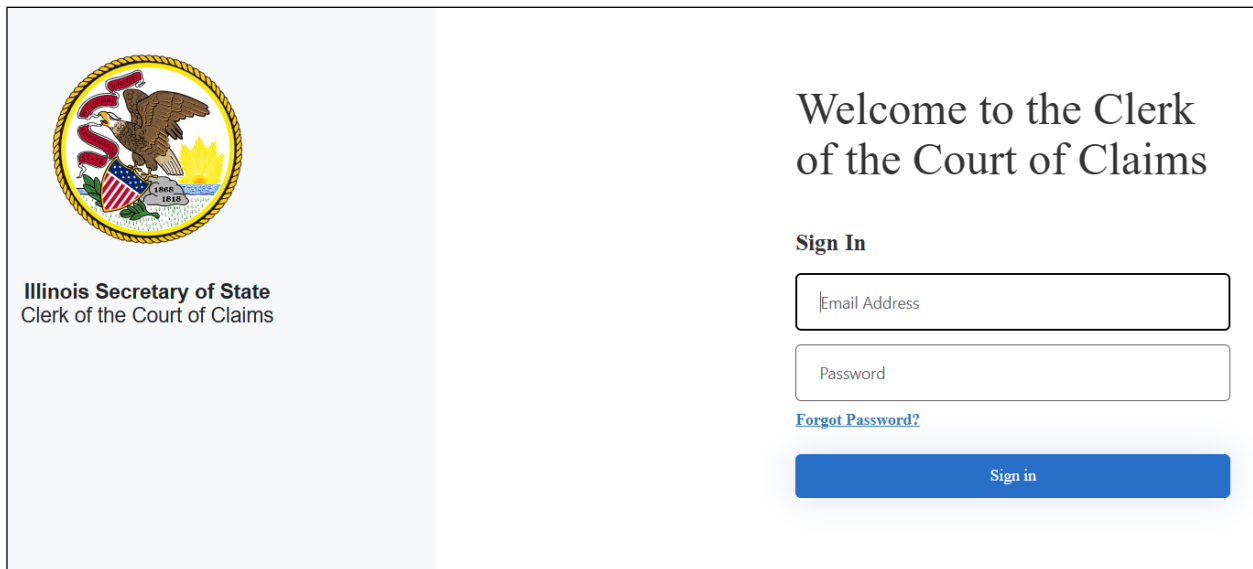


Follow these steps to File into a New and/or Existing Claim

Step 1: Log into FSX Agency App @ <https://clerkofthecourt.ilsos.gov>

1. Type in your Email Address and Password.
2. Click “Sign In”.



Illinois Secretary of State
Clerk of the Court of Claims

Welcome to the Clerk
of the Court of Claims

Sign In

Email Address

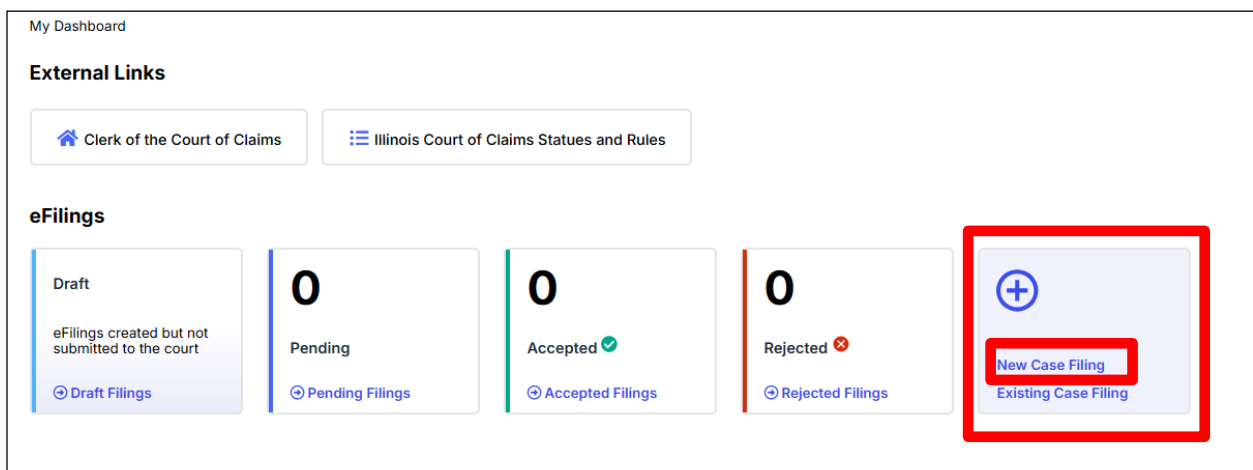
Password

[Forgot Password?](#)

