



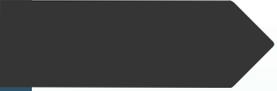
E-Filing in McLean County

Hon. Rebecca Foley, Circuit Judge

Hon. Amy L. McFarland, Assoc. Circuit Judge

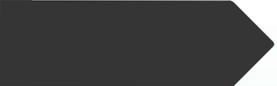
Hon. Sarah Duffy, Assoc. Circuit Judge

Don Everhart, McLean County Circuit Clerk



Where to find the Rules/What Resources are available?

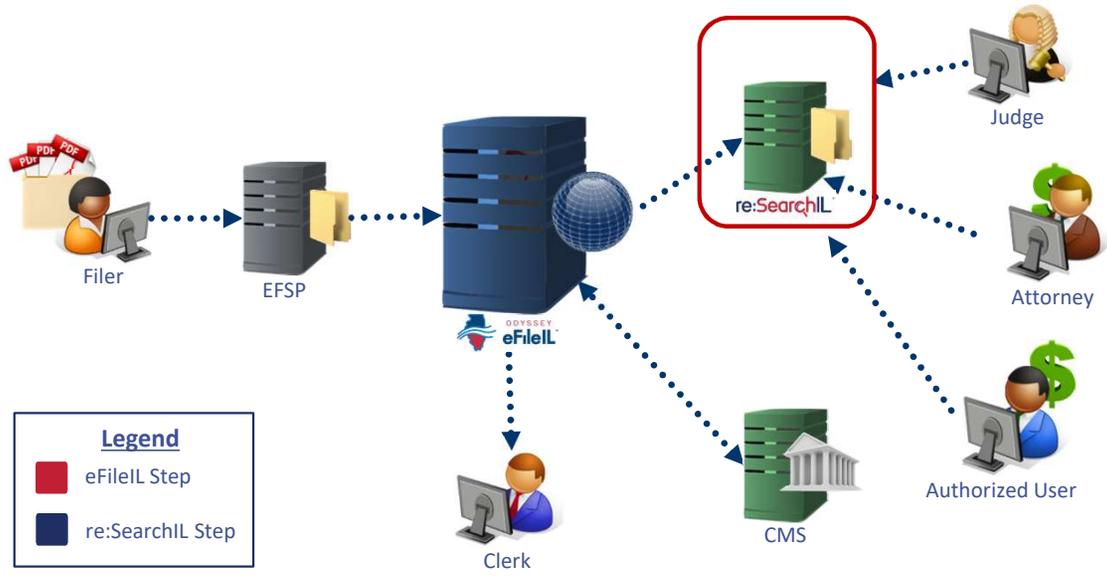
- ▶ Supreme Court Order M.R. 18368
- ▶ Illinois Supreme Court Rules 9 and 10
- ▶ Eleventh Judicial Circuit Rules 3 and 9
- ▶ eFileIL Electronic Document Standards
- ▶ Supreme Court Electronic Signature Standards



Why is filing different in McLean County?

- ▶ CMS (Case Management System)
- ▶ EJS
- ▶ Repository Model for e-Filing

Repository Model



Legend

- eFileIL Step
- re:SearchIL Step

Summary

- Case metadata and documents will be passed to re:SearchIL from eFileIL
- The documents will be copies of the file stamped document and can be considered the "unofficial record"
- Courts may upload additional documents to re:SearchIL and can manage the security directly from within re:SearchIL
- Provides a free document management system and online presence to Courts that are integrated with eFileIL
- These documents may be purchased for a price determined by the State
- All revenues from document purchase transactions would go to the originating jurisdiction

How to address time sensitive filings

- ▶ How can a time sensitive document be assured of being filed if filing only occurs upon acceptance? How many days should I have to wait to find out if a time sensitive document is rejected?
- ▶ Is there anyway to alert the clerk that a filing is time sensitive?
- ▶ It takes 7 to 10 days after filing a document with the Law Division to received a file-stamped copy. What steps, if any, are being put in place to rectify this situation? Because documents are not returned in a timely fashion, the parties on the "Service List" do not get copies of said filings right away, unless the filing party forwards a courtesy copy by electronic mail. Again, this creates an additional step in a process which is supposed to make the filing process easier and more efficient.

