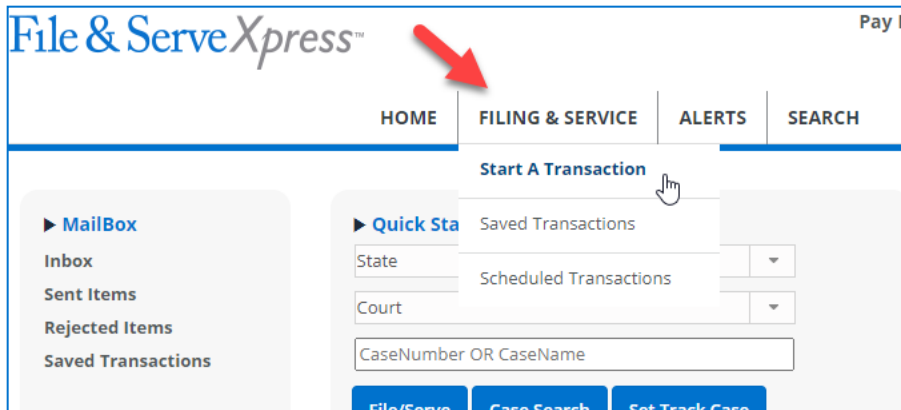


# eFile & eServe in Cook County: Asbestos

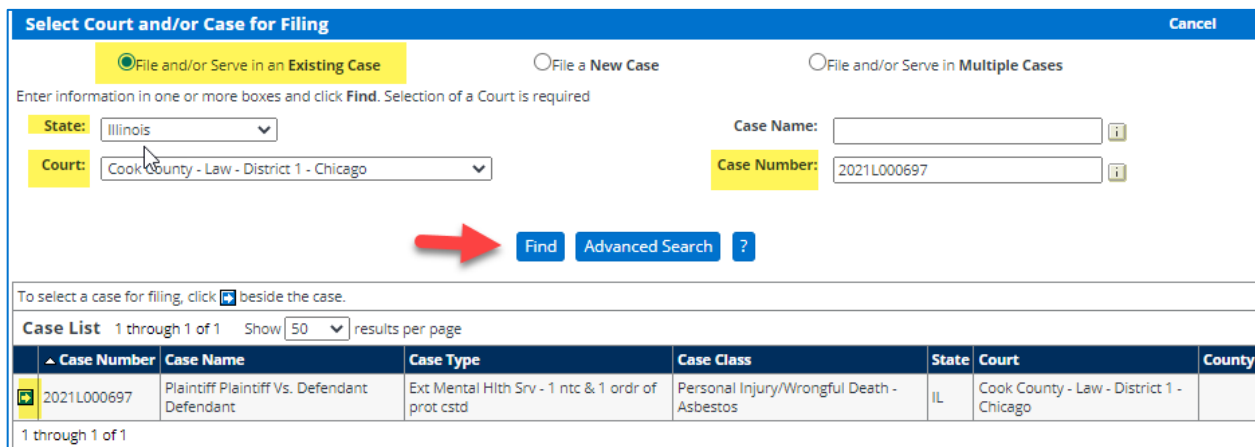
## STEP ONE: BEGIN YOUR TRANSACTION

### Option 1 of 2: Filing & Service Tab

- Locate the Filing & Service tab and select Start a Transaction

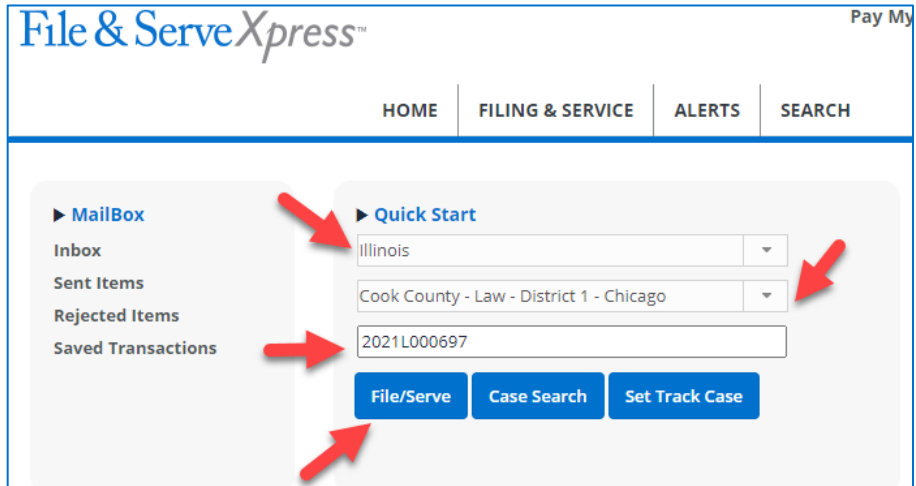


- File and/or Serve in an Existing Case will be auto populated/selected
- Select Illinois from the State drop-down menu
- Select Cook County – Law – District 1 – Chicago from the Court drop-down menu
- Enter either the Case Name or the Case Number, select Find
- Click on the blue/white arrow to the left of your case to begin the Transaction