Sign in

Step 2: Filing a New Case

1. On the Homepage, click the card “New Case Filing”.



My Dashboard

External Links

[Clerk of the Court of Claims](#) [Illinois Court of Claims Statutes and Rules](#)

eFilings

Draft
eFilings created but not submitted to the court
[Draft Filings](#)

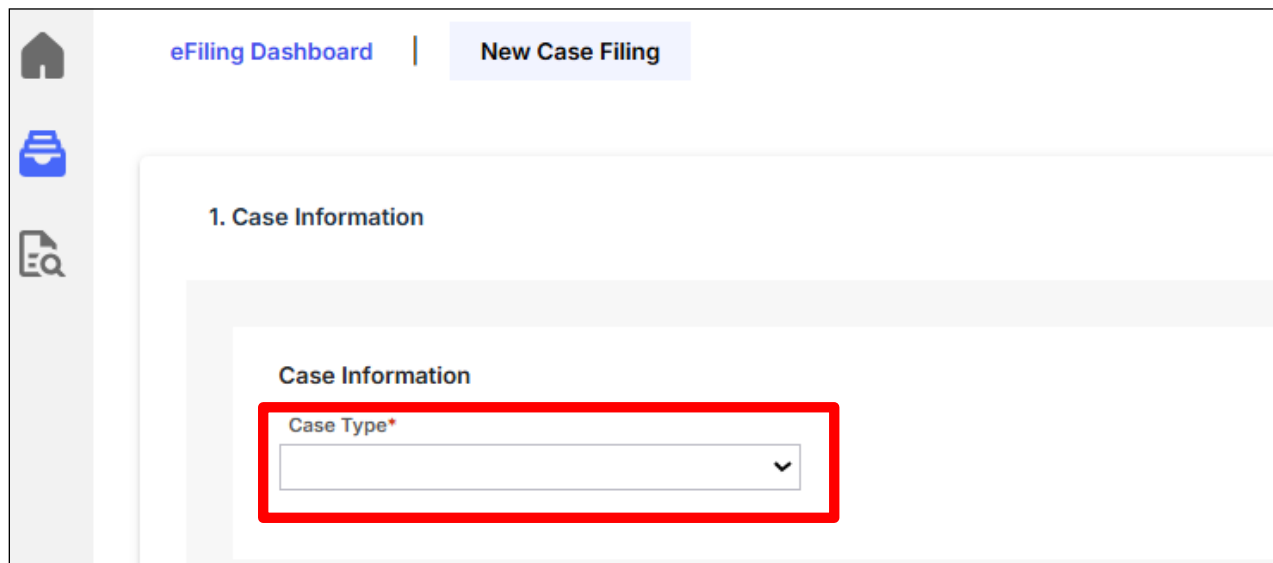
0
Pending
[Pending Filings](#)

