



User Manual
For

I2File.net

April 22, 2016
Version 5.0

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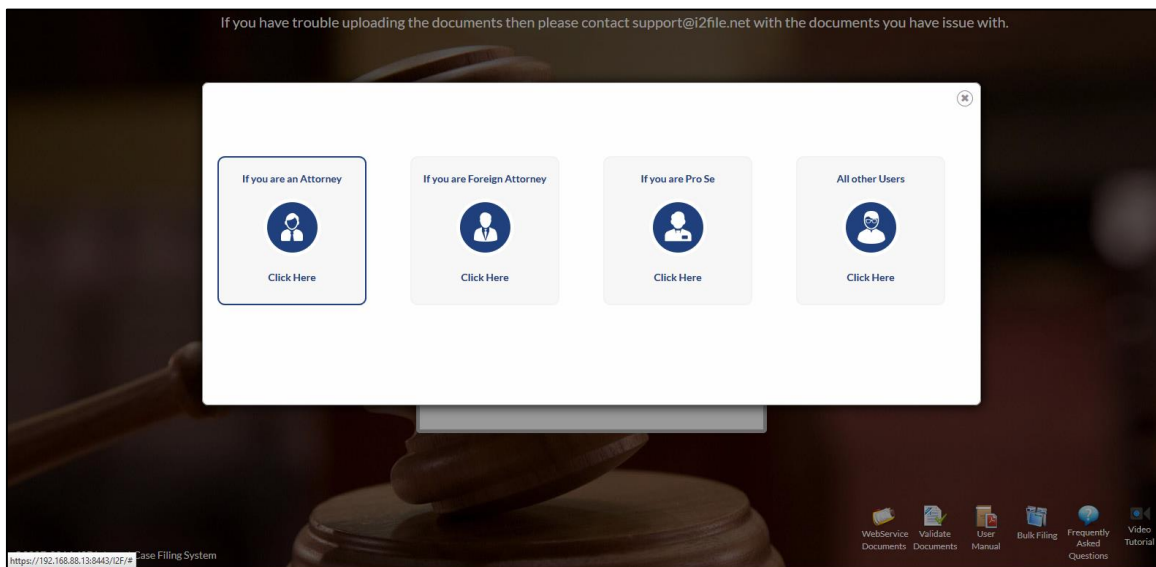
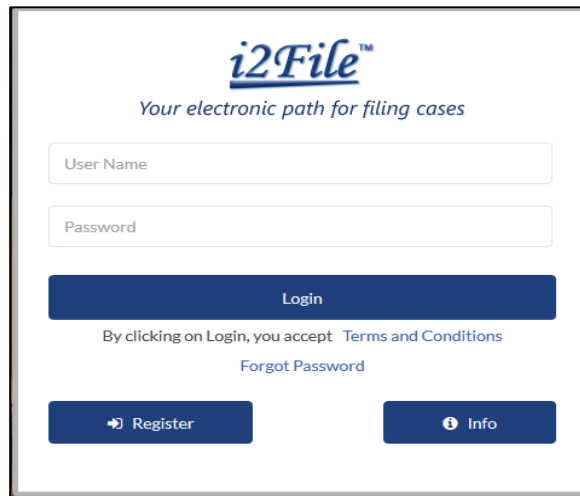
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1. INTRODUCTION

I2file.net provides users a path to file documents via the Internet – thus users are not required to travel to the jurisdiction. I2file.net is utilized by Attorneys, Foreign Attorneys, Reviewers, Pro Se Filers and Other E-filers. This manual describes attorney, foreign attorney, prose user and Other E-Filers functionality contained in I2File.net. Users must be registered with I2File.net to utilize the service.

2. ATTORNEY REGISTRATION

Attorneys click on 'Register' button from Login page, will show all the Registration Links, from which click on "If you are an Attorney" button as provided below. Click on 'X' will close the popup.



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Attorney enters contact information on the Registration page. Attorneys must have a valid email address, a valid state bar association registration number and may have to provide local bar association number according to rules of the jurisdiction in which they are registering. Although I2file is a subscription service paid for by the Clerks of Court at no cost to the attorney, attorney may need to establish an account within the filing jurisdiction in order to pay the usual statutory filing fees. I2file.net processes credit card payments but does not retain credit card information.

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Home Help

Attorney Registration

Fields marked * are mandatory.

User Name * (Minimum 8 characters)

Password * (Minimum 8 characters with atleast 1 number)

Confirm Password *

Illinois Attorney Registration# *

First Name * (As it appears on ARDC Master Roll) (Minimum 1 character)

Last Name * (As it appears on ARDC Master Roll) (Minimum 1 character)

Middle Name

Birth Date * (MM/DD/YYYY)

Office Address *

City *

State *

Zip Code * (XXXXX / XXXXX-XXXX)

Phone# * - - (XXX-XXX-XXXX)

Email * (To enter multiple email addresses use comma for separation)

Jurisdiction *

Clerk Attorney Number * (Clerk Attorney Number and Illinois Attorney Registration Number should not be same)

Terms of Services

TERMS: "Attention Attorneys" you will be asked to provide your Illinois Registration number when you sign up for a user id and password. This is only used as a point of validation for you to receive your User ID and Password. After you complete the filing and the clerk has ASSIGNED a case number to your filing you will be asked to provide credit card information in order pay the cost of the court filing fees. You will not be able to view the Stamped Accepted Documents or print them from this site until you pay the cost of the filing. We will ask you for your credit card

I agree I do not agree

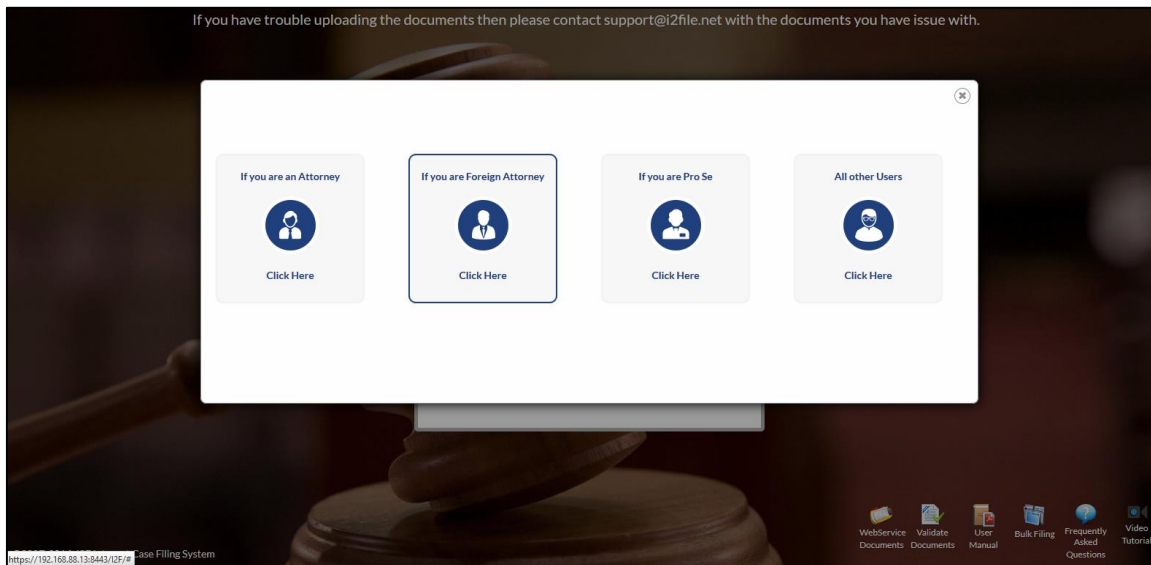
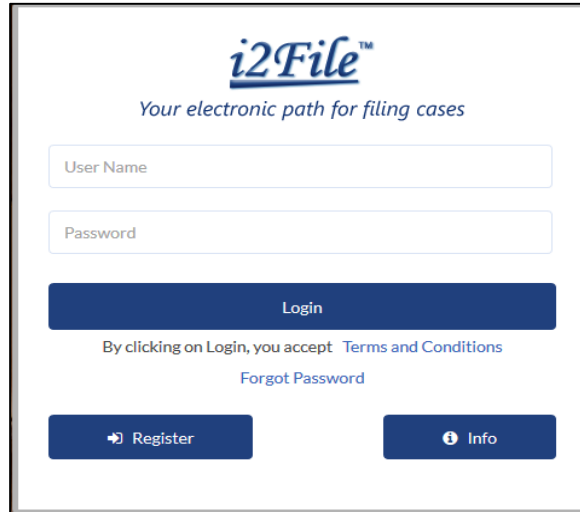
Register

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Attorney must provide appropriate 'Attorney Registration Number' provided by the state in which the attorney practices. Only attorneys with active state bar association numbers are permitted to access the system. After registration process, attorney will be able to see his/her username on the next page along with a confirmation message. This indicates that attorney is registered with system.

3. FOREIGN ATTORNEY REGISTRATION

Foreign Attorneys click on 'Register' button from Login page, will show all the Registration Links, from which click on "If you are Foreign Attorney" button as provided below. Click on 'X' will close the popup.



Foreign Attorney enters contact information on the Registration page. Foreign Attorneys must have a valid email address and state other than Illinois selected.

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Home Help

Foreign Attorney Registration

Fields marked * are mandatory.

User Name * [TESTJOHNSMITH] (Minimum 8 characters)
 Password * [*****] (Minimum 8 characters with atleast 1 number)
 Confirm Password * [*****]
 State Attorney Registration# * [123456]
 First Name * [JOHN] (Minimum 1 character)
 Last Name * [SMITH] (Minimum 1 character)
 Middle Name []
 Birth Date * [01/01/1975] (MM/DD/YYYY)
 Office Address * [101 SATELLITE TOWER
PAUL STREET
]
 City * [LOS ANGELES]
 State * [California]
 Zip Code * [92342-3423] (XXXXX / XXXXX-XXXX)
 Phone# * [323] - [324] - [3242] (XXX-XXX-XXXX)
 Email * [john@gmail.com] (To enter multiple email addresses use comma for separation)
 Jurisdiction * [DU PAGE - 18TH JUDICIAL CIRCUIT COURT]
 Clerk Attorney Number * [] (Clerk Attorney Number and Illinois Attorney Registration Number should not be same)
 Terms of Services [TERMS: "Attention Foreign Attorneys" you will be asked to provide your State Registration number when you sign up for a user id and password. This is only used as a point of validation for you to receive your User ID and Password. After you complete the filing and the Clerk has ASSIGNED a case number to your filing you will be asked to provide credit card information in order pay the cost of the court filing fees. You will not be able to view the Stamped Accepted Documents or print them from this site until you pay the cost of the filing. We will ask you for your credit card.]
 I agree I do not agree

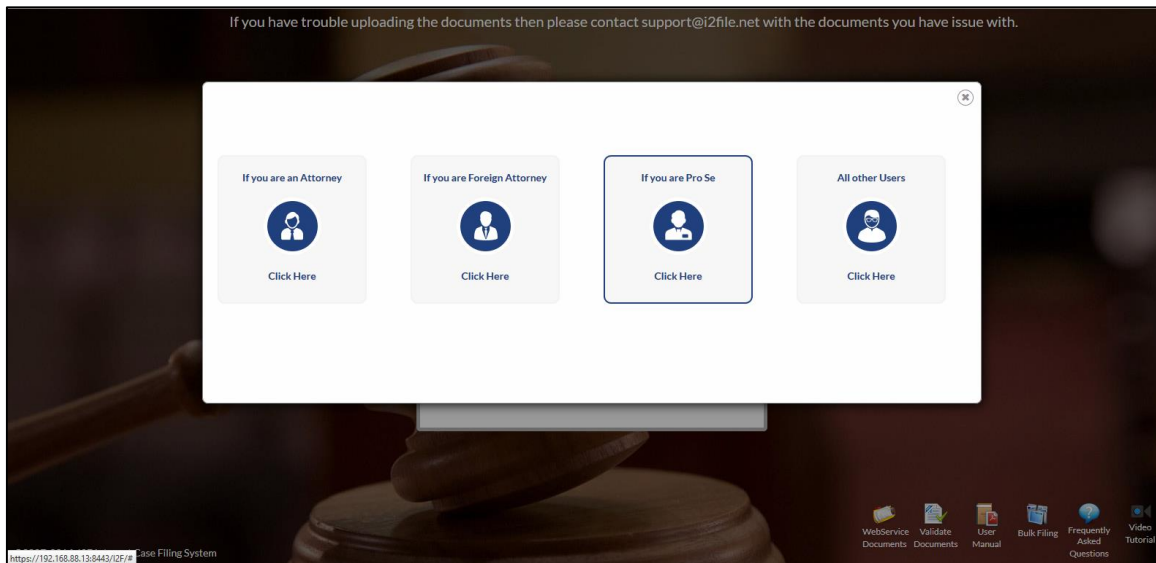
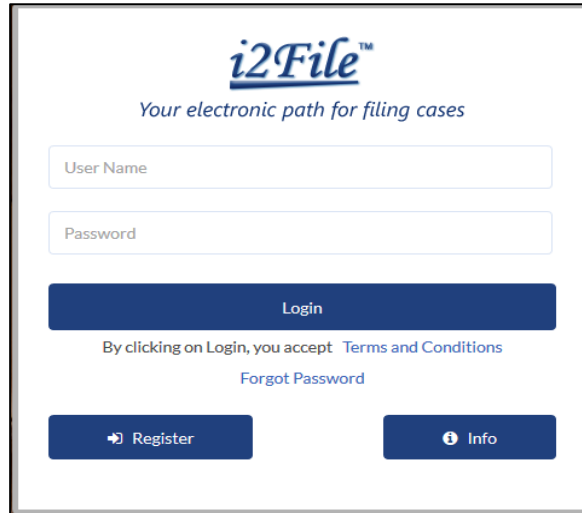
Register

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After registration process, foreign attorney will be able to see username on the next page along with a confirmation message. This indicates that the foreign attorney has registered with system.

