How to Place an Illinois Court eFiling Order

You can eFile with the courts in all 102 Illinois counties through the portal, for a new case or a case that is already open.

Start here

LOG IN TO THE PORTAL →

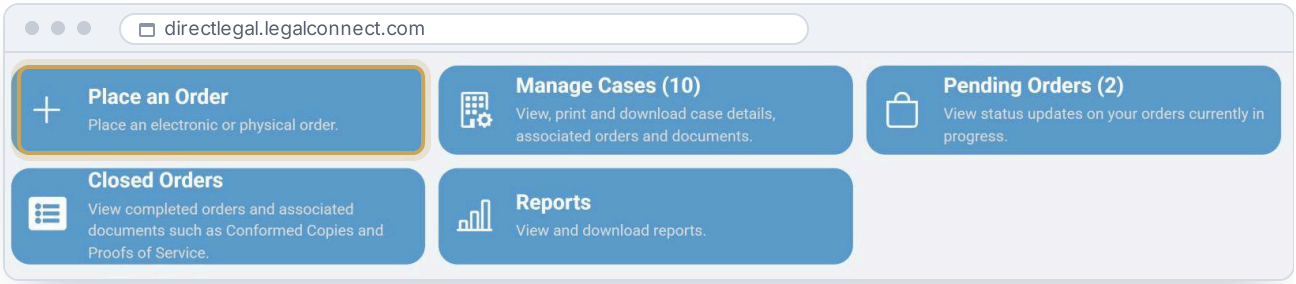
Or go to **directlegal.legalconnect.com** and log in with your email address and password. Use a current version of Chrome, Edge, Firefox or Safari. New to the portal? See our **Creating a New Account** guide.

What you will need

- Your documents as text searchable PDF files, one file per document
- The county and court where you are filing
- The case category and case type
- The names of the parties and attorneys

1 Click Place an Order

Log in to your account. On your dashboard, click **Place an Order**.



2 Choose eFiling, Illinois and the county

In **What would you like us to do?**, select **eFiling** (1). Under **Select State**, choose **Illinois**, then choose the county in **Select County** (2).

Under **Select Filing Type**, choose **Case Initiation** to open a new case, or **Subsequent Filing** for a case that is already open (3). In **Select Jurisdiction**, choose the court (4). In Cook County, the list shows each division and district, such as Law, Chancery, Domestic Relations, Municipal Civil and Probate.

Want us to serve the documents after they are filed? Choose **Yes** for **Serve after filing** (5). This creates a filing order and a service order at the same time. Click **Next**.

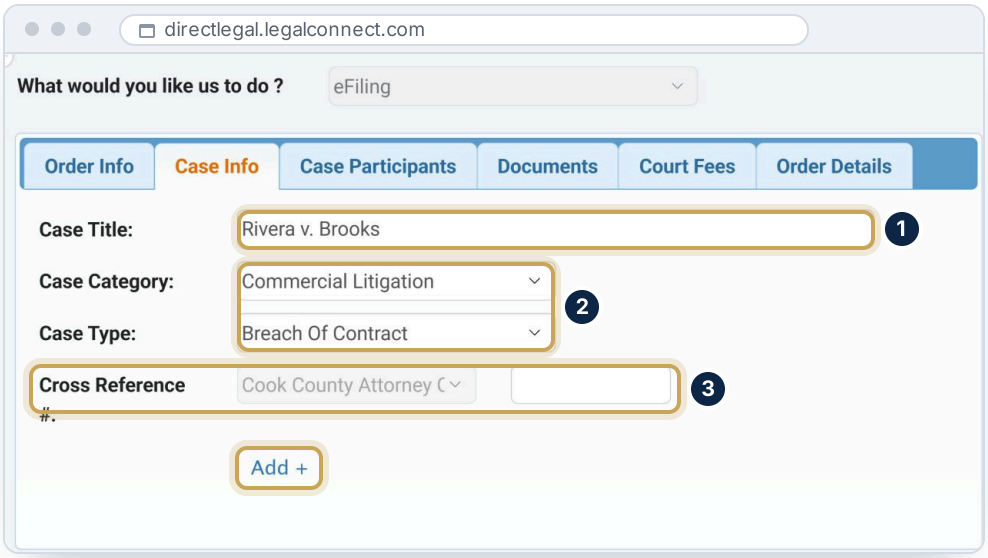


Filing in an existing case: When you choose Subsequent Filing, the form asks whether to **eServe Case Participants** instead of Serve after filing. In Cook County, the court list for an existing case also includes the criminal courts.

