

User Manual For

EFM I2File.net

Feburary 06, 2024 Version 1.0

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Registration

User can register by selecting any one of the below two account types.

- Firm Account You need to select this role during registration if you are an individual attorney or your firm is not registered in EFM.
- Self-Represented Account You need to select this role if you are a ProSe filer, contract paralegal, court reporter, process server, etc.

Register a Firm Account

1. Click Register Button on top right corner besides User Manual Button.

| Your electronic path for filing cases | | About Us | Features | Login | Register |
|---------------------------------------|---|----------|----------|-------|----------|
| Save Your Time & Money | Now Filing becomes easy for New Cases and Additional Documents within any participating Illinois Court Jurisdiction | | | | |

2. This will open a popup where you need to click on "Firm Account" button.



3. Enter Firm Name, Address and other required details in firm information step and click on next button.

| • | 1 Firm Information | 2 User Infor | mation | 3 Complete Registration | |
|---|---|-------------------------------|-------------------------|--|---------------------|
| | | | | | |
| Helpful Inform | ation | | | | |
| Do not use this op account with us, and | tion if your firm has already created a | firm account with ODYSSEY | EFM System through cert | ified service providers. If your firm has alre | eady created a firm |
| If you are a single i | user, enter your name in Firm/Attorne | ey Name field. | | | |
| Firm (Attacker blame * | | | | | |
| Firm/Attorney Name | | | | | |
| Address Line 1* | | | Address Line 2 | | |
| Address Line 1 | | | State* | | |
| Country* | | | 01010 | | |
| Country* United States | | - | | | ÷ |
| Country * United States City * | | Zip Code * | | Phone Number * | ~ |
| Country* United States City* City | 2 | ▼ Zip Code * 99999-9999 | | Phone Number * | ~ |
| Country* United States City* City* User Agreement*: | | Zip Code * 99999-9999 | | Phone Number * | |
| country* United States City* City* User Agreement*: | zsev, eFilelL User Agreement | 2(p Code * 99999-9999 | | Phone Number * | ~ |
| Country* United States City* City* User Agreement*: I agree to the Ody | zssey.eFileIL User Agreement | Zip Code * 299999-9999 | | Phone Number * | ~ |

4. Enter User Information, Email Address, Password, Security Question and Security Answer in user information step and click on Register button to complete the registration. Email Address provided in this step must be a valid email address. Password must contain at least eight characters with one lower case letter, one upper case letter and one numeric character or special symbol.

| | 1 Firm Information | 2 User Information | 3 Complete Registration |
|-----------------------|--|-------------------------|--------------------------------|
| | | | |
| | | | |
| | | | |
| First Name * | | | MI |
| John | | | P |
| Last Name * | | | |
| Smith | | | |
| Email Address * | | Verify Email Address * | |
| john.smith@gma | il.com | john | |
| | | Error: Email Address do | es not match. |
| Password * | | Verify Password * | |
| ••••• | | ••••• | |
| Password must be at | t least eight characters with at least one lower case, a | it least one upper | |
| cube, and at least of | | | |
| Security Question * | | | |
| vvnat is your pet | name | | |
| | | | |
| Security Answer * | | | |

An account activation email will be sent on entered email address.

| | 🛛 1 F | irm Information | 2 User Information | 3 Complete Re | gistration |
|-----------------|--|---|--|--|-------------------------|
| | | | | | |
| | | | | | |
| | | | • • • | | |
| | | | Congratulatio | ns! | |
| | | | Your Firm Registration | n is Completed. | |
| | | 2 | | | |
| | | | | | |
| | Your login information verification email has b | is mentioned below and will als een sent to you, please open a | so be emailed to you. You must verify yo nd click the link inside. | our email address before y | ou can log in. A |
| | Firm ID: | test name | | | |
| | Email Address: | john.smiths@gmail.cor | n | | |
| | | | | | |
| | | | | | |
| | | | Finish | | |
| | 5. Open the ema | ail and click on "Click to | o Activate Account" link for a | ctivating the user. | |
| | · | | | C C | |
| Pogisto | r a Salf Paprocont | ted Account | | | |
| registe | a sell-kepreselli | .eu Account | | | |
| 1. | Click Register Bu | tton on top right corne | er besides User Manual Butto | on. | |
| 120 | Tilo | | | | |
| 12 | <u>rile</u> | | | About Us | Features Login Register |
| Your electronic | c path for filing cases | | | | |
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| | | | and Decuments within any | | |
| | Mon | Additio | national lineis Court Jurisdistion | an a second | |
| | | | | and a second sec | |
| | | FAQ'S | Gaurge 6 200 200 downed for | 12172 | VAVAVATAN |
| F | | A BASSIN | | | AVATATAT |
| | | | | | |

2. This will open a popup where you need to click "Self-Represented Account" button.

| i2File Your electronic path for filing cases | | About Us Features | Login Register |
|---|---|--|--|
| Save Your Save Your Time & Money | Now Filing becomes easy for New Cas Additional Documents within any participating Illinois Court Jurisdiction | Le sand | Firm Account Gelf Represented Account |
| 3. Enter Address, Phone No. and c | other required details in Contact Inform | nation step and click on ne 3 Complete Registration | xt button. |
| Helpful Information Do not use this option if your firm has already cre | ated a firm account with ODYSSEY FEM System through cert | tified service providers. If your firm has al | ready created a firm |

- account with us, ask your administrator to register you.
- If you are a single user, enter your name in Firm/Attorney Name field.

| Address Line 1 * | | Address Line 2 | |
|------------------|------------|----------------|--------------|
| Address Line 1 | | Address Line 2 | |
| Country* | | State * | |
| United States | | ▼ | • |
| City* | Zip Code * | Pho | one Number * |
| City | 99999-9999 | | |

User Agreement*:

I agree to the <u>Odyssey eFileIL User Agreement</u>

I agree to the <u>I2File User Agreement</u>



4. Enter User Information, Email Address, Password, Security Question and Security Answer in user information step and click on Register button to complete the registration. Email Address provided in this step must be valid. Password must contain at least eight characters with one lower case letter, one upper case letter and one numeric character or special symbol.

| | 1 Contact Information | 2 User Information | 3 Complete Registration | |
|--|---|--|--|--|
| | | | | |
| Name * | | | MI | |
| Name* | | | ۲ | |
| ith | | | | |
| il Address* nssmith@gmail.com | | Verify Email Address * john | | |
| word * | | Error: Email Address | does not match. | |
| •••• | | •••••• | | |
| sword must be at least eig a, and at least one numbe | ght characters with at least one lower case r or symbol. | e, at least one upper | | |
| urity Question * | | | | |
| at is your pet name | | | | |
| a | | | | |
| | | | | |
| | | Previous Register | | |
| | | | | |
| | | | | |
| 5. An activatio | on email will sent to giver | n email address. | | |
| | | | | |
| | 1 Contact Information | 2 User Information | 3 Complete Registration | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | Congratu | lations! | |
| | | Congratu | lations! | |
| | | Congratu Your Registrat | lations! ion is Completed. | |
| | * | Congratu Your Registrat | lations! ion is Completed. | |
| | | Congratu Your Registrat | lations! ion is Completed. | |
| | | Congratu Your Registrat | lations! | |
| Your login inform: | ation is mentioned below and wil | I also be emailed to you. You must veri n and click the link incide | lations! ion is Completed. fy your email address before you can log in. A | |
| Your login informativerification email | ation is mentioned below and wil has been sent to you, please ope | I also be emailed to you. You must veri an and click the link inside. | lations! ion is Completed. fy your email address before you can log in. A | |
| Your login informa verification email Email Address: | ation is mentioned below and wil has been sent to you, please ope johnssmith@gmail.o | I also be emailed to you. You must veri an and click the link inside. | lations! ion is Completed. fy your email address before you can log in. A | |
| Your login informaverification email Email Address: | ation is mentioned below and wil has been sent to you, please ope johnssmith@gmail.o | Under the second | lations! ion is Completed. fy your email address before you can log in. A | |
| Your login informa verification email Email Address: | ation is mentioned below and wil has been sent to you, please ope johnssmith@gmail.o | I also be emailed to you. You must veri n and click the link inside. | lations! ion is Completed. | |
| Your login inform verification email Email Address: | ation is mentioned below and wil has been sent to you, please ope johnssmith@gmail.o | I also be emailed to you. You must veri in and click the link inside. | lations! ion is Completed. | |
| Your login informa verification email Email Address: | ation is mentioned below and wil has been sent to you, please ope johnssmith@gmail.d | I also be emailed to you. You must vert n and click the link inside. com | lations! ion is Completed. | |
| Your login informaverification email Email Address: | ation is mentioned below and wil has been sent to you, please ope johnssmith@gmail.o | Congratu Your Registrat | lations! ion is Completed. | |
| Your login informa verification email Email Address: | ation is mentioned below and wil has been sent to you, please ope johnssmith@gmail.c | I also be emailed to you. You must vert an and click the link inside. Com | lations! ion is Completed. fy your email address before you can log in. A | |
| Your login informativerification email Email Address: | ation is mentioned below and will has been sent to you, please ope johnssmith@gmail.d | Congratu Your Registrat | lations! ion is Completed. fy your email address before you can log in. A | |

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Login

Enter the email address and password registered in Odyssey eFileIL EFM, and click on "Login" button to login into the system.

| | About Us | Features | Login | Register |
|--|-----------------------|-------------------|--------|--|
| | eFileIL ema | il address | | |
| | johnsmit | h@gmail.com | | $\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{\mathbf{$ |
| | Your eFileIL | . Password | | |
| | ••••• | •••• | | 0 |
| | Resend A | Activation Email? | Forgot | Password? |
| | | Logi | n | |
| Forgot Password Please follow below | steps for resetting y | our password. | | |
| 1. Click on Forg | ot Password link in | login screen. | | |
| | About Us | Features | Login | Register |
| | eFileIL email | address | | |
| | johnsmith | @gmail.com | | |
| | Vour oFile!! | Decement | | |

Your eFileIL Password

Resend Activation Email?

Forgot Password?

Login

2. This will open a popup. Enter Email address in it and click OK.



3. An email with link for resetting password will be sent on the email address entered above.



4. Open the email and click on "click here" link.

From: no-reply@efilingmail.tylertech.cloud

Subject: Reset your password for your efiling account



Password Reset Request

A request to reset your password has been processed. If you did not request a password reset, take no action. Your account will be left unaltered.

To complete your password reset, click here

If the link above is not accessible, copy and paste the URL below into your web browser: https://illinois-stage.tylertech.cloud/ResetPassword.aspx?rid=1ec65933-f38a-46de-9810-4d98a3a14717&skey=e0d698ef-96af-4003-8902-bd6e329c3936 For technical assistance, contact your service provider Odyssey File & Serve (800) 297-5377 Please do not reply to this email. It was automatically generated.

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×

5. It will open a window shown below. Enter New Password and Confirm Password in it and click Change Password Button to change password.

| | i2File Your electronic path for filing cases | |
|--------|--|--|
| To com | plete the process of resetting your password for your account, you will need to select a new password. | |
| | Email Address | |
| | john.smith@gmail.com | |
| | New Password | |
| | Repeat New Password | |
| | Change Password | |
| | i2File™ | |
| | Your electronic path for filing cases | |
| | Your password has been changed successfully. | |
| | Return to 12the net | |

Dashboard

You will be redirected to Dashboard after successful login. It displays information about most recent filings and allows you to file documents on a new case or existing case. Navigation tab on left provides links to access most of the features of the system.

| i2File™ | - | 🔞 Click this i | con to link Non-EFM I | 2File user profile for filing o | documents in Criminal, D | JI and Traffic filings | (for DuPage, DeKalb, Kendall and McH | lenry jurisdictions) | NS ~ |
|--|----|--|-----------------------|---------------------------------|--------------------------|------------------------|---|------------------------|-----------------------------------|
| Your electronic path for filing case | es | Dashboard | | | | | | | |
| Workspace Payment Info Reports Help | | Filing Select what you want to d Start a New Case | do from below option | s File on Existing Case | | | O My Drafts Manage Your Service Contacts | P Tra | 0 ending nsaction Report |
| | | Recent Cases | | | | | | | |
| | | Total No of Records : 1 | | | | | View Filing Details | Copy Envelope S Cancel | Filing 🖪 Download Document |
| | | Envelope # - Filing | Location Name | Case Number | Filed Date | Filing Type | Filing Description | Status | Action |
| | | 286361 - Affidavit | Adams County | | 03/05/2024 05:13:17 AM | E-File | | Submitted | © (×) |
| | | 1 row selected | | | | | | Rows per page: 5 | |

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- Workspace
- Admin Links
- Payment Information

Workspace

Submit Filing

This section under workspace contains links to file documents on new case or existing case.