4. PRO SE REGISTRATION

Pro Se click on 'Register' button from Login page, will show all the Registration Links, from which click on "If you are Pro Se" button as provided below. Click on 'X' will close the popup.



Pro Se user enters contact information on Registration page. Prose users should enter valid email address for successful registration. Although I2file is a subscription service provided by the Clerks of Court at no cost to the Prose, prose may need to establish an account within the filing jurisdiction in order to pay the usual statutory filing fees. I2file.net processes credit card payments and does not retain credit card information.

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Home Help

▶ Pro Se Registration Fields marked * are mandatory.

User Name * (Minimum 8 characters)

Password * (Minimum 8 characters with atleast 1 number)

Confirm Password *

First Name * (Minimum 1 character)

Last Name * (Minimum 1 character)

Middle Name

Birth Date * (MM/DD/YYYY)

Address *

City *

State *

Zip Code * (XXXXX / XXXXX-XXXX)

Phone# * - - (XXX-XXX-XXXX)

Email * (To enter multiple email addresses use comma for seperation)

Jurisdiction *

Indigent? Yes No

Credit Card Type * (We do not store or charge credit card. Credit Card is used for user validation purpose only)

Credit Card Number *

Credit Card Expiration Date * Month Year

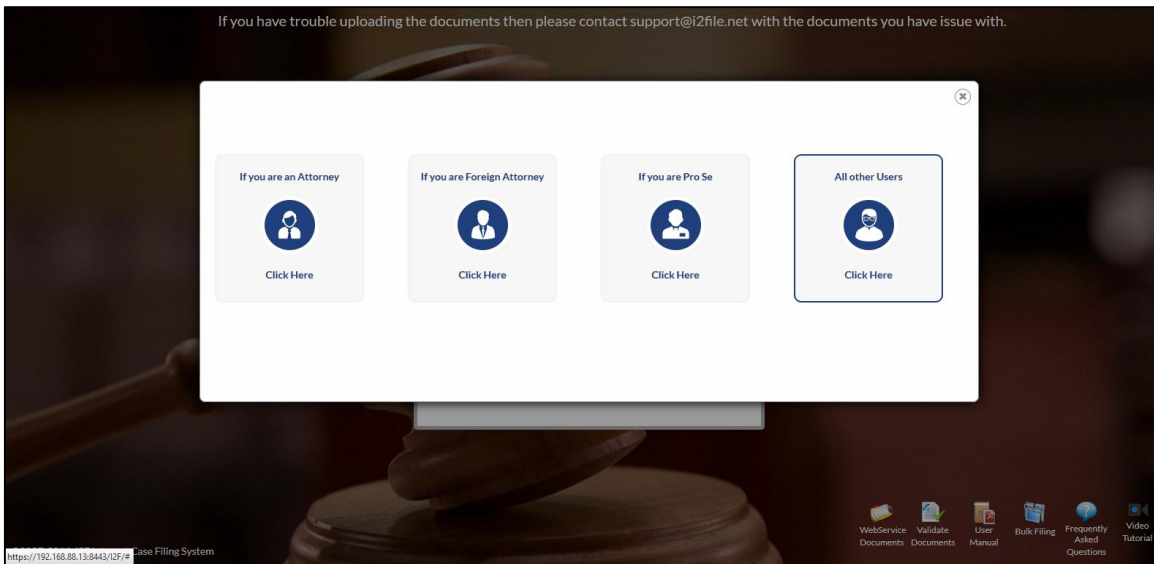
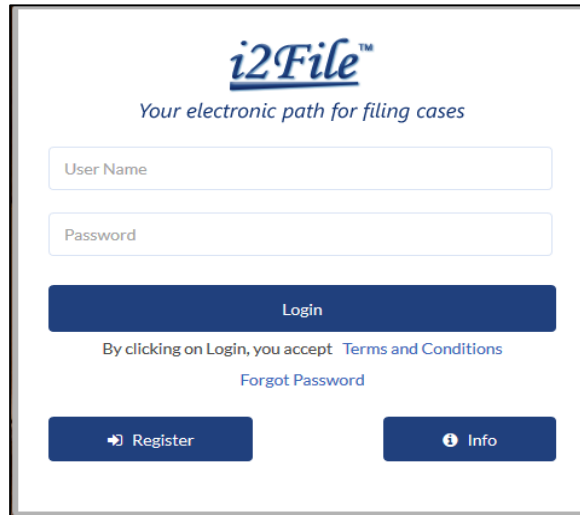
Terms of Services
TERMS: "Attention ProSe Filers" you will be asked to provide a valid contact information when you sign up for a user id and password. After you complete the filing and the Clerk has ASSIGNED a case number to your filing you will be asked to provide the credit card information in order pay the cost of the court filing fees. You will not be able to view the Stamped Accepted Documents or print them from this site until you pay the cost of the filing. We will ask you for your credit card information at that time and process the payment. If you do not wish to pay on this site you may go:
 I agree I do not agree

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After successful registration, prose will be able to see username on the next page along with a confirmation message. This indicates that prose is registered in I2File.

5. OTHER E-FILERS REGISTRATION

Other E-filers click on 'Register' button from Login page, will show all the Registration Links, from which click on "All other users" button as provided below. Click on 'X' will close the popup.



If Other E-filer is registering on behalf of a company, then select the radio button 'Are you registering on behalf of a company?' as 'Yes' and enter the company name otherwise select radio button as 'No'. Other E-Filers enter contact information on Registration page. Other E-Filers should enter valid email address. Although I2file is a subscription service provided by the Clerks of Court at no cost to the Other E-Filer, they may need to establish an account within the filing jurisdiction in order to pay the usual statutory filing fees. I2file.net processes credit card payments and does not retain credit card information.

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Other E-FILERS Registration (If you are an Attorney or Attorney Firm then [Click here](#) to Register. Attorney firm should not use this option. Please have your attorney register under attorney section.)

Fields marked * are mandatory.

Are you registering on behalf of a company or organization? Yes No

Company Name / Organization * TEST COMPANY

User Name * TESTJOHNSMITH (Minimum 8 characters)

Password * ***** (Minimum 8 characters with atleast 1 number)

Confirm Password * *****

First Name * JOHN (Minimum 1 character)

Last Name * SMITH (Minimum 1 character)

Middle Name

Birth Date * 01/01/1975 (MM/DD/YYYY)

Office Address *
101 SATELLITE TOWER
PAUL STREET

City * LOS ANGELES

State * California

Zip Code * 92342-3423 (XXXXX / XXXXX-XXXX)

Phone * 523 - 524 - 5242 (XXX-XXX-XXXX)

Email * john@gmail.com (To enter multiple email addresses use comma for separation)

Jurisdiction * DU PAGE - 18TH JUDICIAL CIRCUIT COURT

TERMS: *Attention Other E-FILERS you will be asked to provide the company name in case if you are registering on behalf of a company / Organization when you sign up for a user id and password. This is only used as a point of validation for you to receive your User ID and Password. After you complete the filing and the Clerk has ASSIGNED a case number to your filing you will be asked to provide credit card information in order pay the cost of the court filing fees. You will not be able to view the Stamped Accepted Documents or print them from this site until you pay the cost of .

I agree I do not agree

42 - 9

33

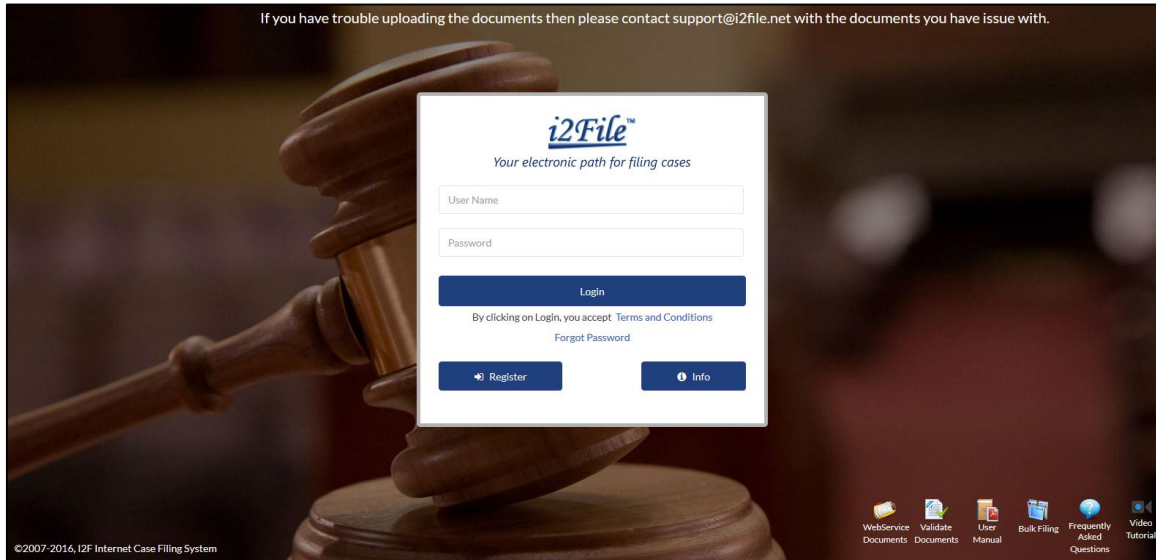
Register

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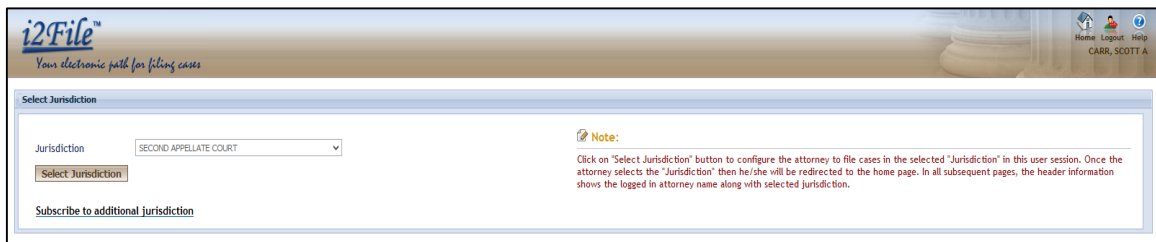
After successful registration, Other E-Filer will be able to see username on the next page along with a confirmation message. This indicates that Other E-Filer is registered in I2File.

5. LOGIN

Login screen is created for the users to access the site by entering their username and password.



On successful login, Attorney will be redirected to the 'jurisdiction' selection page. Jurisdiction values would be pre-populated from the selections made during registration process.



If users have forgotten the username and/or password of their account, they can click on 'Forgot Password' button provided in Login to I2file frame. It redirects them to "Forgot Password" page.

User will have to enter first name, last name, birth date, user role, ardc# (for Attorneys) and email address for retrieving access information. I2File will verify provided details entered by user and if it matches with available details, attorney will be redirected to change password page. When password is changed, an email with new user details is sent to the email address that user had provided at the time of registration.

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Home Help

▶ **Forgot Password**

User Search

First Name *

Last Name *

Birth Date * (MM/DD/YYYY)

User Role *

ardc # *

Email *

User Name

Note:
If you've forgotten the username and/or password of your account, please input your identity details. You are required to enter first name, last name, birth date, user role, ARDC number if user role is attorney and registered email address to retrieve account access information. I2File will verify provided details against the available details and then allow you to change password.