3 Enter the case information

On the **Case Info** tab, enter the **Case Title** (1). Then choose the **Case Category** and **Case Type** (2).

For some case types, a **Cross Reference** line appears under Case Type (3). Choose the cross reference type and enter the number. In Cook County, for example, many case types need your 5 or 6-digit **Cook County Attorney Code**; if the party is self-represented, enter **99500**. Click **Add +** to add another cross reference. Click **Next**.



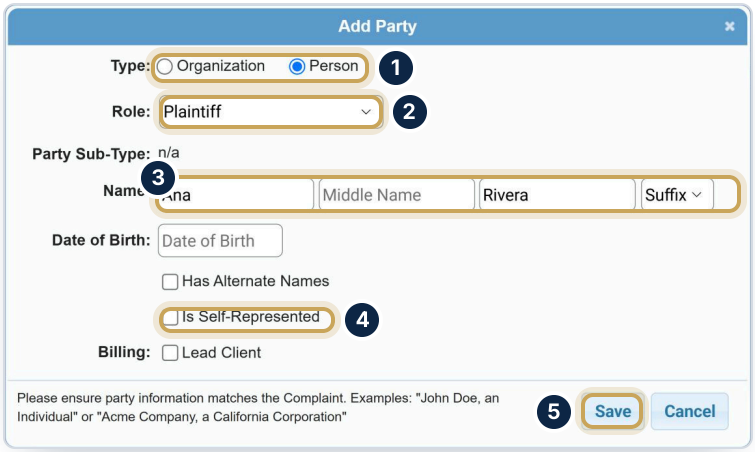
4 Add the case participants

On the **Case Participants** tab, click **Add Party** or **Add Attorney** to add each party and attorney. The portal checks that your filing includes all the parties the court requires.



4A Enter each party

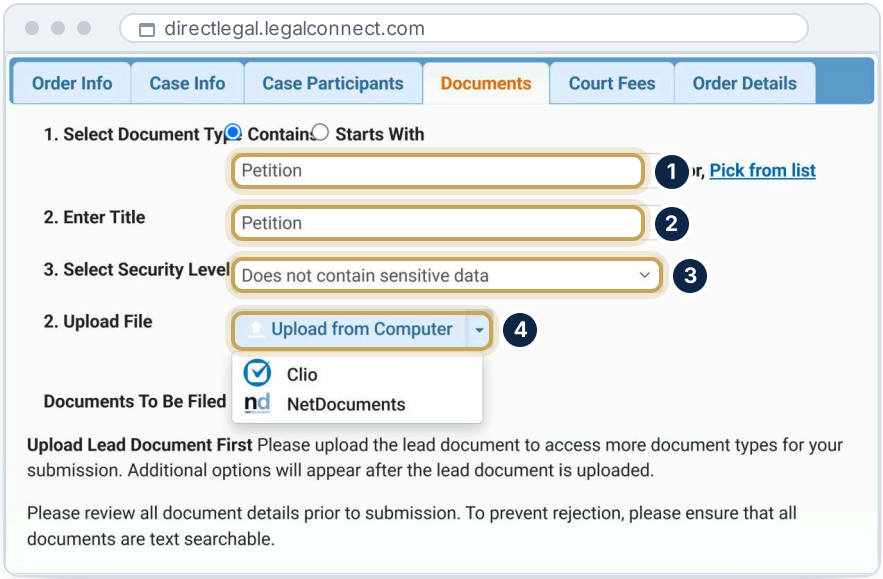
In the **Add Party** window, choose **Organization** or **Person** (1) and the **Role** (2), and enter the **Name** (3). Make sure the party information matches the complaint. If the party has no attorney, check **Is Self-Represented** (4) and enter their address, phone number and email address. Click **Save** (5).



Attorney or self-represented party: The court needs at least one attorney or one self-represented party on the case.