New Case Filing

1. Click on "New Case Filing" link under Submit Filing section in left navigation tab or New Case button provided on dashboard to initiate new case filing.

| i2File™ | Click this icon to link Non-EFM 12File user profile for filing documents in Criminal, DUI and | ıd Traffic filings (for DuPage, DeKalb, Kendall and McHenry | / jurisdictions) NS ~ |
|---------------------------------------|---|---|-----------------------|
| Your electronic path for filing cases | Dashboard | | |
| Workspace ^ | Filing | | |
| Dashboard | Select what you want to do from below options | | 0 |
| Submit Filing ^ New Case Filing | | My Drafts | Pending |
| Document Filing Filing History | New Case | | |
| My Drafts | | Manage Your | Transaction |
| Request Document | | Service Contacts | Report |
| Service Contacts | | | |
| Search Cases | | | |

2. Select Location, Case Category, Case Type, Filling Attorney and Payment Account in Case Information Step. Click on Next button after entering the required information to navigate to Party information step.

| Select Location * DuPage County | Set Default Fil | ing Location |
|---|--|--|
| Select Category * Adoption | To file into case Cate <u>Click here</u> to file usir | gory not listed below, g classic i2file. |
| Select Case Type * Adoption (\$89.00) | | |
| Case Cross Reference Type * DuPage Attorney/Firm Number/Self-Represented Litigant Num * Case Cross | Reference Number * | |
| Case Cross Reference Type | Case Cross Reference Number | |
| DuPage Attorney/Firm Number/Self-Represented Litigant Number | 99500 | Ō |
| | | Rows per page: 5 👻 1–1 of 1 < > |
| | | |
| | Exit | |
| s document is the property of Conscisys Corporation istered users and no other party. All screens, text an y NOT be copied, duplicated, distributed, reproduced | Exit Next n. Information contained within this document is in ad logos used herein are the copyrighted property d, transmitted or shared with non-registered partie | tended for the use of <u>I2file.net</u> of Conscisys Corporation and s without the express written |

3. Party information step has a list at top indicating the party information mandatory for selected case type. You can enter First Name, Last Name and required details of parties by selecting a party from list. You can be add more parties to a case by clicking "Add Party" button.

| er the details for the Parties Involved in th | is Case | | List of Parties | | | | + Add Additional Pa |
|---|--------------------------------|----------------------|----------------------|------|----------------|--------------------|---------------------|
| Plaintiff/Petitioner | | | | | | | |
| 🗌 I am this Party | | | | | | | |
| Person O Business 🗌 No | t available (Check this if you | don't know Person na | me or Business name) | | | | |
| irst Name * | Middle Name | | Last Nar | ne * | S | Gelect Name Suffix | |
| Additional Information | | | | | | | ^ |
| Lead Attorney | | | | | | | |
| | | | | | | | |
| Country United States | • | Address Line 1 | | | Address Line 2 | | |
| | | State | | | 71.0.1 | | |
| City | | Select State | | ¥ | ZipCode | | |
| Dhana Numhan | | | | | | | |
| Phone Number | | Previou | s Save As Draft | Next | | | |
| Phone Number | | Previou | s Save As Draft | Next | | | |
| Phone Number | | Previou | s Save As Draft | Next | | | |
| Phone Number | | Previou | s Save As Draft | Next | | | |
| Phone Number | | Previou | s Save As Draft | Next | | | |
| Phone Number | | Previou | s Save As Draft | Next | | | |
| Phone Number | | Previou | s Save As Draft | Next | | | |
| Prione Number | | Previou | s Save As Draft | Next | | | |
| Prione Number | | Previou | s Save As Draft | Next | | | |
| Prone Number | | Previou | s Save As Draft | Next | | | |

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4. After entering party information, click on "Next" button to move to filing tab and for going back to Case Information tab click "Previous" button.

| ead Attorney Select Lead Attorney 👻 | | | | |
|---|---|---|---------------------------------------|---|
| City | Address Line 1 State Select State | * | Address Line 2 Zip Code | |
| Phone Number | | Filer ID | | |
| 5. Enter Filing Code, Filing Descript code in filings step. Fees will be | tion, Reference Numb shown on right hand | er and Optional Ser side of the screen a (Misc.) - Change of Venue (fee for pi paration of certification of record) (\$55.65) | rvices if applica is highlighted i | able for selected filing n below screenshot. (Misc.) - Amended Complaint (Schedule 3 to 1) (\$225.00) (Misc.) - Amended Complaint (Schedule |
| testdoc -2.pdf | × | (Misc.) - Issue Alias Citation (\$5.00) (Misc.) - Issue Alias Citation (\$5.00) (Misc.) - Issue Alias Summons (\$5.00 (Misc.) - Jury Demand - 12 Person (I xcluding SC, P, PR, & GR) (\$212.50) |) 0) E | (misc.) - Amended Complaint (schedule 3 to 2) (\$175.00) |
| Filing Comments | | | ~ | |
| filing comments | | | | |

| | Application | Filing Fee | \$ 0.0 |
|-----------------------------|---------------------|--|----------|
| Select Payment Account * | | (Misc.) - Amended Complaint (Schedule 2 to 1) | \$ 50.0 |
| CreditCard | _ | (Misc.) - Amended Complaint (Schedule 3 to 1) | \$ 225.0 |
| Not available Not available | ~ | (Misc.) - Amended Complaint (Schedule 3 to 2) | \$ 175.0 |
| | | Total | \$ 450.0 |
| | Case Initiation Fee | | \$ 89.0 |
| | i2File Fee | | \$ 1.0 |
| | Payment Service Fee | | \$ 15.6 |
| | Envelop Total | | \$ 555.6 |

Courtesy Copies test@gmail.com

6. Upload mandatory Lead document, any additional documents if required and select security for each document. Total size of all uploaded documents should be limited to the size configured for selected county.

| Description | Security | |
|----------------|------------------|-------------|
| Affidavit | Non-Confidential | • |
| | | |
| | + Uplo | ad Document |
| | | |
| | | |
| testdoc -2.pdf | | × |
| | | |

- Filing Comments
 - 7. Select payment account and party responsible for fees information on right hand side. You can add multiple filings in one envelope by clicking "Add Another Filing" button at the top.

| Filings | | | | |
|--|--------------|---|---|--|
| Enter Filing Details | | | | + Add Another Filing |
| Code | Туре | Description | Reference Number | |
| Application | E-File | | | |
| C-File | | | | |
| Filing Code * | | Filing Description | Peference N | umber |
| Application | | | | |
| Documents - Le Description Affidavit | ead Document | Security* Non-Confidential + Upload Document | (Misc.) - Certified Mailing Fee (Each Mailing) (\$15.65) (Misc.) - Change of Venue (fee for pre paration of certification of record) (\$55.65) (Misc.) - Issue Alias Citation (\$5.00) | Selected Optional Service (Misc.) - Amended Complaint (Schedule 2 to 1) (\$50.00) (Misc.) - Amended Complaint (Schedule 3 to 1) (\$225.00) (Misc.) - Amended Complaint (Schedule 3 to 2) (\$175.00) |
| testdoc -2.pdf | | × | (Misc.) - Issue Alias Citation (\$5.00) (Misc.) - Issue Alias Summons (\$5.00) | |
| | | | (Misc.) - Jury Demand - 12 Person (E xcluding SC, P, PR, & GR) (\$212.50) | |

8. Enter Filing Comments and Courtesy Copies after uploading the documents. Click "Next" button to go to Summary step or "Previous" button to go to Parties screen.

| | | | | 10 | | |
|--|---|---|--|--|--|--|
| ~ | 1 Case Information | ✓ 2 Parties | 3 Filings | 4 Summary | | |
| Filings | | | | | | |
| ✓ Enter Filing Details | | | | | + | Add Anot |
| Code Type | Description | Ref | erence Number | | | |
| Application E-File | | | | | | |
| E-File | | | | | | |
| Filing Code * | | | | | | |
| Application | Filing Descript | lion | R | eference Number | | |
| | | | Optional Service | | Selected Optional Service | e |
| Documents - Lead Document Description | Security * | | (Misc.) - Certified Mailing Fee (Each Mailing) (\$15.65) | 1 | (Misc.) - Amended Co 2 to 1) (\$50.00) | mplaint (Sch |
| Affidavit | Non-Confidential | · | (Misc.) - Change of Venue (fee for pre | | (Misc.) - Amended Co | mplaint (Sch |
| | + Uploa | d Document | paration of certification of record) (\$55.65) | > | 3 to 1) (\$225.00) | |
| | | | (Misc.) - Issue Alias Citation (\$5.00) | < | (Misc.) - Amended Co 3 to 2) (\$175.00) | mplaint (Sch |
| testdoc -2.pdf | | × | (Misc.) - Issue Alias Citation (\$5.00) | | | |
| | | | (Misc.) - Issue Alias Summons (\$5.00) | | | |
| | | | (Misc.) - Jury Demand - 12 Person (Ex cluding SC, P, PR, & GR) (\$212.50) | | | |
| Filing Comments | | | | • | | |
| | | | | | | |
| Select Payment & Fees | | • | Application | Filing Fee (Misc.) - A Complain | mended t (Schedule 2 to 1) | \$ |
| Select Payment & Fees Select Payment Account* CreditCard Party Responsible for Fees* | | • | Application | Filing Fee (Misc.) - A Complain (Misc.) - A Complain | umended t (Schedule 2 to 1) umended t (Schedule 3 to 1) | \$ |
| Select Payment & Fees Select Payment Account * CreditCard Party Responsible for Fees * Not available Not available | | • | Application | Filing Fee (Misc.) - A Complain (Misc.) - A Complain (Misc.) - A Complain | umended t (Schedule 2 to 1) umended t (Schedule 3 to 1) umended t (Schedule 3 to 2) | \$ \$2 \$2 |
| Select Payment & Fees Select Payment Account * CreditCard Party Responsible for Fees * Not available Not available | | • | Application | Filing Fee (Misc.) - A Complain (Misc.) - A Complain (Misc.) - A Complain Total | umended t (Schedule 2 to 1) umended t (Schedule 3 to 1) umended t (Schedule 3 to 2) | \$ \$: \$: \$4 |
| Select Payment & Fees Select Payment Account* CreditCard Party Responsible for Fees* Not available Not available | | * | Application Case Initiation Fee | Filing Fee (Misc.) - A Complain (Misc.) - A Complain (Misc.) - A Complain Total | umended t (Schedule 2 to 1) umended t (Schedule 3 to 1) umended t (Schedule 3 to 2) | \$ \$ \$ \$ \$ \$ |
| Select Payment & Fees Select Payment Account* CreditCard Party Responsible for Fees* Not available Not available | | * | Application Case Initiation Fee I2File Fee | Filing Fee (Misc.) - A Complain (Misc.) - A Complain (Misc.) - A Complain Total | umended t (Schedule 2 to 1) umended (Schedule 3 to 1) umended t (Schedule 3 to 2) | 5 5 5 5 1 1 |
| Select Payment & Fees Select Payment Account* CreditCard Party Responsible for Fees* Not available Not available | | * | Application Case Initiation Fee I2File Fee Payment Service Fee | Filing Fee (Misc.) - A Complain (Misc.) - A Complain (Misc.) - A Complain Total | umended t (Schedule 2 to 1) umended t (Schedule 3 to 1) umended t (Schedule 3 to 2) | 5 5: 5: 5: 5: 5: 5: 5: 5: 5: 5: 5: 5: 5: |
| Select Payment & Fees Select Payment Account * CreditCard Party Responsible for Fees * Not available Not available | | * | Application Case Initiation Fee I2File Fee Payment Service Fee Envelop Total | Filing Fee (Misc.) - A Complain (Misc.) - A Complain (Misc.) - A Complain Total | umended t (Schedule 2 to 1) umended t (Schedule 3 to 1) umended t (Schedule 3 to 2) | 5 5 5 5 5 5 5 5 |
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| Location DuPage County | | Case Cat Adoptio | egory n | | Case Type Adoption | | |
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10.On successful submission of an envelope, you will get a success message with Envelope Number as shown below.

| New Case | | | | | |
|--|---------------------------|-----------|----------------------|-----------------------|------------------------|
| | 1 Case Information | 2 Parties | 3 Filings | 4 Summary | |
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| Envelop and Filing Summary | | | | | |
| Case Information | Confirmation | | × | | 🖍 Edit 🛛 🔨 |
| Location DuPage County | Envelope 286363 is Submit | Ck | | Case Type Adoption | |
| Filing Attorney - | Payment Acc Waiver Acc | ount | | Date Filed | |
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| DuPage Attorney/Firm Number/Self-Represe | nted Litigant Number | 99500 | | | |
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Document Filing

Document filing functionality will allow you to file an envelope on existing case, add parties on a case or add attorneys to existing parties; however, it will not allow you to edit existing party information or to change existing attorney assignments. Document filing is also termed as Filing on existing case or subsequent filing.

To File Documents on Existing Case, follow steps given below.

1. Click on "Document Filing" link under Submit Filing section in left navigation tab or click "File Document on Existing Case" button provided on dashboard to start document filing.

| i2File™ | Click this icon to link Non-EFN | 4 I2File user profile for filing documents in Criminal, DUI a | and Traffic filings (for DuPage, DeKalb, Kendall and McHe | enry jurisdictions) |
|---------------------------------------|--|---|---|---------------------|
| Your electronic path for filing cases | Dashboard | | | |
| Workspace 🔨 | Filing | | | |
| Dashboard Submit Filing V | Select what you want to do from below opti | | O My Drafts | O Pending |
| My Drafts Request Document | Start a New Case | File on Existing Case | Manage Your | Transaction |
| Service Contacts Search Cases | | | Service Contacts | Report |
| 🗳 Payment Info 🗸 | | | | |
| * Reports V | | | | |

2. Case Search Wizard will open through which you can search for a case on which you want to file documents. For help on Case Search feature refer Case Search section in this document. Case Search Results will be displayed as shown below.