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Home Logout Help
CARR, SCOTT A
ILLINOIS SUPREME COURT - STATE

▶ **Change Password**

Fields marked * are mandatory.

User Role Attorney

User Name SCOTT123

Name CARR, SCOTT A

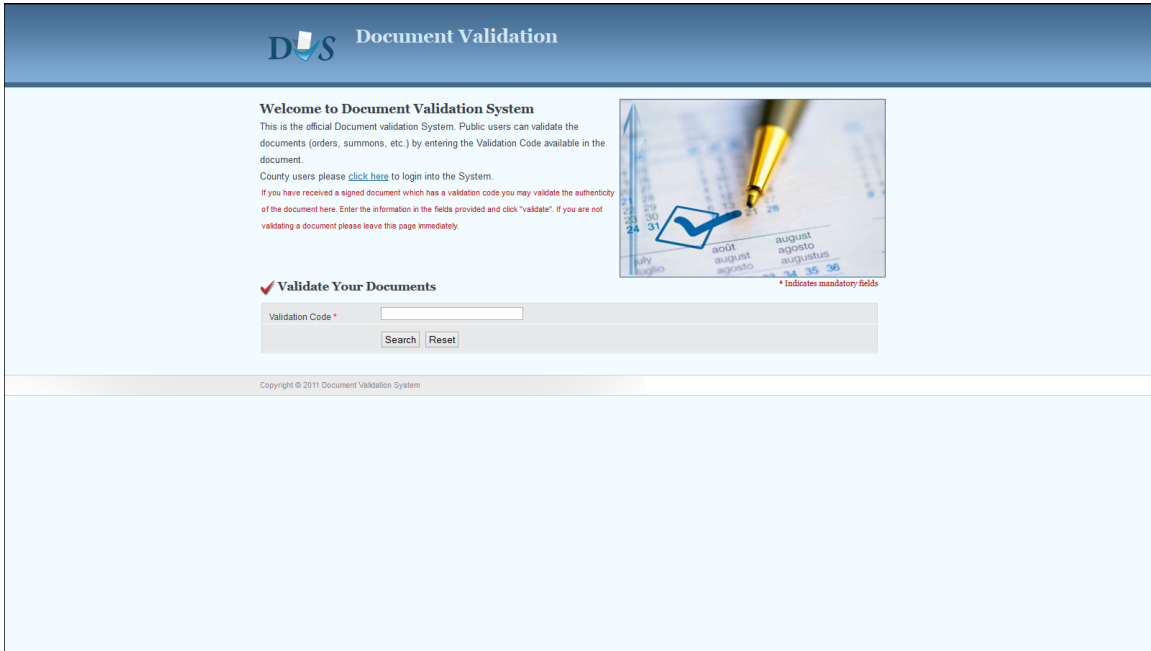
Password * (Minimum 8 characters with atleast 1 number)

Confirm Password *

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6. Validate Document

There is a "Validate documents" icon on right hand corner of login page. User can validate their official documents (orders, summons, etc.) by click on this icon and then entering the Validation Code available on the document. Below is UI of document validation.



If user has received a signed document which has a validation code he/she may validate the authenticity of the document here. Enter the information in the fields provided and click "validate". Reset button will reset all the values.

7. NEW CASE FILING

This option allows attorney to file document(s) for establishing new cases. It is a three-step process represented as a wizard flow.

Step 1) Case Information

Step 2) Document Information

Step 3) Transaction Summary.

1) **Case Information:**

Attorney needs to enter primary information of the case. This information includes:

1. Case Type - Enter the type of Case. If not familiar with case type then one can select 'Don't know case type' option.
2. Plaintiff / Petitioner / Appellant / Movant Last Name / Company - Enter Plaintiff / Petitioner / Appellant / Movant first name, last name, middle name (optional) in the appropriate fields and type as individual if the petitioner is an individual. Enter Petitioner's Company name in this field if petitioner is a Company.
3. Defendant / Respondent / Appellee Last Name / Company - If the Defendant / Respondent / Appellee is an individual, enter their last name in the field for free text input or if Defendant / Respondent / Appellee is a Company, type the Company Name in the field for free text input.

The screenshot shows the i2File web application interface for filing a new case. The page title is "New Case Filing - DU PAGE - 18TH JUDICIAL CIRCUIT COURT". The progress indicator shows three steps: 1) Case Information (active), 2) Document Information, and 3) Transaction Summary. The "Case Information" section contains the following fields:

- Case Type ***: A dropdown menu with "DT" selected.
- Plaintiff/Petitioner/Appellant/Movant Last Name/Company ***: A text input field containing "PEOPLE OF THE STATE OF ILLINOIS".
- Defendant/Respondent/Appellee Last Name/Company ***: A text input field containing "DANIEL J WATZKE".

At the bottom of the form, there are three buttons: "Previous", "Next" (highlighted), and "Cancel". A red note at the top right of the form area states "Fields marked * are mandatory." There are also links for "EFiling Instructions" and "EFiling Rules & Fee Schedules - DU PAGE - 18TH JUDICIAL CIRCUIT COURT".

After entering relevant details, attorney has to click on "Next" button which will open Document Information UI. Click on "Cancel" button will redirect to dashboard page.

If county has selected "Attach new case info sheet" option, attorney of that county will get below UI with detailed information to fill in new case info sheet while filing documents on new case.

The screenshot displays the 'New Case Filing' interface for the MCHENRY - 22ND JUDICIAL CIRCUIT COURT. The form is organized into several sections:

- New Case Information Details:** Includes fields for Case Type, Subcase Type, Jury Demand, Jury Size, Jury Desc, Return Date, and Return Time. A link for 'Filing Rules & Fee Schedules' is also present.
- First Named Plaintiff:** Features radio buttons for 'Individual' (selected) and 'Company', and a radio button for 'Is Pro Se?' (set to 'No'). It includes fields for Last Name, First Name, MI, Suffix, Address Line 1, Address Line 2, City, State, Zip, and Phone.
- Plaintiff's Attorney:** Includes fields for Firm Name, ARDC #, Last Name (pre-filled with 'CARR'), First Name (pre-filled with 'SCOTTA'), MI, Suffix, Address Line 1 (pre-filled with '1125 MISTWOOD PLACE'), Address Line 2, City (pre-filled with 'DOWNERS GROVE'), State (pre-filled with 'Illinois'), Zip (pre-filled with '60515'), and Phone (pre-filled with '630-886-1121').
- First Named Defendant:** Similar to the plaintiff section, with fields for Last Name, First Name, MI, Suffix, Address Line 1, Address Line 2, City, State, Zip, and Phone. It also includes a 'Summons Issued' dropdown menu.

At the bottom of the form, there are three buttons: 'Add Additional Party', 'Proceed', and 'Cancel'. The footer of the page reads '©2007-2016, I2F Internet Case Filing System'.

User has to enter below information for new case filing sheet:

1. Case Info
2. First Named Plaintiff
3. First Named Defendant
4. Plaintiff's Attorney
5. Additional Parties

User can insert additional parties by clicking on "Add Additional Party" button which will dynamically add an additional party section similar to Plaintiff's or defendant's information.

Proceed will forward user to the document information page with New Case Info sheet pdf attached with entered data. User can edit the same by clicking on edit link on pdf but it will remove all the other documents which are attached.

2) Document Information

User needs to enter below information on Document Information UI

1. Document Type - Specify the document type.
2. Filed Under Seal – Select yes if uploaded document is filed under seal. By default value would be 'N'.
3. Comments- Enter comments related to the document being uploaded.

4. Document to upload – There are two options (Radio buttons) for adding documents on this UI:
 - a. Create Online
 - b. Upload Document.

Initially both radio buttons would be disabled. Depending on the document type selected by attorney these options will be enabled.

If online form is configured for selected document type, both “Create online” and upload document radio buttons will be enabled. User can choose any one of these options

If online form is not configured for selected document type, only upload document radio button will be enabled any will be selected by default. Attorney can upload document by clicking on Browse button. Attorney can upload any type of document. The document must be in pdf format. Total size of the uploaded documents must not exceed maximum size of documents set for the selected jurisdiction. Width and height specifications for pdf must be (8.5 X 11).

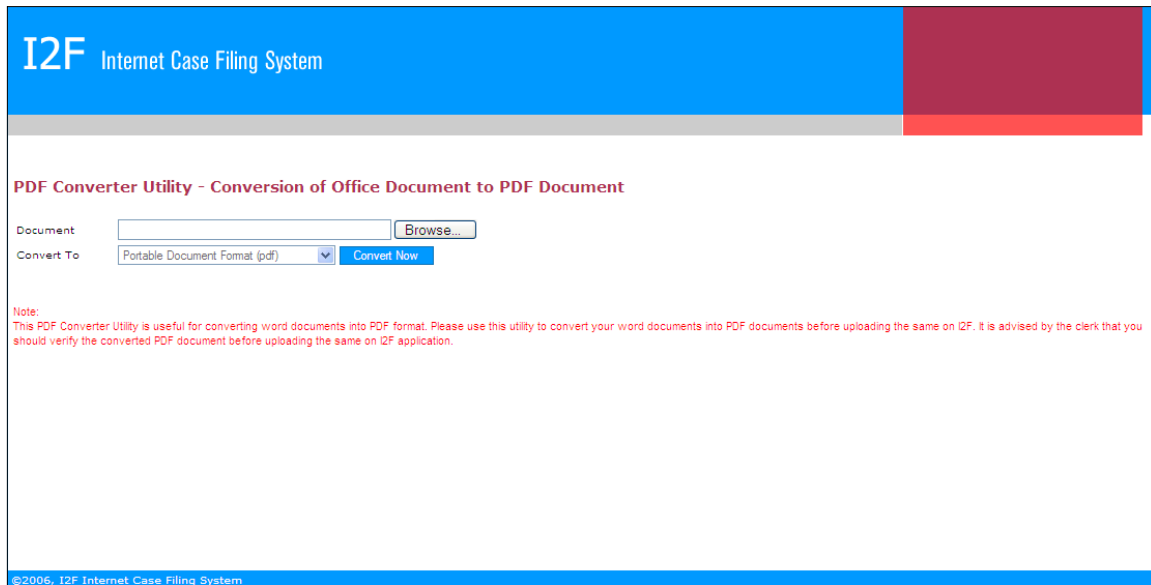
Uploaded documents would be tabulated. Edit link would be provided against online documents. Delete link would be provided against each document for deleting unwanted documents. If only one document is uploaded with reference to a particular case, it cannot be deleted, once the case is filed. The document could be viewed by clicking on its name.

There are three buttons on this page. Click on “Previous” button redirects to Case Information page for editing any case information details. Click on “Next” button

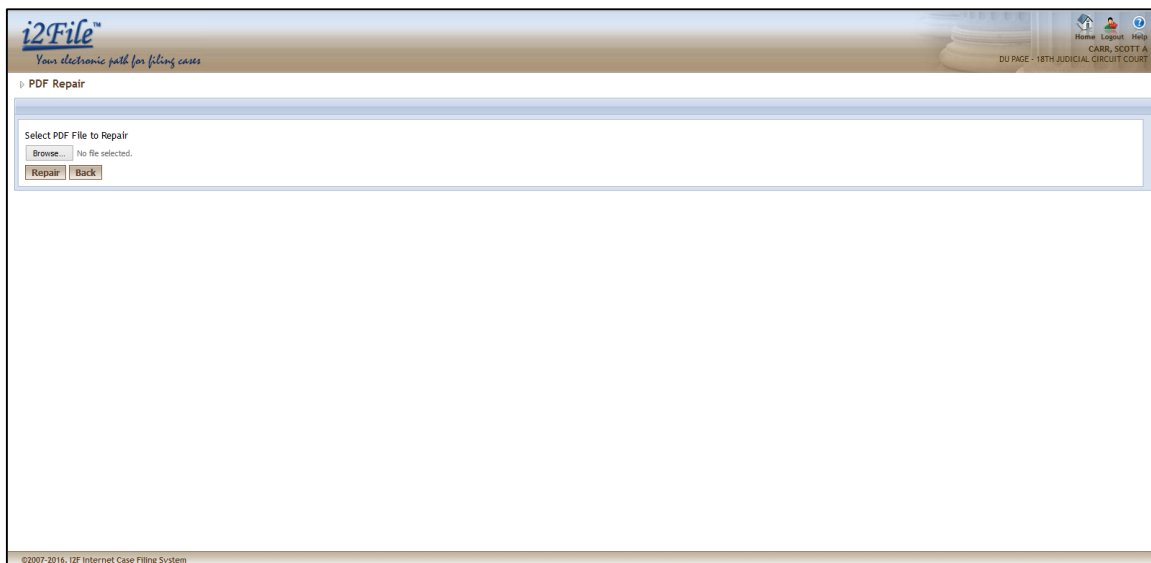
redirects to Transaction summary page. Click on "Cancel" button reset all details and redirect to dashboard page.

