

ARDC Electronic Filing Manual

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



or <https://illinois.tylerhost.net/ofswb>.



2. From the home page, click


A screenshot of the "Register" form. The form has a dark header with the word "Register" in white. Below the header is a breadcrumb trail: "User Information > Firm Information > Terms and Conditions > Complete". The form contains several input fields: "First Name", "Middle", and "Last Name" (with a small square next to "Middle"); "Email Address" and "Password"; "Security Question" (with a placeholder text: "Enter a simple question that can only be answered by you. Example: High School Mascot"); and "Security Answer". The "First Name", "Last Name", "Email Address", "Password", "Security Question", and "Security Answer" fields are outlined in red. A "Next" button is located at the bottom right of the form.

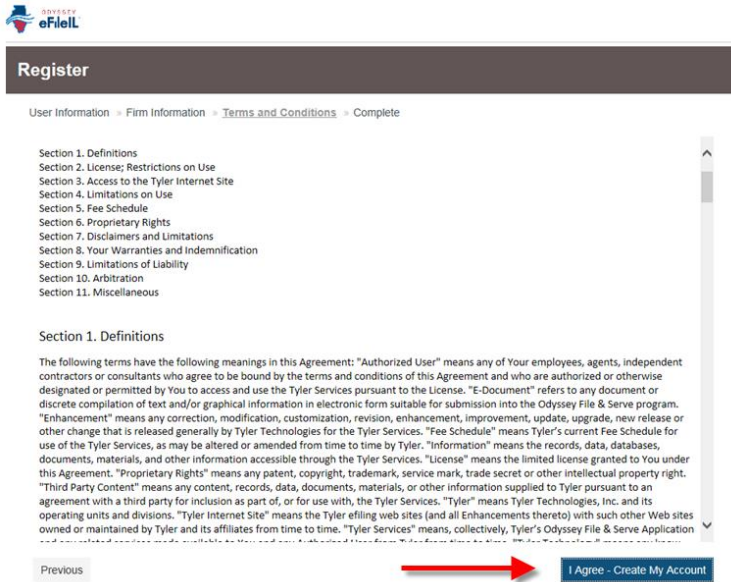
3. Complete the required fields, which are outlined in red: **First Name, Last Name, Email Address, Password, Security Question, and Security Answer.**

4. Click .

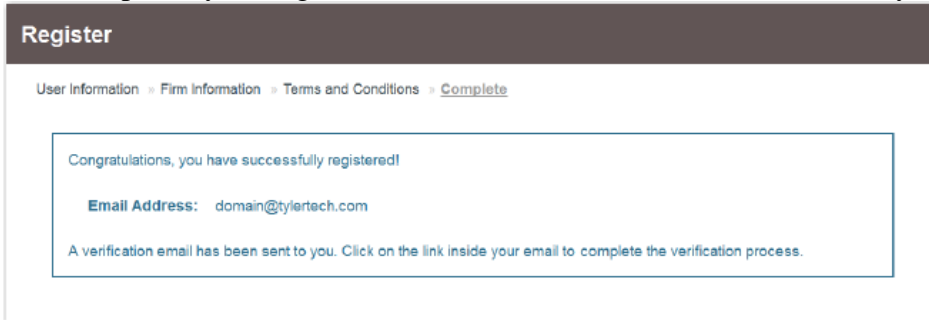
5. On the next page, select the option for a self-represented account.

A screenshot of the "Registration Options" page. The page has a dark header with the word "Register" in white. Below the header is a breadcrumb trail: "User Information > Firm Information > Terms and Conditions > Complete". The page is titled "Registration Options" and contains two main options: "Register for a Firm Account" and "Register for a Self-Represented Account". Each option has a "Perfect for:" section with a list of user types. The "Register for a Self-Represented Account" option is selected, indicated by a radio button that is filled with a dark circle. The "Register for a Firm Account" option has an empty radio button.

- Complete the required fields.
- Click  to continue with your registration.
- Read the Terms and Conditions and click I Agree – Create My Account.

