

ARDC Electronic Filing Procedure and User Manual

(September 2025)

ARDC Rule 213 requires that pleadings, motions, briefs and other documents filed in disciplinary cases, be filed electronically with the Clerk of the ARDC. This manual provides detailed electronic filing instructions. In accordance with the Illinois Supreme Court's [eFileIL Electronic Document Standards](#), all documents filed electronically should be in PDF format.

Using Odyssey File & Serve

To register for File & Serve, perform the following steps:

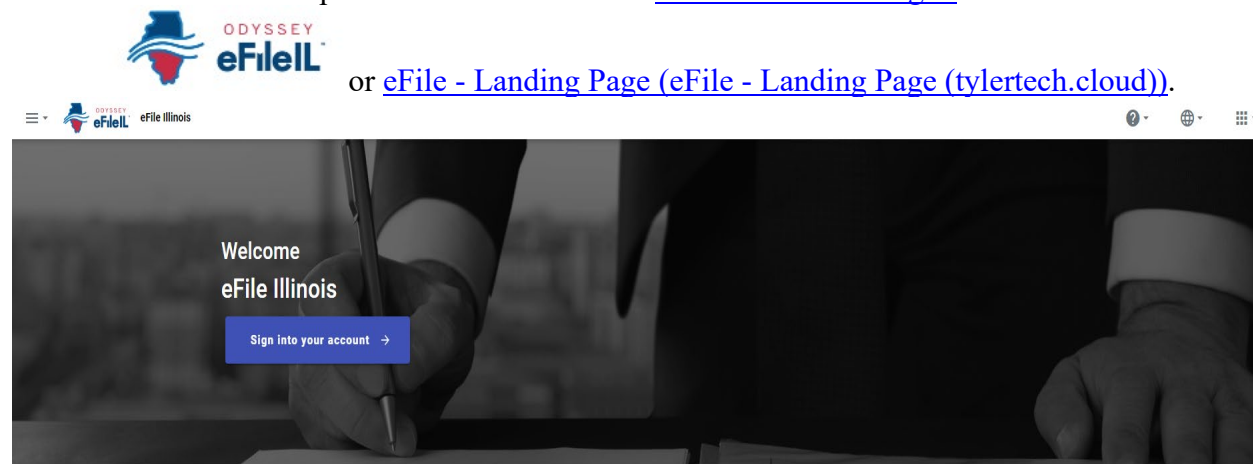
Register for an Individual Filer Account

You can register as an individual filer if you are a single user of the system, which means a user who is not associated with any firm or is not represented by any firm.

Note: There is no fee to sign up for e-filing.

To register as an individual filer, perform the following steps:

1. Go to the Illinois Supreme Court's Website at www.illinoiscourts.gov to access



2. On the Landing page, click [Register →](#) to Register for an Individual Account.

Register for an Individual Account

Register for an Individual Account

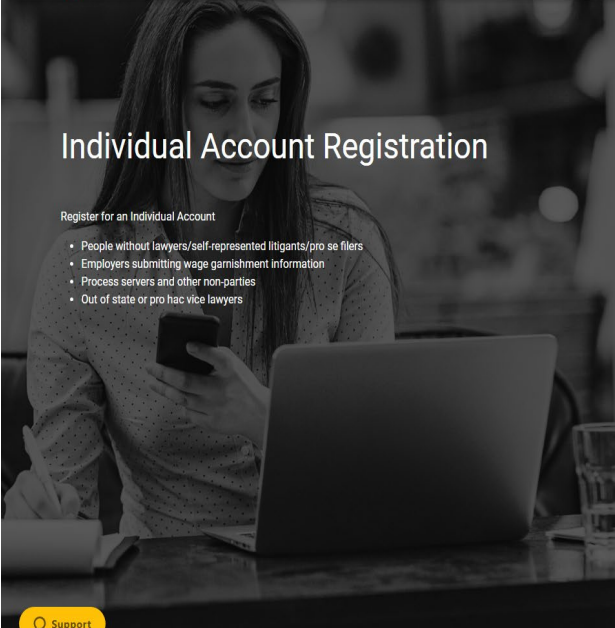
- People without lawyers/self-represented litigants/pro se filers
- Employers submitting wage garnishment information
- Process servers and other non-parties
- Out of state or pro hac vice lawyers



[Register →](#)