 Click "Start a new subsequent filing for this case" icon against a case number in case search screen (shown in above screenshot) to start filing. If case is not available in the selected county and county allows filing documents on a non-indexed cases you can click on "File into An Existing Case" button (highlighted in below screen shot) to start <u>Non-Indexed Filing</u>.

| i2File™ | elick u | Henry jurisdictions) | JOT and Tranchings (IOF E | DuPage, DeNaid, Renuali |
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| ☆ Reports ∨Prevente of the second sec | Search Case | You are attempting to efile on a case that is not submitted electronically in Odyssey File & Serve and is not searchable from the court's case management system. | | Advanced Search |
| | St. Clair County | You will be able to file into this case, but will have to manually input the case information. Any additional filings on this case will not require the | Search | Set Default Filing Location |
| | Case Number | File Into An Existing Case | | Сазе Туре |
| | 4 | | | |

4. For an indexed case, system will forward you to Parties step from case search screen. List of parties present on the case will be displayed at the top. You can add more parties on the case by clicking "Add Party" button. Attorney can be added to a party by selecting it (party) and then selecting an attorney from list displayed in bottom.

| electronic path for filing cases | | ✓ 1 Case Information | 2 Parties | 3 Filings | 4 Summary | |
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- 6. On filing screen, there are two checkboxes E-File and Service. Select any one or both depending on the type of filing you want to create.
 - E-File
 - Service Only
 - E-File & Serve

<u>E-File</u>

If you select only "E-File" checkbox then an envelope with Filing type - "E-File" will be created in selected jurisdiction.

a.) Enter Filing Code, Filing Description, Reference Number, and Optional Services if applicable for selected filing code in Filing Step. Fees will be automatically calculated and displayed at top right side.

| lectronic path for filing cases | Existing | Case | | | | |
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document. You can upload multiple attachments.

| Documents - Service Document * Description Test Document | Security * Non-Confidential |
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c.) Enter Filing Comments and Courtesy Copies. You can add multiple filings in an envelope by clicking "Add Another Filing" button at top.

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d.) Select Payment Account and Party Responsible for fees in payments section on right side of filing screen and select filing attorney if not selected. Once all information is entered, click "Summary" button to go to Summary page or click "Previous" button to go to Parties screen.

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e.) Summary screen provides an opportunity to review the details of filing before submitting. Click on "Submit" button if all information is

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| | Select Payment Account * | Ť | | (Misc.) - Amended Complaint (Schedule 2 to 1) | \$ 50.00 |
| | Party Responsible for Fees * | - | | (Misc.) - Amended Complaint | \$ 225.00 |
| | Plaintiff/Petitioner | • | | (Schedule 3 to 1) Total | \$ 275.00 |
| | | | Case Initiation Fee | | \$ 0.00 |
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| t.) On succes | stul submission of filing, you | u will get Success messa | ge with Envelope N | umber. | |
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| S Payment & Fees | Affidavit | Filing Fee | \$ 0.00 |
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| ielect Payment Account * CreditCard | • | (Misc.) - Amended Complaint (Schedule 2 to 1) | \$ 50.00 |
| arty Responsible for Fees * Plaintiff/Petitioner | _ | (Misc.) - Amended Complaint (Schedule 3 to 1) | \$ 225.00 |
| Confirmation | × | Total | \$ 275.00 |
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Service Only

If user selects only "Service" checkbox, then Service only filing will be created. Follow below steps for the same

a.) Enter Filing Description and Reference Number in filing step. Fees will be zero and displayed at top right side of the screen.

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| | Disclaimer : 12f | ile does not process or directly collect Previous t © 2007 - 2024 Conscisys Corporation | Envelop Tata t payment. This payment Save As Draft Draft Draft | is processed by state efileIL vends Next | \$ 0.00 or (Tylertech). |
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| | Copyright | tle does not process or directly collect Previous t © 2007 - 2024 Conscisys Corporation | t payment. This payment Save As Draft | is processed by state efilelL vende Next | \$0.00 or (Tylertech). |
| | Copyright | ele does not process or directly collect Previous t © 2007 - 2024 Conscisys Corporation | t payment. This payment Save As Draft | is processed by state efilelL vend Next | \$0.00 or (Tylertech). |
| | Disclaimer : 12f | e Information contains | t payment. This payment | is processed by state efilelL vend Next | \$0.00 |

b.) Upload documents in document section. Service Document is mandatory. Select security after uploading Service document. You can upload multiple documents in a filing.

| Service Only | Non-Confidential 👻 |
|--------------|--------------------|
| | + Upload Document |
| | |
| testdoc.pdf | × |

c.) Multiple filings can be added in one envelope by clicking on "ADD ANOTHER FILING" button at top.

| Code | Туре | Description | Reference Number | |
|-------------------|------------|--------------------------------------|--------------------|------------------------|
| SERVICE ONLY | Serve | test DEscription | 123 | |
|] E-File 🗹 Servic | e | | | |
| ing Code * | | Filing Description | Reference Number | |
| ervice Only | | test DEscription | 123 | |
| ourtesy Copies | ant 9 E | | | |
| S Payme | ent & Fees | | Filing Total | Fee \$ 0.00 \$ 0.00 |
| | | c | ase Initiation Fee | \$ 0.00 |
| | | 12 | 2File Fee | \$ 0.00 |
| | | P. | ayment Service Fee | \$ 0.00 |
| | | E | nvelop Total | \$ 0.00 |
| | | | | |

e.) Select at least one service contact who needs to be served electronically on Service screen. You can also add service contact from master list using "ADD FROM MASTER LIST" button. After selecting service contacts, click "Summary" button to move to summary page.

| Q | 1 Search Case | ⊘ : | 2 Parties | ⊘ 3 | Filings | | 4 Ser | vice Contac | cts | 5 | Sum | mar | гy | |
|------------|------------------------------|-----------|--------------|--------------|----------------|------|------------|-------------|--------|--------|------|-------|--------|----|
| Select a P | arty to add Service Contac | ts | CASE # 2023A | D200026 (DuF | Page County) - | CONF | IDENTIAL | | | | | | | |
| > 🔽 | Plaintiff/Petitioner | | | | | | | | | | | | | |
| ~ 🔽 | Other Service Contacts | | | | | | | | | | | | | |
| | test1_FN test_LN (test1@gn | nail.com) | | | | | | | | | • | 0 | / | |
| | test5 test5 (test1@gmail.con | n) | | | | | | | | | • | 0 | / | |
| | Test1 Test 1 (asdasd@gmail | .com) | | | | | | | | | • | 0 | / | • |
| | | | | | | | Add Servic | e Contact T | o Case | Add Fr | om № | laste | er Lis | st |
| | | | Previo | us Save | e As Draft | Ne | ext | | | | | | | |

f.) Summary screen allows you to review the filing details before submitting. Click on "Submit" button if all information is correct.

| orkspace 🗸 | 1 Search Case | 2 Parties | 3 Filings | ✓ 4 Service Contacts | 5 Summary |
|-------------|--|---------------------------------|-------------------------|--|------------|
| ment Info 🗸 | | | | | |
| ~ | | CASE # 2023 | AD200026 (DuPage Count | y) - CONFIDENTIAL | |
| ~ | Summary | | | | |
| | Envelop and Filing Summary | | | | |
| | Case Information | | | | 🖍 Edit |
| | Location DuPage County | Case Cate Adoption | egory 1 | Case Type Adoption | |
| | Filing Attorney | Payment . CreditCa | Account ard | Date Filed | |
| | Case Cross Reference Type | | | Case Cross Reference Numb | er |
| | DuPage Attorney/Firm Number/Self- | Represented Litigant Number | | 99500 | |
| | 4 | | | Rows per page: 5 🗸 | 1–1 of 1 < |
| | | | | | |
| | Parties | | | | ✓ Edit |
| | Party Type Nam | ne Addres | s | Phone | Attorney |
| | 4 | | | Denie en | |
| | | | | rows per page. 5 * | |
| | Filings | | | | ✓ Edit |
| | Filing Code | Filing Description | Referen | ce Number Filing Type EFile | |
| | Service Document | Status | | Security | |
| | testdoc -2.pdf | ОК | | Non-Confidential | |
| | Add More Documents File Name | Status | | Security | |
| | testdoc.pdf | ОК | | Non-Confidential | |
| | Filing Comments | | | | |
| | | | | | |
| | Service Contacts | | | | 🖍 Edit |
| | > Plaintiff/Petitioner | | | | |
| | Other Service Contacts | 5 | | | |
| | S Payment & Fee | es | | Filing Fee | \$0.00 |
| | | | | Total | \$ 0.00 |
| | | | Case | Initiation Fee | \$ 0.00 |
| | | | i2File | e Fee | \$ 0.00 |
| | | | Payn | nent Service Fee | \$ 0.00 |
| | | | Enve | lop Total | \$ 0.00 |
| | | | Previous | nit | |
| | | | | | |
| | Соруг | ight © 2007 - 2024 Conscisys Co | orporation Powered by C | <u>`onscisys</u> | |
| | | | | | |
| | | | | | |

g.) On successful submission of filing, you will get success message with Envelope Number.

| Payment Info | | | |
|---------------|--------------------------------|------------|---------|
| 🛠 Reports 🗸 🗸 | S Payment & Fees | Filing Fee | \$ 0.00 |
| 🕐 Help 🗸 🗸 | Confirmation × | Total | \$ 0.00 |
| | Envelope 286498 is Submitting. | | \$ 0.00 |
| | Ok | | \$0.00 |
| | Finelop Total | | \$0.00 |
| | | | |
| | Previous | | |

E-File & Serve

If you select both – "E-File" and "Serve" checkbox then envelope with filing type - "E-File and Serve" will be submitted in selected jurisdiction. Electronic service will also be performed. Follow below steps to create "E-File and Serve" filing.

a.) Enter Filing Code, Filing Description, Reference number and optional Services if applicable for selected filing code on Filing screen. Fees will be calculated by the system and displayed at top right side.

| i?File™ | Filings | | | | | |
|---|--|-------------------------|---|--|------------------|---------------------------|
| Your electronic path for filing cases | Enter Filing Details | | | | | + Add Another Filing |
| | Code | Туре | Description | Re | ference Number | |
| Workspace ^ | Affidavit | EFileAndServe | test Description | 12 | 3 | |
| Submit Filing | 🗹 E-File 🗹 Servi | ce | | | | |
| New Case Filing | Filing Code * | | Filing Description | | Reference Number | |
| Document Filing | Affidavit | | test Description | | 123 | |
| Filing History My Drafts Request Document Service Contacts Search Cases Payment Info ✓ Reports ✓ Help ✓ | Documents - Lea Description Affidavit testdoc.pdf | d Document Secur Non | ity* -Confidential • + Upload Document × | Optional Service (Misc.) - Amended Com plaint (Schedule 2 to 1) (\$50.00) (Misc.) - Amended Com plaint (Schedule 3 to 1) (\$225.00) (Misc.) - Amended Com plaint (Schedule 3 to 2) (\$175.00) (Misc.) - Certified Mailin g Fee (Each Mailing) (\$1 5.65) | • | Selected Optional Service |
| | Filing Comments | | | | • | |

b.) Upload documents in document section. Lead Document is mandatory. Select security after uploading lead document. You can upload multiple attachments in a filing.

| | Security |
|-------------|-------------------|
| Affidavit | Non-Confidential |
| | |
| | + Upload Document |
| | |
| | |
| testdoc.pdf | × |
| | |
| | |

Filings

Enter Filing Details

| Code | Туре | Description | Reference Number |
|--------------------|---------------|--------------------------------------|------------------|
| Affidavit | EFileAndServe | test Description | 123 |
| 🗹 E-File 🗹 Service | | | |
| Filing Code * | | Filing Description | Reference Number |
| Affidavit | | test Description | 123 |

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+ Add Another Filing

d.) Select Payment Account and Party Responsible for fees in payments section on right side. Select filing attorney if not selected then click "Next" button to go to Service Contact screen or click "Previous" button to go back to Parties screen. Screenshots shown below.

| | | Affidavit | Filing Fee | \$ 0.00 |
|--|---|--|--------------------------------------|---|
| Select Payment Account * | | | Total | \$ 0.00 |
| CreditCard | | Case Initiation F | ee | \$ 0.00 |
| arty Responsible for Fees * | | i2File Fee | | \$ 1.00 |
| Select Party | | Payment Service | Fee | \$1.00 |
| | | Envelop Total | | \$2.00 |
| Disclaimer : 1261a | does not process or directly so | llect novment. This novment is r | processed by state efilell vendor (T | Vertech) |
| Uisciaimei . izmen | Previous | Save As Draft Ne | ext | yiertech). |
| e.) Select at least on add service conta click "Summary" Existing Case | act from master list using button at bottom to m | needs to be served elec ng "ADD FROM MASTEI love to summary tab. | R LIST" button. After selec | tact tab. You Can |
| | | | | |
| 1 Search Case | 2 Parties | S Filings | 4 Service Contacts | 5 Summary |
| 1 Search Case | 2 Parties | S Filings | 4 Service Contacts | 5 Summary |
| 1 Search Case | CASE # 2024AD: | S Filings | 4 Service Contacts | 5 Summary |
| Select a Party to add Service Contacts | CASE # 2024AD | S Filings 200076 (DuPage County) - CONF | 4 Service Contacts | 5 Summary |
| Select a Party to add Service Contacts | CASE # 2024AD: | S Filings 200076 (DuPage County) - CONF | 4 Service Contacts | 5 Summary |
| I Search Case Select a Party to add Service Contacts Plaintiff/Petitioner Other Service Contacts | CASE # 2024AD | S Filings | 4 Service Contacts | 5 Summary |
| I Search Case Select a Party to add Service Contacts Plaintiff/Petitioner Other Service Contacts test2_FN test2_LN (test2@gm | CASE # 2024AD: | S Filings | 4 Service Contacts | 5 Summary |
| Select a Party to add Service Contacts Plaintiff/Petitioner Other Service Contacts test2_FN test2_LN (test2@gm Thomas Smith (thomas.smith@ | CASE # 2024AD: s nail.com) @gmail.com) | S Filings | 4 Service Contacts | 5 Summary ▲ ℚ |
| Select a Party to add Service Contacts Plaintiff/Petitioner Other Service Contacts test2_FN test2_LN (test2@gm Thomas Smith (thomas.smith@ | CASE # 2024AD: s nail.com) @gmail.com) | S Filings | 4 Service Contacts | 5 Summary |
| Select a Party to add Service Contacts Plaintiff/Petitioner Other Service Contacts test2_FN test2_LN (test2@gm Thomas Smith (thomas.smith@ | CASE # 2024AD: s nail.com) @gmail.com) | S Filings | 4 Service Contacts | 5 Summary ▲ ℚ ✓ ■ ▲ ℚ ✓ ■ Add From Master List |
| Select a Party to add Service Contacts Plaintiff/Petitioner Other Service Contacts test2_FN test2_LN (test2@gm Thomas Smith (thomas.smith@ | CASE # 2024AD: s all.com) @gmail.com) | Save As Draff | 4 Service Contacts | 5 Summary ▲ ℚ ✓ ■ ▲ ℚ ✓ ■ Add From Master List |
| Select a Party to add Service Contacts Plaintiff/Petitioner Other Service Contacts test2_FN test2_LN (test2@gm Thomas Smith (thomas.smith@ | CASE # 2024AD: ail.com) @gmail.com) Previous | Save As Draft | 4 Service Contacts | 5 Summary ▲ ℚ ✓ ■ ▲ ℚ ✓ ■ Add From Master List |
| Select a Party to add Service Contacts Plaintiff/Petitioner Other Service Contacts test2_FN test2_LN (test2@gm Thomas Smith (thomas.smith@ | CASE # 2024AD: aail.com) @gmail.com) Previous | Save As Draft | 4 Service Contacts | 5 Summary ▲ ℚ |
| Select a Party to add Service Contacts Plaintiff/Petitioner Other Service Contacts test2_FN test2_LN (test2@gm Thomas Smith (thomas.smith@ | CASE # 2024AD: s nail.com) @gmail.com) Previous | Save As Draft | 4 Service Contacts | 5 Summary ▲ ℚ |

f.) The Summary screen provides an opportunity to review the filing details before submitting. Click on "Submit" button if all information is correct.