You may always call the Clerk's office and request that the time sensitive filing be expedited if at all possible.

Common reasons for rejection

- ▶ Wrong case format
 - ▶ McLean County requires a 12 digit case number
 - ▶ Always double check the case number is correct and the proper format is used

(e.g. 2018D0000999, 2018AR000999)

- ▶ Documents must be filed into the existing case using the 12 digit case number. Documents will be accepted that are filed in using an abridged version of the case number, but this is not recommended. This is because the cases that are being heard each day are searched using the 12 digit case number so they can be processed for court, and not using the full case number can cause these pleadings to be missed or lost.



Go To Assist

Show Me How To...

Actions

File Into Existing Case

Select a Location

Location

McLean County

Search for a Case by

Case Number

Party Name

Case Number

2016D0000101

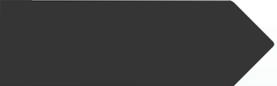
Search

Clear Search

Case # 12D 154

Envelope # 2747013 filed 10/31/2018 at 5:00 PM by Robert Thomas

Status	Filing Code	Case Type	Filing Description	Queue
Submitted	Agreement	Custody/Visitation/Child Support	Agreement	Family - All Filings



Common reasons for rejection con't

- ▶ Wrong case information
 - ▶ Make sure your party information, case caption and case number (if filing into an existing case) match the information in the e-Filing System
 - ▶ If Clerks do not catch this it creates several case matters that are open that reflect in the system and in reSearchIL

This Envelope Requires Verification, to do so, access the Edit Envelope screen via the Edit button.

- Appearance
 - Lead Document (Lead Non-Confidential)
- Certificate
 - Lead Document (Lead Non-Confidential)

Edit Verify Parties

Case Information

Case Number: 2018L32
 Location: McLean County
 Description: Law: Damages over \$ 50,000
 Category: Tort - Money Damages
 Type: Not Created
 Status: Not Created
 Judge: System Assigned

Envelope # 02543928

Submit Date: 10/15/2018 12:03 PM
 Docket Date: 10/15/2018 12:03 PM
 Filing Attorney: James Long
 Payment Account: Illinois National Bank

Filer Information

Filed by: James Long
 Filer Address: 301 N. Neil Street, Suite 320
 Champaign Illinois 61820
 217-352-1400
 Filer Phone: jlong@chapinlong.com
 Filer Email: Chapin & Long
 Firm Name:

New Parties

Plaintiff: ERIC MORISSETTE



STATE OF ILLINOIS
 IN THE CIRCUIT COURT OF THE ELEVENTH JUDICIAL CIRCUIT
 COUNTY OF MCLEAN

ERIC MORISSETTE,)
 Plaintiff,)
 vs.)
 LAURA M. CAMPBELL,)
 Defendant.)

No. 18-L-32 } 18-L-32

ENTRY OF APPEARANCE AND MOTION FOR EXTENSION OF TIME

LAURA M. CAMPBELL, Defendant, by Chapin & Long, P.C., her attorneys, hereby enters her appearance in the above-captioned cause.

Defendant, LAURA M. CAMPBELL, hereby moves for an additional 28-days to file a responsive pleading to Plaintiff's Complaint.

WHEREFORE, Defendant, LAURA M. CAMPBELL, prays that this Court grant Defendant, LAURA M. CAMPBELL, an additional 28-days to file a responsive pleading to Plaintiff's Complaint directed against this Defendant.

JURY DEMAND

Defendant hereby demands a trial by jury.



MODIFY- Case Management

Case Number: 2018L0000032 (circled in red)

Jurisdiction: CIVL County: 057

Case Type: Law (claim over \$50,00) Status: Closed

Sub Case Type: CONF Confession of Judgment

Case Judge: FOLEY, REBECCA

Case People - 0 Case Businesses - 4 Misc. IDs - 0 Support Orders - 0 Title/Caption

Public	Businesses Information	Role	Filed Date
<input checked="" type="checkbox"/>	Case HEARTLAND BANK AND TRUST CO.	PL Plaintiff	03/22/2018
<input checked="" type="checkbox"/>	Case J AND J CLEANING SERVICES LLC	DF Defendant	03/22/2018
<input checked="" type="checkbox"/>	Case J AND J CLEANING SERVICES, L.L.C	DF Defendant	04/04/2018
<input checked="" type="checkbox"/>	Case HEARTLAND BANK AND TRUST COM	PL Plaintiff	04/04/2018
<input type="checkbox"/>	Case		
<input type="checkbox"/>	Case		

