

File & Serve *Illinois*™

USER GUIDE

Cook County Functionality



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

- **File & Serve *Illinois* Client Support** is available to assist you with technical, ID, functionality and any other questions you may have. You can contact Client Support at 888.529.7587. They are available 24/7/365.
- **File & Serve *Illinois* Resource Center** is available to assist you with How-To Guides, register for Live Webinars, watch On-Demand videos, and much more! Please visit <http://fileandservexpress.com/illinois/training.html> for more information.

FILE & SERVE ILLINOIS OVERVIEW

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

Before You Begin

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

Logging in to File & Serve *Illinois*

The screenshot shows a login form with the following elements:

- Email:** A text input field with an envelope icon on the left.
- Password:** A text input field with a lock icon on the left.
- Login:** A prominent blue button with the text "Login" in white.
- Links:** Below the button, there are two links: "Forgot Password" and "Register Now", separated by a vertical bar.

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

GETTING STARTED

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

File & Serve Illinois™

Home Training Contact Us Login to File & ServeXpress

Email

Password

Login

Forgot Password | Register Now

Welcome to eFiling and eService in
Illinois

THE FASTEST WAY TO FILE

For more information about eFiling in Illinois please [Click Here](#).

System Notifications

[Read More](#)

Cook County Functionality

Case Cross Reference Numbers

A field will be available after selecting the Jurisdiction, Case Category, and Case Type in Step 1- Case Type.

1. Choose the Cross Reference Type.
2. Enter the Cross Reference Number.
3. Click “Add to List”
4. Select the “Trashcan” icon to remove the Cross Reference.


Case Cross Reference Numbers

Cross Reference Number:

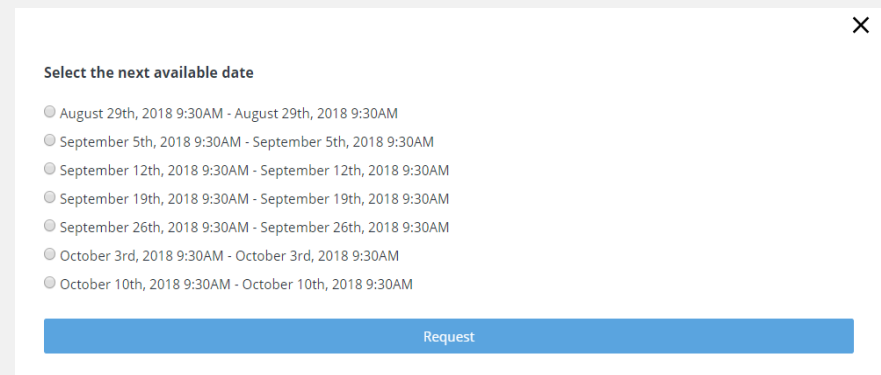
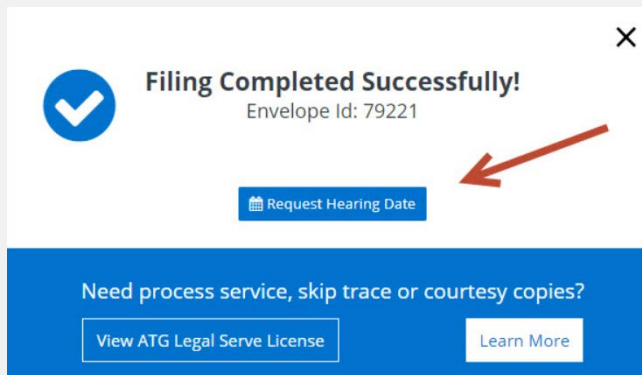
Cross Reference Type: 1 i 3 Add to list

Cross Reference Number	Cross Reference Type	Remove
90909	Cook County Attorney Code	4

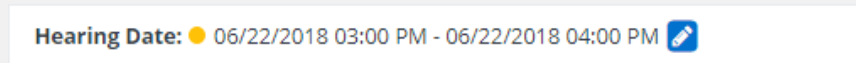
Request a Hearing Date

After submitting a transaction, filers can Request a Hearing Date on the successfully submitted filing confirmation screen or navigate to their Completed Filings, access the transaction summary , and select the “Request Hearing Date” button to request a hearing date with the court.

1. Click “Request Hearing Date”.
2. Select the radio button for next available date or request a specific date/time.
3. Click Request.



Once requested the hearing date will be shown “Pending” with a yellow circle. You can check the status or edit the request on your transaction summary page by clicking on the pencil up until the clerk reviews the filing:



Notification of Hearing Date Assignment

If the clerk accepts the request, the circle will change to green, or Accepted.

Hearing Date: ● 05/24/2018 08:58 AM - 05/24/2018 09:58 AM
Court Address:
Court Room:

If the clerk rejects the request, the hearing date information will disappear. You will need to contact the court directly to get your hearing date.

Hearing Date:

Schedule Return Date

During Step 3- Documents, filers will be forced to request a return in all filings in Cook County. If a court date is required on the filing, the system will generate the court date after the filing is accepted.

1. Select the checkbox to indicate whether “Out of State service” is required for this filing.
2. Enter a date in the calendar field.
3. Click “Verify Return Date”. If the return date is applicable, it will com back green; or, the date will com back different than the one selected and be green, as it has been verified. If a return date is not required, the system will display “Not Applicable for Filing”

Return Date

Please select and verify a Return Date for Answer Filed , which applies to this document only. [Learn more about the Cook County Return Date here.](#)

1 Out of State service is required for this filing.

MM/DD/YYYY 2

Date must be verified.

3

November 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	