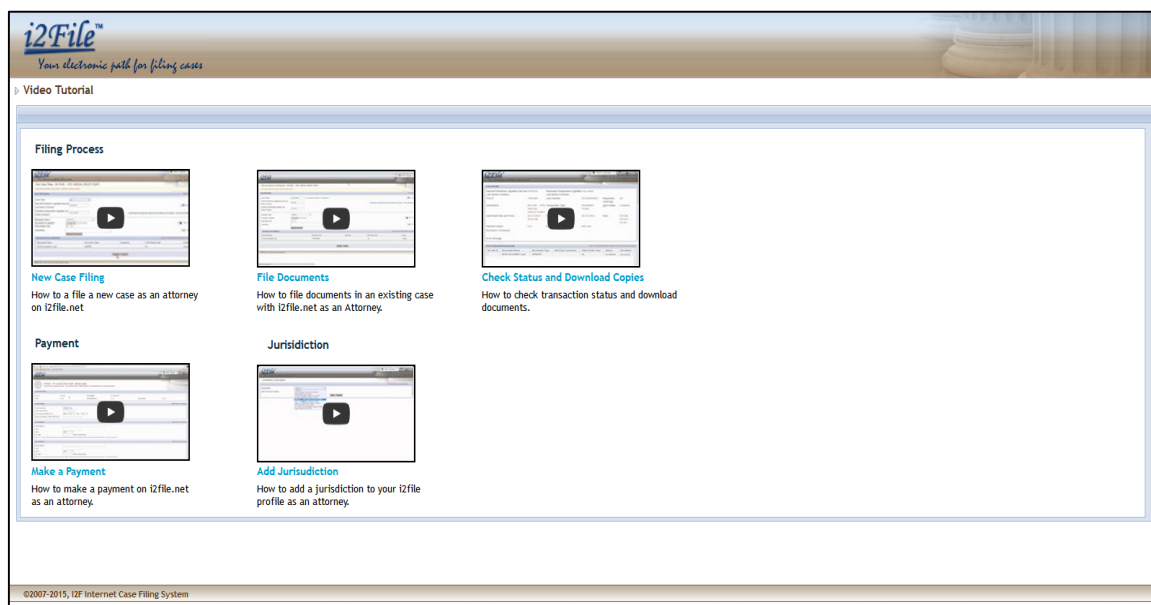
Q If I have a question regarding the case or document I filed who should I contact?

Q How do I request a copy of the documents of an existing case?

Q I am in the process of requesting documents. What are the details of the maximum document sizes and amounts for each transaction for the different jurisdictions?

18. VIDEO TUTORIAL FOR ATTORNEY

Video tutorials are list of videos, which demonstrates various activities in i2file like filing process, payment process and Add jurisdiction process in form of videos. User can open Video tutorials page by clicking Video tutorial for Attorney icon on login page.



19. ASSIGNED TRANSACTIONS

It shows a list of transactions assigned to the logged in user. Screen would be as below.


The screenshot displays the i2File web application interface. At the top left is the i2File logo with the tagline "Your electronic path for filing cases". At the top right are links for "Select Language", "Home", "Logout", and "Help", along with the user name "CARR, SCOTT" and the court name "WILL - 12TH JUDICIAL CIRCUIT COURT". Below the header is a "Transaction Search" section with a search bar containing fields for "Tran#", "Date Range" (with "All" selected), "From Date", "To Date", and "Case Number", followed by a "Search" button. Below the search bar, it states "Total Transactions: 1". Underneath is a "List of Requests" table with the following data:

Tran#	Case#	User	Filer	Doc(s)	Submitted Date and Time	Tran Status
1719787	20100000012	WILLREVIEWER	REVIEWER, WILL	1	01/17/2014 10:04 AM	Assigned

At the bottom of the page, a copyright notice reads: "©2007-2015, I2F Internet Case Filing System".

20. MAKE PAYMENT

User can view a list of transactions which are accepted by the reviewer but are unpaid.


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CARR, SCOTT
 DU PAGE - 18TH JUDICIAL CIRCUIT COURT

Make Payments

Transaction Search

Tran# Filing Type

Date Range ☒ All ☐ Select From Date To Date Case Number

Total Transactions: 98

Any transaction older than six months will not be displayed. Please contact Jurisdiction to get more information.

List of Requests

Click on the Case Number to view Transaction details.

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Tran#	Case#	Jurisdiction	Doc(s)	Submitted Date and Time	Tran Status	Tran Type
170431546	2011MR000000X	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	12/26/2011 03:34 AM	Unpaid <input type="button" value="Pay"/>	NEW CASE FILING
170431541	2011MR000000X	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	12/25/2011 11:43 PM	Unpaid <input type="button" value="Pay"/>	NEW CASE FILING
170431528	2010DT000050	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	12/22/2011 06:12 AM	Unpaid <input type="button" value="Pay"/>	DOCUMENT FILING
170431503	2011MR000000X	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	12/21/2011 04:30 AM	Unpaid <input type="button" value="Pay"/>	NEW CASE FILING
170431477	2011AD000000X	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	12/21/2011 12:32 AM	Unpaid <input type="button" value="Pay"/>	NEW CASE FILING
170431472	2007CF000000X	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	12/20/2011 10:48 PM	Unpaid <input type="button" value="Pay"/>	NEW CASE FILING
170431471	2007CF000000X	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	12/20/2011 10:42 PM	Unpaid <input type="button" value="Pay"/>	NEW CASE FILING
170431470	2007CF000000X	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	12/20/2011 10:33 PM	Unpaid <input type="button" value="Pay"/>	NEW CASE FILING
170431469	2007CF000000X	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	12/20/2011 10:22 PM	Unpaid <input type="button" value="Pay"/>	NEW CASE FILING
170431468	2007CF000000X	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	12/20/2011 10:32 AM	Unpaid <input type="button" value="Pay"/>	NEW CASE FILING
170431467	2007CF000000X	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	12/20/2011 10:28 AM	Unpaid <input type="button" value="Pay"/>	NEW CASE FILING
170431466	2007CF000000X	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	12/20/2011 10:05 AM	Unpaid <input type="button" value="Pay"/>	NEW CASE FILING
170431465	2007CF000000X	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	12/20/2011 10:02 AM	Unpaid <input type="button" value="Pay"/>	NEW CASE FILING

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21. Logout

Clicking on Logout link redirects to the Login page.