Add Business Mass Assessments

Court Papers Notes - 0 Appear - 1 Attach - 1



MODIFY- Case Management

Case Number: 2018L0000132 (circled in red)

Jurisdiction: CIVL County: 057

Case Type: Law (claim over \$50,00) Status: Open

Sub Case Type: MDOV Money Damage over \$5

Case Judge: LAWRENCE, PAUL

Case Filed Date: 09/28/2018

Case People - 3 Case Businesses - 1 Misc. IDs - 0 Support Orders - 0 Title/Caption

Public	Case People Information	Role	Filed Date	Related Case	Roles	Details	Del
<input checked="" type="checkbox"/>	Case MORISSETTE, ERIC - DOB:	PL	09/28/2018			Details	Del
<input checked="" type="checkbox"/>	Case CAMPBELL, LAURA - DOB:	DF	09/28/2018			Details	Del
<input checked="" type="checkbox"/>	Case CAMPBELL, LAURA M - DOB	X	10/01/2018			Details	Del
<input type="checkbox"/>	Case					Details	Del
<input type="checkbox"/>	Case					Details	Del
<input type="checkbox"/>	Case					Details	Del

Add Case Person Mass Assessments Mass Payments

Court Papers Notes - 0 Appear - 1 Attach - 6 Consolidate Case Return

Common reasons for rejection con't

- ▶ No contact information
 - ▶ Attorneys **must** include their name, business address, e-mail address, and telephone number. Attorneys must include their ARDC number. **Rule 11(c); Rule 131(d)(1); Local Rule 9(A)(2)**
 - ▶ Unrepresented parties **must** include their mailing address and telephone number and **may** include an email address. **Rule 11(c); Rule 131(d)(1)**

Response (No Fee)
Lead Document (Lead)
Non-Confidential

Edit Verify Parties

Case # 2017CH000098
Location: McLean County
Description: Chancery
Category: Recision of Contract
Type: Unknown
Status: Unknown
Judge:

Envelope # 02396597
Submit Date: 10/1/2018 5:04 PM
Docket Date: 10/1/2018 5:04 PM
Filing Attorney: Nicole Meyer
Payment Account: Davis & Campbell

Filer Information
Filed by: Jay Scholl
Filer Address: 401 Main Street, Suite 1600
Peoria Illinois 61602
Filer Phone: 309-673-1681
Filer Email: jhscholl@dcamplaw.com
Firm Name: Davis & Campbell L.L.C.

Original Parties

Response to A&R's Motion for Summary Judgment.pdf [Original] [PDF] Description

This Envelope Requires Verification, to do so, access the Edit Envelope screen via the Edit button.

CERTIFICATE OF SERVICE

I, the undersigned counsel of record by sending copy of the foregoing by email to the addresses below:

SEE ATTACHED SERVICE LIST

Under penalties as provided by law pursuant to Section 1-109 of the Code of Civil Procedures, the undersigned certified that the statements set forth in this Certificate of Service are true and correct.

/s/ Nicole D. Meyer
Nicole D. Meyer
DAVIS & CAMPBELL L.L.C.
401 Main Street, Suite 1600
Peoria, IL 61602
(309) 673-1681
ndmeyer@dcamplaw.com

Common reasons for rejection con't

- ▶ Not separating documents
 - ▶ Every document with a caption is a “**lead**” document and should be filed separately within your “**envelope**”
 - ▶ Only time to “**attach**” a document to a lead document is if it is an Exhibit to the pleading. **(DO NOT ATTACH DOCUMENTS YOU ARE REQUESTING TO BE SEALED)!**
 - ▶ Orders must be their own lead documents.