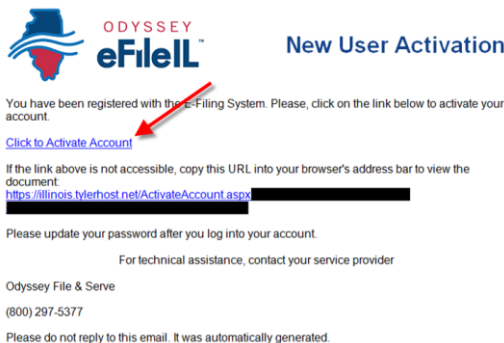


- This completes your registration. A verification email will be sent to you.



- Check your Outlook email for an email from no-reply@tylerhost.net and click on the link to complete the verification process.

Note: You must verify your email address to complete the registration process. A verification email (from 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.



Your registration is complete. Navigate to the home page to sign in.

NOTE: If you wish to Register as a Firm Administrator and Create a New Firm, please use the User Guides listed under Self Help on the home page.

User Guides
 HTML 5: Firm Administrator Guide 2017.2
 HTML 5: Firm and Criminal Filing User Guide 2017.2
 HTML 5: Individual Filer User Guide 2017.2
 HTML 5: Quick Reference Guide 2017.2

Keyboard Shortcuts

At any time while you are in the File & Serve system, you can use keyboard shortcuts for assistance. Press SHIFT+? to display the following window.



Press any shortcut key to initiate an action depending on the key you pressed. The keyboard shortcuts are designed to make your experience flow more smoothly and to help you to gain efficiency in using the system.

Note: The tab key is not functional within the Safari application program.

Filing a New Case

Perform the following steps to file a new case:

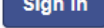
1. Go to the Illinois Supreme Court's Website at www.illinoiscourts.gov to access



or <https://illinois.tylerhost.net/ofswab>.



2. Click  .

3. Complete Email and Password and Click .

4. Click  under New Filing header.

The *Start a New Case* page opens.

a. Complete the details for the new case by using the drop-down lists in the required fields in the **Case Information** section:

i. Select ARDC Clerk's Office in the first **Location** field.

ii. Select your category.

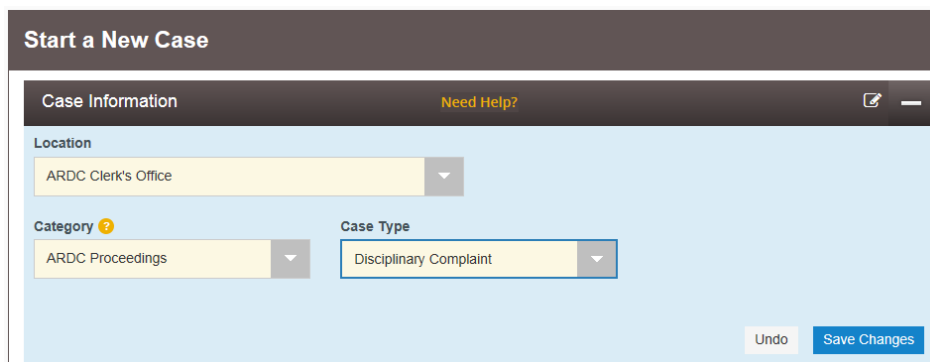
Note: ARDC Proceedings should be the only option.

iii. Select your case type.

Note: This field is determined by the category you selected.

iv. Click .

Example:



The screenshot shows a web form titled "Start a New Case". The form has a dark header with the title and a "Need Help?" link. Below the header is a "Case Information" section with a "Need Help?" link and a close button. The form contains three dropdown menus: "Location" (set to "ARDC Clerk's Office"), "Category" (set to "ARDC Proceedings"), and "Case Type" (set to "Disciplinary Complaint"). At the bottom right, there are "Undo" and "Save Changes" buttons.

Entering Party Information

Each case requires a party type.

Perform the following steps to enter the details for the parties involved in the case. The filing party will appear first.

1. Enter the details for each Party.




a. For Administrator, **Check** box for Party is a Business/Agency.

b. Business Name should be "ARDC".

2. Date of Birth is not required.

3. "United States of America" is defaulted as the Country.

Note: Select the province from the Province drop-down list, if other than USA.