| i2File™ | Click this icon to link @ Click this icon to link @ McHenry jurisdiction | Non-EFM I2File user profile for filing doo ns) | cuments in Criminal, DUI and Tra | ffic filings (for DuPage, De | Kalb, Kendall and | N |
|--------------------------------------|--|---|----------------------------------|------------------------------|-------------------|---|
| our electronic path for filing cases | Existing Case | | | | | |
| Workspace 🗸 | 1 Search Case | 2 Parties | Filings 🛛 🛛 🕹 4 Se | rvice Contacts | 5 Summary | |
| ∎ Payment Info ∨ ✓ Reports ∨ | | | | | | |
| Help 🗸 | Summary | CASE # 2024AD200078 (L | Jupage County) - CONFIDENTIAL | | | |
| | Envelop and Filing Summary | | | | | |
| | Case Information | | | | 🖍 Edit | - |
| | Location DuPage County | Case Category Adoption | | Case Type Adoption | | |
| | Filing Attorney - | Payment Account CreditCard | | Date Filed - | | |
| | Case Cross Reference Type | | Case | e Cross Reference Number | | |
| | DuPage Attorney/Firm Number/Self-R | epresented Litigant Number | 9950 | 00 | | |
| | | | | Rows per page: 5 🔻 | 1–1 of 1 < | > |
| | Parties | | | | 🖍 Edit | - |
| | | | | | | |
| | Filings | | | | 🖍 Edit | |
| | Filing Code Affidavit | Filing Description | Reference Number | Filing Type EFile | | |
| | File Name testdoc.pdf Courtesy Copies test@gmail.com Filing Comments sdfsdf | Status OK | Sect Nor | urity -Confidential | | |
| | Service Contacts | | | | 🖍 Edit | |
| | Plaintiff/Petitioner Other Service Contacts | | | | | |
| | S Payment & Fees | : | Affidavit | Filing Fee | \$ 0.00 | |
| | Select Payment Account * CreditCard | ~ | Case Initiation Fee | Total | \$ 0.00 | |
| | Party Responsible for Fees * Plaintiff/Petitioner | | i2File Fee | | \$ 1.00 | |
| | | | Payment Service Fee | | \$ 1.00 | |
| | | | Envelop Total | | \$ 2.00 | |
| | | Previous | Submit | | | |
| | Copyrig | ht © 2007 - 2024 Conscisys Corporation | Powered by Conscisys | | | |
| | | | | | | |
| | | | | | () () | |

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g.) On successful submission of filing, User will get Success message with Envelope Number. Screenshot as shown below.

| 👪 Workspace 🗸 | 1 Search Case | ✓ 2 Parties | S 3 Filings | 4 Service Contacts | 5 Summary |
|------------------|-----------------------------------|--|-------------|--------------------|-----------|
| 🛄 Payment Info 🗸 | | | | | |
| 🛠 Reports 🗸 🗸 | | | | | |
| 😧 Help 🗸 🗸 | Summary Envelop and Filing Sum | Confirmation Envelope 286502 is Submitting. | > | | |
| | Case Information | | | | 🖍 Edit 🔨 |

Non-Indexed Case Filing

Follow below steps for filing.

1. In Case Information step, Case Number and Location data will be prefilled based on what you had entered in the case search pop-up. Select category, case type, filing attorney and payment account in this step before clicking on "Next" button to move to parties screen.

| i2Eila | ™ 2 | | 1 Case Information | 2 Parties | 3 Filings | 4 Summary | |
|---|--|--|---|--|--|---|--|
| Your electronic path for filing | cases | | | | | | |
| Workspace | ~ | Case Informatio | n | | | | |
| Payment InfoReports | * * | Select Location * | | | | | |
| Help | ~ | St. Clair County | | | | | • |
| | | Select Category * Adoption | | | | | Ŧ |
| | | Select Case Type * Adoption (\$65.00) | | | | | ¥ |
| | | Select Payment Account * Waiver Account | | | | | * |
| | | | | Exit | ext | | |
| | | | Copyright © 2007 - 2024 Consci | sys Corporation Powered L | <u>oy Conscisys</u> | | |
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| This document is registered users may NOT be cop permission. ©Co | s the pro and no o bied, dup inscisvs | perty of Conscisys (other party. All scree licated, distributed, Corporation 2007- 2 | Corporation. Information ons, text and logos use reproduced, transmitte 2024 | n contained within d herein are the c d or shared with n | this document is opyrighted proper on-registered par | intended for the use rty of Conscisys Corp rties without the expr | of <u>l2file.net</u> poration and ress written |

Parties screen has a list at the top, which indicates the required parties for selected case type. You need to
enter First Name, Last Name and required details of a party by selecting each party from list. User can add
more parties to case by clicking "Add Parties" button. Enter the required information for all parties.

| i2File™ | Elick here to file Criminal, DUI and Traffic filings (for DuPage, DeKalb, Kendall and McHenry jurisdictions) | |
|---------------------------------------|--|--|
| Your electronic path for filing cases | ✓ 1 Case Information 2 Parties 3 Filings 4 Summary | |
| Workspace 🗸 | | |
| 🖙 Admin Links 🗸 | Enter the details for the Parties Involved in this Case + Add Additional Party | |
| 🖳 Payment Info 🕞 | | |
| 🚧 Reports 🗸 🗸 | Administrator | |
| 🕜 Help 🗸 🗸 | Person O Business I Not available (Check this if you don't know Person name or Business name) | |
| | First Name* Last Name* Suffix John Middle Name Smith Select Name Suffix | |
| | Additional Information | |
| | Previous Save As Draft Next | |
| | Copyright © 2007 - 2024 Conscisys Corporation Powered by Conscisys | |

3. After entering party information, click on "Next" button to move to filing screen and for going back to Case Information screen click "Previous" button. Screenshots shown below.

| i2File™ | ŧ | Click this icc McHenry ju | on to link Non-EFM I2File user risdictions) | profile for filing documents | in Criminal, DUI and Traffic | filings (for DuPage, DeKalb, K |
|--------------------------------------|------|-------------------------------|--|------------------------------|------------------------------|--------------------------------|
| Your electronic path for filing case | s | | | 2 Parties | 3 Filings | 4 Summary |
| 📲 Workspace 🗸 | | Add Additional | l Party | | | × |
| 🖳 Payment Info 🗸 | ' Er | Party Type * Administrator | | | | - Add A |
| 🛠 Reports 🗸 🗸 | | I am this Party | | | | |
| 🕐 Help 🗸 🗸 | | • Person O Busine | ess | | | |
| | | Not available (Chec | k this if you don't know Person r | name or Business name) | | |
| | | First Name * | | Last Name * | Suffix | |
| | | John | Middle Name | Shah | Select Suffix | |
| | | | | | | Save |

4. Enter Filing Code, Filing Description, Reference Number and optional Services if applicable for selected filing code on filing screen. Fees will be calculated by the system and displayed at top right side of the screen.

| | | 1 Case Information | 2 Parties | 3 Filings | 4 Summary | |
|--|---|---|--|--|---|-------------------------------|
| Workspace 🗸 | | | | | | |
| Admin Links 🗸 | Filings | | | | | |
| Payment Info V | Enter Filing Details | | | | (+ | Add Another Fil |
| Help Y | Code | Type Descriptio | n | Reference | ce Number | |
| | Certificate | EFile test Descrip | otion | 123 | | |
| | Filing Code * Certificate | Filing v test | Description Description | Ref 12 | erence Number 3 | |
| | | | Op | tional Service | Selected Op | tional Service |
| | Documents - Lead Doc Description | sument Security* | _ | (Misc.) - Appeals - 100-200 Pages (\$100.00) | | |
| | Andavit | Non-Conidential | | | | |
| | | + Uplo: | ad Document | | | |
| | testdoc -2.pdf | | × | | | |
| | | | | | | |
| | Filing Comments | | | | | |
| | testcomment | | | | | |
| | Courtesy Coples test@gmail.com | | | | | |
| | | | | | | |
| | S Payment | & Fees | | Certificate | Filing Fee | \$ 0.00 |
| | Select Payment Account * | | | | Total | \$ 0.00 |
| | Select Filling Attorney ? | | | Case Initiation Fee | | \$ 0.00 |
| | Melisa smith | | <u> </u> | I2File Fee | | \$ 0.00 |
| | | | | Payment Service Fee | | \$ 0.00 |
| | Party Responsible for Fees * John Smith | | - F | Envelop Total | | \$0.00 |
| | Party Responsible for Fees * John Smith Disc | laimer : 12file does not process or | directly collect payment. | Envelop Total This payment is processed by Draft Next | y state efileIL vendor (Tylerte | \$ 0.00 |
| 5. Upload docum | documents in docu | Haimer : 12file does not process or | directly collect payment. T Previous Save As Document is m nts in a filing. | Envelop Total This payment is processed by Draft Next andatory. Select | security after up | so.oo hch). Dloading le |
| 5. Upload docum | documents in docu ent. You can upload | Haimer : 12file does not process or ment section. Lead multiple attachmer | directly collect payment. T Previous Save As Document is m nts in a filing. | Envelop Total This payment is processed by Draft Next andatory. Select | rstate efileiL vendor (Tylerte security after up | \$0.00 hch). |
| 5. Upload docume Docui Descrip | documents in docu ent. You can upload | ment section. Lead multiple attachmer | directly collect payment. T Previous Save As Document is m nts in a filing. Security * | Envelop Total This payment is processed by Draft Next andatory. Select | security after up | so.oo |
| 5. Upload docume Docume Descrip Affida | documents in docu ent. You can upload | ment section. Lead multiple attachmer | directly collect payment. 1 Previous Save As Document is m nts in a filing. Security * | Envelop Total This payment is processed by Draft Next andatory. Select | security after up | so.oo |
| 5. Upload docume Docu Descrip Affida | documents in docu ent. You can upload | ament section. Lead multiple attachmer | directly collect payment. 1 Previous Save As Document is m nts in a filing. Security * Non-Co | Envelop Total This payment is processed by Draft Next andatory. Select confidential | security after up | sooo |
| 5. Upload docum Descrip Affida | documents in docu ent. You can upload | ament section. Lead multiple attachmer | directly collect payment. T Previous Save As Document is m nts in a filing. Security * Non-Co | Envelop Total This payment is processed by Draft Next andatory. Select . confidential + Upload | security after up | \$0.00 heh). |
| 5. Upload docum Descrip Affida | documents in docu ent. You can upload ments - Lead D tion wit | ament section. Lead multiple attachmer | directly collect payment. T Previous Save As Document is m nts in a filing. Security * Non-Co | Envelop Total This payment is processed by Draft Next andatory. Select | security after up | so.oo |
| 5. Upload docum Descrip Affida | documents in docu ent. You can upload ments - Lead D tion wit | ment section. Lead multiple attachmer | directly collect payment. 1 Previous Save As Document is m nts in a filing. Security * Non-Co | Envelop Total This payment is processed by Draft Next andatory. Select | security after up | sooo |

| | 1 Case Info | rmation | 2 Parties | 3 Filings | 4 Summary |
|----------------------|-------------|--------------|------------|-------------|-----------------|
| | | | | | |
| Filings | | | | | |
| Enter Filing Details | | | | | + Add Another F |
| Code | Туре | Description | 1 | Reference N | lumber |
| Certificate | EFile | test Descrip | tion | 123 | |
| Filing Code * | | Filing De | escription | Reference | Number |
| Certificate | | ▼ test D | escription | 123 | |

7. Select Payment Account and Party Responsible for fees under payments section on right side and filing attorney if not selected. Click "Summary" button to go to summary screen or "Previous" button to go to Parties screen.