Lead Document (Lead)
Non-Confidential

Edit **Verify Parties**

Defendant Attorney: Jackie Miller
PVI Industries, LLC
Attorney: Jackie Miller

Defendant Owens-Illinois, Inc.
Attorney: Erich Nathe

Fees Total: \$171.83

Responsible Party	Hobart Brothers LLC
Payment Service Fee	\$4.83
Total Court Case Fees	\$0.00
Total Court Party Fees	\$0.00
Total Court Filing Fees	\$167.00
Total Filing & E-File Fee	\$0.00
Grand Total	\$171.83

Filing Information

Hobart and Lincoln's Certificate of Service for Entry of Appearance of Out of State Attorney Kevin Deenihan, Kevin Deenihan's Entry of Appearance, Verified Statement of Out of State

leischner deenihan ver stmi cert good stdg eoa cos.pdf [Original] [PDF] Description leischner deenihan ver str

This Envelope Requires Verification, to do so, access the Edit Envelope screen via the Edit button.

Annotations: [Zoom In] [Zoom Out] [Refresh] [Print] [Pin] [Text] [Eraser] [Checkmark]

Actions: [Checkmark] [Close] [Move] [Stop] [Lock] [Checkmark]

STATE OF ILLINOIS
IN THE CIRCUIT COURT OF THE ELEVENTH JUDICIAL CIRCUIT
COUNTY OF MCLEAN

HERMAN and BONNIE LEISCHNER,)
Plaintiffs,)
v.) No. 15-L-53
AERCO INTERNATIONAL, INC., et al.,)
Defendants.)

CERTIFICATE OF SERVICE

The undersigned states that on or about the 1st day of October, 2018, Defendant HOBART BROTHERS LLC and THE LINCOLN ELECTRIC COMPANY, electronically served its Entry of Appearance and Verified Statement of Out-of-State Attorney (Kevin E. Deenihan) Pursuant to Supreme Court Rule 707 in the above-styled case to all counsel of record and a true and correct copy was mailed to the McLean County Courthouse by U.S. Mail.

Further the Out-of-State Attorney (Kevin E. Deenihan) has served the Illinois Attorney

1 of 7

Deposition

Lead Document (Lead)
Non-Confidential

Attachments
Confidential

Edit Verify Parties

Case # 2014L0000186

Location: McLean County

Description

Category: Law: Damages over \$ 50,000

Type: Contract - Money Damages

Status: Unknown

Judge

Envelope # 02428669

Submit Date: 10/3/2018 4:17 PM

Docket Date: 10/3/2018 4:17 PM

Filing Attorney: MARK ROULEAU

Payment Account: OPERATING ACCOUNT

Filer Information

Filed by: Catalia Fordyce

Filer Address: 4777 E STATE STREET UNIT ; ROCKFORD Illinois 61108

Filer Phone: 8152297246

Filer Email: ccf@rouleau-law.com

Firm Name: ROULEAU LAW

Original Parties

Amended Subpoena DDep Burnett.pdf [Original] [PDF] Description Amended Subpoena DDep Burnett

This Envelope Requires Verification, to do so, access the Edit Envelope screen via the Edit button.

Annotations

- +
-
- ↺
- 📄
- 📌
- Aa
- /
-

Plaintiff,

Arial 8

B *I* [Color Picker]

PANY, a foreign
to business in the State of
R CREDIT COMPANY
ARMAX INC. as parent
of **CARMAX BUSINESS SERVICES, LLC**

AMENDED SUBPOENA FOR DISCOVERY DEPOSITION

DEPONENT:

At Law

CASE NO. 14 L 186

Actions

- ✓
- ✗
- ➡
- STOP
- 🔒
- 📄

⏪ 1 of 3 ⏩

Substitution
Lead Document (Lead)
Non-Confidential

Edit **Verify Parties**

Case Information

Case Number: 2018CH000015
Location: McLean County
Description: Chancery
Category: Partnership Dissolution
Type: Partnership Dissolution
Status: Not Created
Judge: System Assigned

Envelope # 02433020

Submit Date: 10/4/2018 10:10 AM
Docket Date: 10/4/2018 10:10 AM
Filing Attorney: Arthur Scheller III
Payment Account: ASG Law LLC

Filer Information

Filed by: Arthur Scheller III
Filer Address: 233 South Wacker Drive, 84th Chicago Illinois 60606
Filer Phone: 312-858-6751

Motion for Substitution.pdf [Original] [PDF] Description Motion for Substitution.pdf
This Envelope Requires Verification, to do so, access the Edit Envelope screen via the Edit button.

