

File & Serve *Illinois*™

USER GUIDE
New Case Filing



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File & Serve *Illinois* has many resources available to address your questions and concerns:

- **File & Serve *Illinois* Client Support** is available to assist you 24/7/365. You can contact Client Support at 888.529.7587
- **File & Serve *Illinois* Resource Center** is available with How-To Guides, registration for Live Webinars, viewable On-Demand videos, and much more! Please [visit https://www.fileandservexpress.com/resources/](https://www.fileandservexpress.com/resources/) for more information.

NEW CASE FILING OVERVIEW

The File & Serve *Illinois* User Guide provides a convenient source of information to help you efficiently eFile into an existing case.

Before You Begin

1. Refer to the appropriate court rules on electronic filing prior to using File & Serve *Illinois* to ensure that you are in compliance with local requirements.
2. Check our minimum system requirements to be sure your computer is correctly configured for using File & Serve *Illinois*.
3. If you need assistance, call our Client Support line at 1-888-247-2051. They are available to help you 24/7/365.

File & Serve *Illinois*[™]
Logging in to File & Serve *Illinois*

Email

Password

Login

[Forgot Password](#) | [Register Now](#)

1. Open IE, Chrome, or Firefox go to www.fileandserveillinois.com.
2. Enter your Username and Password and click **Login**.
3. **If you do not have a Username/Password, please contact your Firm Administrator.**

GETTING STARTED

1. Access the File & Serve *Illinois* login page via www.fileandserveillinois.com
2. Enter your Username/Password and click “**Login**”.

File & Serve *Illinois*™

Resources Support Need to eFile out of state?

WELCOME TO eFILING AND eSERVICE IN

Illinois

File & Serve *Illinois*™

* Required field.

Email *

Password *

Login

[Forgot Password](#) | [Register Now](#)

FSX Support Center

Our team of eFiling experts is available around the clock to assist you!

[1-888-529-7587](tel:1-888-529-7587) support@fileandserve.com [Chat Online](#)

GETTING STARTED *(continued)*

- Once you are logged into your account, you will be taken to Case Details page to begin your filing. The 5 steps to complete and submit a filing will be displayed. Or, you will be taken to the Incomplete Filings page if you have any unfinished filings to complete and submit.
- You may begin the new filing by entering the information into the fields. Or, if you are on the Incomplete Filings page, or the Completed Filings page you can, (a) select “Submit a New Filing” from the Filing drop-down menu, or (b) select the “+New Case” button. Both will take you to the Case Details page to begin the filing. Please see next slide for screen shots.

File & Serve Illinois™ Admin 0730

Inbox Filing Firm Admin

Case Details

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

* indicates a required field.
Please note that the context of the page and the options available to you can change based on your selections.

Is this filing for an existing case? *
No

Jurisdiction * Preferred list Full list
No Jurisdiction selected

Case Category *
No Case Category selected

Case Type *
No Case Type selected

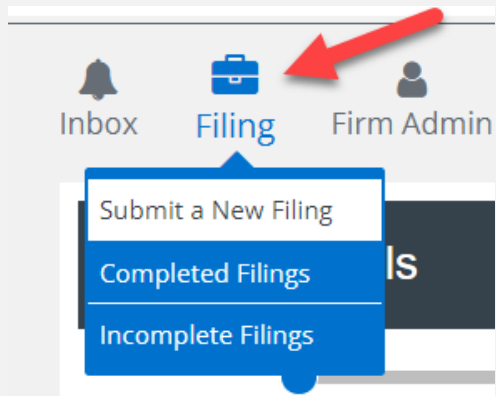
Payment Account *
No Payment Account selected