| S Payment & Fees | Certificate | Filing Fee | \$ 0.00 |
|---------------------------------------|---------------------|------------|---------|
| Select Payment Account * | | Total | \$ 0.00 |
| test_cc 9 • | Case Initiation Fee | | \$ 0.00 |
| Select Filing Attorney * Melisa smith | i2File Fee | | \$ 0.00 |
| Party Responsible for Fees * | Payment Service Fee | | \$ 0.00 |
| John Smith 🔹 | Envelop Total | | \$ 0.00 |

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8. Summary screen gives you an opportunity to review the filing details before submitting. Click on "Submit" button if all information is correct.

| ctronic path for filing cases | e | 1 Case Information | 2 Parties | 🔮 3 Filin | gs 4 Summ | ary |
|--|---|------------------------|---------------------------------------|----------------------|------------------------------|--------------------|
| Vorkspace V Admin Links V Payment Info V | Summary Envelop and Filing Summa | гу | | | | |
| Reports V | Case Information | | | | | 🖍 Edit |
| | Location St. Clair County | | Case Category Adoption | | Case Type Adoption | |
| | Filing Attorney Melisa smith | | Payment Account Test_Waiver_Payment 1 | | Date Filed - | |
| | Parties | | | | | 🖍 Edit |
| | Party Type | Name | Address | | Phone | Attorney |
| | Administrator | John Smith | | | Rows per page: 5 👻 | 1–1 of 1 < |
| | Filings | | | | | 🖍 Edit |
| | Filing Code Certificate | Filing Des test Des | cription | Reference Number 123 | Filing Type EFile | |
| | Lead Document File Name testdoc -2.pdf Courtesy Copies test@gmail.com Filing Comments testcomment | | Status OK | S | Security Non-Confidential | |
| | 0 | | | | | |
| | Select Payment Account * | & Fees | | Certificate | Filing Fee Total | \$ 0.00 \$ 0.00 |
| | Test_Waiver_Payment | 1 | * | Case Initiation Fee | | \$ 0.00 |
| | Melisa smith | | • | Payment Service Fee | | \$ 0.00 |
| | | | | Envelop Total | | \$ 0.00 |
| | | | | | | |

sstul submission of filing, user will get success message with Envelope Number. Screenshot as

| show ← → ♂ ⊙ localhost:3000/#/no | vn below. | | | | 다 ☆ 친 🛯 🛓 |
|---|--|--|---|---|---|
| Vour dectronic path for filing cases | Location St. Clair County Filing Attorney - | Case Category Adoption Payment Account Test_CC_2023 | د ۸ ۲ | lase Type Adoption Date Filed | |
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Filings

Filers can retrieve all details of their envelopes or firm administrator can view details of the envelopes filed by all attorneys of their firm from Filings screen. You can search for some specific filing using different filter criteria available on this screen.

1. Click on "Filing" link in workspace section of left navigation pane. Screen showing your filings will displayed.

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5. Click on Delete icon to cancel filing whose status is "Submitted". It will ask for a confirmation, click yes to proceed with cancelation and No to abort the operation.

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6. Filings details of EFile&Serve or Serve filings will contain eService details as highlighted below.

Details

| Court Fees | Filing & E-File Fees |
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| Status | Name/Email | Firm | Ser |
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| Sent | test_FN2 testnew@gmail.com | Haresh_FirmAdmin1_11 | Yes |
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Service Contacts

Service Contacts screen displays the eService recipients of your firm. Service contacts of a firm will receive an e-Service when a counsel files e-Service for a case.

| i2File™ | - | Dick here to file | Criminal, DUI and Traffic filings (for DuPage, DeKalb, K | endall and McHenry jurisdictions) | |
|--|----------|---------------------------|--|-----------------------------------|-------------|
| Your electronic path for filing case | 25 | Manage Service | Contacts | | |
| Workspace Admin Links | , | Q Filter By Search | | | Add Contact |
| 🖳 Payment Info 🗸 | | First Name | Last Name | Email Address | |
| 🛠 Reports 🗸 | <i>,</i> | test1_FN | test_LN | test1@gmail.com | <u>^</u> |
| 😮 Help 🗸 🗸 | · | test_FN2 | test_LN | testnew@gmail.com | |
| | | test1_FN | test_LN | testnew@gmail.com | |
| | | test4_FN | test4_LN | test4@gmail.com | |
| | | test5 | test5 | test1@gmail.com | |
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Add Service Contact

To add service contact for a firm, you need to follow below steps

1. Click on "Add Contact" button below list of service contact as shown below.

| i2File™ | e | Click here to file Criminal, DUI and Tr | raffic filings (for DuPage, DeKalb, Kendall and McHenry | / jurisdictions) | |
|---------------------------------------|---|---|---|----------------------|--------------|
| Your electronic path for filing cases | | Manage Service Contacts | | | |
| ■ Workspace ∨ | | Q Filter By Search | | | Add Contact |
| 🖙 Admin Links 🗸 | | | | | |
| 🖳 Payment Info 🗸 | | First Name | Last Name | Email Address | |
| ∻ Reports ∨ | | test1_FN | test_LN | test1@gmail.com | <u>^</u> |
| Help | | test_FN2 | test_LN | testnew@gmail.com | |
| | | test1_FN | test_LN | testnew@gmail.com | |
| | | test4_FN | test4_LN | test4@gmail.com | |
| | | test5 | test5 | test1@gmail.com | |
| | | | | | • |
| | | 1 row selected | | Rows per page: 5 ▼ 1 | -5 of 12 < > |

2. Enter First Name, Last Name, email and all required information in service contact form as shown below. Click on "Save Contact" button at bottom to add service contact to firm.

| i2Æilo™ | Click here to fi | le Criminal, DUI and Traffic filings (| for DuPage, DeKalb, Kendall and McHenry | jurisdictions) |
|---|-----------------------------------|---|---|---|
| Your electronic path for filing cases | Create Service C | ontact | | × |
| | First Name " | | Last Name " | |
| Workspace 🗸 | Thomas (Email Address * | Middle Name | Atinsons | Add Conta |
| 🗢 Admin Links 🗸 🗸 | thomas.at@gmail.com | A | dministrative Copy | |
| 🖳 Payment Info 🕞 🖌 | Address Line 1* | | | |
| 🛠 Reports 🗸 🗸 | t | | | n |
| 😯 Help 🗸 🗸 | Address Line 2 | | | moc |
| | Country* United States | | | 🗸 com |
| | City* | State * | Zip Code * | n |
| | Chicago | Illinois | ▼ 99999-9999 | |
| | Phone Number 3333333333 | | | |
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Service Contact Details

Follow below steps to view Service contact details

1. Click on "View Service Contact Detail" icon in action column of particular service contact (Highlighted in below screenshot).

| 👪 Workspace 🗸 | Q Filter By Search | | | Add Contact |
|------------------|---------------------------|-------------------|------------------------|-------------|
| 🕒 Admin Links 🗸 | | View Servic | e Contact Details | |
| 🖭 Payment Info 🐱 | Last Name | Email Address | Action | |
| 🔅 Reports 🗸 | test_LN | test1@gmail.com | i 🖉 🥒 🛛 | Ū Î |
| 🕐 Help 🗸 🗸 | test_LN | testnew@gmail.com | 🖾 🧨 🛛 | |
| | test_LN | testnew@gmail.com | İ / U | Ū |
| | test4_LN | test4@gmail.com | İ / U | |
| | test2_LN | test2@gmail.com | 🖾 🧪 🛛 | Ū . |
| | 4 | | | > |
| | 1 fow selected | | Rows per page: 5 ¥ 1–5 | 0113 < > |

2. It will open a popup with details of particular service contact as shown below

| Workspace | Service Contact Details | | | × Add Contact |
|---------------|-------------------------|---------------------|-----------|-------------------------|
| G Admin Links | First Name | Middle Name | Last Name | |
| Payment Inf | test1_FN | a | test_LN | |
| ★ Reports | Email Address | Administrative Copy | Country | IJ |
| Help | test1@gmail.com | | US | IJ |
| | Address Line 1 | Address Line 2 | City | 7 |
| | test addres 1 | testaddress2 | MA | |
| | State | Zip Code | Phone | J |
| | н | 99999-9999 | 333333333 | J |
| | | _ | | • |
| | 1 row selected | | Rows per | page: 5 🕶 1–5 of 13 < > |

View Attached Case List

1. Click on "View Attached Case List" icon in action column of particular service contact to view list of cases attached with a service contact.

| ➡ Workspace ✓ ← Admin Links ✓ | Q Filter By Search | | Add Contact |
|----------------------------------|--------------------|-------------------|----------------------------------|
| 🕒 Payment Info 🗸 | Last Name | Email Address | Action View Attached Case |
| 🛠 Reports 🗸 🗸 | test_LN | test1@gmail.com | 🖄 🧪 🕕 🔟 |
| 😧 Help 🗸 🗸 | test_LN | testnew@gmail.com | i 🖉 🖉 🔟 |
| | test_LN | testnew@gmail.com | 2 🖍 🛛 🔟 |
| | test4_LN | test4@gmail.com | 2 🖉 🗓 🔟 |
| | test2_LN | test2@gmail.com | 🖄 🧪 🖉 🛄 |
| | 1 row selected | | Rows per page: 5 	 1−5 of 13 < > |

2. It will open a popup with list of cases attached with a particular service contact

| Workspace 🗸 | test_LN | testnew@gmail.com | | 2 / | 0 | 1 |
|------------------|-----------------------------------|----------------------|---|-----|----|---|
| 🖙 Admin Links 🗸 | test4_LN | test4@gmail.com | | 2 / | 0 | 0 |
| 🖳 Payment Info 🗸 | Attached Cases for : John S | Smith | × | | 0 | 1 |
| 🔅 Reports | | | | | 0 | 0 |
| 🕐 Help 🗸 🗸 | Case #2023AD200026 - CONFIDENTIAL | | | | O | |
| | Case #2024AD200058 - CONFIDENTIAL | | | | n, | |
| | Case #2024AD200068 - CONFIDENTIAL | | | | U | Ш |
| | Smith | demo.smith@gmail.com | | | 0 | 0 |
| | MacDonald | test11@test.com | | 2 / | 0 | |

Update Service Contact

Follow below steps to update service contact information

1. Select a service contact from the list by clicking on it. This will open service contact details in edit mode as shown below.

| 12ºFile | Edit Service Contact | | × | | 1 | 0 |
|---------------------------------------|---|--------------------|---------------------|------|---|--------|
| Your electronic path for filing cases | First Name * | | Last Name * | | 1 | O |
| 📕 Workspace 🗸 | John | Middle Name | Smith | | 1 | 0 |
| 🖙 Admin Links 🗸 | Email Address * demo.smith@gmail.com | Administrative Co | ору | | 1 | 0 |
| 🖳 Payment Info 🕞 | Address Line 1 * | | | | 1 | U |
| 🛠 Reports 🗸 | | | | | 1 | 0 |
| 😢 Help 🗸 🗸 | Address Line 2 | | | | 1 | U |
| | Country* United States | | * | | 1 | 0 |
| | City* City | State* Arkansas | Zip Code * 99342 | | 1 | Û |
| | Phone Number 32432432 | | | | 1 | 0 |
| | | Cancel | | 50 🗸 | 1 | –13 of |

2. Click on save button after updating details of the service contact. Notification message will be displayed once the details are updated.

| i2File™ | € | 229 Click here to file Criminal, DUI and Traffic filings (for DuPage, DeKalb, Kendall and McHenry jurisd | ic'' © | Service Contact Notification | × |
|---------------------------------------|-------------------------|--|-----------|--------------------------------------|---|
| Your electronic path for filing cases | Manage Service Contacts | | | Service Contact updated successfully | |
| 📕 Workspace 🗸 | | Q Filter By Search | | Add Contact | |
| 🕒 Admin Links 🗸 | | | | | |

Remove Service Contact

1. Click on Delete icon against any particular service contact to remove it. It will ask for confirmation, press Delete to continue and Cancel to cancel the removal process.

| i2File™ | ∈ 2 | Click here to file Criminal, DUI and Traffic filings (for DuPage, DeKalb, Kendall and McHenry jurisdictions) | | | | | |
|---------------------------------------|---------------------------|--|------------------|----------------------|--|--|--|
| Your electronic path for filing cases | Manag | Manage Service Contacts | | | | | |
| 👪 Workspace 🗸 | Q Filter By Se | | | | | | |
| 🗢 Admin Links 🗸 | | | | | | | |
| 🖭 Payment Info 🐱 | Last N | me Delete Confirmation | × | Action | | | |
| 🛠 Reports 🗸 🗸 | test_LI | <u> </u> | | İ / O | | | |
| 🕐 Help 🗸 🗸 | test_LI | Are you sure want to remove Service Contac | t? | İ / O | | | |
| | test_LI | Cancel Delete | | İ / O | | | |
| | test4_l | | | 🖾 🧪 🛛 | | | |
| | test2_l | N test2@gmail.com | | ë / O | | | |
| 2. Notificatio | on message will be | displayed after removal of service contact. | | | | | |
| i2File™ | | nere to file Criminal, DUI and Traffic filings (for DuPage, DeKalb, Kendall and | McHenry jurisdic | t Notification X | | | |
| Your electronic path for filing cases | Manage S | ervice Contacts | Service Contact | removed successfully | | | |
| 👪 Workspace 🗸 | Q Filter By Search | | | Add Contact | | | |
| 🗢 Admin Links 🗸 | | | | | | | |
| Search Cases You can search a c | ase by docket no. | or name of participants. | | | | | |

Search Case by Docket No.