Annotations

Arial 8

B *I*

COURT OF THE ELEVENTH JUDICIAL DISTRICT
MCLEAN COUNTY, ILLINOIS

BRIAN L. HAMM, D.P.M.,
Plaintiff,

v.

GERALD W. PAUL, D.P.M., and McLEAN
COUNTY FOOT & ANKLE, LTD.,
Defendants.

Case No. 2018CH000015

ORDER

This matter coming to be heard on the motion for leave to file Substitution of Attorneys for Plaintiff Brian L. Hamm, D.P.M., due notice having been given and the Court being fully advised in the premises:

IT IS HEREBY ORDERED:

1. The motion for substitution of attorneys is granted; and

3 of 4

Actions

Common reasons for rejection con't

- Insufficient funds

The screenshot shows a web browser window with the URL <https://illinois.tylerhost.net/>. The page title is "Odyssey File & Serve". The navigation menu includes "WORKSPACE", "MY ACCOUNT", "HELP", "ABOUT", "LOGOUT", and "Welcome Breanna Lojo".

The main content area displays a PDF document titled "18 10 01 Sallee- Appearance.pdf [Original] [PDF]". A yellow banner at the top of the document area reads: "This Envelope Requires Verification, to do so, access the Edit Envelope screen via the Edit button." The document text is as follows:

STATE OF ILLINOIS
IN THE CIRCUIT COURT OF THE ELEVENTH JUDICIAL CIRCUIT
MCLEAN

No. 18-L-104

APPEARANCE & JURY DEMAND

RILEY SAFER HOLMES & CANCELILA LLP, by the undersigned, enters an appearance
in the above-captioned case on behalf of Defendant [REDACTED] Defendant [REDACTED]
[REDACTED]. demands trial by a jury of twelve persons.

/s/ Erich P. Nathe

At the bottom of the document area, it says "1 of 1".

On the left side of the interface, there is a sidebar with a "Fees" section. The fees listed are:

Description	Amount
Responsible Party	[REDACTED]
Payment Service Fee	\$0.00
Total Court Case Fees	\$0.00
Total Court Party Fees	\$0.00
Total Court Filing Fees	\$0.00
Total Filing & E-File Fee	\$0.00
Grand Total	\$0.00

The "Grand Total" value of \$0.00 is circled in red. Below the fees section is the "Filing Information" section, which shows the document description as "Appearance".

Article ID: PROD-5854

What does submission failed mean and how do I correct my filing? -5854

The "**Submission Failed**" status reflects that the e-filing system was unable to process your filing successfully and it has not been sent to the court.

If a filing does not meet the system requirements, it will not be accepted and the filing status will display as **Submission Failed**.

Common reasons for failure include, but are not limited to:

- Page size not being **8.5x11 inches**
- A resolution higher than **300dpi**
- Use of unintelligible images
- Unsupported fonts like ZapfDingbats, Wingdings, Symbols**
- Password protection** on PDF documents
- URLs or shortcuts included in the filing
- PDF Producers other than **Adobe Acrobat** or **Microsoft Word**

For more information about how to correct your filing; please see the attached "Submission Failed" document.

<https://tylertech.egain.cloud/system/templates/selfservice/TYLERTECH/help/customer/locale/en-US/portal/24240000001012/content/PROD-5854/What-does-submission-failed-mean-and-how-do-i-correct-my-filing-5854>

How do I handle confidential filings?

Is everything filed confidential placed under seal in the Court file?

- Seal v. Impound

- Seal

- Only the Court can seal a document

- No one can view unless a Court Order is obtained

- Impound

- The Court or Clerk can impound (Clerk if authorized by statute or Rule)

- Can view with Court Order or pursuant to statute



Article ID: PROD-17811

How do I file under seal? - 17811

There is no function within the efilng site that will seal your documents. Only the court can seal a document.

If you need to file under seal, you will need to contact the court you are filing into for instructions.

<https://tylertech.egain.cloud/system/templates/selfservice/TYLERTECH/help/customer/locale/en-US/portal/24240000001012/content/PROD-17811/How-do-I-file-under-seal-17811>

How do I get copies of efiled Orders?