Note: Specifications for uploading a file are variable and configured by the Admin.

PDF Converter utility is also provided which converts word documents to pdf files. This utility is not a part of the filing process. If the attorney does not have any .pdf documents then s/he can avail this functionality.



Along with PDF Converter, PDF Repair Utility is also provided. If attorney is not able to upload pdf file then s/he can take benefit of this functionality by repairing pdf file and then try to upload it again. This utility repairs the corrupted file and gives it in proper format.



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3) **Transaction Summary**

It is a summary page which contains case information and document information entered on previous pages.

There are three buttons on this page: Click on

1. "Previous" button redirects to Document Information page.
2. "Submit" button will create a new transaction. A Transaction ID will be generated which will be used in future processes. Mail would be sent to reviewer for approval of transaction details.
3. "Cancel" button will reset all details and redirect user to dashboard page.

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Home Logout Help
CARR, SCOTT A
DU PAGE - 18TH JUDICIAL CIRCUIT COURT

New Case Filing - DU PAGE - 18TH JUDICIAL CIRCUIT COURT

1 Case Information 2 Document Information 3 Transaction Summary

Transaction Summary

Case Type DT
 Plaintiff/Petitioner/Appellant/Movant Last Name/Company PEOPLE OF THE STATE OF ILLINOIS
 Defendant/Respondent/Appellee Last Name/Company DANIEL J WATZKE

List of Attached Documents Click on the Document Name to view the document.

Document Name	Document Type	Comments	Filed Under Seal
Test.pdf	OTHERS		No

Previous Submit Cancel

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Home Logout Help
CARR, SCOTT A
DU PAGE - 18TH JUDICIAL CIRCUIT COURT

Request Submitted Details

Your Case Details has been sent for approval.
 Your Transaction ID is [17042223](#)

NOTE: Please remember your Transaction ID. You will need it to check the status of documents uploaded to I2File. When you, the filer, finish uploading documents and you complete the transaction by clicking the "SUBMIT" button, you will receive an email message stating that your document(s) has been received by I2File and that a further notification will be sent to you with the status of the filing.

A document will be considered timely submitted if e-filed at any time before the time allowed by filing jurisdiction or before the date on which the document is due as long as the document(s) are in compliance with applicable Supreme Court Rules. A document submitted electronically to the Clerk's office after the time allowed by filing jurisdiction or on a day when the Clerk's office is not open for business will, unless rejected, be file stamped as filed on the next business day for which the Clerk's office is open to receive conventional filings.

You will also receive the I2F Transaction Review Results via email. You may then logon to I2File and find your filing.

If Statutory docketing Fees are due to the Clerk for filing, you will have to pay the statutory fees due before you can review the document(s) on I2File. The "Unpaid" indicator on the transaction serves as a reminder to pay the fees.

If for any reason your filing is rejected, no fee is charged.

[Click Here to file another case.](#)

[Back To Home](#)

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Multiple-filings on cases is facilitated. A link "Click here to file another case" is provided for an attorney to return to the process of filing documents on new case. By clicking on the Transaction ID, the details of the filed case appear in a non-editable format.

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8. FILE DOCUMENTS ON EXISTING CASE

This option allows the Attorney to file documents for existing cases. It is also a three-step process similar to "New Case Filing" process.

- Step 1) Case Information
- Step 2) Document Information
- Step 3) Transaction Summary.

1) Case Information

First, the attorney is required to enter primary information of the case. This information includes:

1. Case Number- Attorney should enter a case number.
2. Plaintiff/Petitioner and Defendant/Respondent Names- Attorney should enter Plaintiff/ Petitioner and Defendant/Respondent Name

The screenshot displays the i2File web application interface for filing documents on an existing case. The page title is "File Documents in Existing Case - DU PAGE - 18TH JUDICIAL CIRCUIT COURT". The navigation bar shows three steps: 1) Case Information (active), 2) Document Information, and 3) Transaction Summary. The "Case Information" form includes the following fields:

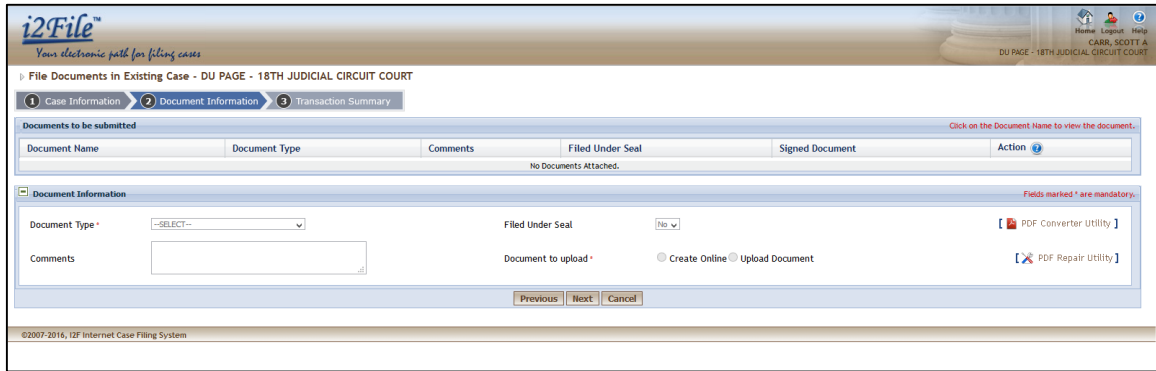
- Case Number***: 2012CF000002 (with a note: "(For example:2007LD000015, 2005D0000050)")
- Plaintiff/Petitioner/Appellant/Movant Last Name/Company***: PEOPLE OF THE STATE OF ILLINOIS
- Defendant/Respondent/Appellee Last Name/Company***: DANIEL J WATZKE

Additional elements include a "Next" button, a "Cancel" button, and a link for "EFiling Instructions". A footer note states "©2007-2016, I2F Internet Case Filing System".

2) Document Information

Attorney will have to upload the required documents necessary for filing process with below information:

1. Document Type - Specify the document type.
2. Filed Under Seal - Select yes if uploaded document is filed under seal. By default value would be 'N'.
3. Comments- Enter comments related to the document being uploaded.
4. Document to upload - There are two options (Radio buttons) for adding documents on this UI:
 - a. Create Online
 - b. Upload Document.



Initially both radio buttons would be disabled. Depending on the document type selected by attorney these options will be enabled.

If online form is configured for selected document type, both “Create online” and upload document radio buttons will be enabled. User can choose any one of these options

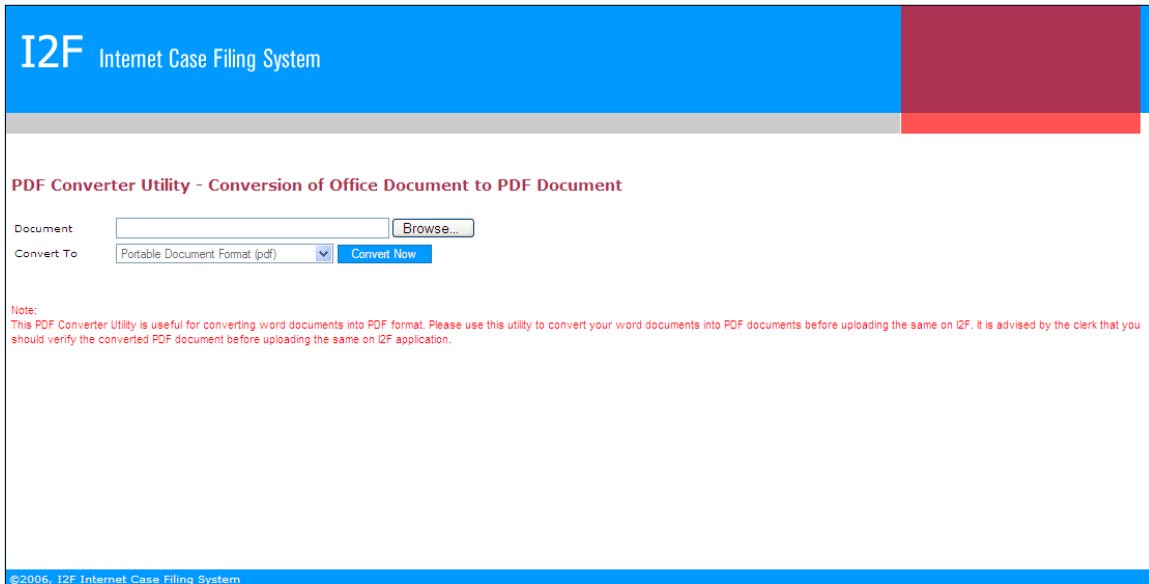
If online form is not configured for selected document type, only upload document radio button will be enabled any will be selected by default. Attorney can upload document by clicking on Browse button. Attorney can upload any type of document. The document must be in pdf format. Total size of the uploaded documents must not exceed maximum size of documents set for the selected jurisdiction. Width and height specifications for pdf must be (8.5 X 11).

Uploaded documents would be tabulated. Edit link would be provided against online documents. Delete link would be provided against each document for deleting unwanted documents. If only one document is uploaded with reference to a particular case, it cannot be deleted, once the case is filed. The document could be viewed by clicking on its name.

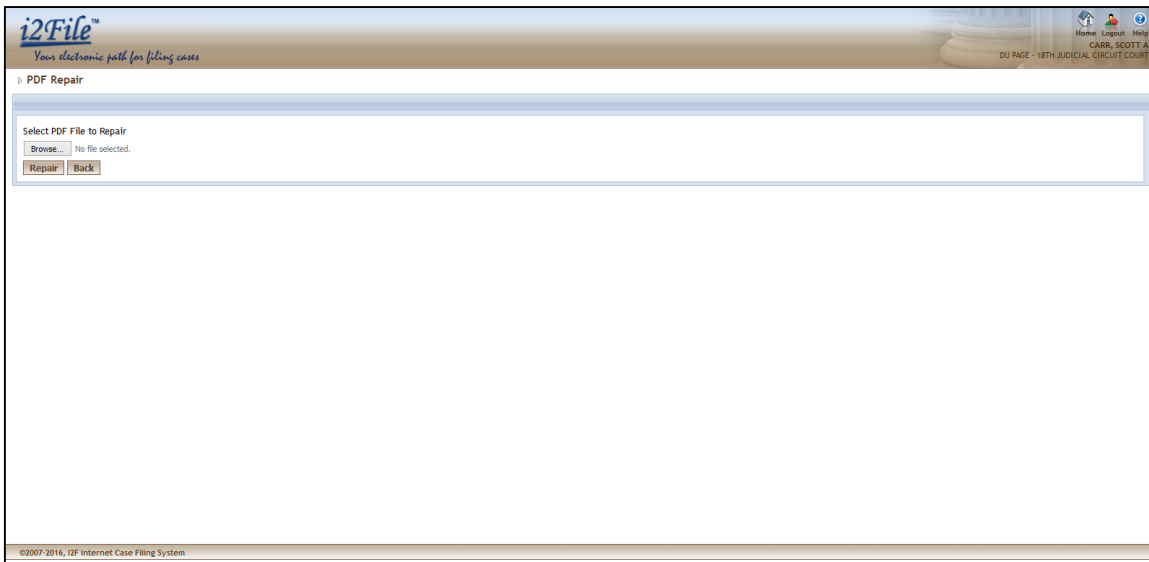
There are three buttons on this page. Click on “Previous” button redirects to Case Information page for editing any case information details. Click on “Next” button redirects to Transaction summary page. Click on “Cancel” button reset all details and redirect to dashboard page.

Note: Specifications for uploading a file are variable and configured by the Admin.

PDF Converter utility is also provided which converts word documents to pdf files. This utility is not a part of the filing process. If the attorney does not have any .pdf documents then s/he can avail this functionality.



Along with PDF Converter, PDF Repair Utility is also provided. If attorney is not able to upload pdf file then s/he can take benefit of this functionality by repairing pdf file and then try to upload it again. This utility repairs the corrupted file and gives it in proper format.



Note: At least one document has to be uploaded.

3) Transaction Summary

It is a summary page which contains case information and document information entered on previous pages.

There are three buttons on this page: Click on

1. "Previous" button redirects to Document Information page.
2. "Submit" button will create a new transaction. A Transaction ID will be generated which will be used in future processes. Mail would be sent to reviewer for approval of transaction details.
3. "Cancel" button will reset all details and redirect user to dashboard page.