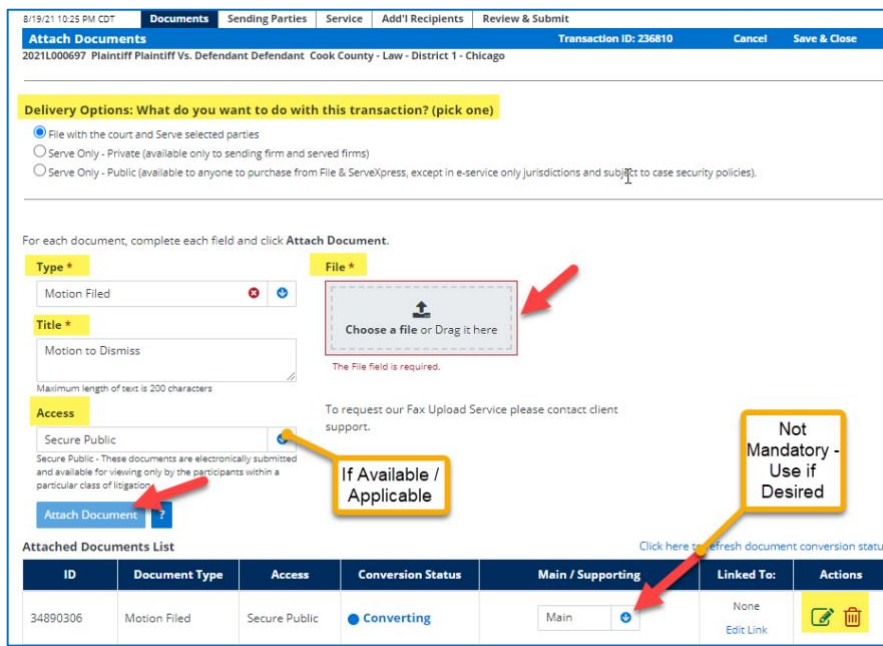
### Option 2 of 2: Quick Start

- Select Illinois from the first drop-down menu
- Select Cook County – Law – District 1 – Chicago from the second drop-down menu
- Enter either the Case Number or Case Name in the remaining section and select the File/Serve button to open your case and begin the Transaction



STEP TWO: DOCUMENTS

- **Document(s) Delivery Options:** Make your selection to File with the court and Serve on selected parties, Serve Only – Private, or Serve Only - Public
- Select the document Type from the drop-down menu
- Enter the document Title
- Select the Access (if available/applicable)
- Attach your document(s) under File – Choose a file, or Drag it here (you can upload more than one document). Click on Attach Document. FSX will convert your Word document to pdf.
- If you are uploading more than one document, you can indicate which is the Main/Supporting. The supporting document will be connected to the Main document’s ID number. Select the matching number. If any edits (i.e., remove and replace) need to be made to the uploaded document(s), select the paper/pencil icon, and upload the correct document. If you need to delete the document(s) and start over, select the trash-can icon.



STEP THREE: SENDING PARTIES

- To *Get Parties* enter your efileIL login credentials and click *Get Parties*.

- A list of parties will show on the Sending Parties tab. If your party is not mapped, click on Select Mapping under the FSX party name/party type and check the box next to your party, then click Apply

Available Parties For Selection

Add Party

Show 10 entries

	Party Name	Party Type	Attorney	FSX Party Name   Party Type
<input type="checkbox"/>	DEFENDANT DEFENDANT	Defendant	-	Select mapping
<input type="checkbox"/>	PLAINTIFF PLAINTIFF	Plaintiff	Attorney # 11111	Plaintiff, Plaintiff   Plaintiff

File & Serve Xpress - Available Parties

Select FSX Mapping for: DEFENDANT DEFENDANT

Show 10 entries Search:

	Party Name	Party Type	Attorney
<input type="checkbox"/>	Defendant, Defendant	Defendant	No Answer on File

Showing 1 to 1 of 1 entries

Previous 1 Next

Add New Party

Close Apply


- If your party is not listed, click Add Party – in two places as show below – and complete the steps.

File & Serve Xpress - Available Parties

Show **10** entries Search:

Party Name	Party Type	Attorney
<input type="checkbox"/> Defendant, Defendant	Defendant	No Answer on File

Showing 1 to 1 of 1 entries Previous **1** Next

**Add New Party** 

- Once on the Add Party page, select Individual or Organization from the drop-down menu, and fill in the information as shown below. Click on Add Party.

