



Setting up Odyssey Account

1. Go to [E-file's landing page](#) and click the “register” button in the right hand corner.
2. You will then click the “Register for an Individual Account” option on the right side of the page.

The screenshot shows the 'Registration - Select Type' page. It has a dark blue header with the Odyssey eFile Illinois logo and navigation icons. Below the header, there are three tabs: 'Select Type', 'User Information', and 'Firm Information'. The 'Select Type' tab is active. There are two main registration options:

- Register for a Firm Account:** Includes a list of legal professionals (Solo Practitioners, Attorneys, paralegals, and staff at firms with multiple filers) and a 'FIRM' button.
- Register for an Individual Account:** Includes a list of user types (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) and an 'INDIVIDUAL' button. This option is circled in red.

At the bottom of the page, there is a 'BACK TO LANDING' button, a 'Help' button, and a footer with copyright information: © 2021 Tyler Technologies, Inc. | All Rights Reserved | Version: 2021.6.0.2. It also mentions 'EMPOWERED BY TYLER TECHNOLOGIES'.

3. Use their legal name when registering. Have the petitioner use the same email address they have been using to communicate with TJLP and to use a password they feel comfortable sharing with TJLP. The password must be at least 8 characters long with at least 1 capital letter and 1 lower case letter, as well as either a number or special character. Once they create the password, make sure you keep note of it so you can share it with Dezi during the handoff email.

The screenshot shows the 'Registration - User Information' page. It has a dark blue header with the Odyssey eFile Illinois logo and navigation icons. Below the header, there are three tabs: 'Select Type', 'User Information', and 'Contact Information'. The 'User Information' tab is active. The form fields are as follows:

- First Name ***: Steven
- Middle Name**: Quartz
- Last Name ***: Universe
- Email Address ***: suniverse@yahoo.com
- Confirm Email Address ***: suniverse@yahoo.com
- Password ***:
- Confirm Password ***:

At the bottom of the page, there is a 'RESELECT TYPE' button, a 'NEXT' button, and a large red text box that says 'USE CURRENT LEGAL NAME WHEN REGISTERING PETITIONER'. There is also a 'Help' button and a footer with copyright information: © 2021 Tyler Technologies, Inc. | All Rights Reserved | Version: 2021.6.0.2. It also mentions 'EMPOWERED BY TYLER TECHNOLOGIES'.

TRANSFORMATIVE JUSTICE

LAW PROJECT of ILLINOIS



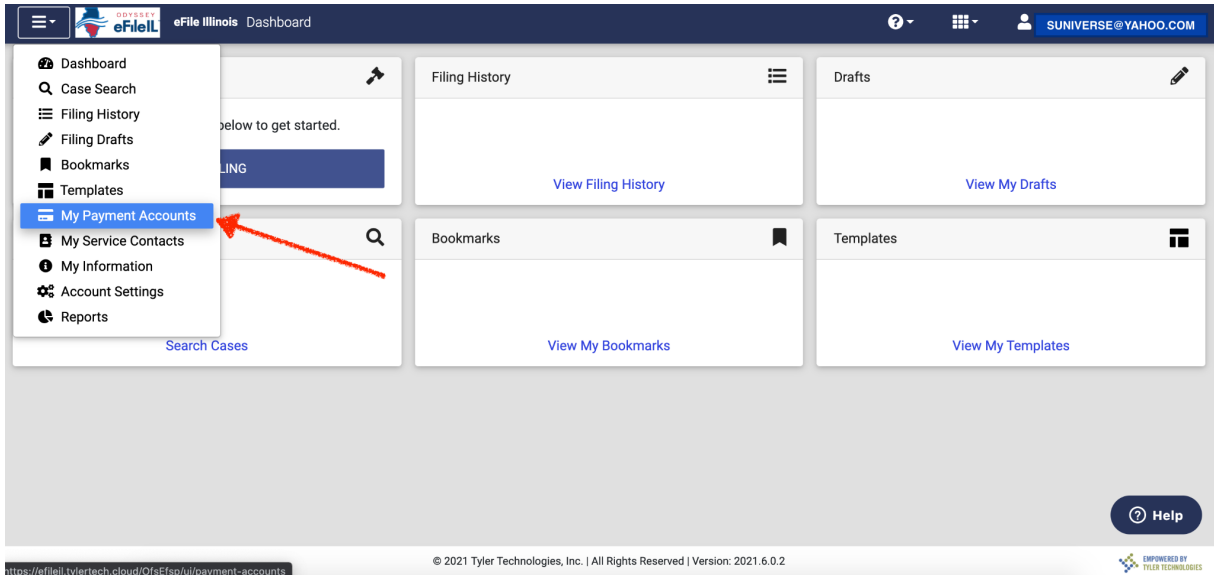
4. On the next page fill in the petitioner's address and contact information. You will then click the box for accepting terms & agreements for it to be sent to the petitioner's email address. Ask the petitioner to go to their email to confirm and activate an email received from Tyler Host/e-File.