The screenshot displays the 'Transaction Summary' page in the i2File system. At the top, there are navigation tabs for 'Case Information', 'Document Information', and 'Transaction Summary'. The 'Transaction Summary' section contains the following information:

Case Number	2012CF00002
Plaintiff/Petitioner/Appellant/Movant Last Name/Company	PEOPLE OF THE STATE OF ILLINOIS
Defendant/Respondent/Appellee Last Name/Company	DANIEL J WATZNE

Below this is a 'List of Attached Documents' table:

Document Name	Document Type	Comments	Filed Under Seal
Test.pdf	OTHERS		No

At the bottom of the page, there are three buttons: 'Previous', 'Submit', and 'Cancel'. The footer indicates '©2007-2016, I2F Internet Case Filing System'.

The screenshot displays the 'Request Submitted Details' page in the i2File system. It provides the following information:

Your Case Details has been sent for approval.
Your Transaction ID is [170432224](#)

NOTE: Please remember your Transaction ID. You will need it to check the status of documents uploaded to I2File. When you, the filer, finish uploading documents and you complete the transaction by clicking the "SUBMIT" button, you will receive an email message stating that your document(s) has been received by I2File and that a further notification will be sent to you with the status of the filing.

A document will be considered timely submitted if e-filed at any time before the time allowed by filing jurisdiction or before the date on which the document is due as long as the document(s) are in compliance with applicable Supreme Court Rules. A document submitted electronically to the Clerk's office after the time allowed by filing jurisdiction or on a day when the Clerk's office is not open for business will, unless rejected, be filed stamped as filed on the next business day for which the Clerk's office is open to receive conventional filings.

You will also receive the I2F Transaction Review Results via email. You may then logon to I2File and find your filing.

If Statutory docketing Fees are due to the Clerk for filing, you will have to pay the statutory fees due before you can review the document(s) on I2File. The "Unpaid" indicator on the transaction serves as a reminder to pay the fees.

If for any reason your filing is rejected, no fee is charged.

[Click Here to file another case.](#)

[Back To Home](#)

The footer indicates '©2007-2016, I2F Internet Case Filing System'.

Multiple-filings on cases is facilitated. A link "Click here to file another case" is provided for an attorney to return to the process of filing documents on new case. By clicking on the Transaction ID, the details of the filed case appear in a non-editable format.

9. REQUEST DOCUMENT COPY

This option allows the Attorney to request for the copy of a document. Following information needs to be entered:

Case Number - Enter a case number.

Copy Type- Select whether a "Certified Copy" is required or a "Regular copy".

Plaintiff/Petitioner and Defendant/Respondent details- Attorney should enter Plaintiff/Petitioner and Defendant/Respondent details

Document Type - Select the document type.

Comments- Provide comments for the document copy being requested.

The screenshot shows the 'Request Document Copy' form in the i2File system. The form is titled 'Request Document Copy' and includes a sub-section 'Case Information'. Fields include: Case Number (with an example), a dropdown for 'Do you want Certified Copy or Regular copy?', input fields for 'Plaintiff/Petitioner' and 'Defendant/Respondent', a dropdown for 'Document Type', and a text area for 'Comments'. There are 'Submit' and 'Cancel' buttons at the bottom. The footer indicates '©2007-2016, I2F Internet Case Filing System'.

A Transaction ID would be generated on click of Submit button. A mail containing the case details would be sent to the Reviewer.

The screenshot shows the 'Request Submitted Details' confirmation page. It features a message box stating: 'Your Case Details has been sent for approval. Your Transaction ID is 170432225'. Below this is a detailed note: 'NOTE: Please remember your Transaction ID. You will need it to check the status of certified copy request. When filer finishes certified copy request and completes the transaction the filer will receive a message that they will be billed when clerk "accepts" the certified copy and provides the certified copy of your requested document and provides the charges for the filing. The system will charge the filer's account or Credit Card for the fees including a convenience fee if paid by credit card. Filer's credit card will be validated at time of payment.' A 'Back To Home' link is provided at the bottom. The footer indicates '©2007-2016, I2F Internet Case Filing System'.

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10. REVIEW STATUS

This option on home page displays list of transactions with their detail. Details include:

Transaction Number - A specific ID for each transaction

Case number- It has a format of: year-case type- sequence number.

Year - Year in which case was filed. It's a four-digit number.

Case Type- Type of case represented by two characters.

Sequence number - It is automatically generated.

In case of new case filing, if status is 'Under Review' then a case number will not be assigned to a transaction.

Case Title- Title of the case.

Jurisdiction – Jurisdiction's Name

Documents- Number of documents uploaded.

Filing Time Stamp- Time and Date when the documents were stamped.

Status - There are five types of status: Pending, Under Review, Accepted-unpaid, Accepted-paid and rejected.

Pending- When the transaction is created and goes to the Reviewer its status will be 'Pending'.

Under Review- When the Reviewer is reviewing a transaction and has not yet approved or rejected it then the status will be 'Under Review'.

Accepted-unpaid - When reviewer has accepted the request and attorney is yet to make the payment, status will have a value 'Accepted unpaid'.*

Accepted-paid - When reviewer has accepted the transaction and attorney has made payment its status would will be 'Accepted paid'.*

* In some jurisdictions the Attorney established a PRE-PAID account with the clerk. As filings occur the clerk debits the in-house account for the statutory charges. This negates the need for the filer to provide credit card information.

Rejected- When reviewer has rejected the transaction its status will have a value 'Rejected'. Reviewer usually provides a reason for rejecting the request. These reasons can be viewed on the Transaction details page.

Transaction Type – Type of a Transaction

The screenshot displays the I2File web application interface. At the top left is the I2File logo with the tagline "Your electronic path for filing cases". At the top right are navigation links for Home, Logout, and Help, along with the user name "CARR, SCOTT A" and the court name "DU PAGE - 18TH JUDICIAL CIRCUIT COURT".

The main content area is titled "Review Status" and contains a "Transaction Search" section with various filters: Tran#, Tran Status (ALL), Payment Status (ALL), Filing Type (ALL), Requested Case Type (ALL), Date Range (All/Select), From Date, To Date, Case Number, and Reservation #, with a Search button.

Below the search section, it indicates "Total Transactions: 728". A "List of Requests" section follows, showing a pagination control "1 / 56 Go" and navigation links "<<Prev" and "Next>>". A note says "Click on the Case Number to view Transaction details." Below this is a table of requests.

Tran#	Case#	Requested CaseType	Jurisdiction	Doc(s)	Submitted Date and Time	Tran Status	Tran Type
170432225	2005DT000050	N/A	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	0	04/14/2016 09:09 AM	Under Review	CERTIFIED COPY
170432224	2005DT000050	DT	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	04/14/2016 09:03 AM	Under Review	DOCUMENT FILING
170432223	New Case	AD	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	04/14/2016 08:46 AM	Under Review	NEW CASE FILING
170432222	2005DT000050	N/A	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	0	04/14/2016 08:18 AM	Under Review	CERTIFIED COPY
170432219	2005DT000050	DT	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	04/12/2016 03:26 AM	Under Review	DOCUMENT FILING
170432218	New Case	DT	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	04/12/2016 03:26 AM	Rejected	NEW CASE FILING
170432217	2005DT000050	DT	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	04/12/2016 03:19 AM	Under Review	DOCUMENT FILING
170432216	2007CF000015	CF	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	2	04/12/2016 02:03 AM	Accepted	e-MOTION FILING
170432215	2005DT000050	DT	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	2	04/12/2016 01:35 AM	Accepted	e-MOTION FILING
170432214	2007CF000015	CF	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	2	04/12/2016 01:33 AM	Accepted	e-MOTION FILING
170432212	2005DT000050	DT	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	04/11/2016 02:41 AM	Under Review	DOCUMENT FILING
170432211	2005DT000050	DT	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	8	04/11/2016 02:37 AM	Under Review	DOCUMENT FILING
170432209	2005DT000050	DT	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	04/06/2016 06:33 AM	Under Review	DOCUMENT FILING

At the bottom of the interface, there is a copyright notice: "©2007-2016, I2F Internet Case Filing System".

Pagination facility is provided. Transaction list can be easily navigated by clicking on Previous and Next links or specifying the page number. By clicking on a particular case number related case details will be displayed.

Case Details

Plaintiff/Petitioner/Appellant/Movant: PEOPLE OF THE STATE OF ILLINOIS
 Defendant/Respondent/Appellee Last Name/Company: DANIEL J WATZKE

Tran #: 170432226
 Case Number: 2005DT000050
 Requested CaseType: DT

Jurisdiction: DU PAGE - 18TH JUDICIAL CIRCUIT COURT
 Transaction Type: DOCUMENT FILING
 Tran Status: Accepted

Submitted Date and Time: 04/14/2016 10:12 AM
 File Date: 04/14/2016
 Fees: \$6.00(\$5.00 + \$1.00)

Payment Status: Paid [Show Payment Data](#)
 Payment Type: Credit Card

Reviewer's Comments:
 Error Message:

List of Attached Documents Click on the Document Name to view the document.

Doc Ref #	Document Name	Document Type	Attorney Comments	Filed Under Seal	Status	Download
1	Test-PDF.pdf	OTHERS	This is for testing.	No	Accepted	Download

Additional Documents On Existing Case [Back](#) [Print All](#)

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On clicking 'Additional documents on existing case' the frame will redirect to step 1 of filing documents for existing case.

Search - The Attorney can also search for a particular transaction by providing the corresponding Transaction ID, Transaction Status, Payment Status, Filing Type , Requested Case Type, Case Number or Date Range. The related search result is tabulated.

Review Status

Transaction Search

Tran# Tran Status Payment Status Filing Type Requested CaseType

Date Range All Select From Date To Date Case Number Reservation # [Search](#)

Total Transactions: 1

List of Requests Click on the Case Number to view Transaction details.

Tran#	Case#	Requested CaseType	Jurisdiction	Doc(s)	Submitted Date and Time	Tran Status	Tran Type
170432226	2005DT000050	DT	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	04/14/2016 10:12 AM	Under Review	DOCUMENT FILING

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Payment Process-

Attorney is directed to payment page on click of 'pay' button. Transaction details are pre-populated from information entered by reviewer while accepting the transaction. Attorney needs to enter the following information:

Payment Details:

Credit Card number- Enter sixteen-digit card number.

Credit Card type- Type of the Credit Card

Expiration Date- Expiration Date of Credit Card (mm/yyyy format)

Card holder name and address

Contact Information:

Email address and Telephone Number

The screenshot shows the 'DU PAGE - 18TH JUDICIAL CIRCUIT COURT - Payment Details' page. At the top, there is a navigation bar with the i2File logo and user options like Home, Logout, and Help. Below the header, a warning message states: 'You are directly paying to DU PAGE - 18TH JUDICIAL CIRCUIT COURT and i2File is not responsible for any financial transaction.'

The main content area is divided into four sections:

- Transaction Details:** A table showing transaction information:

Tran #	170432226	Case Number	2005DT000050		
Fees	55.00	Convenience Fee	51.00	Total Amount	56.00
- Payment Details:** Fields for 'Credit Card Type' (set to Visa Card), 'Credit Card Number' (masked with Hs), 'Date Of Expiration (MM/YYYY)' (Month: 01, Year: 2019), and 'Name (As it appears on the Credit Card)' (john.smith).
- Personal Details:** Fields for 'Street Address' (105 Satellite Tower, Paul Street), 'City' (LOS ANGELES), 'State' (Illinois), and 'Zip Code' (12313-2132).
- Contact Information:** Fields for 'Email' (john@gmail.com) and 'Telephone Number' (123-456-7899).

At the bottom of the form, there are 'Submit' and 'Reset' buttons. A copyright notice at the very bottom reads: '©2007-2016, I2F Internet Case Filing System'.

Confirm Payment Details page containing entered information is displayed on click of submit button. Payment process can be continued by clicking on Submit button if the entered details are correct.

DU PAGE - 18TH JUDICIAL CIRCUIT COURT - Confirm Payment Details
 You are directly paying to DU PAGE - 18TH JUDICIAL CIRCUIT COURT and i2file is not responsible for any financial transaction.

Please Press "Confirm Payment" button in order to pay this transaction.

Transaction Details					
Tran #	170432226	Case Number	2005DT000050		
Fees	\$5.00	Convenience Fee	\$1.00	Total Amount	\$6.00

Payment Details	
Credit Card Type	Visa Card
Credit Card Number	*****
Date Of Expiration(MM/YYYY)	1/2019
Name (As it appears on the Credit Card)	john smith

Personal Details	
Street Address	105 Satellite Tower, Paul Street
City	LOS ANGELES
State	IL
Zip Code	12313-2132

Contact Information	
Email	john@gmail.com
Telephone Number	123-456-7899

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'Thank You' message is displayed on click of Submit button. This message includes billing ID, billing approval code, transaction ID, case number and amount and should be preserved for future references.