0
Accepted ✓
[Accepted Filings](#)

0
Rejected ✗
[Rejected Filings](#)

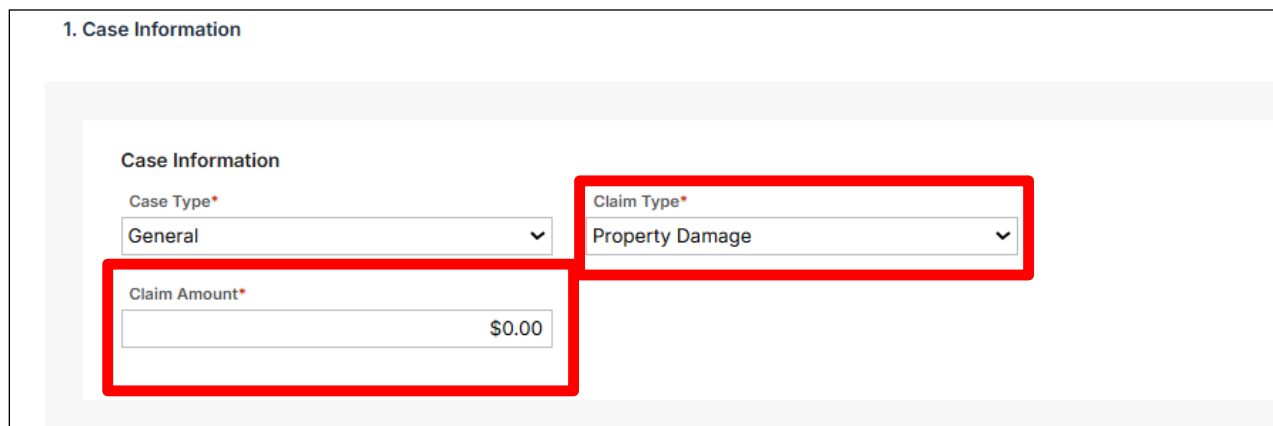
New Case Filing
Existing Case Filing

2. Select “**General**” Case Type from the drop down.



The screenshot shows the 'eFiling Dashboard' with a 'New Case Filing' button. Under the '1. Case Information' heading, there is a 'Case Information' section. Within this section, the 'Case Type*' dropdown menu is highlighted with a red rectangular box.

3. Select “**Claim type**” and enter “**Claim amount.**”



The screenshot shows the '1. Case Information' section. Under the 'Case Information' heading, there are three fields: 'Case Type*' (set to 'General'), 'Claim Type*' (set to 'Property Damage'), and 'Claim Amount*' (set to '\$0.00'). The 'Claim Type*' and 'Claim Amount*' fields are highlighted with red rectangular boxes.

4. Your information as claimant will be entered based on the address and name information you used to register. Enter in Social Security Number or Federal Employer ID Number. *Note: this field is required to receive payment if your claim is granted.

Illinois Secretary of State Court of Claims

✓ 2. Claimant Information

Claimant Information

Claimant Name (First Name, Last Name)
Gina Cervino SelfRep

SSN/FEIN

Address Information

Attention
-
Address Line 1
5555 Court Way

5. Next, enter “Document Description”, upload document file, select “Document Type”, and upload “Add Supporting Document” (if applicable).

3. Document Information

Description

Please enter the description of the document as it should appear on the docket sheet of this case. (This should match the document type below).