1. Select County Location and enter Case Docket No to search a case

| Your electronic path for filing ca | ises | Search Case | | | | | | |
|---|--------|------------------------------------|---|-------------------------------|----------|----------------|------------------|-----|
| WorkspaceAdmin Links | ~ ~ | Select Location * DuPage County | * | Case Number * 2023AD200026 | | Search Ad | dvanced Search 🍳 | |
| Payment Info Reports | ~ ~ | Total No of Records : 1 | | | | | | |
| Help | ~ | Jurisdiction | | Description | Case Typ | e | Action | |
| | | DuPage County | | CONFIDENTIAL | Adoption | | ۵ | : |
| | | 4 | | | | Rows per page: | 5 ▼ 1–1 of 1 | < > |

Search case by Party Name

1. To search a case using party name, click Advanced Search button at top right corner of search case screen. A popup window will open as shown below.

| i2File™ | | <u>here</u> to file Criminal, DUI a | and Traffic filings (for DuF | lage, DeKalb, Kendall an | nd McHenry juris | sdictions) |
|---------------------------------------|------------------------------------|--|------------------------------|--------------------------|------------------|---------------------------------|
| Your electronic path for filing cases | Search Ca | se | | | - | |
| | | Advanced Sea | rch | | × | |
| G Admin Links V | Select Location * DuPage County | Select Location * DuPage County | | | (| Search Advanced Search Q |
| 🖳 Payment Info 🛛 🛩 | Total No of Records | Party Role Person O Busin | ess | | - | |
| ☆ Reports ~ | Jurisdiction | First Name* | 7 | Last Name * | зе Туре | Action |
| 🕑 Help 🗸 🗸 | DuPage County | John Case Type * | Middle Name | Smith | ption | © <u>.</u> ; |
| | • | AllCase Type | | | • | • |
| | | Show Result Sorted By * Case Number | | | • | Rows per page: 5 ★ 1–1 of 1 < > |
| | | | Search | Reset Can | cel | |

2. Select county location and party role. Based on the party role selected you will have to enter First Name and Last Name of the party or Business Name. Search Results will be sorted by criteria selected in "Show Result Sorted By" dropdown.

| i2File™ | Click here to file C | riminal, DUI and Traffic filings (for DuPage, DeKalb, K | endall and McHenry jurisdictions) | |
|--|------------------------------------|---|-----------------------------------|-----------------------------|
| Your electronic path for filing cases | Search Case | | | |
| Workspace Admin Links | Select Location * DuPage County | Case Number* 2023AD200026 | Search | Advanced Search 🔍 |
| ■ Payment Info ✓ | Total No of Records : 1 | | | |
| Help | Jurisdiction | Description | Case Type | Action |
| | DuPage County | CONFIDENTIAL | Adoption | <u>ين:</u> © |
| | 1 | | Rows per page: | 5 → 1–1 of 1 < > |
| | | | | |

View Case Details

1. Click View Case Detail icon in case search result screen to view case details.

| i2File™ | E Click here to file C | riminal, DUI and Traffic filings (for DuPage, DeKalb, Ke | endall and McHenry jurisdictions) | HD \ |
|--|------------------------------------|--|-----------------------------------|---------------------|
| Your electronic path for filing cases | Search Case | | | |
| Workspace Admin Links | Select Location * DuPage County | Case Number* 2023AD200026 | Search | Advanced Search Q |
| Payment Info Reports | Total No of Records : 1 | | | View Case Details |
| 😮 Help 🗸 🗸 | Jurisdiction | Description | Case Type | Action |
| | DuPage County | CONFIDENTIAL | Adoption | |
| | 4 | | Rows per page | e: 5 → 1–1 of 1 < > |

2. Popup will open showing details of the selected case

| intil | ™ ⇐ | Click here to file Criminal. | DUI and Traffic filings (for DuPage, De | Kalb. Kendall and McHenry iurisdict | ions) | |
|-----------------------------------|----------|---|--|-------------------------------------|--------------------------|--------|
| <i>12File</i> | | Case Details | | | × | |
| Your electronic path for filing c | ases | Case Category | Case Tracking ID | Case Number | <u>^</u> | |
| Workspace | ∽ Sel | Miscellaneous Remedy | 26a4f7b3-5e7e-496b-be7c- 7c87ee886a04 | 2023MR200018 | | |
| 🗢 Admin Links | ✓ | Case Type | Location | | Advanced Search Q | |
| Payment Info | ≁ To | Petition to Secure Testimony for Out-Of- State Witness | DuPage County | | | |
| ☆ Reports | ~ | Party 1 | | | Action | |
| Help | ~ | First Name | Middle Name | Last Name | y for Out-Of- | |
| | 4 | HARESH | ABCD | DESHAI | | • • |
| | | Address US | Role Code | | age: 5 🛩 1–1 of 1 < | |
| | | Party 2 | | | | |
| | | First Name NOT AVAILABLE | Middle Name | Last Name NOT AVAILABLE | | |
| | | Address | Role Code | <u>erery consesys</u> | • | |

Manage Case Service Contacts

1. Click on Service Contact icon in case search result list to view and manage service contacts associated with a case. Popup window containing Service Contacts details will open as shown below.

| i2File™ | | ere to file Criminal, DUI and Traffic filings (for DuPage, DeKalb, Kend | dall and McH | enry jurisdictions) | |
|---------------------------------------|-----------------------|---|--------------|---------------------|----------------------------|
| Your electronic path for filing cases | Search Cas | se | | | |
| Workspace ^ | Select Location * | | | | |
| Dashboard | DuPage County | Manage Case Service Contacts | × | Search | Advanced Search |
| Submit Filing 🗸 🗸 | | | | | |
| Filing History | Total No of Records : | Select a Party to add Service Contacts | | | |
| My Drafts | | > Plaintiff/Petitioner | | | |
| Request Document | Jurisdiction | Contacts | | е Туре | Act |
| Service Contacts | | | | | |
| Search Cases | DuPage County | Click To Expand Show History Add From Ma | ster List | ption | 0 |
| 🗢 Admin Links 🗸 | 4 | | | | _ |
| Payment Info | 1 row selected | | Cancel | Rows per | page: 5 √ 1–1 o |
| 💀 Reports 🗸 🗸 | | | | | |

Attach Service Contact

Follow below steps to attach service contact to case.

a.) Firstly, select the party to which service contact should be attached and click on "ADD FROM MASTER LIST" button at right bottom corner.

| i2File™ | Click h | ere to file Criminal, DUI and Traffic filings (for DuPage, DeKalb, Ko | endall and McHe | enry jurisdictions) | |
|---|------------------------------------|---|-----------------|---------------------|-----------------------------|
| Your electronic path for filing cases | Search Cas | se | | | |
| B Workspace A Dashboard | Select Location * DuPage County | Manage Case Service Contacts | × | Search | Advanced Searc |
| Filing History My Drafts | Total No of Records : | Select a Party to add Service Contacts Plaintiff/Petitioner | | | |
| Request Document Service Contacts Search Cases | Jurisdiction DuPage County | Other Service Contacts | | e Type | 4 |
| Admin Links Payment Info | ∢ 1 row selected | Show History Add From I | Cancel | Rows pe | rr page: 5 - 1−1 |
| ✓ Reports✓✓✓ | | | | | |

| This document is the property of Conscisys Corporation. Information contained within this document is intended for the use of <u>I2file.net</u> registered users and no other party. All screens, text and logos used herein are the copyrighted property of Conscisys Corporation and may NOT be copied, duplicated, distributed, reproduced, transmitted or shared with non-registered parties without the express written permission. ©Conscisys Corporation 2007- 2024 | 51 |
|--|----|

b.) Popup for adding service contact will open. To attach service contact you can move service contact from Firm Service Contact list on left to Case Service Contact list on right with help of buttons (Arrow Keys) in between. Click "Save" button to save the changes.

| i2File | 2 | Click this icon to link Non-EFM 12File user profile for filing documents in Criminal, McHenry jurisdictions) | DUI and Traffic filings (for DuPage, DeKalb, |
|---------------------------------|-------|--|--|
| Your electronic path for filing | cases | Add Service Contacts from MasterList | × |
| Workspace | ~ | See Firm Service Contacts Selected Firm Service Contac | ts |
| Payment Info | ~ | D Thomas Smith themas smith@gmail.com | Advanced Sea |
| 🚧 Reports | ~ | | |
| Help | ~ | | age: 5 🕶 1: |
| | | | Save |

- c.) This will add selected service contact for a particular party. If no party is selected then service contact will be added under Other Service Contacts. Click "Save" button to save the changes.
- d.) Notification will be displayed when service contact is attached successfully.

| i)Œila™ | Click here to file C | Criminal, DUI and Traffic filings | (for DuPage, DeKalb, Kendall | and McHenry jurisdictions) | MG V |
|---------------------------------------|--------------------------------------|-----------------------------------|------------------------------|----------------------------|-------------------------------|
| Your electronic path for filing cases | Existing Case | | | s | ervice Contact Notification X |
| Workspace V | 1 Search Case | 2 Parties | S Filings | 4 Service Contacts | 5 Summary |
| Payment Info | | | | | |
| 🔅 Reports 🗸 🗸 | | CASE # 2024A | AD200076 (DuPage County) - C | ONFIDENTIAL | |
| A 111 | Select a Party to add Service Contac | ts | | | |

Detach Service Contact

To detach service contact from a particular case, click on Detach service contact icon. Notification message will displayed on successful removal.

| i2File™ | Click the McHer | nis icon to link Non-EFM I2File user profile for filing documents i rry jurisdictions) | n Criminal, DUI and Tra | ffic filings (for DuPage, DeKalb, K |
|---|--|--|---|---|
| Your electronic path for filing cases | Search Cas | se | | |
| Workspace Payment Info Reports Help N | Select Location* DuPage County Total No of Records : Jurisdiction DuPage County * 1 row selected | Manage Case Service Contacts Select a Party to add Service Contacts Plaintiff/Petitioner Other Service Contacts Thomas Smith (thomas.smith@gmail.com) Show History Add From | Lettach Service Contact Detach Service Contact a e Type ption h Master List Cancel | Search Advanced Search e Advanced Search e Rows per page: 5 - 1 |
| <u>i2File</u> ™ | Click this ico | n to link Non-EFM I2File user profile for filing documents in Criminal, DUI isdictions) | and Traffic filings (for DuP | age, DeKalb, Kendall and NS 🗸 |
| Your electronic path for filing cases | Search Case | | | |
| ₩ Workspace Payment Info Reports | Select Location * DuPage County M Total No of Records : | anage Case Service Contacts × | Search 🚺 | Advanced Search Q |
| 🔮 неір 🗸 🗸 | Jurisdiction | Other Service Contacts | зе Туре | Action |
| | DuPage County | Show History Add From Master List | option | • نئی |
| | 1 row selected | Cancel | Rows per page: | 5 ★ 1-1 of 1 < > |

Admin Links

Firm Administrators can manage firm information, firm users and attorneys in their firm through the links available under "Admin Links" section.

Firm Information

This screen enables firm administrator to view and update firm Information if required.

| Your electronic path for filing cases | Firm Information | |
|---------------------------------------|--|---|
| 🖬 Workspace 🗸 | Name* | |
| | Haresh_FirmAdmin1_1 | |
| G Admin Links V | Address Line 1* | |
| 🖭 Payment Info 🐱 | Ramanager Street | |
| 🚧 Reports 🗸 🗸 | Address Line 2 | |
| 🕜 Help 🗸 🗸 | Near Public garden | |
| | Country* United States | • |
| | | |
| | City* | State * |
| | New Yourk City | Indiana 💌 |
| | Zip Code * | Phone Number * |
| | 33333-3333 | 213123 |
| | Cancel | Save |
| On successful upda | te, it will show message as given below. | |
| i2File™ | Click here to file Criminal, DUI and Traffic filings (for DuPage, De | eKalb, Kendall and McHenry jurisdiction |
| Your electronic path for filing cases | Firm Information | Firm Information Updated Successfully |
| ₩orkspace ✓ | Name * | |

| G | Ð | Admin Links | ~ |
|---|---|--------------|---|
| | | Payment Info | ~ |

Haresh_FirmAdmin1_1 Address Line 1 * Ramanager Street

Firm Users

This screen allows Firm Administrators to add, modify and remove firm users.

| Workspace V | 1 | Q Filter By Search | | | Add Firm User |
|------------------|---|--------------------|------------|------------------------------|-------------------|
| Firm Information | J | First Name | Last Name | Email Address | Role |
| Attorneys | | zeel | shhah | test4554545@gmail.com | Filer, Firm Admin |
| 🕒 Payment Info 🗸 | | NityaTEst | NEw | tetsnitysssss@gmail.com | Filer |
| 🔅 Reports 🗸 | | attorneyFN | attorneyLN | ybhhzprstbwlvtbwmk@ckptr.com | Filer |
| 🕜 Help 🗸 🗸 | | Hareshtest | Desai | tttthearesh@gmail.com | Filer |
| | | Ash | Kristenh | mmy17570@zslsz.com | Filer |
| | | 4 | | | • • |
| | | 1 row selected | | Rows per page: | 5 🕶 1–5 of 31 < > |

Add Firm User

1. Click on "Add Firm User" Button below list of firm users to add Firm users

| Workspace | Q Filter By Search | - | | Add Firm | User |
|-------------------------|--------------------|------------|------------------------------|-------------------|------|
| Firm Information | First Name | Last Name | Email Address | Role | |
| Firm Users Attorneys | zeel | shhah | test4554545@gmail.com | Filer, Firm Admin | Î |
| 🕒 Payment Info 🗸 | NityaTEst | NEw | tetsnitysssss@gmail.com | Filer | |
| 拺 Reports 🗸 | attorneyFN | attorneyLN | ybhhzprstbwlvtbwmk@ckptr.com | Filer | |
| Help | Hareshtest | Desai | tttthearesh@gmail.com | Filer | |
| | Ash | Kristenh | mmy17570@zslsz.com | Filer | - |
| | 1 row selected | | Rows per page | : 5 🕶 1–5 of 31 < | > |