Attorney
No Attorney selected

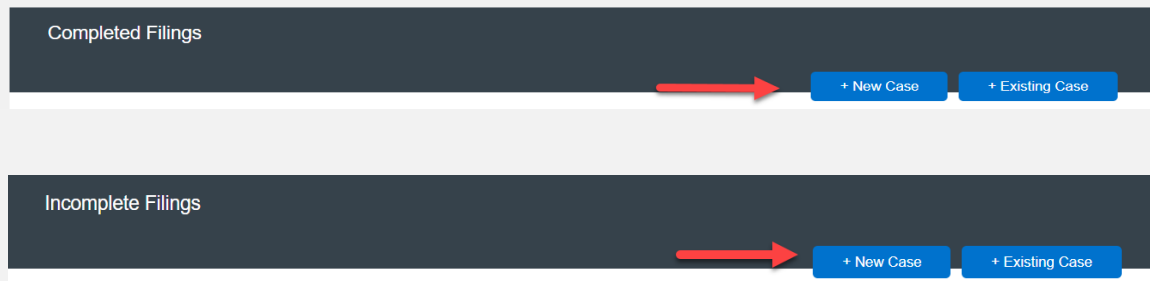
Client Matter ID *

Next

GETTING STARTED *(continued)*



If you are on the Incomplete, or Completed, Filings page you can begin a filing by clicking on the Filing drop-down menu and selecting “Submit a New Filing”, or clicking the “+New Case/+Existing Case.”



FILING A NEW CASE:

Step 1 – Case Type

To file a new case using File & Serve Illinois, follow these steps:

1. Leave the selection as “No” for the question, “Is this filing for an existing case?”.
2. Select the Jurisdiction. **Note:** You can type into this field.
3. Select the Filer Type.
4. Select the Case Category.
5. Select the Case Type.
6. Payment Account: This will be auto-populated to the default payment account chosen by your Firm Administrator. If you need to select Waiver, please click on the drop-down menu and make the selection. If you do not see a “Waiver” option, please contact your Firm Administrator. See screen shots on next slide.
7. Select the Attorney that will be authorizing this transaction.
8. Enter your Client Matter ID.
9. Click “Next”

Case Details

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

* indicates a required field.
Please note that the context of the page and the options available to you can change based on your selections.

Is this filing for an existing case? *
No

Case Type *
Partnership Dissolution (\$326.00)

Jurisdiction * Preferred list Full list
Alexander County

Case Category *
Chancery

Payment Account *
Mastercard Account

Attorney
QA Ben

Client Matter ID *
3029.145

Next

FILING A NEW CASE:

Step 2 – Parties

File & Serve *Illinois* will tell you which party types are required for your case. Follow the steps below to add the parties:

1. In the "Party Type" column, click the party type "Add a Plaintiff/Petitioner"
2. Since this is a new case filing, the "Total Case Parties" will be listed as "0" until parties are added.

Case Details

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

* indicates a required party.

List of Parties
Total Case Parties: 0

Search by Party Name

Sending Party	Party Type	Party Name	Lead Attorney	Additional Attorneys	Actions
	Add a Defendant/Respondent *	←			
	Add a Plaintiff/Petitioner *	←			

At least one of each Required Party must be added.

FILING A NEW CASE:

Step 2 – Parties *(continued)*

3. A new screen will pop-up.
4. Select “**Party Type**” from the drop-down menu. **Note:** *Party Types with an “*” are required in that jurisdiction.*
5. Select the radio button if the party (e.g., Plaintiff) is a “**Person**” or an “**Organization.**”
6. Select the radio button whether the party is your client or not by selecting “**Yes**” or “**No**”.
7. Enter the party’s First Name, Last Name. **Note:** Only the party name is mandatory. You can add information into the Address and Phone No. fields at your discretion.
8. Click “**Add Party**” to add the party to the List of Parties.
9. Walk through these steps for all remaining parties until complete.

(see next slide)

FILING A NEW CASE: Step 2 – Parties (continued)

Add a Party

Party Type (Required) Lead Attorney Additional Attorneys

Person Or Organization Person Organization Is this your client Yes No

First Name (Required) Middle Name Last Name (Required)

Address Line 1

Address Line 2

City State Zip Code

Phone Number Date Of Birth

FILING A NEW CASE:

Step 2 – Parties *(continued)*

10. Your List of Parties (Party Type/Name) will be displayed, including the “**Total Case Parties**”.
11. Select the **Sending Party** for this envelope by checking the appropriate box.
12. Click “**Next**” to move to Step 3-Documents or on the tab, “**Step 3-Documents.**”

Case Details

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

* Indicates a required party.

List of Parties
Total Case Parties: 2

Search by Party Name

Sending Party	Party Type	Party Name	Lead Attorney	Additional Attorneys	Actions
<input type="checkbox"/>	Plaintiff/Petitioner	John Smith	QA Ben		<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="checkbox"/>	Defendant/Respondent	Susan Jones			<input type="button" value="Edit"/> <input type="button" value="Delete"/>

At least one of each Required Party must be added.