3. The *Individual Account Registration* page is displayed.

← Account Registration



Individual Account Registration

Register for an Individual Account

- People without lawyers/self-represented litigants/pro se filers
- Employers submitting wage garnishment information
- Process servers and other non-parties
- Out of state or pro hac vice lawyers

[Support](#)

Account Credentials

* Email Address

* Password

User Information

* First Name

Middle Name

* Last Name

Country

* Address Line 1

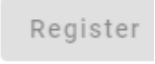
Address Line 2

* City * State * Zip Code

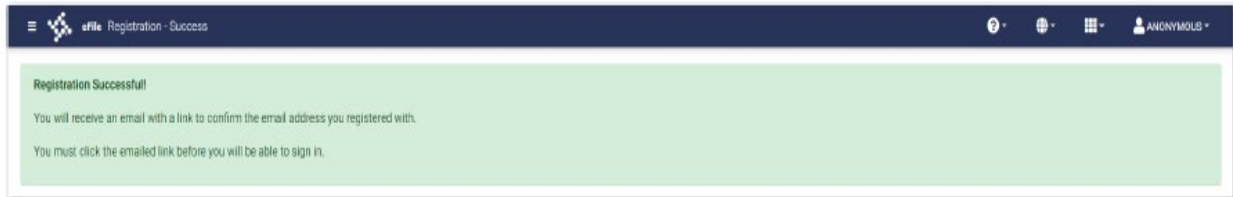
* Phone Number

I agree to the [Terms and Conditions](#)

3. Complete the required fields, which contain an asterisk “*”:

4. Read the “[Terms and Conditions](#)” and select the **I agree to the Terms and Conditions** check box.
5. After you have completed all fields and selected the **I agree to the Terms and Conditions** check box, click  .

The *Registration – Success* page is displayed.



6. Check your inbox for the activation email from Odyssey File & Serve.
NOTE: You must verify your email address to complete the registration process. A verification email (from Odyssey File & Serve) will be sent to you. Open the email and click the link to confirm your email address. If you do not see the email in your inbox, check your junk mail folder for the email.

After you verify your email address, your registration is complete. You can now navigate to the eFile Landing page to sign in.

NOTE: If you wish to Register as a Firm Administrator and Create a New Firm, please go to use the User Guides List at [User Guides List – Odyssey File and Serve Cloud \(zendesk.com\)](#).

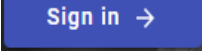


Starting a New Case Filing

Perform the following steps to file a new case:

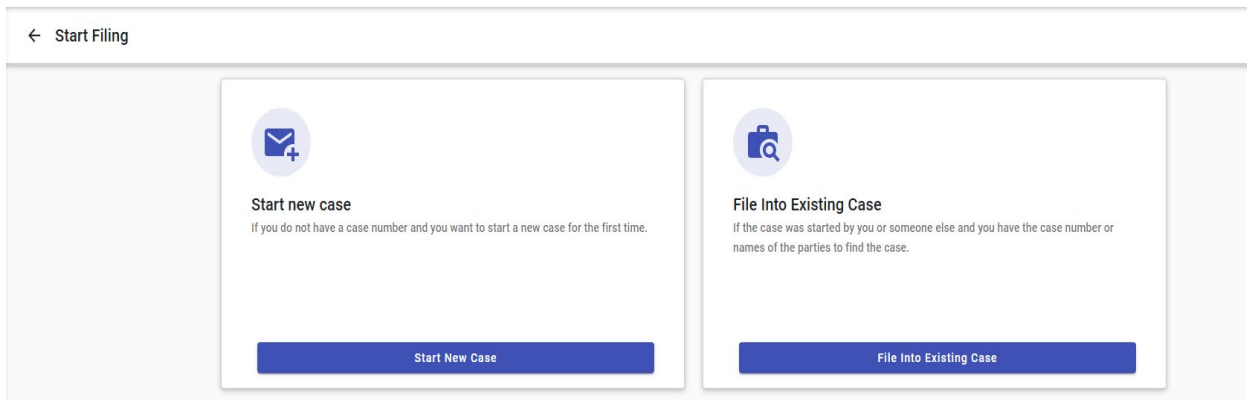
1. Go to the Illinois Supreme Court's Website at www.illinoiscourts.gov to access



or [eFile - Landing Page](#).

2. Click .
3. Type your Email and Password (which is case-sensitive) and Click .
4. On the *Dashboard* page, click .

The *Start Filing* page is displayed.