DU PAGE - 18TH JUDICIAL CIRCUIT COURT - Payment Details
 You are directly paying to DU PAGE - 18TH JUDICIAL CIRCUIT COURT and i2file is not responsible for any financial transaction.

Thanks for your payment.

Your payment has been successfully processed
 If you entered an e-mail address the following information will be emailed to you
 If you did not enter an e-mail address you should print this page for your records

Your payment of \$6.00 for the Tran # 170432226 and Case Number 2005DT000050 has been Accepted.
 Your billing approval code is TAS500
 Your billing ID is 70004902310646.701

[Go back to Transaction Details](#)

11. SEARCH DOCKETS

This option allows reviewers /admin users to search case details of any county. This is just to get all history of the case.

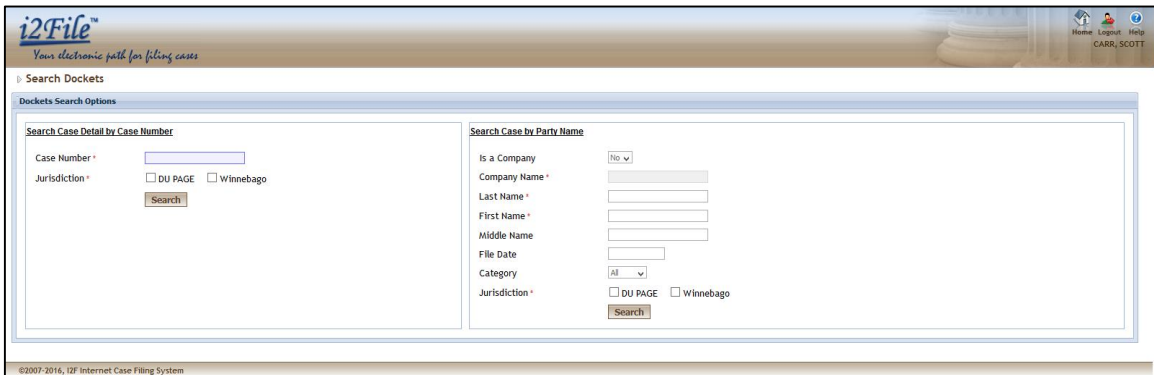
There are two options to search case detail:

1. Case number search

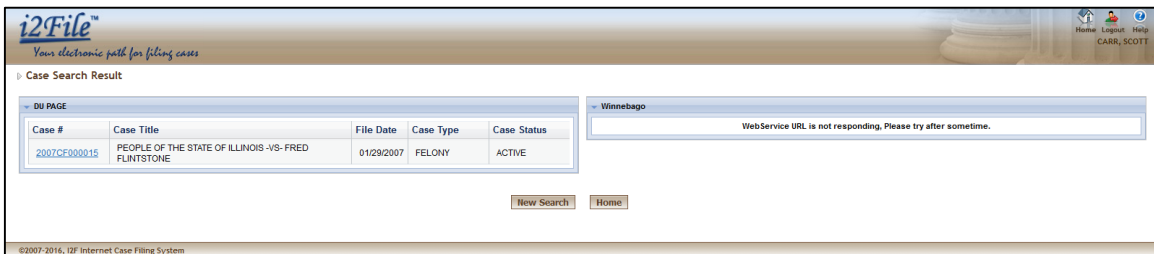
User will have to enter a valid case number and I2File will search details of that case in all counties or selected counties. If case number exists then case information will be displayed.

2. Party name search

User can enter a valid party information (last name, first name, isFirm) and search for that party in all counties. If party exists then will show all the cases to which the party is associated.



Case Search Result UI:



Party Search Result UI:

Name Search Filters

Last Name: JOHNSON First Name: MATTHEW Middle Name: File Date: Category:

Case #	Case Title	File Date	Case Type
2013TR015877	CITY OF ELMHURST -VS- MATTHEW L JOHNSON	02/13/2013	TRAFFIC
2002TR008745	MATTHEW G JOHNSON	06/18/2002	TRAFFIC
2003TR047759		04/07/2003	TRAFFIC
2003TR056527		04/23/2003	TRAFFIC
2014OT000002	PEOPLE OF THE STATE OF ILLINOIS -VS- MATTHEW D JOHNSON	01/01/2014	DRUNK TRAFFIC
2015OT000041	VILLAGE OF DOWNERS GROVE -VS- MATTHEW P JOHNSON	01/05/2016	DRUNK TRAFFIC
2001TR040828	MATTHEW S JOHNSON	03/18/2001	TRAFFIC
2003OV000295		01/09/2003	ORDINANCE VIOLATION
2001OV006567	MATTHEW S JOHNSON	08/20/2001	ORDINANCE VIOLATION
2001TR113593	MATTHEW S JOHNSON	08/03/2001	TRAFFIC
2003SC007112	DEBORAH L JOHNSON -VS- WILLIAM DINEEN	12/17/2003	SMALL CLAIMS
2001TR101863	MATTHEW R JOHNSON	07/11/2001	TRAFFIC
2015TR045933	VILLAGE OF BENSHENVILLE -VS- MATTHEW B VAUGHN	05/19/2015	TRAFFIC
2003TR055983		04/21/2003	TRAFFIC
2003TR071831		05/23/2003	TRAFFIC
2001TR001888	MATTHEW E JOHNSON	01/05/2001	TRAFFIC
2015TR010070	CITY OF NAPERVILLE -VS- MATTHEW A JOHNSON	02/03/2015	TRAFFIC
2001TR082193	MATTHEW E JOHNSON	06/04/2001	TRAFFIC

Buttons: New Search, Home

On click of case number, case details are fetched from web service (Currently it is implemented for Dupage / Winnebago).

Case Detail UI:

Case Details

Case #	Case Type	Legal Status	County	ACTIVE	DU PAGE	Category	Case Title	File Date	01/29/2007	Location	COURTROOM 4002
2007CFD00015	FELONY	ACTIVE	DUPAGE	CRIMINAL	PEOPLE OF THE STATE OF ILLINOIS -VS- FRED FLINTSTONE	01/29/2007	COURTROOM 4002				

Violations

Count Number	Complaint Number	Reference Code	Description
No Violations found			

Case Parties

Name	Company	Role
P COOLIDGE	N	ARRESTING OFFICER
FRED FLINTSTONE	N	FIRST-NAMED DEFENDANT
PEOPLE OF THE STATE OF ILLINOIS	Y	FIRST-NAMED PLAINTIFF

Attorneys

Name	Address
JOEL A KAGANN - FIRST-NAMED DEFENDANT	COMPANY: 1125 AUSTWOOD PL, DOWNERS GROVE, IL, 60515 COMPANY: 505 OCEAN PLACE, GROUND FLOOR, WHEATON, IL, 60189 COMPANY: 111 HOT STREAK BLVD, WHEATON, IL, 60189 COMPANY: C/O DEWEY CHEATHAM HOWE, 120 OCEAN PLACE, WHEATON, IL, 60189 WORK: 120 WOODBRIDGE TOWN, WHEATON, IL, 60189 COMPANY: C/O DEWEY CHEATHAM HOWE, 120 OCEAN PLACE, WHEATON, IL, 60189 COMPANY: 505 OCEAN PLACE, GROUND FLOOR, WHEATON, IL, 60189 COMPANY: 111 HOT STREAK BLVD, WHEATON, IL, 60189 WORK: 120 WOODBRIDGE TOWN, WHEATON, IL, 60189 COMPANY: 1125 AUSTWOOD PL, DOWNERS GROVE, IL, 60515 COMPANY: 505 OCEAN PLACE, GROUND FLOOR, WHEATON, IL, 60189 COMPANY: 111 HOT STREAK BLVD, WHEATON, IL, 60189 COMPANY: C/O DEWEY CHEATHAM HOWE, 120 OCEAN PLACE, WHEATON, IL, 60189
JOEL A KAGANN - FIRST-NAMED DEFENDANT	WORK: 120 WOODBRIDGE TOWN, WHEATON, IL, 60189 COMPANY: C/O DEWEY CHEATHAM HOWE, 120 OCEAN PLACE, WHEATON, IL, 60189 COMPANY: 505 OCEAN PLACE, GROUND FLOOR, WHEATON, IL, 60189 COMPANY: 111 HOT STREAK BLVD, WHEATON, IL, 60189 WORK: 120 WOODBRIDGE TOWN, WHEATON, IL, 60189 COMPANY: 505 NORTH COUNTY FARM RD, WHEATON, IL, 601870000 COMPANY: 503 NORTH COUNTY FARM RD, WHEATON, IL, 60187 COMPANY: 805 S. MELVAUKEE, LIBERTYVILLE, IL, 600480000 COMPANY: 420 HARD CASTLE BLVD, GLENDALE HEIGHTS, IL, 60139 COMPANY: 420 HARD CASTLE BLVD, GLENDALE HEIGHTS, IL, 60139 COMPANY: 420 HARD CASTLE BLVD, GLENDALE HEIGHTS, IL, 60139 COMPANY: 824 W BUSSE HIGHWAY, PARK RIDGE, IL, 600680000 COMPANY: 824 W BUSSE HIGHWAY, PARK RIDGE, IL, 600680000
DUNAGE COUNTY STATES ATTORNEY - FIRST-NAMED PLAINTIFF	COMPANY: 505 NORTH COUNTY FARM RD, WHEATON, IL, 601870000 COMPANY: 503 NORTH COUNTY FARM RD, WHEATON, IL, 60187
BASFORD AND FOGLE - FIRST-NAMED PLAINTIFF	COMPANY: 805 S. MELVAUKEE, LIBERTYVILLE, IL, 600480000
WISE ACRE - FIRST-NAMED DEFENDANT	COMPANY: 420 HARD CASTLE BLVD, GLENDALE HEIGHTS, IL, 60139 COMPANY: 420 HARD CASTLE BLVD, GLENDALE HEIGHTS, IL, 60139 COMPANY: 420 HARD CASTLE BLVD, GLENDALE HEIGHTS, IL, 60139
RUSSELL J LUCHTENBURG - FIRST-NAMED DEFENDANT	COMPANY: 824 W BUSSE HIGHWAY, PARK RIDGE, IL, 600680000
RUSSELL J LUCHTENBURG - FIRST-NAMED PLAINTIFF	COMPANY: 824 W BUSSE HIGHWAY, PARK RIDGE, IL, 600680000

Case Schedules

Purpose Code	Court Location	Court Date	Court Time
ATTORNEY	COURTROOM 4015	09/18/2013	10:00 AM
MOTION	COURTROOM 4010	01/17/2014	09:00 AM

Case Activities

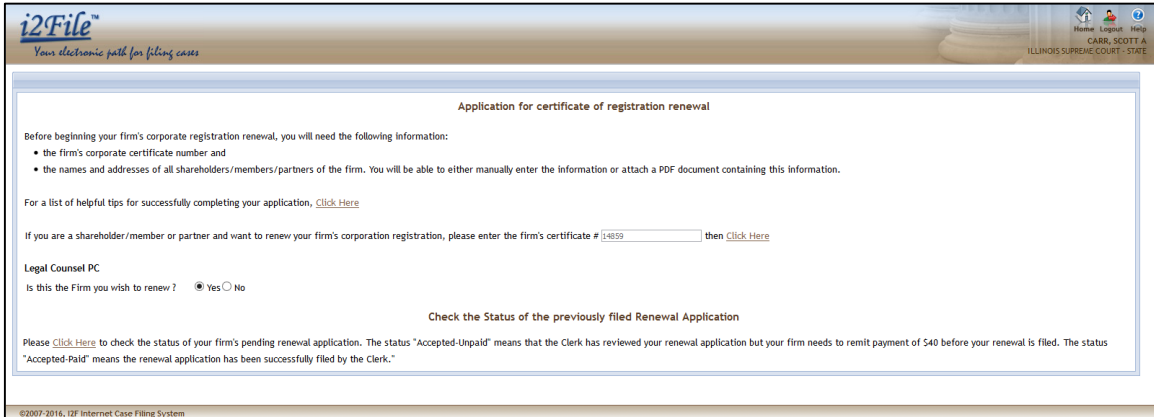
File Date	Description	Court Date	Court Location	Time
09/04/2014	CASE LEVEL FEES ASSESSMENT			
08/18/2014	REASSIGNMENT			
08/18/2014	REASSIGNMENT			
06/11/2014	PUBLIC DEFENDER APPOINTED			
03/27/2014	REASSIGNMENT			
02/04/2014	WARRANT ISSUED - BENCH			
08/14/2013	MICAP PLEA AGREEMENT AND CONTRACT			
08/14/2013	TASC ORDER			
01/07/2013	REASSIGNMENT			
01/29/2007	ORIGINAL LOCATION ASSIGNMENT			

