



# 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?

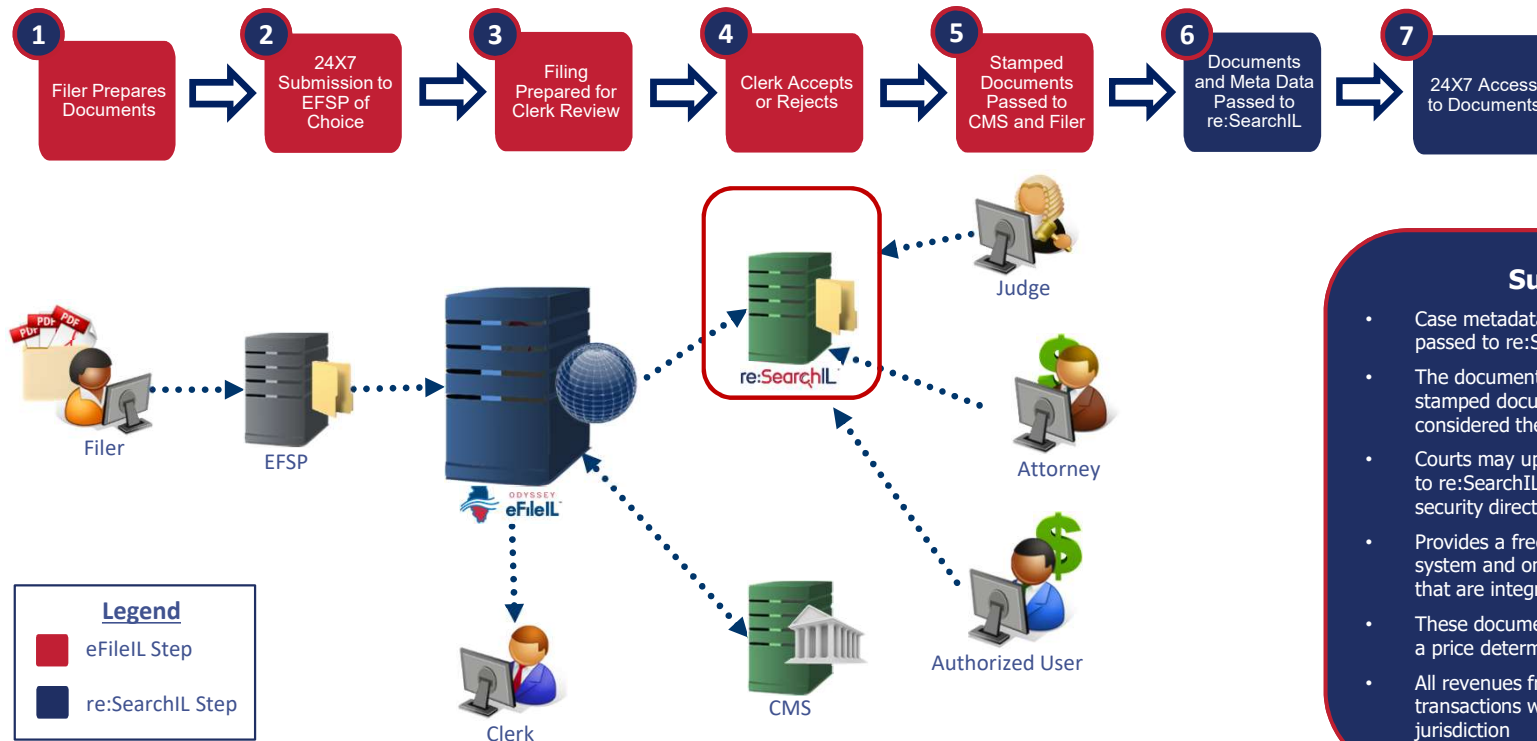
- Supreme Court Order M.R. 18368
- Illinois Supreme Court Rules 9 and 10
- Eleventh Judicial Circuit Rules 3 and 9
- eFileIL Electronic Document Standards
- Supreme Court Electronic Signature Standards



## Why is filing different in McLean County?

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

# Repository Model



## 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

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

Entry of Appearance and Motion for Extension of Time.pdf [Original] [PDF]

Description Entry of Appearance and Motion for

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



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.

Exit Case Cash Record Sheet Window

MODIFY- Case Management

Case Number: 2018L0000032 Jurisdiction: CIVL County: 057 Consol. Case Number: Permanent Record: Case Type: Law (claim over \$50,00) Status: CL Closed Case Filed Date: 03/22/2018 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 CO.	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

Record: 1/4 <OSC>

Exit Case Cash Record Sheet Window

MODIFY- Case Management

Case Number: 2018L0000132 Jurisdiction: CIVL County: 057 Consol. Case Number: Permanent Record: Case Type: Law (claim over \$50,00) Status: OP Open Case Filed Date: 09/28/2018 Sub Case Type: MDOV Money Damage over \$5 Case Judge: LAWRENCE, PAUL Jury Trial: ☐

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		Roles	Details	Del
<input checked="" type="checkbox"/>	Case CAMPBELL, LAURA - DOB:	DF	09/28/2018		Roles	Details	Del
<input checked="" type="checkbox"/>	Case CAMPBELL, LAURA M - DOB:	X	10/01/2018		Roles	Details	Del
<input type="checkbox"/>	Case				Roles	Details	Del
<input type="checkbox"/>	Case				Roles	Details	Del
<input type="checkbox"/>	Case				Roles	Details	Del

Add Case Person Mass Assessments Mass Payments

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

Record: 1/3 <OSC>



## 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)**

Odyssey File & Serve

https://illinois.tylerhost.net/

Search...