5. Click  **only if no case already exists** (skip to File Into Existing Case on Page 12).

The *Case Information* page is displayed.

Case Information

Select your Court Location, Case Category, and Case Type. You can scroll through or type to search the options. [Get help picking your Court Location, Case Category and Case Type here.](#)

The **Appellate Information** section is for use when filing an appeal with the Supreme or Appellate Courts. [Get help with the Appellate Information section here.](#)

When filing into an EXISTING CASE, this information is already filled in for you.

To move to the next screen, click **Parties** at the bottom of the page.

* Court Location

(Required) This is the court where you are filing your case.

* Case Category

(Required) This is the type of case you are filing (Family, Probate, or Civil).

* Case Type

(Required) If you can't find your case type, change the case category to see other case types.

Entering Case Information

To enter case information:

1. On the *Case Information* page, select **ARDC Clerk's Office** from the Court Location drop-down list.
2. The **Case Category** will automatically default to ARDC Proceedings.
3. Select the appropriate case type from the **Case Type** drop-down list. Image shown below.

Case Information

Select your Court Location, Case Category, and Case Type. You can scroll through or type to search the options. [Get help picking your Court Location, Case Category and Case Type here.](#)

The **Appellate Information** section is for use when filing an appeal with the Supreme or Appellate Courts. [Get help with the Appellate Information section here.](#)

When filing into an EXISTING CASE, this information is already filled in for you.

To move to the next screen, click **Parties** at the bottom of the page.

* Court Location
ARDC Clerk's Office ✕ ▾

This is the court where you are filing your case.

* Case Category
ARDC Proceedings ✕ ▾

This is the type of case you are filing (Family, Probate, or Civil).

* Case Type ▾

(Required) If you can't find your case type, change the case category to see other case types.

4. Click Parties → to save your work and continue or click Save Draft And Exit to save your work and exit the filing.

The *Parties* tab is displayed.

Parties

The required party types for your case are listed below.

When starting a NEW CASE: Fill in the information for each of the required parties by clicking **+Add party details**. [Learn more about common party types here.](#) To add more parties, click **+Add more**.

When filing into an EXISTING CASE: Check to make sure your information is correct. If you need to make changes, contact the clerk's office. To add more parties, click **+Add more**.

Click **Filings** at the bottom of the page to move to the next screen.

Party Type	Party Name	Main Attorney	Actions
* Administrator ⚠	+ Add Party Details		
* Respondent ⚠	+ Add Party Details		

+ Add More

Entering Party Details

The *Parties* tab is where party information about the case can be entered.

+ Add party details

1. Click

Party Information
Enter the name(s) of the people or entities involved in the case.

Party Type
Administrator

- If you are this party, click I Am This Party to auto-fill information from registration. [Click here to learn why this is important.](#)
- Click Entity to add a business, agency, or government department.
- [Learn more about common party types here.](#)

My Agency Represents This Party

*First Name Middle Name *Last Name Suffix

First Name is Required. Last Name is Required.

Date of Birth

Enter the information for each party if you know it. If you are filing into a case that has already been started, contact the court if you want to change the information shown.
To move between parties, click the party or click the pencil button to the right.

2. Click if the party is a business or agency.
3. Enter information in the required fields marked with an asterisk “*”.
4. Scroll down and enter the Address on Contact Information section.

Contact Information
You need to know the party's full address to add it. If you do not know the party's full address, you can e-file without the physical address.

Country

Address Line 1

Address Line 2

City State Zip Code

Email Phone Number

5. Click .

6. Repeat steps 1 through 4 for Respondent (image shown below).

Party Information

Enter the name(s) of the people or entities involved in the case.

Party Type
Respondent

- If you are this party, click I Am This Party to auto-fill information from registration. [Click here to learn why this is important.](#)
- Click Entity to add a business, agency, or government department.
- [Learn more about common party types here.](#)

Person Entity

My Agency Represents This Party

<input type="text" value="* First Name"/> <small>First Name is Required.</small>	<input type="text" value="Middle Name"/>	<input type="text" value="* Last Name"/> <small>Last Name is Required.</small>	Suffix Select or search...
<input type="text" value="Date of Birth"/>			

Enter the information for each party if you know it. If you are filing into a case that has already been started, contact the court if you want to change the information shown.

To move between parties, click the party or click the pencil button to the right.