2. It will open a form to enter user details. Enter first name, last name, email address and roles of user before clicking "Save" button. If attorney role is checked then user will also registered as attorney.

| i2File™ | | Click here to file Criminal, DUI and Traffic filings (for DuPage, DeKalb, Kendall and McHenry jurisdictions) | | | | | | |
|---------------------------------------|---------------------------|--|-----------------------|----------|-------------------|--|--|--|
| Your electronic path for filing cases | Manage U | sers for Your Firm | | | | | | |
| 🖬 Workspace 🗸 | Q Filter By Search | | | | Add Firm User | | | |
| 🖙 Admin Links 🔺 | | Create Firm User | × | | | | | |
| Firm Information | First Name | First Name * | | | Role | | | |
| Firm Users Attorneys | zeel | First Name Middle Name | Last Name * | 1 | Filer, Firm Admin | | | |
| 🖭 Payment Info 🗸 | NityaTEst | Email Address * | | n | Filer | | | |
| 🛠 Reports 🗸 🗸 | attorneyFN | Roles * 🗌 Firm Admin 🗹 Filer 🗌 Attorney | | kptr.com | Filer | | | |
| Help | Hareshtest | | Cancel Save | | Filer | | | |
| | Ash | MISICHI | пппуттото шезызе.сопт | | Filer | | | |

- 3. After successful addition of user, a Notification Message will be displayed. An activation email having password will be send on given email address.
- 4. Open the email and click on "Click to Activate Account" link to activate account

| From: no-reply@efilingmail.tylertech.cloud | | | | | | |
|--|--|--|--|--|--|--|
| Subject: Activate your account: You have been added to an efiling firm | | | | | | |
| eFielL New User Activation | | | | | | |
| Your firm administrator has registered you for use with the eFiling system. Click the link below to activate your account. Please, contact your firm administrator with any questions. | | | | | | |
| Click to Activate Account | | | | | | |
| If the link above is not accessible, copy this URL into your browser's address bar to view the document: https://illinois-stage.tylertech.cloud/ActivateAccount.aspx?id=2bd75887-ea5e-4c3a-99de- 10c59d53b9de&oid=OFS3TEST&cid=ILSTAGE | | | | | | |
| After activating your account, use the following password f_BUjxGG@- | | | | | | |
| Please, update your password after you log into your account. | | | | | | |
| For technical assistance, contact your service provider | | | | | | |
| Odyssey File & Serve | | | | | | |
| (800) 297-5377 | | | | | | |
| Please do not reply to this email. It was automatically generated. | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |



"Resend Activation" button in user detail section of selected user.

| 📲 Workspace 🗸 | Q Filter By Search | | | | | | Add Fi | rm Use | r |
|---------------------|---------------------------|------------------------|----------------------|-------------|-----------|---|--------|--------|----------|
| 😔 Admin Links \land | | Edit Firm User | | × | | | | | |
| Firm Information | Last Name | First Name * | Middle Name | Last Name * | Status | | Action | | |
| Firm Users | | melisa | testMN | smith | 11 | | | - | _ |
| Attorneys | test_LN | Email Address * | | | Unverifie | a | 0 | | |
| 🖭 Payment Info 🗸 | shhah | melisa.smith@gmail.com | | | Unverifie | d | ľ | Û | |
| 🛠 Reports 🗸 🗸 | NEw | Roles * 🔲 Firm Admir | n 🗹 Filer 🗌 Attorney | | Unverifie | d | ľ | 0 | |
| 🕜 Help 🗸 🗸 | attorneyLN | Resend Activation | 1 | Cancel Save | Unverifie | d | ľ | Ū | |
| | Desai | แแก่สาย | snægman.com | Filci | Unverifie | d | ľ | 0 | Ţ |
| | • | | | | | 1 | / | | |

6. After activation user can login in using password given in email. For security, it is advised to change password after first login.

Update Firm User

1. Select firm user from list of firm users by clicking on it. This will open user information in editable mode.

| W o | orkspace | ~ | shhah | zeel@gmail.com | | Filer | | Unverified | ľ | Ш |
|--------------|--------------------------|---|------------------|----------------------|--------------------|----------------------|-----|------------|------------|---|
| ⊂⊃ Ad | lmin Links | ^ | SMITH | Edit Firm User | | > | ĸ | Unverified | <i>I</i> * | Ū |
| Firr Firr | m Informatior m Users | ו | Test4 | First Name * john | Middle Name | Last Name * smith | ıin | Active | 1 | |
| Att | torneys | | Gonzalez | Email Address * | | | | Active | <i>I</i> * | Ū |
| 🖭 Pay | yment Info | ~ | Kanojia | john.smith@gmail.com | | | lin | Unverified | ľ | Ū |
| 🚧 Rej | ports | ~ | Foster | Roles * 🔲 Firm Admin | ☑ Filer 🗌 Attorney | | nin | Active | ľ | Ū |
| 🕐 He | elp | ~ | attorneyLatestLN | Reset Password | | Cancel | | Unverified | ľ | 1 |
| | | | TestL | fepiwor | w620@aline912.com | Filer | | Active | 1 | Ū |

2. Click on save button after modifying the required details to update firm user information.

| | testAttorneyLN | testattorney67890@gmail.com | Filer | Unverified | ľ | Ū | |
|---------------------------------------|----------------|------------------------------|-------------------|--|------------|-------|---|
| <u>i2File</u> ™ | Deshaiere | hdeshai@synoptek.com | Filer, Firm Admin | Firm User Notification Selected Firm User updated suc | cessfi | ully. | × |
| Your electronic path for filing cases | Deshai1111 | uvum221t@gmail.com | Filer, Firm Admin | Active | ľ | Ū | |
| 🚦 Workspace 🗸 | shhah | zeel@gmail.com | Filer | Unverified | 1 | | |
| 🕒 Admin Links \land | SMITH | vfwdmelvynuhwmdjqj@cwmxc.com | Filer | Unverified | <i>I</i> * | ▣ | |
| Firm Information | Test4 | jignayafyi@vusra.com | Filer, Firm Admin | Active | 11 | Ū | |

3. Firm administrator can reset password of their firm users by clicking "Reset Password" button in Firm user details section. A popup will open in which firm administrator needs to enter new password and click "Continue" button.

| <u>i2File</u> TM Your electronic path for filing cases | ≡ | Enter New Passw | vord | × | M user profile for filing o , St.Clair, Will and Winne | documents in Bago counties. |
|--|--------------------|------------------------|-------------------------|------------------|---|--------------------------------|
| 🍪 Workspace 🕀 | | New Password* | | | | |
| Section Admin Links □ | | ***** | | | | |
| Firm Information | Manage Users for Y | Re-enter New Password* | | | | |
| 👹 Firm Users | Q Global Filter | ***** | | | | |
| 🕸 Attorneys | First Name 🗢 | | | | Status 🖨 | Action |
| \$ Payment Information ⊞ | Alpesh | CONTINUE | | CANCEL | Active | |
| | melisa | smur | mensa.smmn@gman.com | Filei | Unverified | Û |
| | John | Smith | rakshit.shah@indusa.com | Filer,Firm Admin | Active | Û |

Remove Firm User

1. Click on Delete icon in action column against any particular firm user to remove it. It will confirmation dialogue box.

| Workspace 🗸 | | zeel@gmail.com | Filer | | ľ | 0 |
|-----------------------------|------------------|-------------------------|-----------------|--------|---|---|
| 🖘 Admin Links 🧄 | SMITH | Fdit Firm Ilser | ~ | | ľ | Û |
| Firm Information Firm Users | Test4 | Enter New Password | × _{in} | Active | ľ | Û |
| Attorneys | | New Password * | | Active | ľ | Ū |
| Payment Info v | Kanojia | Re-enter New Password * | ain | | ľ | Ū |
| Reports V | Foster | | Cancel Save | Active | ľ | |
| | attorneyLatestLN | Reset Password | Cancer Save | | Î | Ū |

Attorneys

Click on Attorney link under "Admin Links" section in left navigation tab to manage attorneys of firm. This will open list of attorneys as shown below.

| i2File™ | ∈ <u>@</u> <u>c</u> | <u>ick here</u> to file Criminal, DUI and Traffic filings (| for DuPage, DeKalb, Kendall and McHenry jurisdictions) | HD ~ |
|---------------------------------------|----------------------------|---|--|--------------------------|
| Your electronic path for filing cases | Manage | Attorneys | | |
| Workspace 🗸 | Q Filter By Sear | rch | | Add Attorney |
| 🖙 Admin Links 🗸 | | | | |
| 🖭 Payment Info 🖌 | First Name | La | st Name | Attorney Number |
| ☆ Reports 🗸 | Haresh | De | shai | 6244330 |
| 🕐 Help 🗸 🗸 | SMITH | JO | HN | 6244329 |
| | Test Atty | Tes | st Atty | 6244330 |
| | Manahar | Gu | rjar | 6244331 |
| | Ash | Kri | sten | 6244329 |
| | < 1 row selected | | Rows per p. | → age: 5 → 1–5 of 16 < > |
| | | | | |

Add Attorney

1. Click on "Add Attorney" button below the list of attorneys for adding an attorney in your firm.

| i2File™ | ÷ | Click here to file Criminal, DUI and Traffic fili | ngs (for DuPage, DeKalb, Kendall and McHenry juris | sdictions) | HD |
|---------------------------------------|---|---|--|------------------------|--------------|
| Your electronic path for filing cases | | Manage Attorneys | | | |
| Workspace V | | Q Filter By Search | | 1 | Add Attorney |
| Payment Info | | First Name | Last Name | Attorney Number | |
| 🛠 Reports 🗸 🗸 | | Haresh | Deshai | 6244330 | Î |
| Help | | SMITH | JOHN | 6244329 | |
| | | Test Atty | Test Atty | 6244330 | |
| | | Manahar | Gurjar | 6244331 | |
| | | Ash | Kristen | 6244329 | |
| | | 1 row selected | | Rows per page: 5 ▼ 1–5 | of 16 < > |

2.It will open a form for adding an attorney. Enter first name, last name and attorney number before clicking save button to add an attorney to a firm. If "Save Attorney as Firm User" check box is checked then attorney will also registered as firm user.

| 🚦 Workspace 🗸 | Q Filter By Search | | | | Add Attorney |
|---|----------------------------|----------------------------|-------------|--------------------|---------------|
| Admin Links Payment Info | Create Attorney | | | × Attorney Numbe | ır |
| 🛠 Reports 🗸 🗸 | First Name * First Name | Middle Name | Last Name * | \$244330 | , |
| 🕐 Help 🗸 🗸 | Attorney Number * | Save Attorney as Firm User | | 5244329 5244330 | |
| | | | Cancel | Save | |
| | Ash | Kristen | | 6244329 | • |
| | 1 row selected | | - | Rows per page: 5 💌 | 1–5 of 16 < > |

Update Attorney

1. Select an attorney from attorney list by clicking on it. This will open attorney information in edit mode as shown below.

| | | I row selected | | Rows per pag | e: 5 → 1–5 of 16 < > |
|------------------------|---|---------------------------|----------------------------|----------------------|----------------------|
| | | Kri | isten | 6244329 | 1 II . |
| | | | | Cancel Save | 1 |
| | | 0244330 | | | 1 |
| Help | ~ | Attorney Number * | Save Attorney as Firm User | | 1 |
| 🔅 Reports | ~ | First Name* Melisa | Middle Name A | Last Name " smith | 1 |
| Payment Info | ~ | Edit Attorney | | × | Action |
| 🗢 Admin Links | ~ | 100 | | | |
| VVorkspace | ~ | Q Filter By Search | | | Add Attorney |

2. For updating details of attorney, click on "Save" button after making necessary modifications.

| i2File™ | € | Click here to file Criminal, DUI and Traffic filings (for DuPage, DeKalb, Kendall and McHenry jurisdictions) | 6 | Attorney Notification X |
|---------------------------------------|---|--|---|---------------------------|
| Your electronic path for filing cases | | Manage Attorneys | | Selected Attorney updated |
| 🚦 Workspace 🗸 | | Q Filter By Search | | Add Attorney |
| 🗢 Admin Links 🗸 | | | | |

Remove Attorney

For removing an attorney from your firm, click on Delete icon under action column against the attorney you want to remove. It will show confirmation dialogue box.

| 🗢 Admin Links | ~ | | | | | | |
|---------------|---|----------------|-----------|------------------|-------------|---|-----|
| Payment Info | ~ | | Last Name | Attorney Number | Actio | n | |
| 🔅 Reports | ~ | | smith | 6244330 | Ø | | ^ |
| Help | ~ | | JOHN | 6244329 | ľ | Ū | |
| | | | Test Atty | 6244330 | ľ | Ū | |
| | | | Gurjar | 6244331 | ľ | Ū | |
| | | | Kristen | 6244329 | ľ | Ū | • |
| | | 4 | | | | | l ⊢ |
| | | 1 row selected | | Rows per page: 5 | ▼ 1–5 of 16 | < | > |

Payment Information

This section enables users to manage their payment accounts.

Payment Accounts

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You must have at least one Payment Account in order to be able to e-File. A new payment account can be created as and when it is needed using a credit card or debit card. Creating a Waiver Payment Account allows you to submit filings for indigent and other no-fee cases.