Description*

Upload Main Document

Attach File ⓘ

Drop Here or Browse a File

Document Type*

-- Select Document Type --

Supporting Documents

+ Add Supporting Document

6. Select **"Submit to Court"** to continue with filing with the court.



Upload Main Document

Name
TEST.pdf

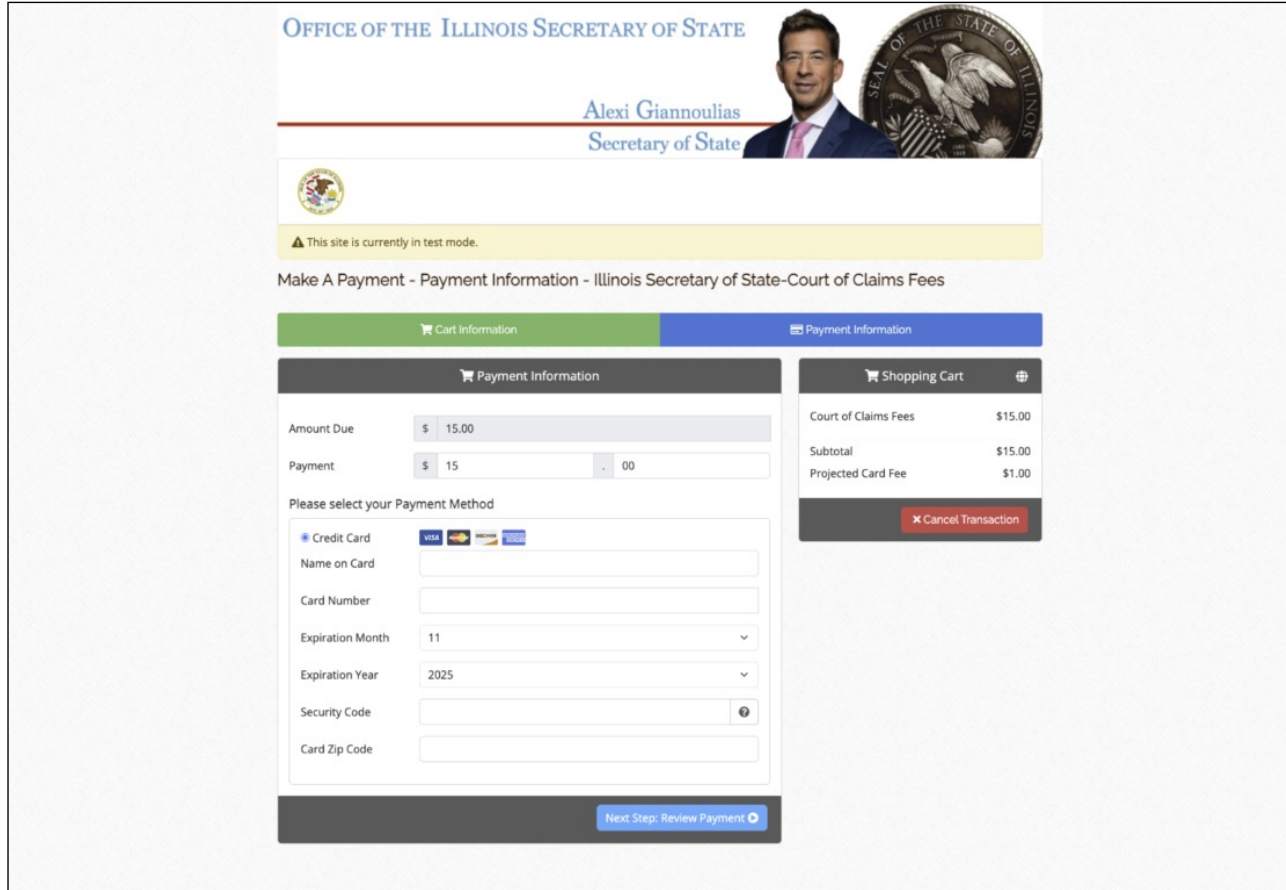
Document Type*
Complaint

Supporting Documents

+ Add Supporting Document

Cancel Save **Submit to Court**

7. After selecting **"Submit to Court"** you will be taken to the payment portal for statutory fees (if your claim is over \$50) to submit your payment. Follow the payment portal prompts to complete payment and submit filing.



OFFICE OF THE ILLINOIS SECRETARY OF STATE

Alexi Giannoulias
Secretary of State

⚠ This site is currently in test mode.

Make A Payment - Payment Information - Illinois Secretary of State-Court of Claims Fees