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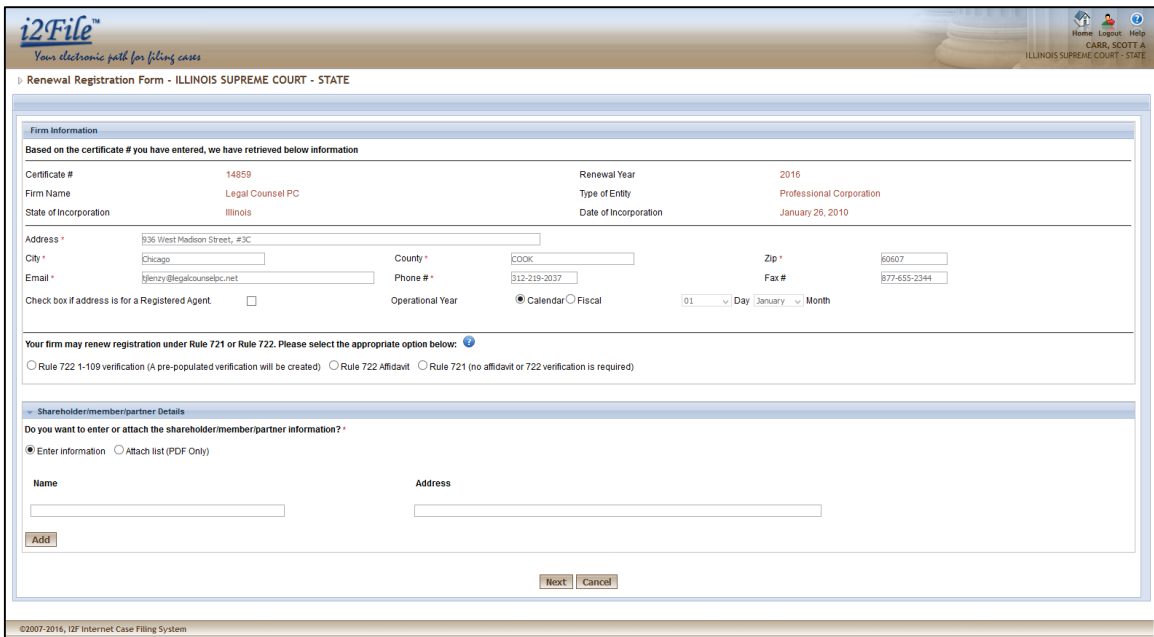
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12. ATTORNEY REGISTRATION RENEWAL

This feature is available for attorneys of Illinois Supreme court. Using this feature, attorneys can renew the registration of their firm for Supreme Court. Attorney can get all the information of firm and can renew their registration by just adding missing information.



In above UI, attorney has to enter a certificate # and click on "Click Here". It will show Firm Information. According to firm name, select "Yes" or "No" radio option. It will show all information of entered certificate stored while registration and will show below UI.



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User has to enter the missing information e.g. personal information, Registration renewal rule under which they want to renew it, shareholder/member/partner information and click on "Next" button to forward to the final page.

Registration Renewal Rule option:

If user selects Rule 722 1-109 verification, a prepopulated verification form will be created and will be attached to the list of documents on the new screen.

If user selects Rule 722 Affidavit, user has to upload affidavit form.

If user selects Rule 721, no affidavit or 722 verification is required.

Shareholder/member/partner information option:

User can enter shareholder/member/partner information, by clicking on "Add" button which will dynamically add name/address fields.

The screenshot shows the 'i2File' web application interface for filing cases. The page title is 'Application For Certificate of Registration - ILLINOIS SUPREME COURT - STATE'. A yellow banner at the top states 'You must review documents prior to clicking on submit.' Below this, the 'Registration Information' section contains a table with the following data:

Certificate Number	14859	Firm Name	Legal Counsel PC	Type of Entity	Professional Corporation
Address	936 West Madison Street, #3C	City	Chicago	State of Incorporation	Illinois
County	COOK	Date of Incorporation	January 26, 2010	Zip	60607
Email	tjlenzy@legalcounselpc.net	Phone #	312-219-2037	Fax #	877-655-2344

Below the registration information is a table titled 'Documents to be submitted':

Document Name	Document Type	Action
Certificate of Registration Renewal.pdf (Review Pending)	APPLICATION FOR CERTIFICATE OF REGISTRATION	Review
\$1-109 Verification.pdf (Review Pending)	\$1-109 VERIFICATION	Review

At the bottom of the form are 'Previous' and 'Submit' buttons. The footer of the page reads '©2007-2016, I2F Internet Case Filing System'.

By clicking on previous button, user can edit the information entered and come back to the above UI.

Before clicking Submit button, user has to preview the pdfs using Preview button.

Transaction ID would be generated on click of Submit button and a mail containing the case details would be sent to reviewer.

The screenshot shows the 'i2File' web application interface displaying the 'Application For Certificate of Registration transaction details'. The main content area contains the following text:

Application For Certificate of Registration successfully sent.
Your Transaction ID is [17999644](#)

Please note: An e-mail will be sent advising if your renewal application has been accepted or rejected. Once accepted, please log back into i2File to pay the \$40 renewal fee. Your application will not be filed until payment is received.

Back To [Home](#)

The footer of the page reads '©2007-2016, I2F Internet Case Filing System'.

To check the status of created transaction, user can click on "Click here to Review Status of your Document Filings and Copy Requests" link explained in Point # 10 – "REVIEW STATUS".

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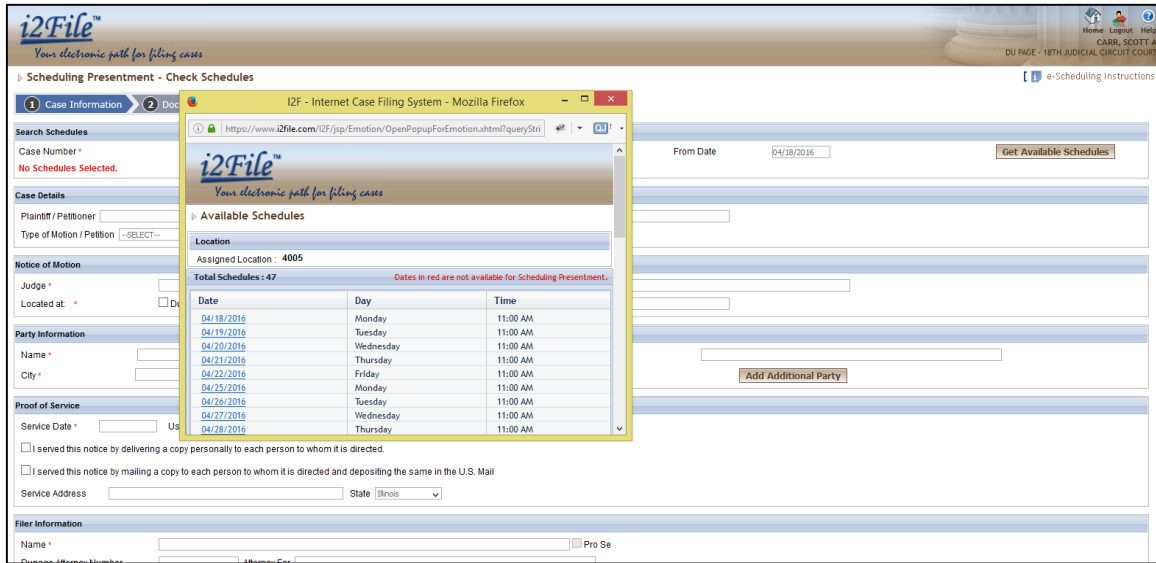
13. SCHEDULING PRESENTMENT

This option allows attorneys to schedule a presentment for their case. It will be enabled for a county for which scheduling presentment is configured. Currently it is configured just for "18th Judicial Circuit Court" of Dupage County.

On click of "Scheduling Presentment", user will be redirected to the below UI:

User has to enter a case number and file date which is optional to search the available schedules on which he/she can schedule the presentment in court for hearing.

After entering case number, user will have to click on "Get Available Schedules" which will open a popup menu with the list of available schedules fetched from the county case management system for entered case number as shown below:



User will have to click on a date in Available schedules pop up. I2File will fetch all the information related to selected schedule from county system and fill it on parent page.

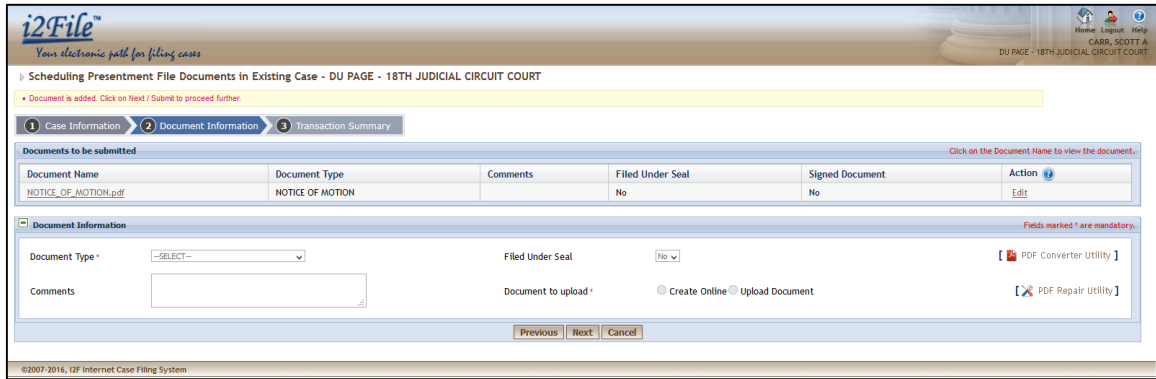
There are two buttons - Preview and Submit on first UI of Scheduling Presentment where Preview will open a pdf with filled data.

User can add more party information by clicking "Add Additional Party" button. In backend, motion pdf will be merged with supplementary pdf (which contains party information) while submit/preview.

User needs to enter information in below sections to file a motion:

1. Case Details
2. Notice of Motion
3. Party Information
4. Proof Of service

Submit will open final confirmation UI with motion pdf as shown below:



From the above UI, user can edit the entered information by clicking edit link. User can also file a motion or petition document by uploading pdf also but for that user has to select document type as Motion/Petition on Case Detail UI.



Click on submit will create a transaction with "Accepted" status in I2File. At Dupage county CMS, "Notice of Motion" (5890) and "MOTION OR PETITION" (7900) activities will be added on the case.

If Pro Se user is going to file a motion then it needs confirmation from the reviewer. So transaction will be created as a "Pending". Reviewer will review the pdf documents and Accept/Reject the transaction in Dupage CMS. On Accept, above defined activities would be added on a case.

14. CHANGE PROFILE

This option allows users to edit personal information.

The screenshot shows the 'Change Profile' page in the i2File system. The form contains the following fields and values:

- User Name: TESTOPSJC12345 (Minimum 8 characters)
- First Name: SCOTT A (Minimum 1 character)
- Last Name: CARR (Minimum 1 character)
- Middle Name: (empty)
- Birth Date: 01/01/1970 (MM/DD/YYYY)
- Office Address: 1125 MISTWOOD PLACE
- City: DOWNERS GROVE
- State: Illinois
- Zip Code: 60515 (XXXXXX / XXXXX-XXXX)
- Phone: 630 - 886 - 1121 (XXX-XXX-XXXX)
- Email: sipeeh.panchal@indusa.com, vashali.yada@indusa.com (To enter multiple email addresses use comma for separation)
- Signature: A red handwritten signature is visible in the signature field.

Below the form is a table titled 'List of Subscribed Jurisdictions':

Jurisdiction	Clerk Attorney Number	Action
DEKALB - 23RD JUDICIAL CIRCUIT COURT		
DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1970	Edit
FIRST APPELLATE COURT		
ILLINOIS SUPREME COURT - STATE	1	
KANE - 16TH JUDICIAL CIRCUIT COURT		
KENDALL - 23RD JUDICIAL CIRCUIT COURT		
LASALLE - 13TH JUDICIAL CIRCUIT COURT		
MACON - 6TH JUDICIAL CIRCUIT COURT		
MCHENRY - 22th Judicial Circuit Court	TEGD	
OGLE - 15th Judicial Circuit Court		
SECOND APPELLATE COURT		
ST. CLAIR - 20th Judicial Circuit Court	123	
THIRD APPELLATE COURT		
WILL - 12th Judicial Circuit Court	2333	
WINNEBAGO COUNTY 17TH JUDICIAL CIRCUIT COURT		

User can also save their signature from this UI. This signature will be used for signing online forms.