8/20/21 3:11 PM CDT Documents **Sending Parties** Service Add'l Recipients Review & Submit

**Add a Party**

2021L000697 Plaintiff Plaintiff Vs. Defendant Defendant Cook County - Law - District 1 - Chicago

Select a party and click Continue. If the party is not in the list select Add Party.  
Add a new party.

Entity:  Select Individual or Organization

Party First Name:  Middle:  Last:  Suffix:

- Next, fill out the highlighted boxes, then click on Continue.

8/20/21 3:14 PM CDT Documents **Sending Parties** Service Add'l Recipients Review & Submit

**Add a Party**

2021L000697 Plaintiff Plaintiff Vs. Defendant Defendant Cook County - Law - District 1 - Chicago

Enter the parties involved in the case.

- Select the entity type (i.e. Individual or Organization)
- Select the party type, the party's role in the case (i.e. plaintiff, defendant, other)
- Enter the party's name
- Link the party to its attorney (select representation from the drop down box) and select the Attorney Type.
- Any attorney additions to cases will remain in Pending status until the Court accepts your transaction.
- When you have finished, click the Continue\* button.


Entity:

Type:

First:  Middle:  Last:

Attorney:

Attorney Type:

 You must click the Continue\* button to save this party.

- Your Party is now added as shown below.

Available Parties For Selection

Show **10** entries

Party Name	Party Type	Attorney	FSX Party Name   Party Type
<input type="checkbox"/> DEFENDANT DEFENDANT	Defendant	-	Select mapping
<input type="checkbox"/> PLAINTIFF PLAINTIFF	Plaintiff	Attorney # 11111	Plaintiff, Plaintiff   Plaintiff
<input checked="" type="checkbox"/> Tester, Test	Defendant	Watson, Qa	Tester, Test   Defendant

Showing 1 to 3 of 3 entries 1 row selected

STEP FOUR: SERVICE & ADDITIONAL RECIPIENTS

- Select the party/parties who will be served in this Transaction. You can also *Add Party* during this step, if needed.

8/19/21 10:57 PM CDT Documents Sending Parties **Service** Add'l Recipients Review & Submit

**Select Recipients** Transaction ID: 236812 Cancel Save & Close

2021L000697 Plaintiff Plaintiff Vs. Defendant Defendant Cook County - Law - District 1 - Chicago

Search Custom Groups **Add Party** ?

Select a delivery option for each party you want to add. "Service" is official legal service of the document upon the selected party. To remove a selected party, deselect service.

**Parties Available for Selection** 1 of 1 Show 50 results per page

**YOUR ORGANIZATION WILL INCUR ADDITIONAL POSTAGE AND COPYING FEES FOR SERVING PARTIES DESIGNATED FOR SERVICE VIA US MAIL OR FAX. CHECK THE ADDITIONAL SERVICES PRICING SHEET IN THE RESOURCE CENTER FOR COMPLETE COSTS.**

Create Custom Group

Service	Party	Party Type	Party Status	Attorney	Firm	Method
<input checked="" type="checkbox"/>	Defendant, Defendant	Defendant	Active	No Answer on File	Firm TBD	U.S. Mail

- Move to Add'l Recipients. Enter anyone who will need to receive notification of this Transaction, click on Find.

8/19/21 11:10 PM CDT Documents Sending Parties Service **Add'l Recipients** Review & Submit

**Select Additional Recipients** Transaction ID: 236812 Cancel Save & Close

2021L000697 Plaintiff Plaintiff Vs. Defendant Defendant Cook County - Law - District 1 - Chicago

Enter a few characters in Last Name, Email, or Organization, and click **Find** to search for available recipients. If your search is unsuccessful, you may change your criteria and try again, or choose to **Create Additional Recipient**

First Name Test Last Name Tester

Email test@gmail.com Organization

**Find** **Clear** ?

- If the person isn't "found" to select, click on Create Additional Recipient.

**Select Additional Recipients** Transaction ID: 236812 Cancel Save & Close

2021L000697 Plaintiff Plaintiff Vs. Defendant Defendant Cook County - Law - District 1 - Chicago

Enter a few characters in Last Name, Email, or Organization, and click **Find** to search for available recipients. If your search is unsuccessful, you may change your criteria and try again, or choose to **Create Additional Recipient**

First Name Test Last Name Tester

Email test@gmail.com Organization

**Find** **Clear** ?

Select each person you want to add as an additional recipient and, for each, indicate the delivery method (online or fax). To remove a person, deselect them.

No available selections

**Create Additional Recipient**

- Enter their first and last name and select the *Online* or *Fax* for the method you'd like the notification sent.
  - If online, enter the email address and click Add to Recipient List.