4. Complete the **Address, Phone Number**  **Attorney** fields for the party. Add Additional Attorneys by selecting .
5. Click .
6. Repeat Steps 1-5 above for Second Party under Party Type.
7. After completing the fields for all parties, you can enter the details under Filings.

Note: If you decide to save the draft, you can stop working on the filing and resume work at a later time. To resume filing a saved draft, navigate to the *Filing History* page. From the Actions drop-down list for the specified draft, select Resume Draft Envelope to continue with your filing.

Entering Filing Details

The **Filings** section allows you to enter the filing details.


To enter the filing details, perform the following steps:

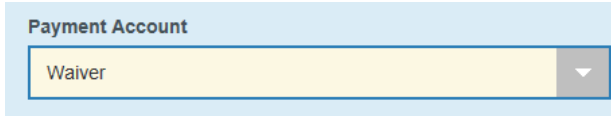
1. Enter the filing details for the case in the **Filings** section:
 - a. EFile will be the default for a New Case under Filing Type.
 - b. Select a **Filing Code** from drop-down list.
 - c. Type a description of the filing in the **Filing Description** field.
 - d. If available, type the Commission number in the **Reference Number** field.

Note: A reference number is a customer-created number for internal purposes only. Most courts do not see or refer to the Reference Number field for the filing. This is an optional field.
 - e. Click the **Lead Document** field to select a lead document to load.

Note: The Lead Document field is required. Only one document can be uploaded as a lead document.

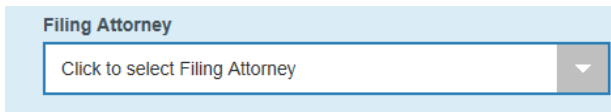
Note: Not all court locations accept attachments. If your court does not accept attachments, create the lead document and attachment as one document, and upload the document in the Lead Document field.
 - f. If you have attachments to load, click the **Attachments** field, navigate to the location of your documents, and select the documents to load. If the attachments are stored in the cloud, click the icon for the cloud service provider where the attachments are stored.
 - g. Select **Confidential** or **Non-Confidential** from the Security drop-down list.
 - h. Type any relevant comments in the **Filing Comments** field.

- i. If you want to send courtesy copies of the filing to another party, type the recipient's email address in the **Courtesy Copies** field.
 - j. Click  .
2. Complete the fields in the **Payment** section.
 - a. Choose Waiver for the Payment Account:



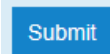




The screenshot shows a light blue box titled "Payment Account". Inside the box is a yellow dropdown menu with the word "Waiver" selected and a small downward arrow on the right side.

- b. Choose if applicable:



The screenshot shows a light blue box titled "Filing Attorney". Inside the box is a white dropdown menu with the text "Click to select Filing Attorney" and a small downward arrow on the right side.

- c. Click  .
 - d. Click  to review a summary of your filing.
3. When you are satisfied with the information in your filing, click  and then  or  . A new **Envelope** of your filing is included on the *Filing History* page.

Filing Into an Existing Case

Once a new case has been created by the ARDC Clerk's Office, 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 <https://illinois.tylerhost.net/ofsw eb>.



2. Click  .
3. Complete Email and Password and Click  .
4. Click  under New Filing header.

5. Select a Location:

Select a Location

Location

ARDC Clerk's Office

6. Search for case by choosing Case Number or Party Name.

Search for a Case by

Case Number

Party Name

Case Number ?

Case #

Search Clear Search

- a. Once the appropriate case appears, Click **Actions** and Select "File Into Case".
- b. If the correct case is displayed, change the Filing Type to "Efile" and complete the remaining filing details in the **Filings** section and Click **Save Changes**.

Filings

Need Help?

Enter the details for this filing

Filing Type ? Filing Code

EFile Click to select Filing Code

Filing Description

Client Reference Number ? Comments to Court ?

Courtesy Copies

Undo Save Changes

7. Choose Waiver for the Payment Account:

Payment Account





Waiver

8. Choose if applicable:

Filing Attorney

Click to select Filing Attorney

9. Click **Save Changes**.

- a. Click  to review a summary of your filing.
- b. When you are satisfied with the information in your filing, click  and then  or . A new **Envelope** of your filing is included on the *Filing History* page.

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