Setting up Payment Account

(For petitioners who aren't applying for fee waivers)

1. Highlight and copy email address and password back into the sign-in on Odyssey. Once you sign back in, go to the three lines in the left hand corner and click "Payment Accounts" on the drop down menu.



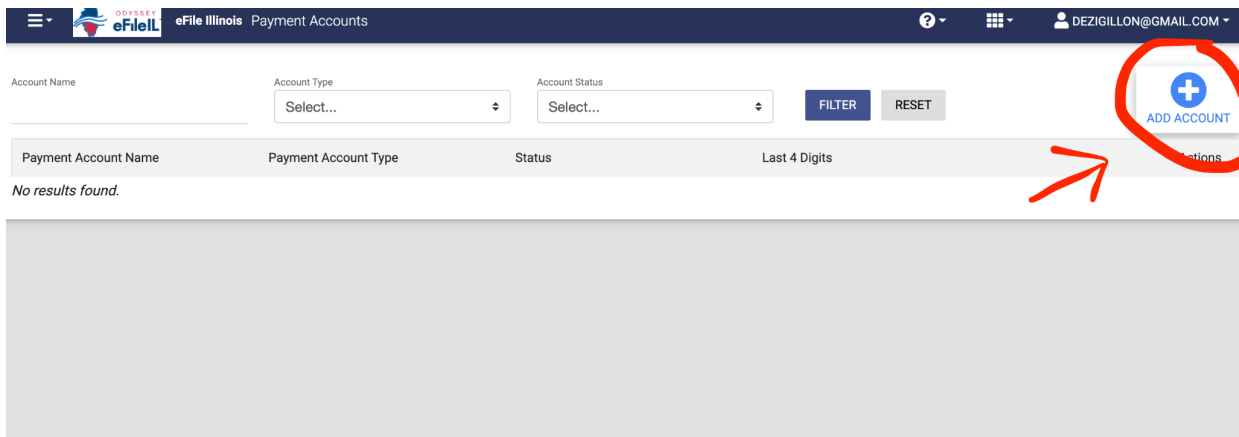
2. Click "Add Account" on the right side.

"Account Name": Card

"Create a new": Credit Card or Bank Account

Type "Enter Information" on the right and proceed to enter the petitioner's card information and save.

Once you're done entering the information, anyone who accesses the account will only be able to see the last four digits.



3. Log Out Procedure

- Log out from E-filing for individual
- Delete Files From Desktop to Trash, Empty Trash



They are good to go!