FILING A NEW CASE:

Step 3 – Documents

When uploading documents, filers can Drag and Drop as many documents as needed. After you have located the documents on your computer, highlight or check the box to the left of the documents you wish to attach. Next, simply drag the files into the box where the system indicates (outlined below in Red). Once your documents are uploaded, select your filing code and document category before saving. If the court allows for it, you will also be able to drag and drop attachments.

Case Details

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

Filing Type
File and Serve

Documents to File

Choose Lead Documents or drag them in here
pdf|rtf|doc|docx

0 Bytes
Max Envelope Size: 150 MB
0 Lead Document(s)

Filing Code	Filing Type	File Size	Description
Add/Manage Document(s)			

* indicates a required field.

Note to Clerk (Optional - Maximum 200 characters)

Responsible for Filing Fees *

Select Responsible Party

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

example@example.com, example@example.com

Return Date Not available for selected jurisdiction.

Back Next

Documents to File

54.22 KB
Max Envelope Size: 150 MB
2 Lead Document(s)

Choose Lead Documents or drag them in here

Complaint.pdf
Size: 27.11 KB

Filing Code*
Select Filing Code

Filing Description (Maximum 200 characters)*
Complaint

Document Category*
Select Document Category

+ Optional Services

Summons.pdf
Size: 27.11 KB

Filing Code*
Select Filing Code

Filing Description (Maximum 200 characters)*
Summons

Document Category*
Select Document Category

+ Optional Services

Discard Changes Save Changes

FILING A NEW CASE:

Step 3 – Documents *(continued)*

Before moving to the next step, you will have the option to enter a note to clerk if desired.

13. Select the party responsible for filings fees.

14. Enter the email address(es) of legal team members you wish to receive a “Courtesy Notification of Acceptance”.

Case Details

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

Filing Type
File

Documents to File

Choose Lead Documents or drag them in here pdf/ rtf/ doc/docx

54.22 KB
Max Envelope Size: 150 MB
2 Lead Document(s)

Filing Code	Filing Type	File Size	Description
Complaint	File	27.11 KB	Complaint
Summons (Issued)	File	27.11 KB	Summons

Add/Manage Document(s)

* indicates a required field.

Note to Clerk (Optional - Maximum 200 characters)

Responsible for Filing Fees *

Select Responsible Party

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

Return Date Not available for selected jurisdiction.

Back Next

Note: Only the Lead Document will be displayed, including the Filing Code, Filing Type, and (Filing) Description. You can edit the Lead Document and its Attachment by clicking "Add/Manage Document(s)".

FILING A NEW CASE:

Step 3 – Documents *(continued)*

- After clicking Next, since this is a **File Only** transaction you will move to Step 5 Review & Submit.

Printable Version

Case Type ✎

Jurisdiction: Alexander County	Case Category: Chancery
Case Type: Partnership Dissolution	
Payment Account: Mastercard Account	Attorney: QA Ben
Client Matter ID: 3029.145	

Case Cross Reference Numbers ✎

Cross Reference Number	Cross Reference Type

Parties 2 ✎

Sending Party	Party Type	Name	Address	Lead Attorney	Additional Attorneys
<input checked="" type="checkbox"/>	Plaintiff/Petitioner	John Smith		QA Ben	
	Defendant/Respondent	Susan Jones			

FILING A NEW CASE:

Step 5 – Review & Submit

To review the envelope details prior to submitting to the court using File & Serve *Illinois*, follow these steps:

1. Using your scroll bar, review each section.
2. If you find a mistake in a section, click on the “pencil” icon to edit that section.
3. The Document section will display the Lead Document(s), its Attachment(s), the original format(s), converted format(s) (if applicable), the “Accepted Notifications”, and any Filing Code fees.

Review & Submit Printable Version

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

Case Type ✎

Jurisdiction: Alexander County	Case Category: Chancery
Case Type: Partnership Dissolution	
Payment Account: Mastercard Account	Attorney: QA Ben
Client Matter ID: 3029.145	

Case Cross Reference Numbers ✎

Cross Reference Number	Cross Reference Type
------------------------	----------------------

Parties 2 ✎

Sending Party	Party Type	Name	Address	Lead Attorney	Additional Attorneys
<input checked="" type="checkbox"/>	Plaintiff/Petitioner	John Smith		QA Ben	
<input type="checkbox"/>	Defendant/Respondent	Susan Jones			

FILING A NEW CASE:

Step 5 – Review & Submit *(continued)*

- 4. Make sure the correct party is listed next to the “**Responsible for Filing Fees**” section.
- 5. All fees associated with the transaction will be listed for your review.
- 6. You can print the envelope details by selecting “**Printable Version.**”
- 7. You must select “**Submit**” for immediate filing to the court.