Cart Information Payment Information

Payment Information

Amount Due \$ 15.00

Payment \$ 15 . 00

Please select your Payment Method

☒ Credit Card

Name on Card

Card Number

Expiration Month 11

Expiration Year 2025

Security Code

Card Zip Code

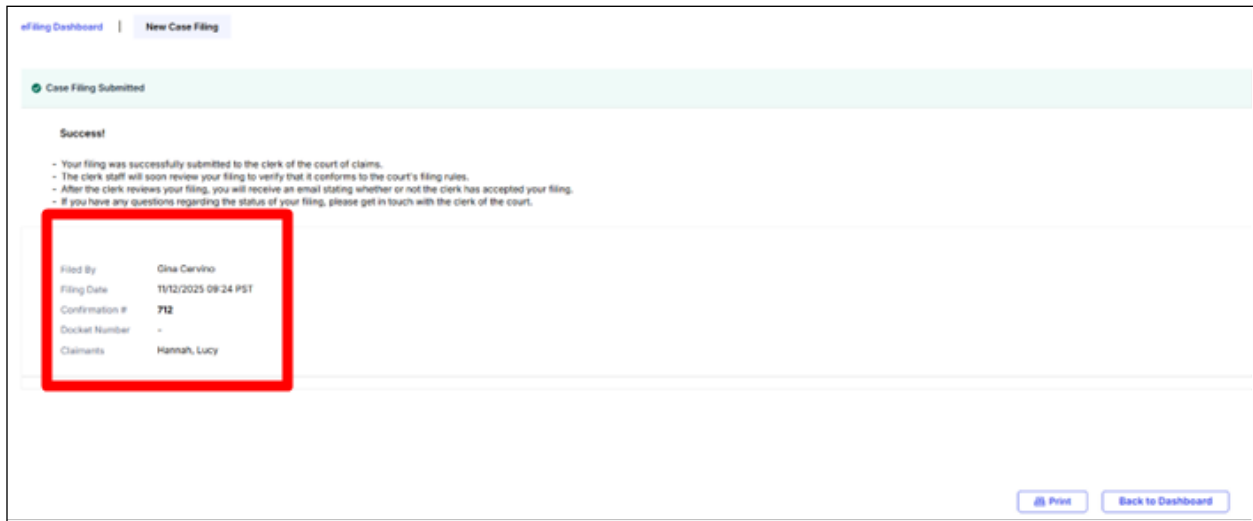
Next Step: Review Payment

Shopping Cart

Court of Claims Fees	\$15.00
Subtotal	\$15.00
Projected Card Fee	\$1.00

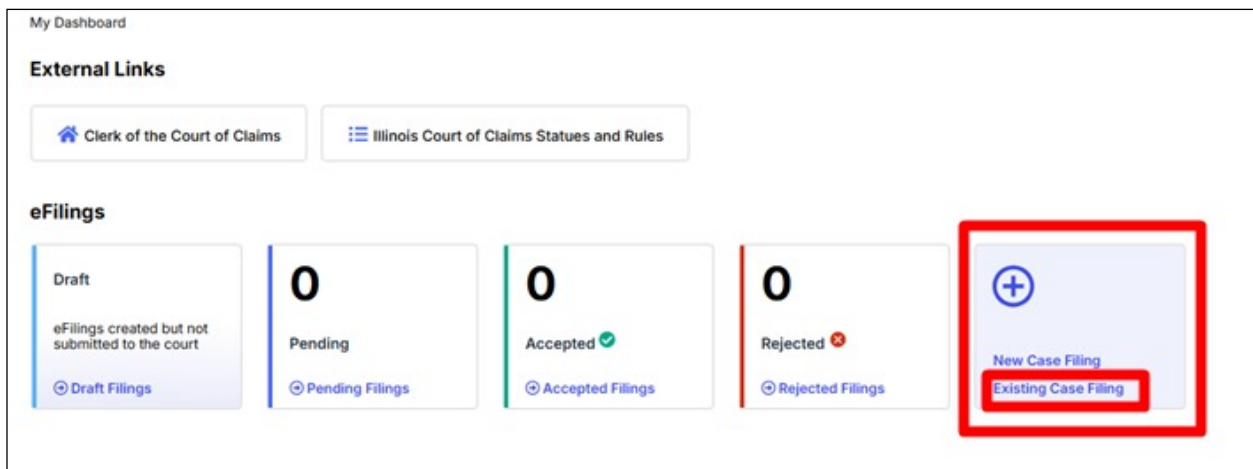
Cancel Transaction

- Take note of the confirmation number for reference. This filing will also be viewable in the **"Pending"** filings card on the homepage.



Step 3: How to File into an Existing Claim

- On the homepage, select the **"Existing Case Filing"** hyperlink.



2. Select case number from the drop-down menu displaying all cases number accessible to you; the case details will automatically populate for a filing submission.

eFiling Dashboard | Existing Case Filing

1. Case Search

Select a Case

Cancel Save Submit to Court

3. On the case details page, for item #2, enter the “**Description**” of the filing document, select “**Document Type**” and upload document for submission. Upload “**Supporting Document**” if applicable.

Description

Please enter the description of the document as it should appear on the docket sheet of this case. (This should match the document type below).