Save

7. Click .

NOTE: Click the if you need to modify any information you have added for the parties.

Filings →

8. Click to save your work and continue.

Entering Filing Details

To enter filing details:

+ Add Filing

1. Click .

Filings			Max Envelope Size: 52.43 MB Remaining: 52.43 MB
Filing Code	Filing Type	Description	Actions
 No Filings Added Yet At least one filing is required to complete the filing process. 			

The *Edit Filing Details* page will be displayed beginning with the Filing Type.

*** Filing Type (Required)**

- Pick **eFile Only** to only electronically file your documents with the clerk.
- Pick **eFile and Serve** to electronically file your papers and have your documents emailed to the selected Service Contacts. Note: You cannot use **eFile and Serve** when you are starting a new case. If you select this option, you must add and select at least one Service Contact.
- Ask your [local court, clerk's office, or Illinois Court Help](#) if you need more information about different party types.

eFile Only
Pick "eFile Only" to just electronically file your papers.

eFile and Serve
Electronically file your papers with the court and have your documents sent to the selected service contacts.

Service Only
Your filing will only be sent to the selected service contacts and will not be filed with the court.

2. On the *Filings Type* section, select “eFile Only” if your **Filing Code** is Complaint or Petition.
3. Scroll down to the Filing Information section and select **Complaint or Petition** from the **Filing Code** from drop-down list (image shown after step 6).
4. It is optional to type a description of the filing in the **Filing Description** field.
5. Leave the **Client Reference Number** field blank.
6. If you have any comments regarding the filing, type them in the **Comments to Court** field.

Image shown below.

Filing Information

- Pick the **Filing Code** that matches the document you are filing (for example: Complaint, Motion, Application Waiver of Court Fees). You can scroll through or type to search the filing codes.
 - If you aren't sure which filing code to pick, ask your [local court, clerk's office, or Illinois Court Help](#).
- For more information about Filing Description, Client Reference Number, and Comments to Court, [click here](#).
- In Cook County use the **Motion Type** to schedule a court date, read about [selecting a motion type and scheduling a hearing](#).

*** Filing Code** ▼

Filing Code is Required.

Filing Description
Optional

Client Reference Number
Optional

Comments to Court
Optional. The Clerk's Office will see these comments, not the Judge.

Upload Documents:


1. Scroll down to the Upload Documents section:

Upload Documents

To add more than one lead document to the filing, create another filing and upload your document.

- Click **Select file** to add or upload the document for the filing code you picked. You must upload at least one document to complete your filing.
 - For more information about uploading documents, click [here](#).
 - To learn about lead documents and attachment documents (if available), click [here](#).
- Pick a security level. Most documents are public and should be marked as **NON-CONFIDENTIAL**. To learn more about the different security options, click [here](#) or ask your local court, clerk's office, or Illinois Court Help.

* Lead Document (Required)



Drag files here or

Select file

Maximum file size: 26.21 MB
Accepted file types: Portable Document File (PDF)


2. You can **Drag files here** or click  to upload the document.

NOTE: If you want to delete a document that you previously uploaded, click  .

3. Select the appropriate **Security** from the drop-down list.

4. **Add** Attachments, if applicable, and select the appropriate **Security** from the drop-down list.

Attachments



Drag files here or

Select files

Maximum file size: 26.21 MB
Accepted file types: Portable Document File (PDF)

Communications:

1. If you want someone to receive email notification, scroll down and complete the Communications section (image shown below).

Communications

If you want someone to receive emails (for example, a legal helper, family member, friend), input their email address below. For multiple emails, separate using commas.

If the court rejects a filing these email addresses do not receive notification that the file was rejected by the court.

Courtesy Copies are not considered legal or formal service for court purposes.

If you have more than one filing you will need to enter these email addresses for each filing.

Courtesy Copies

These individuals will receive a file stamped copy of the document if the court accepts the filing.

2. Add email address and click  .

3. Click [Skip To Fees](#) for a Complaint or Petition.

Entering Fees Details

Once you click [Skip To Fees](#) the *Fees* window is displayed.

The screenshot shows two side-by-side panels. The left panel, titled "Fees", contains a "Help" button, a message "You must select a payment account even if there are no fees.", and three dropdown menus: "Payment Account" (set to "Waiver"), "Filing Party" (set to "Select or search..."), and "Filing Attorney". The right panel, titled "Fee Breakdown", contains a message "Once you've picked your payment account, click the button below to see the total fees." and a "Calculate Fees" button.