5 Attach your documents

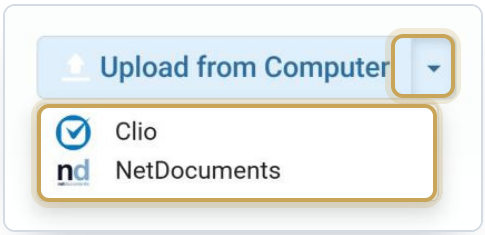
On the **Documents** tab, search for the document type, or click **Pick from list** to see the available documents (1). Check the **Title** (2) and, if the court asks for one, choose a **Security Level** (3). Then click **Upload from Computer** and choose the file (4). Repeat for each document.



Example screen from a Texas eFiling. Your screen lists the document types for the Illinois court you chose.

> **Upload the lead document first:** Upload the main document in the filing, such as the complaint, before the others. More document types appear in the list once the lead document is uploaded.

5A Or upload from Clio or NetDocuments



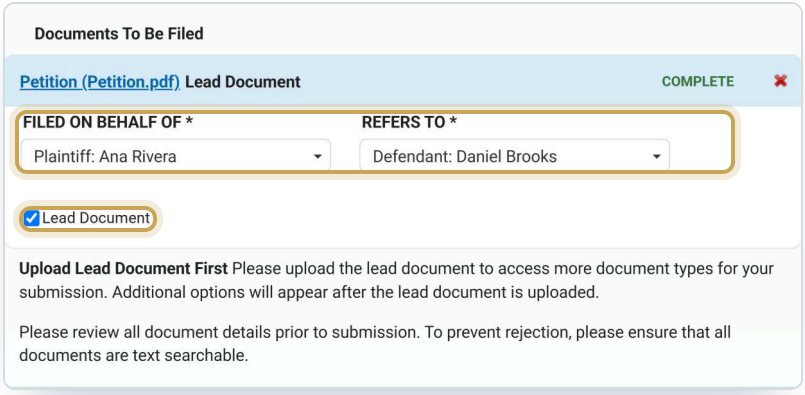
If your firm keeps its files in **Clio** or **NetDocuments**, you can attach the document from there instead of from your computer. Click the arrow next to **Upload from Computer** and choose **Clio** or **NetDocuments**. Sign in if asked, then pick the file.

For the full steps, see Using Clio with Direct Legal Support or Using NetDocuments with Direct Legal Support.

6 Fill in the document details

Your files are listed under **Documents To Be Filed**. For each document, fill in the fields marked with an asterisk, such as **FILED ON BEHALF OF** and **REFERS TO**. If the court needs more information about a document, you are asked for it here.

Check **Lead Document** on the main document in the filing. Click **Next**.



Avoid a rejection: Review all the document details before you submit, and make sure every document is text searchable.

7 Review the court fees

The **Court Fees** tab lists the fees for the documents you selected, including the eFiling system's fee, and the **Total Estimated Court Fees** (1). Make sure every fee that applies is selected, because the court may reject the filing if the correct fees are not listed. Click **Add Additional Services and Fees** to add one (2).

Under **Authorize Direct Legal Support to pay court fees**, choose **Yes**, or choose **Submit as Fee Waiver** (3). Click **Next**.