Description*

Upload Main Document

Attach File

Drop Here or Browse a File

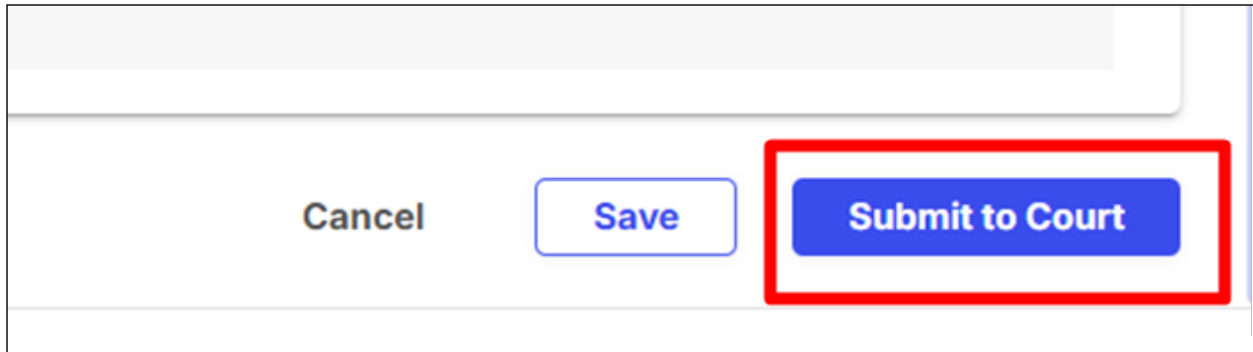
Document Type

Document Type is required

Supporting Documents

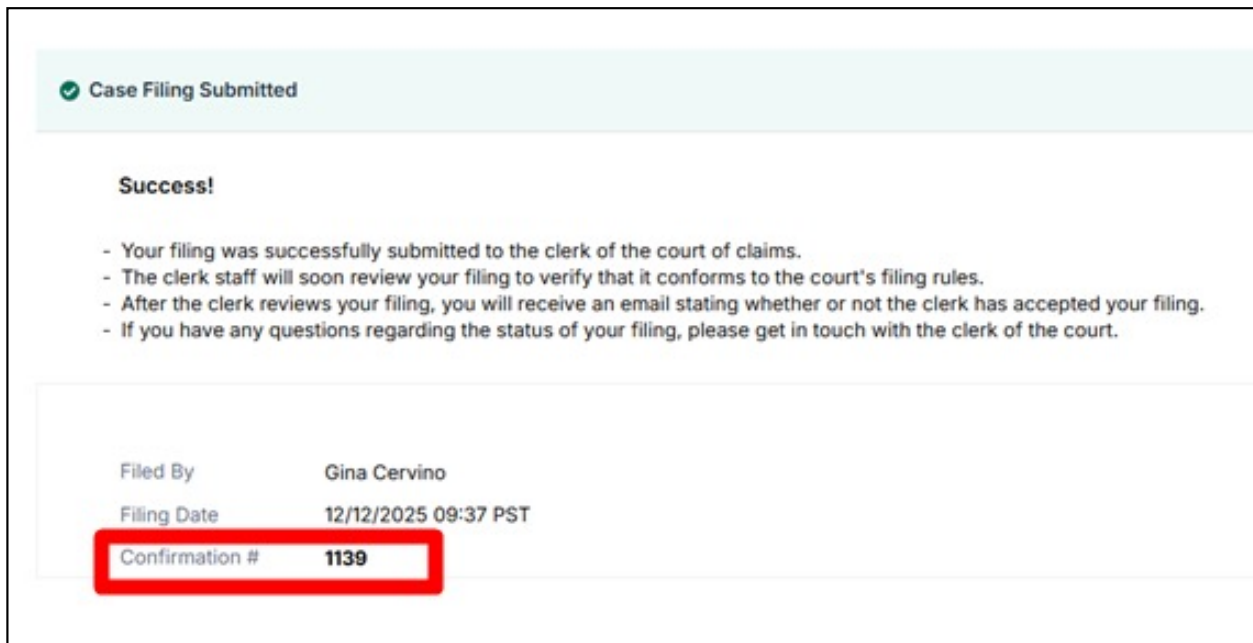
+ Add Supporting Document

4. Select “Submit to Court” for filing.



A screenshot of a web interface showing three buttons: "Cancel", "Save", and "Submit to Court". The "Submit to Court" button is highlighted with a red rectangular border.