WORKSPACE

MY ACCOUNT

HELP

ABOUT

LOGOUT

Welcome Breanna Lojo

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

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@dcamlaw.com

Firm Name

Davis & Campbell L.L.C.

Original Parties

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

Description

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Arial

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CERTIFICATE OF SERVICE

re served counsel of record by sending copy of the foregoing by email

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@dcamlaw.com](mailto:ndmeyer@dcamlaw.com)

Annotations

Actions

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## 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.

**Appearance**

**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
<b>Grand Total</b>	<b>\$171.83</b>

**Filing Information**

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

Descriptionleischner deenihan ver str

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Annotations

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STATE OF ILLINOIS  
IN THE CIRCUIT COURT OF THE ELEVENTH JUDICIAL CIRCUIT  
COUNTY OF MCLEAN  
  
HERMAN and BONNIE LEISCHNER,  
  
Plaintiffs,  
  
v.  
  
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

Actions

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 1  
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

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Annotations

Arial 8

B I

Plaintiff,

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

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 Not Created  
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

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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



# Common reasons for rejection con't

- Insufficient funds

18 10 01 Sallee- Appearance.pdf [Original] [PDF]

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

No. 18-L-104

APPEARANCE & JURY DEMAND

RILEY SAFER HOLMES & CANCELIA 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. Nothe

1 of 1

**Notice**  
Lead Document (Lead)  
Non-Confidential

**Notice**  
Lead Document (Lead)  
Non-Confidential

**Edit** **Verify Parties**

Defendant [REDACTED]  
Defendant [REDACTED]  
Defendant [REDACTED]  
Defendant [REDACTED]  
Defendant [REDACTED]

**Fees**

Responsible Party	[REDACTED]	\$0.00
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

**Filing Information**

Description [REDACTED] Appearance

**Process Notes**

## Special Characters/System Rejection

- What is a special character?
  - A character that is not a letter, number, symbol, or punctuation mark. Control characters, for example, are special characters, as are special formatting characters such as paragraph marks.
- What's a wingbat?
  - Wingdings are a series of dingbat fonts which render letters as a variety of symbols. They were originally developed in 1990 by Microsoft by combining glyphs from **Lucida** Icons, Arrows, and Stars licensed from Charles Bigelow and Kris Holmes.
    - 0 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 31
- System rejection
- *Peraino v. County of Winnebago*; 2018 IL App. (2d) 170368

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/242400000001012/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/242400000001012/content/PROD-17811/How-do-I-file-under-seal-17811>

# How do I get copies of efiled Orders?

► Service contacts

The screenshot shows the Odyssey File & Serve web application interface. The browser address bar displays <https://illinois.tylerhost.net/>. The page title is "Odyssey File & Serve". The main content area is titled "Edit Envelope" and features a navigation bar with four tabs: 1 Parties, 2 Filings, 3 Service Contacts (active), and 4 Summary. Below the tabs, the heading "Select Contacts to Receive Service for this Envelope" is displayed. The main form area contains a list of contacts with checkboxes for selection. The "Select All Service Contacts" checkbox is checked. The "Defendant/Respondent:" checkbox is unchecked. The "Plaintiff/Petitioner:" checkbox is checked, and the contact "Melissa M McGrath (tnw@tnwlaw.com)" is listed with a checked checkbox. The "Other Service Contacts" checkbox is unchecked. Below the list, there are two buttons: "Add From Master List" and "Add From Public List". A text input field is located below these buttons. At the bottom of the form, there is a checkbox labeled "Save Contact in My Firm Master Service List" and a "Previous" button. The right side of the interface has a "Next" button. The left sidebar contains a "Case # 2012D0000631" section with details: Location (McLean County), Description (Dissolution (Div)), Category (Dissolution of M), Type (Unknown), Status (Unknown), and Judge (Unknown). Below this is an "Envelope # 02729834" section with details: Submit Date (10/30/2018 4:15), Docket Date (10/30/2018 4:15), Filing Attorney (Melissa McGrath), and Payment Account (Efile Account). The sidebar also includes sections for "Filer Information", "Original Parties", "Fees", and "Filing Information".

https://illinois.tylerhost.net/

Odyssey File & Serve

Edit Envelope

1 Parties 2 Filings 3 Service Contacts 4 Summary

Select Contacts to Receive Service for this Envelope

☒ Select All Service Contacts

☐ Defendant/Respondent: [REDACTED]

☒ Plaintiff/Petitioner: [REDACTED]

☒ Melissa M McGrath (tnw@tnwlaw.com)

☐ Other Service Contacts

Add From Master List Add From Public List

☐ Save Contact in My Firm Master Service List

Previous Next

Case # 2012D0000631

Location McLean County

Description Dissolution (Div)

Category Dissolution of M

Type Unknown

Status Unknown

Judge Unknown

Envelope # 02729834

Submit Date 10/30/2018 4:15

Docket Date 10/30/2018 4:15

Filing Attorney Melissa McGrath

Payment Account Efile Account

Filer Information

Original Parties

Plaintiff/Petitioner [REDACTED]

Defendant/Respondent [REDACTED]

Fees

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	<a href="#">View</a>

### 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?