Review & Submit [Printable Version](#)

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

Case Type

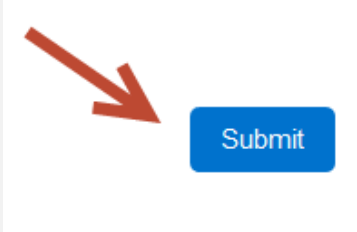
Jurisdiction: Alexander County	Case Category: Chancery
Case Type: Partnership Dissolution	
Payment Account: Mastercard Account	Attorney: QA Ben
Client Matter ID: 3029.145	

Case Cross Reference Numbers

Cross Reference Number	Cross Reference Type
------------------------	----------------------

Parties 2

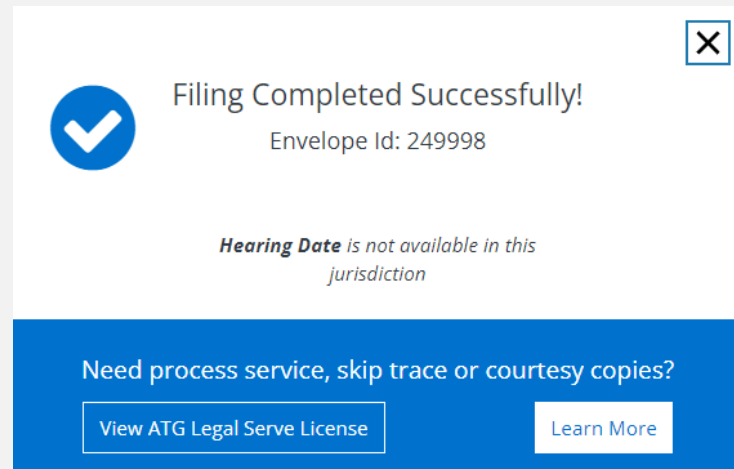
Sending Party	Party Type	Name	Address	Lead Attorney	Additional Attorneys
<input checked="" type="checkbox"/>	Plaintiff/Petitioner	John Smith		QA Ben	
<input type="checkbox"/>	Defendant/Respondent	Susan Jones			



FILING A NEW CASE:

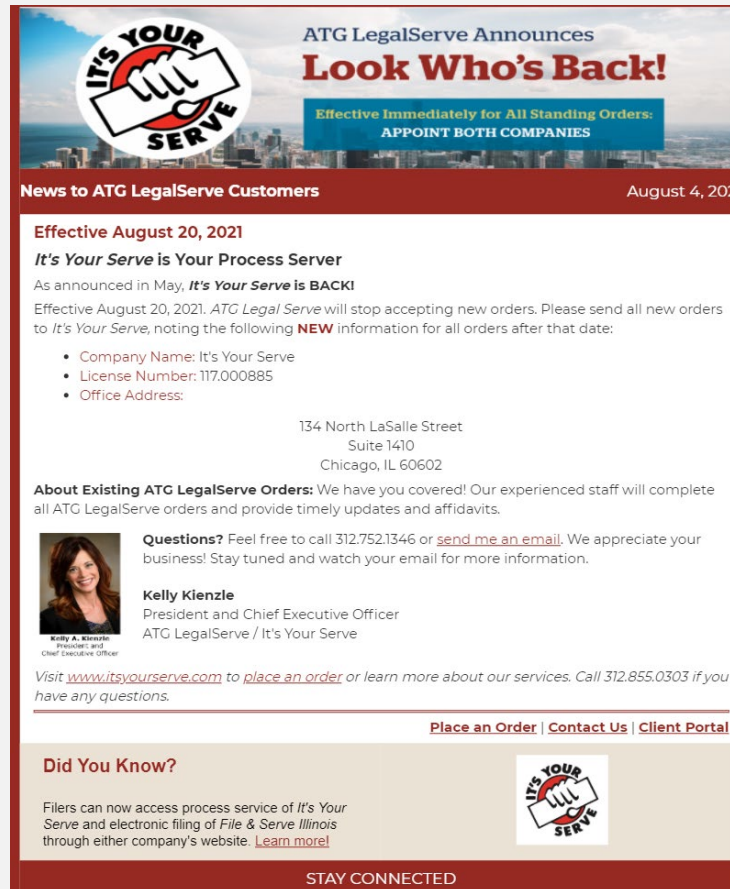
Step 5 – Review & Submit

8. After you click “**Submit**,” you will receive the following message with your envelope ID. Please refer to the next slide for more information on the “process service, skip trace or courtesy copy” noted in the envelope ID message.