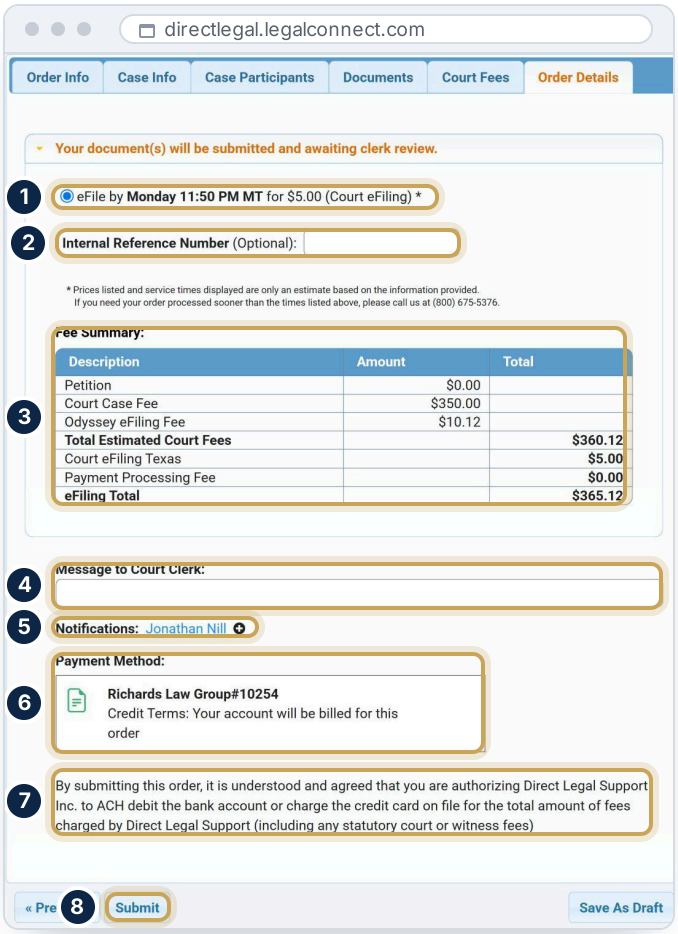


Example screen from a Texas eFiling. Your screen lists the fees for the Illinois court you chose.

8 Review your order and submit

On the **Order Details** tab, a notice says your documents will be submitted and awaiting clerk review. Choose the service level (1) and, if your firm tracks orders with its own number, enter it in **Internal Reference Number** (2). The **Fee Summary** lists the court fees, the eFiling system's fee, our eFiling fee and the total (3).

Type any **Message to Court Clerk** (4). **Notifications** shows who gets status updates about this order (5), and **Payment Method** shows how the order will be paid (6). By submitting, you authorize Direct Legal Support to charge the fees for the order to your account's payment method on file (7). Click **Submit** to place your order (8).

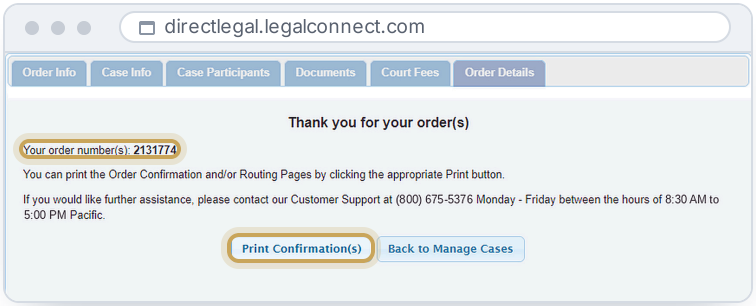


Example screen from a Texas eFiling. Your screen lists the fees and service levels for the Illinois court you chose.

> **Notifications:** You are listed by default. To add others, click the **+** icon next to the name, open the list and check each person who should get status updates.

9 Get your confirmation

Your order number appears to confirm that the order was placed. Click **Print Confirmation(s)** to keep a record of your order.



Illinois eFiling questions

Can I file in new and existing cases?

Yes. Choose **Case Initiation** to open a new case, or **Subsequent Filing** for a case that is already open.

Which courts can I file with?

All 102 Illinois counties. After you choose the county, **Select Jurisdiction** lists that county's courts. In Cook County, choose the division and district, for example Cook County, Law, District 1, Chicago.

What does Serve after filing do?

Choosing **Yes** creates a filing order and a service order at the same time, so we can serve the documents after they are filed.

Why do some screens in this guide look different from mine?

The Order Info and Case Info screens in steps 2 and 3 are from an Illinois order. The screens in the later steps are examples from a Texas eFiling, so the case types, document types and fees on your screen match your Illinois court instead.

After you order

- Follow your eFiling under **Pending Orders** on your dashboard
- Find completed orders and their documents under **Closed Orders**

Good to know

Illinois rules and rates: see directlegal.com/illinois-court-efiling.

Need it sooner than the times shown? Call us at (800) 675-5376 before you place the order.

Questions? We're here to help.

Call our Litigation Division Monday to Friday, 8:30 a.m. to 5:00 p.m. Pacific, or email info@directlegal.com. Ready to order? Log in to the portal.

(800) 675-5376