8/19/21 11:15 PM CDT Documents | Sending Parties | Service | **Add'l Recipients** | Review & Submit

**Select Additional Recipients** Transaction ID: 236812 Cancel Save & Close

2021L000697 Plaintiff Plaintiff Vs. Defendant Defendant Cook County - Law - District 1 - Chicago

Enter a few characters in Last Name, Email, or Organization, and click **Find** to search for available recipients. If your search is unsuccessful, you may change your criteria and try again, or choose to **Create Additional Recipient**

First Name:  Last Name:   
 Email:  Organization:

**Find** **Clear** ?

**Create Additional Recipient**

Enter the information for the person you wish to add to the Additional Recipient List. When you finish, click **Add to Recipient List**.

First Name:  Last Name:   
 Online \*Email address:   
 Fax

**Add to Recipient List** **Cancel**

- If Fax, enter the Fax Number and click Add to Recipient List.

8/19/21 11:17 PM CDT Documents | Sending Parties | Service | **Add'l Recipients** | Review & Submit

**Select Additional Recipients** Transaction ID: 236812 Can

2021L000697 Plaintiff Plaintiff Vs. Defendant Defendant Cook County - Law - District 1 - Chicago

Enter a few characters in Last Name, Email, or Organization, and click **Find** to search for available recipients. If your search is unsuccessful, you may change you choose to **Create Additional Recipient**

First Name:  Last Name:   
 Email:  Organization:

**Find** **Clear** ?

**Create Additional Recipient**

Enter the information for the person you wish to add to the Additional Recipient List. When you finish, click **Add to Recipient List**.

First Name:  Last Name:   
 Online  
 Fax \*Fax Number:

**Add to Recipient List** **Cancel**

- Finally, select either/both Online, Fax under the Delivery column to have notification of this Transaction sent upon submission. Move to Review & Submit.

8/19/21 11:18 PM CDT Documents | Sending Parties | Service | **Add'l Recipients** | Review & Submit

**Select Additional Recipients** Transaction ID: 236812 Canc

2021L000697 Plaintiff Plaintiff Vs. Defendant Defendant Cook County - Law - District 1 - Chicago

Enter a few characters in Last Name, Email, or Organization, and click **Find** to search for available recipients. If your search is unsuccessful, you may change you choose to **Create Additional Recipient**

First Name:  Last Name:   
 Email:  Organization:

**Find** **Clear** ?

To remove a recipient, select the check box for the recipient and click the **Remove** link. To add more recipients, enter new search criteria above and click **Find**.

**Additional Recipient List** 1 through 2 of 2 **Remove** Show 50 results per page

Delivery	Address	First Name	Last Name	Organizati
<input checked="" type="checkbox"/> Online	test@gmail.com	Test	Tester	Tester, Test
<input checked="" type="checkbox"/> Fax	5555555555	Test	Tester	Tester, Test

1 through 2 of 2 **Remove**

STEP FIVE: REVIEW & SUBMIT

- Select the *Authorizing Attorney* for this Transaction from the drop-down menu
- Enter the Billing Reference (i.e., Client Matter number)
- An option to purchase *Read Status* may be available. You will be able to see who on the service list – if they are a FSX subscriber – opened the document upon service.
- Enter a *Note to Clerk* if needed
- Select *Next* to review the Transaction and enter a few more items prior to submission.

- Enter the Cross Reference Numbers and select the appropriate choice from the drop-down menu (Cook County Attorney/Self-Represented Litigant Code, Room 2005 Dist 1 only: MOTION CALENDAR M1, Post Judgments – Calendar 5 – District 1 only, Motion to Assigned Calendar Judge) and select Add.

- Select any Court Optional Services, if needed.

Select Service	Copies	Court Service	Unit Cost	Total Fee
<input type="checkbox"/>	1	Correction of Case Number/Title on Docket	\$25.00	\$25.00
<input checked="" type="checkbox"/>	1	Copy Fees	\$0.00	\$0.00


*Note: A callout box labeled "Select if needed" points to the "Select Service" column.*

- Enter your eFile IL Login (required), click on Authenticate

**eFile IL Login: (required)**

Username:

Password:



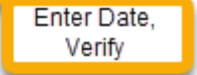
**eFile IL user must be authenticated before you will be able to submit your filing**

- Enter a Return Date, click on Verify Return Date. FSX will “call” the eFiling Manager (EFM/Tyler Technologies) to verify if a Return Date is needed. The results will populate on FSX, e.g., “Not Applicable” or it will “Verify” the date.

**Return Date**

Please select and verify a Return Date

Out of State service is required for this filing.



**Return Date**

Please select and verify a Return Date

Out of State service is required for this filing.

Date has been verified

- Click on Submit Transaction

**IMPORTANT: Your transaction has not yet been submitted.**  
**When you have finished reviewing, select Submit Transaction below.**