Click on Payment Accounts link under payment information section to open payment account list.

| i2File™ | ∈ | Click this icon to link Non- McHenry jurisdictions) | -EFM I2File user profile for filing documents in Criminal, DUI | and Traffic filings (for DuPage, DeKalb, Ko | endall and NS 🗸 |
|--|-------|--|---|--|-------------------------------------|
| Your electronic path for filing cases | | Manage Payment A | ccounts | | |
| 👪 Workspace 🗸 | | Q Filter By Search | | Add Pay | vment Account |
| 🛄 Payment Info 🖌 | | | | | |
| 🛠 Reports 🗸 🗸 | | Account Name | Account Type | Active | Act |
| 🕜 Help 🗸 🗸 | | CreditCard | Credit Card | Yes | l |
| | | Waiver Account | Waiver | Yes | l |
| | | 1 row selected | | Rows per page: 5 ▼ 1–2 | ▶ of 2 < > |
| Add Payment Acco | nent | t Account" button below | list of Payment accounts for adding a | a payment account. | b, Kendall and |
| Your electronic path for filing cases | | Manage Payment A | Accounts | | • |
| Workspace ~ | | Q Filter By Search | | Add | Payment Account |
| ✓ Reports ✓ | | Account Name | Account Type | Active | Act |
| 🕜 Help 🗸 🗸 | | CreditCard | Credit Card | Yes | 1 |
| | | Waiver Account | Waiver | Yes | 1 |
| | | 1 row selected | | Rows per page: 5 👻 | 1-2 of 2 < > |
| | | | | | |
| This document is the pregistered users and r | prope | erty of Conscisys Corporation her party. All screens, text ar | n. Information contained within this docu nd logos used herein are the copyrighted | ment is intended for the use property of Conscisys Corp | of <u>I2file.net</u> oration and |

There are three type of payment accounts.

- e-Check
- Credit Card
- Waiver

Steps for adding Waiver Type payment account

1. Enter Payment Account Name and Select Waiver in Payment Account Type Dropdown. Check the "Active" Checkbox and Click "Save" button to save payment account.

| Workspace | ~ | Q Filter By Search | | | | | Add Payme | nt Accou | nt |
|--------------|---|---------------------------|---------------------------------------|--------------------------------|------|----------------|--------------|----------|-----|
| Payment Info | ~ | | | | | | | | |
| 🚧 Reports | ~ | Account Name | Create Payment Accour | nt | × | Active | | | Act |
| 🕜 Help | ~ | CreditCard | Payment Account Name * Wavier Fees | Payment Account Type Waiver | • | Yes | | | ı |
| | | Waiver Account | Waiver Account Type Waiver | | | Yes | | | 1 |
| | | 1 row selected | | Cancel | Save | Rows per page: | 5 ▼ 1–2 of 2 | < | |
| | | | | | | | | | |

Steps for adding e-Check payment account

1. Enter Payment Account name and select e-Check in Payment Account type dropdown before clicking "Enter Bank Information" button.

| Workspace | ~ | Q Filter By Search | | | | | Add Payment Account |
|--|--------|------------------------------|--|--------------------------------------|------|----------------|-----------------------|
| Payment InfoReports | * * | Account Name | Create Payment Accour | nt | × | Active | Ac |
| 🕜 Help | ~ | CreditCard Waiver Account | Payment Account Name * Echeck Account | Payment Account Type Bank Account | • | Yes | 0 |
| | | < 1 row selected | Enter Bank Information | Cancel | Save | Rows per page: | → 5 → 1–2 of 2 < > |
| | | | | | | | |

2. You will be redirected to a page in another website as shown below. Select "e-Check" as the method of payment.

| Metho | d of Payment | |
|----------|--|---|
| Cree | dit Card | |
| • e-Cl | 1eck | |
| Account | at Holder Information | |
| Enter th | e information as it appears on the Account. The fields marked with | a red asterisk (*) are required fields. |
| | Account T | Type 🛛 🔻 * |
| | Account Num | nber * |
| | Routing Num | nher * Pouting Number Help |
| | Routing Num | |
| | Name on Acco | Dunt Maximum of 30 characters |
| | Address T | Type 🔹 US 🔍 Foreign |
| | Address Lin | ne 1 |
| | Address En | Street address, P.O. box, company name, c/o |
| | Address Lin | Anartment suite unit building floor etc |
| | (| City * |
| | e+ | tato |
| | | |
| | Zip Co | Code * |

3. Enter all required details and Click "Continue" button. It will take you to a verification screen as shown below.

| Billi | ing Detail | 1.000.000 |
|-----------------------------|--|---|
| | Account Type | Checking |
| | Account Number | 3214 |
| | Routing Number | admin |
| | Name on Account | KODERT |
| | Address Type | US |
| | Address Line 2 | 11,00 City |
| | City | London |
| | State | IL |
| | Zip Code | 68001 |
| Terr This Payn | ms and Conditions is a confidential and secure site that does not disseminate confidential information to third part ment button you are authorizing the processing of this transaction. | ies. The effective date of the payment is the date that it is submitted. By selecting the Process |

4. Click on "Save Information" button. You will be redirected to payment account list on successful addition.

Steps for adding Credit Card Type payment account

1. Enter Payment Account Name and select Credit Card as the Payment Account Type before clicking "Enter Credit Card Information" button.

| Workspace | ~ | Q Filter By Search | | | | | Add Paymen | at Account |
|------------------|---|---------------------------|---------------------------------------|-------------------------------------|------|----------------|--------------|------------|
| Payment Info | ~ | | | | _ | | | |
| 🛠 Reports | ~ | Account Name | Create Payment Accour | ıt | × | Active | | Act |
| Help | ~ | CreditCard | Payment Account Name * Credit Card | Payment Account Type Credit Card | - | Yes | | l |
| | | Waiver Account | Enter Credit Card Information | | | Yes | | l |
| | | 1 row selected | | Cancel | Save | Rows per page: | 5 👻 1–2 of 2 | < > |
| | | | | | | | | |

2. You will be redirected to a page on new website as shown below. Select Credit Card as the method of payment.

| Method of Payment | | | | |
|-------------------------------|--|---|---|--|
| Credit Card | | | | |
| e-Check | | | | |
| Cardholder Information | | | | |
| Enter the information as it a | ppears on the Cardholder Account. The fields man | ed with a red asterisk (*) are required fields. | | |
| | Card Type | MasterCard | | |
| | Card Number | 54545454545454 * | | |
| | Exp Month | 2 • • Exp Year 2018 • • | | |
| | CVV Code | 123 * CVV Help | | |
| | Name of Could | * | | |
| | Name on Card | Maximum of 30 characters | | |
| | Address Type | 🖲 US 🔘 Foreign | | |
| | Address Line 1 | | * | |
| | | Street address, P.O. box, company name, c/o | | |
| | Address Line 2 | | | |
| | city | Apartment, suite, unit, building, noor, etc. | * | |
| | City | | | |
| | State | * | | |
| | Zip Code | 8 | | |

3. Enter all required details and Click "Continue" button given below. It will take you to a verification screen as shown below.

| Card Type Card Number | | |
|--------------------------|-------------------|-------|
| Card Number | MASTERCARD | |
| | *******5454 | |
| Exp Date | 02/18 | |
| CVV Code | *** | |
| Name on Card | Robert | |
| Address Type | US | |
| Address Line 1 | 11,old City | |
| Address Line 2 | | |
| City | London | |
| State | IL | |
| Zip Code | 68001 | |
| | Paak Sava Informa | otion |
| | Dack Save morma | auon |

4. Click on "Save Information" button. You will be redirected to payment account list on successful addition.

| Your electronic path for filing o | cases . | Manage Payment Acc | counts | | | |
|--|---------|--------------------|--------------|------------------|---------------------|----------|
| WorkspacePayment Info | * * | Q Filter By Search | | | Add Payment | Account |
| ☆ Reports | ~ | | Account Type | Active | | Act |
| Help | ~ | Waiver Account | Waiver | Yes | | l |
| | | CreditCard | Credit Card | Yes | | 1 |
| | | 1 row selected | | Rows per page: | 5 ▼ 1–2 of 2 | • < > |
| | | | | . tono por pugo. | S TEOL | |

Delete Payment Account

1. Click on "Delete" icon in action column of payment account list to delete the selected payment account.

| Workspace | ~ | Q Filter By Search | | Add Payment Account |
|--------------|---|---|---------------------|-----------------------------------|
| Payment Info | ~ | the second second second second second second second second second second second second second second second se | | |
| 🗱 Reports | ~ | Delete Confirmation | × | Action |
| Help | Y | Ū | | / 0 |
| | | Are you sure want to remo | ve Payment Account? | / 1 |
| | | 1 row selected | Delete | Rows per page: 5 		 1−2 of 2 		 > |
| | | | | |

Account Settings

User can edit profile details, change password or manage notification email preferences through account settings menu highlighted below.

| i2File™ | Click this icon to link Non-EFM 12File user profile for filing docur and McHenry jurisdictions) | ments in Criminal, DUI and Traffic filings (for DuPag | e, DeKalb, Kendall NS 🗸 |
|---|--|---|---|
| Your electronic path for filing cases | Dashboard | | Edit ProfileManage Notifications |
| Workspace 🗸 | Filing | | Change password |
| 🕒 Payment Info 🗸 | Select what you want to do from below options | | Logout |
| 🚧 Reports 🗸 🗸 | | My Drafts | Pending |
| 🕜 Help 🗸 🗸 | Start a File on Existing Case | Manage Your Service Contacts | Transaction Report |
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| permission. ©Conscisy | vs Corporation 2007- 2024 | | 65 |

My Profile

1. Click on My Profile link under account settings menu, to display profile details as shown below.

| i2File™ | Click this icon to link Non-EFM I2File user profile for filing documents in Criminal, DUI and Traffic filings (for DuPage, DeKalb, Kendall and NS V |
|---|---|
| Your electronic path for filing cases | My Profile |
| Workspace Payment Info | First Name* Nitya |
| Reports Help Help | Middle Name Last Name* Shah |
| | Email Address* temeroj174@huizk.com Cancel Save |

2. Modify any information if needed and click on save button to save the changes.

| i2File™ | Click this icon to link Non-EFM I2Fil | le user profile for filing documents in Criminal, DUI and Traffic filings (for DuPage, DeKalb, Kendall and My Profile Notification X |
|---------------------------------------|---------------------------------------|---|
| Your electronic path for filing cases | My Profile | Profile Updated Successfully. Your changes will be visible next time you log in. |
| Workspace ✓ ■ Payment Info ✓ | | First Name " Nitya |
| ✓ Reports ✓ | | Middle Name |
| 🕜 Help 🗸 🗸 | | Last Name * Shah |
| | | Email Address * temeroj 174@huizk.com |
| | 7 x | Cancel Save |

Manage Notifications

It enables user to configure list of notification emails that user would like to receive.

1. Click on Manage Notification under Account settings.

| i2File™ | Click here to file Criminal, DUI an | d Traffic filings (for DuPage, DeKalb, Kenda | II and McHenry jurisdictions) | GS 🗸 |
|---------------------------------------|---|--|-------------------------------|------|
| Your electronic path for filing cases | Manage Notifications | | | |
| Workspace 🗸 | Email Notifications | | | |
| 🖭 Payment Info 🗸 | Select the email notifications that you wish to rec | eive | | |
| ☆ Reports 🗸 | Filing Accepted | Filing Rejected | Service Undeliverable | |
| A Help | Filing Submitted | Filing Submission Failed | Filing Receipted | |
| | Filing has been returned for correction | Account has been locked | Submitted Bulk Summary | |
| | | | 1 | |
| | | Cancel | | |

2. If you want to stop any one or all notification emails, uncheck the relevant checkboxes and click on Save Button.

| i2File™ | Click here to file Criminal, DUI and Traffic filings (for DuPage, DeKalb, Kendall and McHenry jurisdictions) | | | |
|---------------------------------------|--|--------------------------|-----------------------------------|--|
| Your electronic path for filing cases | Manage Notifications | | Subscription updated successfully | |
| 🖬 Workspace 🗸 | Email Notifications | | | |
| 🖳 Payment Info 🗸 | Select the email notifications that you wish to re- | ceive | | |
| ở Reports ✓ | Filing Accepted | Filing Rejected | Service Undeliverable | |
| | Filing Submitted | Filing Submission Failed | Filing Receipted | |
| | Filing has been returned for correction | Account has been locked | Submitted Bulk Summary | |
| | | | | |
| | | Cancel | | |

Change Password

Follow below steps for changing your password

1. Click on Change Password under Account settings.

| <u>i2File</u> ™ | Click this icon to link Non-EFM 12File McHenry jurisdictions) | e user profile for filing documents in Criminal, DUI and Traffic filings (for DuPage, DeKalb, Kendall and NS) | ~ |
|--|--|--|-----|
| Your electronic path for filing cases | Change Password | | |
| WorkspacePayment InfoReportsHelp | | Old Password* New Password* Re-enter New Password* Security Question* What is your pet name Security Answer* flora Cancel Save | - |
| | | | |
| | Copyright © 2007 - 2024 | 4 Conscisys Corporation Powered by Conscisys | |
| 2. Enter Old P Notification | assword, New Password, Confirm N n Message will be displayed once th | New Password, Security Answer and click "Save" button. | |
| | Click this icon to link Non-EFM 12File | e user profile for filing documents in Criminal, DUI and Traffic filings (for DuPage, DeKalb, Kendall and | |
| Your electronic path for filing cases | Change Password | Change Password Notification X Password changed successfully | |
| Image: Workspace✓Image: Payment Info✓Image: Paym | | Old Password * New Password * Re-enter New Password * Security Question * What is your pet name Security Answer * | |
| | | flora | |
| | | Cancel Save | |
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