FILING A NEW CASE: Completed Filings

1. On the Completed Filings page, and in the envelope ID message; links are displayed for you to select, if needed, “process service, skip trace, or courtesy copy for the judge(s). When selected, a new tab in the browser will display It's Your Serve.



IT'S YOUR SERVE

ATG LegalServe Announces
Look Who's Back!

Effective Immediately for All Standing Orders:
APPOINT BOTH COMPANIES

News to ATG LegalServe Customers August 4, 2021

Effective August 20, 2021
It's Your Serve is Your Process Server

As announced in May, **It's Your Serve is BACK!**

Effective August 20, 2021, ATG Legal Serve will stop accepting new orders. Please send all new orders to *It's Your Serve*, noting the following **NEW** information for all orders after that date:

- Company Name: It's Your Serve
- License Number: 117.000885
- Office Address:

134 North LaSalle Street
Suite 1410
Chicago, IL 60602

About Existing ATG LegalServe Orders: We have you covered! Our experienced staff will complete all ATG LegalServe orders and provide timely updates and affidavits.

Questions? Feel free to call 312.752.1346 or [send me an email](#). We appreciate your business! Stay tuned and watch your email for more information.

Kelly Kienzle
President and Chief Executive Officer
ATG LegalServe / It's Your Serve


Kelly A. Kienzle
President and
Chief Executive Officer

Visit www.itsyourserve.com to [place an order](#) or learn more about our services. Call 312.855.0303 if you have any questions.

[Place an Order](#) | [Contact Us](#) | [Client Portal](#)

Did You Know?

Filers can now access process service of *It's Your Serve* and electronic filing of *File & Serve Illinois* through either company's website. [Learn more!](#)



STAY CONNECTED

FILING A NEW CASE: Completed Filings

2. The system will redirect you to your **Completed Filings** tab and your filing will be added to the list of completed filings.
3. You will be able to view the Transaction Summary by clicking on the **“eyeball”** icon next to the envelope under **“Search Results.”** You will be able to print the Transaction Summary.
4. Until the court clerk Accepts, Rejects, or Returns the envelope, you can cancel it. Click on the **“X”** next to the transaction to **“Cancel entire Envelope”**.

Completed Filings

+ New Case + Existing Case

Please note that the context of the page and the options available to you can change based on your selections.

Report Type: Report Type
Jurisdiction: Select a Jurisdiction
From Date (mm/dd/yyyy): mm/dd/yyyy
To Date (mm/dd/yyyy): mm/dd/yyyy
Sort By: Sort By
Filing Type: Filing Type
Case Category: Case Category
Filing Code: Filing Code
Case Number: Case Number
Envelope ID: Envelope ID
Filing Status: Filing Status

Go Clear All

Search Results

Need process service, skip trace or courtesy copies?

Show 25 filings per page Search

Envelope ID	Case Name	Case Number	Jurisdiction	Date Filed	Submitted By	Action
249998			Alexander County	10/19/2021	Admin 0730	

Clicking the “X” will cancel the envelope so you can start over.

FILING A NEW CASE:

Completed Filings *(continued)*

5. Once the clerk accepts your filing, you will see a “+” icon next to the transaction and a green check mark next to your envelope number. You can click on the “+” sign going forward to e-file/e-serve into the now existing case.
6. You can search for a case by entering a partial case name or jurisdiction under “Search”. You can also limit the number of envelopes you see under the “Show” feature.

Note: The search bar in the Incomplete and Completed Filings page does not recognize a search using the combination of three special characters – colon (:), double quote (“), and question mark (?). Some jurisdictions will not allow the case name to be populated and will be “blank” as shown below.

Search Results

Need [process service](#), [skip trace](#) or [courtesy copies](#) ?