1. **Payment Account** should be defaulted to Waiver.
2. Select the **Filing Party** from the drop-down list.
3. Select appropriate filing attorney from the **Filing Attorney** drop-down list.

4. Click [Review and Submit →](#) and review the summary. You must accept the Submission Agreements (see screenshot below).

Review and Submit

Double check the information in each section and click the **v** symbol to see more.

If you need to make changes, click **Edit**. Afterwards, make sure to click **Submit** to send your documents to the clerk.

The screenshot shows the "Submission Agreements" section with the following text and checkboxes:

- For all cases, Supreme Court Rule 15 requires you to redact Social Security Numbers (except the last 4 digits) in all documents and attachments or file them in conjunction with a "Notice of Confidential Information Within Court Filing" Form.
- For civil cases, Supreme Court Rule 138 requires you to redact Personal Identity Information (except the last 4 digits) in all documents and attachments or file them in conjunction with a "Notice of Confidential Information Within Court Filing" Form. Personal Identity Information includes Taxpayer Identification Numbers, Driver's License Numbers, Financial Account Numbers, Debit/Credit Card Numbers, and any other information as provided by court order or local rule.

By submitting this acknowledgement, you represent that the document(s) you are filing comply with these requirements.

You must accept the Submission Agreements.

5. When you are satisfied with your filing, click [SUBMIT](#).

Filing Into an Existing Case

Once a new case has been created and the matter has been docketed, you can file into the existing case.

To file into an existing case, perform the following steps:

1. Go to the Illinois Supreme Court's Website at www.illinoiscourts.gov to access



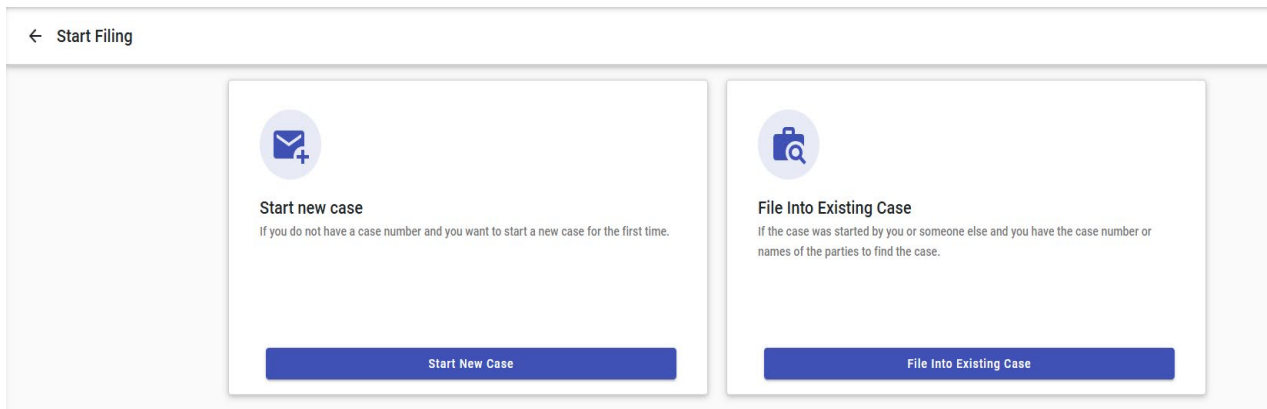
or [eFile - Landing Page](#).

2. Click .

3. Type your Email and Password (which is case-sensitive) and Click .

4. On the *Dashboard* page, click .

The *Start Filing* page is displayed.



5. Click .

The *Search For Case* page is displayed.



Search For Case

If you are not sure your case number is correct, refer to the formatting instructions for the selected court or search for the case by party name.

* Court Location

Court Location is Required.

Type your case number as: 2023XX000000. Your case number will be on the top right of your court documents.


If your case is not found, click [here](#) for more case search tips or ask your [local court](#), [clerk's office](#), or [Illinois Court Help](#).

* Case Number

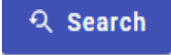
Case Number is Required.

Sort Results By
Newest to Oldest

Cancel

 Search

6. Select **ARDC Clerk's Office** from the Court Location drop-down list.

7. Type the **Case Number** (ex. 2025PR00000) and click .

The case that matches your search criteria is displayed on the *Case Search Results* page.

10. Click **Parties →** to continue.

The *Parties* page will be displayed.