We provide clear signature option to clear user signature by click on Clear signature link.

User can edit the signature by clicking on browse button which will upload the new signature.

Click on "Save" button modified information will be updated in database. Click on "Cancel" button the changes will be discarded.

It also displays the list for all the jurisdictions in which the registered attorney is subscribed. Such information will be displayed as: Jurisdiction, Clerk Attorney Number, with an added functionality of Action (Edit). By clicking on "Edit", the attorney will be able to edit the Clerk Attorney Number. (Edit link will display only if clerk attorney number is required for that county)

The screenshot shows the i2File web interface. At the top left is the i2File logo with the tagline "Your electronic path for filing cases". At the top right are navigation links for Home, Logout, and Help, along with the user name "CARR, SCOTT A" and the current jurisdiction "DU PAGE - 18TH JUDICIAL CIRCUIT COURT". The main content area is titled "Jurisdiction Subscription" and contains a form with the following fields: "Jurisdiction" with the value "DU PAGE - 18TH JUDICIAL CIRCUIT COURT" and "Clerk Attorney Number" with the value "1970". A note below the Clerk Attorney Number field states "(Clerk Attorney Number and Illinois Attorney Registration Number should not be same)". There are "Save" and "Cancel" buttons at the bottom of the form. A red note at the top right of the form area says "Fields marked * are mandatory." The footer of the page reads "©2007-2016, I2F Internet Case Filing System".

By clicking on “Subscribe to additional jurisdiction” link, attorney will be able to subscribe to new jurisdictions for filing documents. Details needed for successful subscription:

Jurisdiction of Intended Filing- This list will be pre-populated with all the jurisdictions for which the logged-in attorney is not subscribed.

Attorney Number- It must be numeric. (This field is required only if clerk attorney number is required for that county)

This screenshot shows the same i2File web interface as the previous one, but with the "Jurisdiction" field updated to "FOURTH DISTRICT APPELLATE COURT". The "Clerk Attorney Number" field is now empty. The "Save" and "Cancel" buttons remain at the bottom of the form. The footer of the page reads "©2007-2016, I2F Internet Case Filing System".

The changes will be saved and reflected in the List of Subscribed Jurisdictions by clicking on “Save” button. The changes will be reset by clicking on “Cancel” button.

15. CHANGE PASSWORD

This option is used for modifying password. Enter new password, reconfirm and click the Change password button. The password must contain alphanumeric characters.

The screenshot shows the i2File web interface for changing a password. At the top left is the i2File logo with the tagline "Your electronic path for filing cases". At the top right are navigation links for Home, Logout, and Help, along with the user's name "CARR, SCOTT A" and the case name "DU PAGE - 18TH JUDICIAL CIRCUIT COURT". The main heading is "Change Password". A note states "Fields marked * are mandatory." The form contains the following fields:

User Role	Attorney
User Name	SCOTT123
Name	CARR, SCOTT A
Password *	<input type="password"/> (Minimum 8 characters with atleast 1 number)
Confirm Password *	<input type="password"/>

At the bottom of the form are "Save" and "Back" buttons. The footer of the page reads "©2007-2016, I2F Internet Case Filing System".

16. BULK FILING

I2F_PDQ eliminates the need for the filer to individually upload documents one at a time to the I2File server. Multiple documents can be uploaded using this tool.

i2File™
Your electronic path for filing cases

Home Help

► Bulk Filing

Bulk Filing

I2F_PDQ® is an e-filing utility that efilers use with I2File.net. It enables the filer to stage cases locally and then, with one MOUSE click, upload and file all staged documents to the selected filing jurisdiction.

NOTE- unlike I2File.net this utility is NOT sponsored by the subscribing Circuit Clerks. It is an optional utility that can be licensed by filers to optimize multiple filings on I2File.net. You must have an active User ID and Password on I2File to utilize I2F_PDQ.

USER BENEFITS
Users that file more than one case at a time with I2F_PDQ eliminate the need for the filer to individually upload documents one at a time to the I2File server.

HOW TO GET STARTED
To use I2F_PDQ you must send an email to "support@i2file.net" requesting an evaluation license subscription to I2F_PDQ. This evaluation subscription is provided to you at no cost. You must include your current I2File User ID, contact name and phone number.
After receipt of the request, I2File support will activate your license subscription and you will receive an activation email.
At the end of the six month trial period you must renew your subscription if you wish to continue use of I2F_PDQ. The license cost for one year is \$89/annually.

HARDWARE REQUIREMENTS FOR I2F_PDQ:

- Windows XP/Vista/Windows7 computer with internet connection.
- The computer should have a minimum of 4GB of memory

SOFTWARE REQUIREMENTS FOR I2F_PDQ:

- Internet Explorer 8 or above, Chrome, Mozilla 6 or above.
- JDK or JRE 1.6 or above

Details of steps to use I2F_PDQ are included in user manual. We suggest you read it completely before attempting to use I2F_PDQ. Please click here to [Download](#) user manual of I2F_PDQ.

You automatically receive free support up to a maximum of three (3) help sessions with I2F_PDQ support. Support thereafter will be charged on a per call basis. If you have an active subscription, click here to [Download](#) I2F_PDQ software.

I2F_PDQ is made available in North America by Conscisys Corp. I2F_PDQ is a copyrighted product of I2File Corp.

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17. FREQUENTLY ASKED QUESTIONS

Frequently asked questions, abbreviated to FAQ, are listed questions and answers, all supposed to be commonly asked in some context, and pertaining to a particular topic in I2File. User can open FAQ page by clicking FAQ icon on login page.

i2File™
Your electronic path for filing cases

» Frequently Asked Questions

[Create/Update Account Information](#)

Q I have lost my username and/or password. How can I re-obtain them?

On the login page of i2file.net, use the *Forgot Password* function to enter in your profile details. Shortly after the details are submitted you will receive an email with your username and the option to reset your password.

Q How do I update my account information?

Q There is a new attorney in our firm. Do we need to create a new account or can we just update the information in the account?

Q How do I add a jurisdiction to my profile?

Q How do I change my e-filing jurisdiction?

Q I am trying to register but it says my number is already in use but I did not register for I2File. How do I fix this?

[Payment](#)

Q I paid a fee, received a transaction code, and authorization code on case no. "*****". How do I view and print the document I requested?

Q I have requested a document from a certain case #. Is it free to request documents? If it is not free can I cancel my request?

Q Does I2file charge any fees for e-filing?

Q Does I2file store credit card information?

[New Case/Document Filing/Request Document Copy](#)

Q If I have a question regarding the case or document I filed who should I contact?

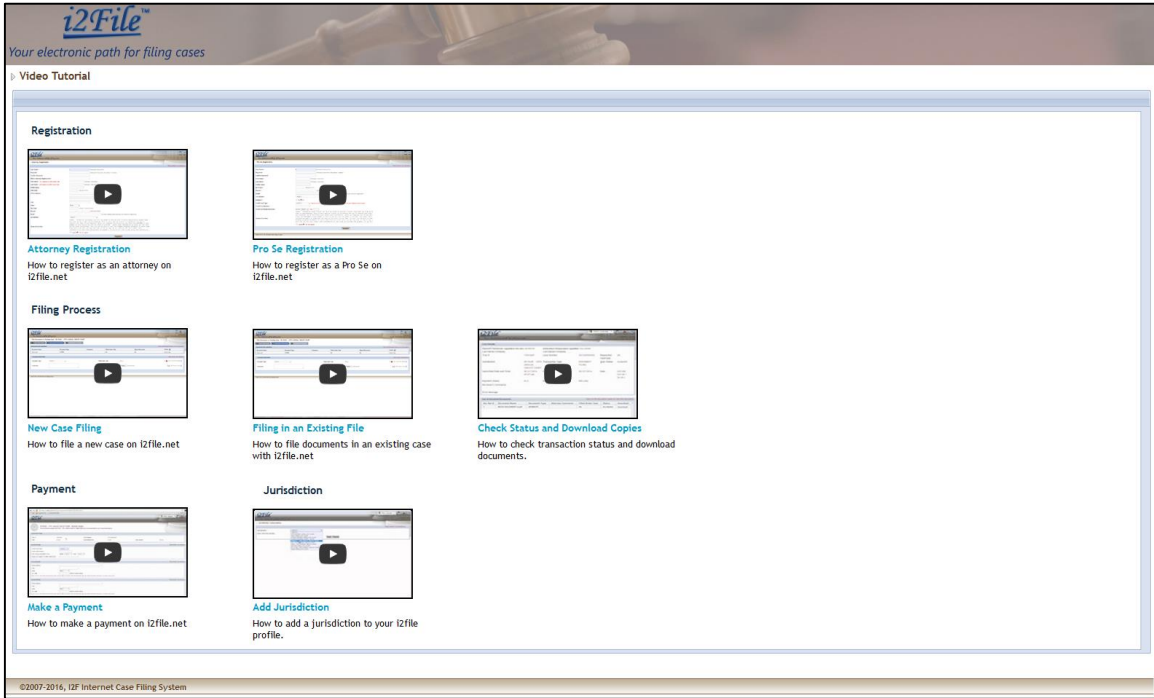
Q How do I request a copy of the documents of an existing case?

Q I am in the process of requesting documents. What are the details of the maximum document sizes and amounts for each transaction for the different jurisdictions?

Q How can I view the document which gives font package required error?

18. VIDEO TUTORIAL FOR ATTORNEY

Video tutorials are list of videos, which demonstrates various activities in i2file like filing process, payment process and Add jurisdiction process in form of videos. User can open Video tutorials page by clicking Video tutorial for Attorney icon on login page.



19. ASSIGNED TRANSACTIONS

It shows a list of transactions assigned to the logged in user. Screen would be as below.

The screenshot displays the i2File web interface. At the top left is the i2File logo with the tagline "Your electronic path for filing cases". At the top right are navigation links for Home, Logout, and Help, along with the user's name "CARR, SCOTT A" and the court name "WILL - 12TH JUDICIAL CIRCUIT COURT". Below the header is a "Transaction Search" section with a search form containing fields for Tran#, Date Range (All/Select), From Date, To Date, and Case Number, with a Search button. Below the search form, it indicates "Total Transactions: 1". A "List of Requests" table is shown below, containing one transaction entry.

Tran#	Case#	User	Filer	Doc(s)	Submitted Date and Time	Tran Status
17197163	2005DT000050	WILLREVIEWER	REVIEWER, WILL	1	04/14/2016 09:21 AM	Assigned

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20. MAKE PAYMENT

User can view a list of transactions which are accepted by the reviewer but are unpaid.

i2File™
Your electronic path for filing cases

Home Logout Help
CARR, SCOTT A
DU PAGE - 18TH JUDICIAL CIRCUIT COURT

▷ Make Payments

Transaction Search

Tran# Filing Type Requested CaseType

Date Range All Select From Date To Date Case Number Reservation #

Total Transactions: 7

Any transaction older than six months will not be displayed. Please contact Jurisdiction to get more information. [Click on the Case Number to view Transaction details.](#)

List of Requests

Tran#	Case#	Requested CaseType	Jurisdiction	Doc(s)	Submitted Date and Time	Tran Status	Tran Type
170431249	2005DT000050	DT	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	04/07/2016 07:10 AM	Unpaid <input type="button" value="Pay"/>	REGULAR COPY CRIS
170431231	2016LMXXXXXX	CV	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	04/04/2016 02:22 AM	Unpaid <input type="button" value="Pay"/>	NEW CASE FILING
170431180	2005DT000050	DT	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	02/19/2016 01:01 AM	Unpaid <input type="button" value="Pay"/>	REGULAR COPY CRIS
170431080	2005DT000050	DT	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	01/03/2016 11:53 PM	Unpaid <input type="button" value="Pay"/>	REGULAR COPY CRIS
170431026	2007CF000015	CF	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	12/10/2015 06:47 AM	Unpaid <input type="button" value="Pay"/>	REGULAR COPY CRIS
17043989	2015LMXXXXXX	CH	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	11/18/2015 08:25 AM	Unpaid <input type="button" value="Pay"/>	NEW CASE FILING
17043974	2005DTXXXXXX	UNKNOWN	DU PAGE - 18TH JUDICIAL CIRCUIT COURT	1	11/17/2015 09:16 AM	Unpaid <input type="button" value="Pay"/>	NEW CASE FILING

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21. LOGOUT

Clicking on Logout link redirects to the Login page.