Show filings per page

Envelope ID	Case Name	Case Number	Jurisdiction	Date Filed	Submitted By	Action
248385	1 PERSON Vs. ORGANIZATION	2021CH00922	Cook County - Chancery - District 1 - Chicago	10/05/2021	Admin 0730	
248374	1 PERSON Vs. ORGANIZATION	2021CH00922	Cook County - Chancery - District 1 - Chicago	10/05/2021	Admin 0730	
248369	1 PERSON Vs. ORGANIZATION	2021CH00922	Cook County - Chancery - District 1 - Chicago	10/05/2021	Admin 0730	

LOCATING YOUR FILE-STAMPED DOCUMENT

Step In File & Serve Illinois

Once you receive the Accepted notification from eFile Illinois, you will be able to view your file-stamped document within File & Serve *Illinois*. Please follow these steps using File & Serve *Illinois* to locate:

1. Go to your **Completed Filings** page.
2. Find the recently accepted transaction.
3. Click on the “**eyeball**” icon.
4. Scroll down to the Documents section and find the “**Stamped Document**” column.
5. The link to your file-stamped document will be there. This link will remain available for viewing at any time.

Documents									
Status	Filing Code	Filing Description	Original Document	Converted Document	Stamped Document	Optional Services	Document Category	Document Description	Fees
Accepted 04/19/2017 01:21:43 P M	Complaint (Lead Document) Note to Clerk:	Complaint	Generic Sample Complaint.pdf		Generic Sample Complaint.pdf		Non-Confidential	Complaint	\$ 0.00



REVIEWING YOUR TRANSACTION SUMMARY

1. You will be able to print the transaction summary for your records by clicking, “Printable Version”.
2. Users can edit and update the client matter number on a filing after it has been submitted.



The screenshot shows a transaction summary page. At the top right, there is a dark blue button labeled "Printable Version" with a printer icon. A red arrow points to this button. Below the button is a close button (X). The main content area is divided into sections. The first section is a blue header "Envelope ID:248374". Below that is another blue header "Case Type". The "Case Type" section contains a table with the following information:


Jurisdiction: Cook County - Chancery - District 1 - Chicago	Case Category: General Chancery
Case Type: Accounting	
Payment Account: Mastercard Account	Attorney: att att
Case Number: 2021CH00922	Request Hearing Date
Client Matter ID: 1 ✎	Date Filed: 10/05/2021 03:48:27 PM

The "Client Matter ID" field is highlighted with a red box. Below the "Case Type" section is another blue header "Case Cross Reference Numbers". This section contains a table with the following information:

Cross Reference Number	Cross Reference Type
11111	Cook County Attorney/Self-Represented Litigant Code

REVIEWING YOUR TRANSACTION SUMMARY *(continued)*

- You will also be able to view the **clerk's comments** under the Documents section.

Documents									
Status	Filing Code	Filing Description	Original Document	Converted Document	Stamped Document	Optional Services	Document Category	Document Description	Fees
Rejected 06/16/2017 11:52:06 AM	Service Document Clerk Comments  Filing Review Comments : No rejection comment was provided. Please contact the court into which you are filing for more information. Reject Reason : Format Error Note to Clerk:	Answer	Generic Sample Answer.pdf					Answer filed on behalf of Roger Smith	\$ 0.00

REVIEWING SUBMITTED FILINGS

1. You can review your submitted filings on the Completed Filings page. Under the drop-down menu “**Sort By**” it will default to “**My Filings**”. Enter information into at least one the filters and select “**Go**”. Your transaction will be displayed under “**Search Results**”.
2. You can review submitted filings by firm members by clicking on the drop-down menu “**Sort By**” and selecting “**My Firm’s Filing**”. Enter information into at least one the filters and select “**Go**”. Your transaction will be displayed under “**Search Results**”.

Completed Filings

+ New Case + Existing Case

Please note that the context of the page and the options available to you can change based on your selections.

Report Type: Report Type

Jurisdiction: Select a Jurisdiction

From Date (mm/dd/yyyy): mm/dd/yyyy

To Date (mm/dd/yyyy): mm/dd/yyyy

Sort By: My Firm's Filings (selected)

Filing Type: Filing Type

Filing Code: Filing Code

Case Number: Case Number

Envelope ID: Envelope ID

Filing Status: Accepted

Go Clear All


- When searching under “My Firm’s Filings,” you will be able to see who submitted the filing under the column, “Submitted By”. You can also click on any column header to put into ascending or descending order.

Search Results

Need [process service](#), [skip trace](#) or [courtesy copies](#) ?