Parties

The required party types for your case are listed below.

When starting a NEW CASE: Fill in the information for each of the required parties by clicking **+Add party details**. [Learn more about common party types here.](#) To add more parties, click **+Add more**.

When filing into an EXISTING CASE: Check to make sure your information is correct. If you need to make changes, contact the clerk's office. To add more parties, click **+Add more**.

Click **Filings** at the bottom of the page to move to the next screen.

Party Type	Party Name	Main Attorney	Actions
* Administrator	Attorney Registration and Disciplinary Commission	<input type="text"/>	
* Respondent	<input type="text"/>	<input type="text"/>	


+ Add More

11. Click **+ Add more** to add a party to the case, otherwise click **Filings →** to continue.

Entering Filing Details

To enter filing details:

1. Click **+ Add filing**.

Filings			Max Envelope Size: 52.43 MB
			Remaining: 52.43 MB
Filing Code	Filing Type	Description	Actions
 <p>No Filings Added Yet</p> <p>At least one filing is required to complete the filing process.</p> <p>+ Add filing</p>			

2. Select “eFile Only” or “eFile and Serve”.

*** Filing Type (Required)**

- Pick **eFile Only** to only electronically file your documents with the clerk.
- Pick **eFile and Serve** to electronically file your papers and have your documents emailed to the selected Service Contacts. Note: You cannot use **eFile and Serve** when you are starting a new case. If you select this option, you must add and select at least one Service Contact.
- Ask your local court, clerk's office, or Illinois Court Help if you need more information about different party types.

eFile Only
 Pick "eFile Only" to just electronically file your papers.

eFile and Serve
 Electronically file your papers with the court and have your documents sent to the selected service contacts.

Service Only
 Your filing will only be sent to the selected service contacts and will not be filed with the court.

3. Select the appropriate filing code from the **Filing Code** drop-down list.

Filing Information

- Pick the **Filing Code** that matches the document you are filing (for example: Complaint, Motion, Application Waiver of Court Fees). You can scroll through or type to search the filing codes.
 - If you aren't sure which filing code to pick, ask your local court, clerk's office, or Illinois Court Help.
- For more information about Filing Description, Client Reference Number, and Comments to Court, click [here](#).
- In Cook County use the **Motion Type** to schedule a court date, read about [selecting a motion type](#) and [scheduling a hearing](#).

* Filing Code ▼

Filing Code is Required.

Filing Description
Optional

Client Reference Number
Optional

Comments to Court
Optional. The Clerk's Office will see these comments, not the Judge.

4. It is optional to type a description of the filing in the **Filing Description** field.

5. You can add the PR number to the **Client Reference Number** field, but it is not necessary.

6. If you have any comments regarding the filing, type them in the **Comments to Court** field.

Upload Documents:


1. Scroll down to the Upload Documents section:

Upload Documents

To add more than one lead document to the filing, create another filing and upload your document.

- Click **Select file** to add or upload the document for the filing code you picked. You must upload at least one document to complete your filing.
 - For more information about uploading documents, click [here](#).
 - To learn about lead documents and attachment documents (if available), click [here](#).
- Pick a security level. Most documents are public and should be marked as **NON-CONFIDENTIAL**. To learn more about the different security options, click [here](#) or ask your *local court, clerk's office, or Illinois Court Help*.

*** Lead Document (Required)**



Drag files here or

[Select file](#)

Maximum file size: 26.21 MB
Accepted file types: Portable Document File (PDF)


2. You can **Drag file here** or click  to upload the document.

NOTE: If you want to delete a document that you previously uploaded, click  .

3. Select the appropriate **Security** from the drop-down list.

4. **Add Attachments**, if applicable, and select the appropriate **Security** from the drop-down list.

Attachments



Drag files here or

[Select files](#)

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Accepted file types: Portable Document File (PDF)

Communications:

1. If you want someone to receive email notification, complete the Communications section (image shown below).

Communications

If you want someone to receive emails (for example, a legal helper, family member, friend), input their email address below. For multiple emails, separate using commas.
If the court rejects a filing these email addresses do not receive notification that the file was rejected by the court.

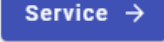

Courtesy Copies are not considered legal or formal service for court purposes.

If you have more than one filing you will need to enter these email addresses for each filing.