Starting a New Case & Filing Forms into Odyssey e-File

1. Once payment is saved, go back to the Dashboard and click “Start Filing” in the upper left square in the corner.
2. Select Filing Location > Cook County-County Division-District 1-Chicago> Start a New Case

The screenshot shows the Odyssey e-File interface. At the top, there is a navigation bar with the Odyssey e-File logo, the text 'eFile Illinois Start Filing', and a user profile icon for 'DEZIGILLON@GMAIL.COM'. Below the navigation bar, the main heading is 'Select Filing Location'. A light blue banner below the heading says 'Select your filing location to see which types of filings are allowed at that location.' Underneath, there is a dropdown menu for 'Location' with the selected value 'Cook County - County Division - District 1 - Chic'. A red arrow points to this dropdown menu. Below the dropdown, there are two main sections: 'New Case' and 'Existing Case'. The 'New Case' section is circled in red. It contains the text: 'Click the **START A NEW CASE** button if: - You do not have a case number, and - You want to start a new case for the first time. Click [here](#) for more information.' Below this is a warning: 'Warning: If a case already exists, your filing will be rejected and you will need to come back and use "Filing into Existing Case."' At the bottom of the 'New Case' section is a blue button labeled 'START A NEW CASE'. The 'Existing Case' section contains the text: 'Click the **FILE INTO EXISTING CASE** button if: - The case has already been started with the court by you or someone else, and - You have the case number or names of the parties to find the case. Click [here](#) for more information.' Below this is a blue button labeled 'FILE INTO EXISTING CASE'. At the bottom left of the page is a '← DASHBOARD' button, and at the bottom right is a 'Help' button.

3. You will now pre-upload the Name Change Petition and the Fee Waiver application if they are applying for a fee waiver. Click “Case Information” to proceed. (Do not try to file the ID, BC, or any other document at this time. TJLP staff will do this once the filing has been accepted and we have a case #)
4. Location > Cook County-County Division-District 1-Chicago
Case Category > Miscellaneous
Case Type > Name Change \$388
Click “Parties” to proceed to the next page
5. There are two party types, one for “Petitioner” and the other for “Name Sought.” For “Petitioner,” click “I am this party” under personal information and put in their current legal name (if it doesn’t already show up).



Petitioner This is a required Party Steven Quartz Universe

Personal Address Additional Identifiers

WHEN FILING A NEW CASE: Enter the name(s) of the people or entities involved in the case. You may also enter a party's address, email, and phone number by clicking Address at the top or **ADD PARTY ADDRESS** at the bottom.

- Plaintiff/Petitioner/Applicant means someone who wants to start a case. Since you are starting this case, this is you. Click **I AM THIS PARTY** to auto-fill information from registration instead of entering it again.
- Defendant/Respondent is who the case is filed against. To enter their information, scroll down under your information and click on Defendant/Respondent or the pencil button to the right of it.
- To add more parties, click the **+ADD PARTY** button and select the Party Type from the drop down menu then fill in the name and any other information.
- For Attorney Information, select Pro Se if you are representing yourself and leave it blank for the other parties if it is not already filled in.
- 'Entity' means a business, agency, department, etc. To add an Entity, click the circle next to the word 'Entity.'
- When you've entered all the parties' information, click **FILINGS** at the bottom to move to the next section.

WHEN FILING INTO EXISTING CASE: Check to make sure your information is correct. If you want to change information for a party already on the case, please contact the court. To add more parties, click the **+ADD PARTY** button. When you've entered all the parties' information, click **FILINGS** at the bottom to move to the next section.

Party Type
Petitioner

current legal name

Personal Information

Person Entity

I AM THIS PARTY

First Name * Steven Middle Name Quartz Last Name * Universe Suffix Select...

Attorney Information

Lead Attorney Pro Se

GO TO ADDITIONAL IDENTIFIERS Help

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A. To the right of “Personal” there are two other tabs: “Address” and “Additional Identifiers.” Make sure all of this information is up to date.

eFile Illinois Parties - Draft # 126799 DEZIGILLON@GMAIL.COM

Petitioner This is a required Party Steven Quartz Universe

Personal Address Additional Identifiers

WHEN FILING A NEW CASE: Enter the address for each party if you know it. This information is not required to e-file.
WHEN FILING INTO EXISTING CASE: Contact the court if you want to change the address shown.

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

WHEN FILING A NEW CASE: Enter the address for each party if you know it. This information is not required to e-file.
WHEN FILING INTO EXISTING CASE: Contact the court if you want to change the address shown.