Show filings per page

Envelope ID ↕	Case Name ↕	Case Number ↕	Jurisdiction ↕	Date Filed ↓	Submitted By ↕	Action
248385 ⊗	1 PERSON Vs. ORGANIZATION	2021CH00922	Cook County - Chancery - District 1 - Chicago	10/05/2021	Admin 0730	
248374 ⊕	1 PERSON Vs. ORGANIZATION	2021CH00922	Cook County - Chancery - District 1 - Chicago	10/05/2021	Admin 0730	
248369 ⊕	1 PERSON Vs. ORGANIZATION	2021CH00922	Cook County - Chancery - District 1 - Chicago	10/05/2021	Admin 0730	

Note: The “*tiny triangles*”  indicate the direction by which the data is sorted.

REJECTED OR RETURN FOR CORRECTION NOTIFICATIONS

If you receive a “Return for Correction” or a “Rejected” notification from eFile Illinois, please follow these steps to upload and submit your corrected documents:

1. Log onto File & Serve *Illinois* and select the “Completed Filings” page from the “Filing” drop-down menu.
2. Find the transaction with the “back arrow” in red.
3. Click on the back arrow to open up the transaction.

The back arrow allows you to open up the transaction & easily re-submit the corrected documents.

Search Results

Need [process service](#), [skip trace](#) or [courtesy copies](#) ?

Show filings per page





Envelope ID	Case Name	Case Number	Jurisdiction	Date Filed	Submitted By	Action
248385	1 PERSON Vs. ORGANIZATION	2021CH00922	Cook County - Chancery - District 1 - Chicago	10/05/2021	Admin 0730	
248384	1 PERSON VS. ORGANIZATION	2021CH00922	Cook County - Chancery - District 1 - Chicago	10/05/2021	Admin 0730	

INCOMPLETE FILINGS

If needed, you can log out of File & Serve *Illinois* in the middle of a transaction and finish the transaction at a later date. Please see steps below:

1. To complete the filing, please log back into File & Serve *Illinois*. Go under the “**Filing**” drop-down menu and select “**Incomplete Filings**”.
2. Under “**Search Results**,” you will see the transaction. Click on the pencil icon under the Action column to resume and submit your filing.

The screenshot displays the File & Serve Illinois user interface. At the top, there are navigation tabs for 'Inbox', 'Filing', and 'Firm Admin'. The 'Filing' tab is active, and a dropdown menu is open, showing options: 'Submit a New Filing', 'Completed Filings', and 'Incomplete Filings'. A red arrow points to the 'Incomplete Filings' option. Below the menu, there are buttons for '+ New Case' and '+ Existing Case'. The main area contains search filters: 'Sort By' (set to 'Sort By My Filings'), 'Jurisdiction' (set to 'Select Jurisdiction'), 'From Date' (set to 'mm/dd/yyyy'), and 'To Date' (set to 'mm/dd/yyyy'). A 'Go' button is located below these filters. Under the 'Search Results' section, there is a 'Show 25 filings per page' option and a search input field. A table lists the search results:

Jurisdiction	Case Name	Case Number	Created on	Created By	Action
Cook County - Law - District 1 - Chicago	PLAINTIFF PLAINTIFF VS. DEFENDANT DEFENDANT	2021L000763	10/19/2021	Admin 0730	 
DuPage County			10/19/2021	Admin 0730	 

INCOMPLETE FILINGS *(continued)*

If you need to complete a filing by another firm member, please log into File & Serve *Illinois*.

1. Go under the “**Filing**” drop-down menu and select “**Incomplete Filings**”.
2. Under “**Sort By**”, click on the drop-down menu and select “**My Firm’s Filing**” and select “**Go**”.
3. Search for the firm filer under the “**Created By**” column. You can also enter their name in the “**Search**” field.
4. Once you find the filing(s), click on “**Complete Filing**” under the Action column to complete and submit the filing.

Submit a New Filing
Completed Filings
Incomplete Filings

Incomplete Filings

+ New Case + Existing Case

Sort By
Sort By My Filings
Sort By My Filings
Sort By My Firm's Filings

Jurisdiction
Select Jurisdiction

To Date (mm/dd/yyyy)
mm/dd/yyyy

Go

Search Results

Show 25 filings per page

Jurisdiction	Case Name	Case Number	Created on	Created By	Action
Cook County - Law - District 1 - Chicago	PLAINTIFF PLAINTIFF VS. DEFENDANT DEFENDANT	2021L000763	10/19/2021	Admin 0730	