Courtesy Copies

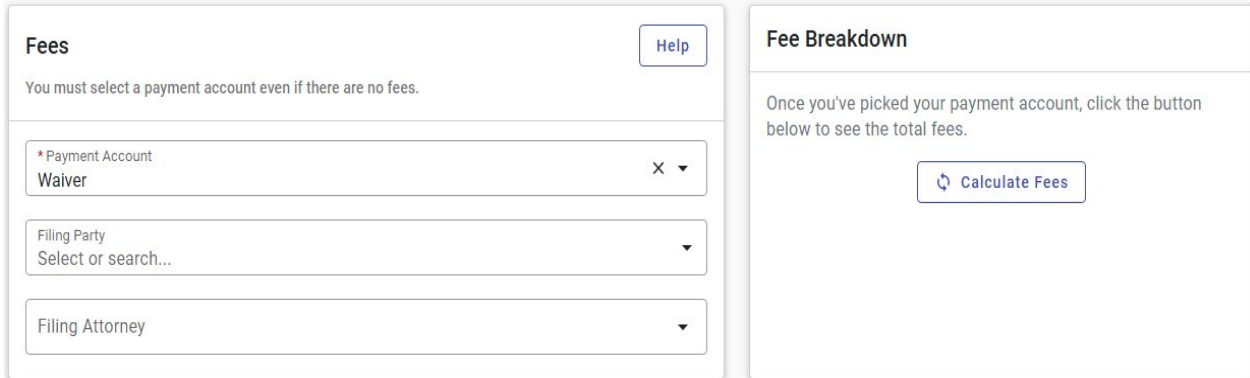
These individuals will receive a file stamped copy of the document if the court accepts the filing.

2. Add email address in **Courtesy Copies** and click  .

3. Click  to add a contact or Click  to continue.

Entering Fees Details

Once you click  the *Fees* window is displayed.




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1. **Payment Account** should be defaulted to Waiver.

2. Select the **Filing Party** from the drop-down list.

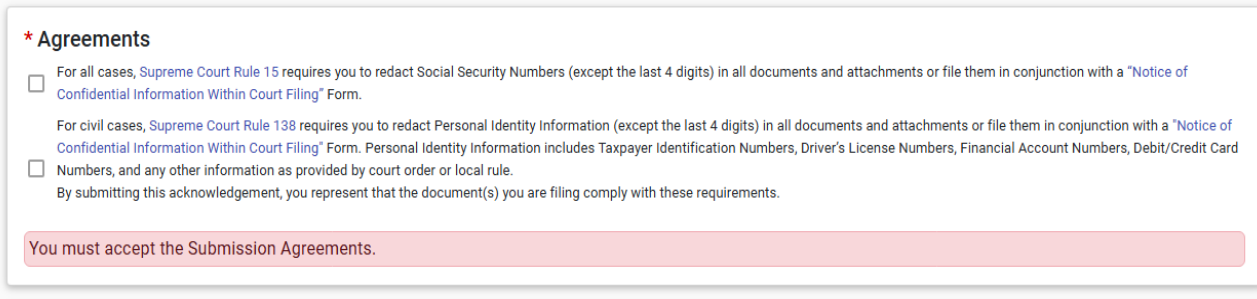
3. Select the appropriate filing attorney from the **Filing Attorney** drop-down list.

4. Click  and review the summary. You must accept the Submission Agreements (see screenshot below).

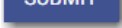
Review and Submit

Double check the information in each section and click the v symbol to see more.

If you need to make changes, click **Edit**. Afterwards, make sure to click **Submit** to send your documents to the clerk.



The screenshot shows a section titled "* Agreements" with two checkboxes. The first checkbox is unchecked and has the text: "For all cases, Supreme Court Rule 15 requires you to redact Social Security Numbers (except the last 4 digits) in all documents and attachments or file them in conjunction with a 'Notice of Confidential Information Within Court Filing' Form." The second checkbox is also unchecked and has the text: "For civil cases, Supreme Court Rule 138 requires you to redact Personal Identity Information (except the last 4 digits) in all documents and attachments or file them in conjunction with a 'Notice of Confidential Information Within Court Filing' Form. Personal Identity Information includes Taxpayer Identification Numbers, Driver's License Numbers, Financial Account Numbers, Debit/Credit Card Numbers, and any other information as provided by court order or local rule." Below these checkboxes is a red banner with the text: "You must accept the Submission Agreements."

5. When you are satisfied with your filing, click  .