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

Country United States

Address Line 1 * The Crystal Temple Address Line 2

City * Beach City State * Illinois Zip Code * 60626

Phone Number 3122102934

GO TO ADDITIONAL IDENTIFIERS

Name Sought This is a required Party Stevonnie Universe-Maheswaran

Help

B. Now you can move on to “Name Sought” that is on the same page. Click “I am this party” again, but delete the auto-generated name, and type in the client’s new name (the name the petitioner is changing to). The address and birthdate are going to be the same since you clicked “I am this party.” Now you can click “Filings” in the lower right corner to proceed to the next page.



Petitioner This is a required Party Stevon Quartz Universe

Name Sought This is a required Party Stevonnie Universe-Maheswaran

Personal Address Additional Identifiers

WHEN FILING A NEW CASE: Enter the name(s) of the people or entities involved in the case. You may also enter a party's address, email, and phone number by clicking Address at the top or **ADD PARTY ADDRESS** at the bottom.

- Plaintiff/Petitioner/Applicant means someone who wants to start a case. Since you are starting this case, this is you. Click **I AM THIS PARTY** to auto-fill information from registration instead of entering it again.
- Defendant/Respondent is who the case is filed against. To enter their information, scroll down under your information and click on Defendant/Respondent or the pencil button to the right of it.
- To add more parties, click the **+ADD PARTY** button and select the Party Type from the drop down menu then fill in the name and any other information.
- For Attorney Information, select Pro Se if you are representing yourself and leave it blank for the other parties if it is not already filled in.
- "Entity" means a business, agency, department, etc. To add an Entity, click the circle next to the word "Entity."
- When you've entered all the parties' information, click **FILINGS** at the bottom to move to the next section.

WHEN FILING INTO EXISTING CASE: Check to make sure your information is correct. If you want to change information for a party already on the case, please contact the court. To add more parties, click the **+ADD PARTY** button. When you've entered all the parties' information, click **FILINGS** at the bottom to move to the next section.

Party Type
Name Sought

Personal Information
 Person Entity

First Name * Stevonnie Middle Name Last Name * Universe-Maheswaran Suffix Select...

Attorney Information
Lead Attorney Pro Se

Help

6. Under the "Details" section, we can submit our filing (ignore the "Optional Services" and "Communication" tabs).

For filing a name change petition:

"Filing type" > "e-File Only"

"Filing Code" > "Complain/Petition - Petition for Name Change"

"Filing Description" > Type in "Name Change Adult"

eFile Illinois Filings - Draft # 126799 DEZIGILLON@GMAIL.COM

Documents

- Click **SELECT DOCUMENTS** to add the document for the filing code. You must upload at least one Lead Document to complete your filing.
- To add more documents to the filing, click the **ADD FILING** and upload a separate Lead Document for each type of document you want to electronically file.
- For more information about adding documents, click [here](#)
- To learn about lead documents and attachment documents, click [here](#)

Click the **ADD FILING** button and repeat the steps above if you need to add more than one filing with a document.

Filing Type * eFile Only Filing Code * Complaint / Petition - Petition for Name Change

Filing Description Name Change Adult Client Reference Number

Comments to Court

GO TO OPTIONAL SERVICES

Documents *

Component	Name	Actions	Description	Security
Lead Document			Description Complaint / Petition - Petition for Name Change	Non-Confidential

Help



- A. Under “Documents” click the pin to upload the Name Change Petition, please double check to make sure you are uploading the right documents with them signed. To upload click the button with the pen on it under “Actions.” A pop up screen will appear for you to drag what you pre-uploaded into the “Selected section.”
- B. If you are filing a fee waiver along with the name change petition, click “Add Filing” in the lower right hand corner and repeat the steps above with the below information.

For filing a fee waiver:

“Filing type” > “e-File Only”

“Filing Code” > “Fee Waiver Petition Filed”

“Filing Description” > Type in “Fee Waiver Petition”

- C. Once you have uploaded the documents, click “Save Draft and Exit” in the lower left corner. **Do not actually proceed with filing the documents.** A TJLP staff member will look everything over and file.