► Service contacts

The screenshot shows a web browser window with the URL <https://illinois.tylerhost.net/>. The page title is "Odyssey File & Serve". The main content area is titled "Edit Envelope" and has a navigation bar with four steps: 1 Parties, 2 Filings, 3 Service Contacts (highlighted), and 4 Summary.

The main heading is "Select Contacts to Receive Service for this Envelope". Below this is a list of checkboxes for selecting contacts:

- Select All Service Contacts
 - Defendant/Respondent: [REDACTED]
 - Plaintiff/Petitioner: [REDACTED]
 - Melissa M McGrath (tnw@tnwlaw.com)
 - Other Service Contacts

Below the list are two buttons: "Add From Master List" and "Add From Public List". There is also a checkbox for "Save Contact in My Firm Master Service List". At the bottom, there are "Previous" and "Next" buttons.

On the left side of the screen, there is a sidebar with a navigation menu. The menu items include: "Proof Of Service/Certificate of Service", "Lead Document (Lead) Non-Confidential", "Notice Of Hearing", "Lead Document (Lead) Non-Confidential", "Edit", "Verify Parties", "Case # 2012D0000631", "Location: McLean County", "Description", "Category: Dissolution (Div)", "Type: Dissolution of M", "Status: Unknown", "Judge", "Envelope # 02729834", "Submit Date: 10/30/2018 4:15", "Docket Date: 10/30/2018 4:15", "Filing Attorney: Melissa McGrath", "Payment Account: Effie Account", "Filer Information", "Original Party", "Plaintiff/Petitioner", "Defendant/Respondent", "Fees", and "Filing Information".

Stamped Document

[View Stamped Document](#)

137,053 bytes

eService Details

Status	Name/Email	Firm	Served	Date/Time Opened	Log
Sent	Melissa M McGrath tnw@tnwlaw.com	Thomson & Weintraub, LLC	Yes	Not Opened	View

Other Document Not Listed

Filing Type

EFileAndServe

[Print Preview](#)

[Close](#)



How do I handle my Exhibits in McLean County?

- Please do not eFile your exhibits before a trial. We do not have an integrated case management system to be able to manage them.
- Family Law division has specific pre trial practices. Please do not eFile your witness list, pretrial proposal/memorandum or exhibit list. They will be treated as part of the exhibits and filed after the trial.
- When in doubt double check on the judges preferences.

Other tips for e-Filing success

- ▶ Make sure to check your Civil Summons for new language **New RULE 10**
- ▶ **Check for missing signatures-** a document certified pursuant to 1-109 of the code of Civil Procedure may contain an electronic signature as described in 6(a) of the *Electronic Filing Procedures and User Manual*. E-filed documents should use either an "/s/" followed by your typed name or an electronic image of the signature.
- ▶ **Check for legibility-** Poorly scanned, illegible, or improperly aligned PDF files will be rejected. Make sure your documents are not upside down, blank, or have bled through to the other side of the document. If you use separator pages, they need to be marked as such.
- ▶ **Check for formatting. Rule 10(a)**
- ▶ **Redact identifying information. Rules 15,138 and 364** ***The clerk is not responsible and has no obligation to review, redact, or screen for such information.

Vendor issues that we can't control

- Can the drop down menus be printed out so we can see what all the options are?
- Many firms are not entered in "Service Contacts" through eFile and Serve OR they are not properly entered (i.e. some attorneys have multiple email addresses -- one for service of pleadings and one for correspondence) Many times the attorney's correspondence email is entered into the eFile system rather than that designated for pleadings. Enter every attorney you want to receive a copy into the "Service Contacts."
- Add Assistant's names to "Other Service Contacts" if the Assistant has been designated to receive a copy of any filings. It is time consuming and defeats the efficiency of eFiling when the service process has to be replicated via e-mail or by typing in email addresses in order to ensure courtesy copies are also sent to the Assistant.
- In "Bookmarks" can a field be added to the database so that the case name shows up under "Description" as it does for other counties (i.e. Cook County). Most offices identify cases by the name, not by the case number, so when using this function it would be helpful and more efficient if the case name appears in the "Description" column.
- Can a field be added that will show case name on the Confirmation Page along with the envelope number and case number?
- Are they able to add any more filing codes so we do not have to use other document not listed?