5. Take note of the confirmation number for reference. This filing will also be viewable in the “Pending” filings card on the home page.

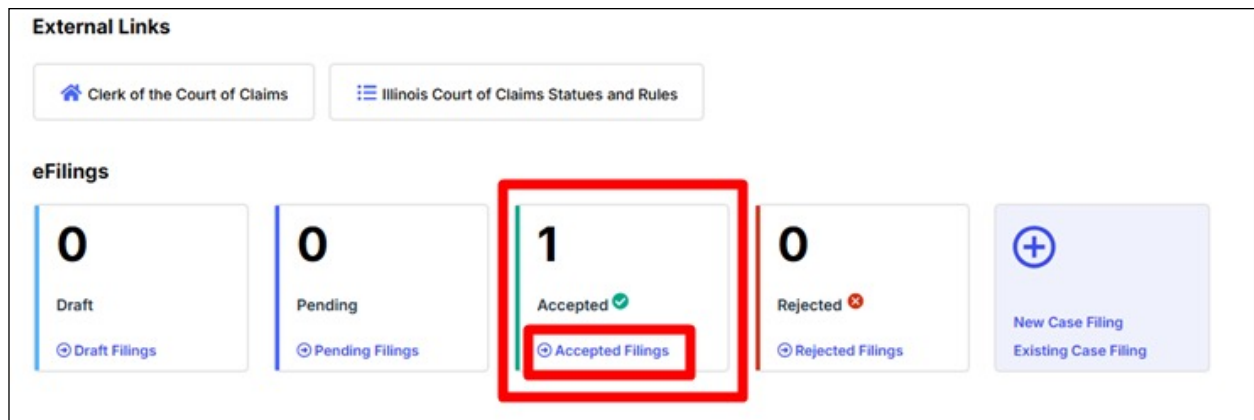


A screenshot of a confirmation page titled "Case Filing Submitted". It includes a success message and a list of instructions. At the bottom, a table displays filing details. The "Confirmation #" field, with the value "1139", is highlighted with a red rectangular border.

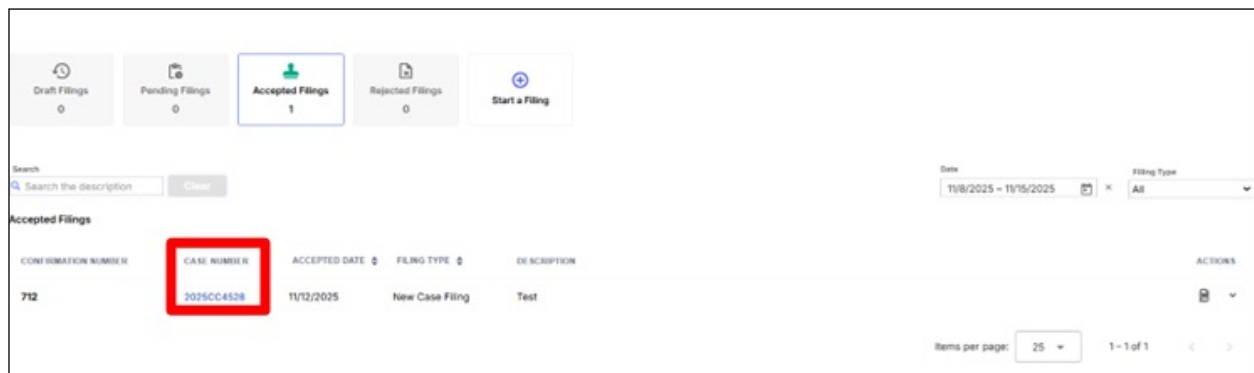
Filed By	Gina Cervino
Filing Date	12/12/2025 09:37 PST
Confirmation #	1139

Step 4: How to Check Status of a Filing (Pending, Accepted, Rejected)

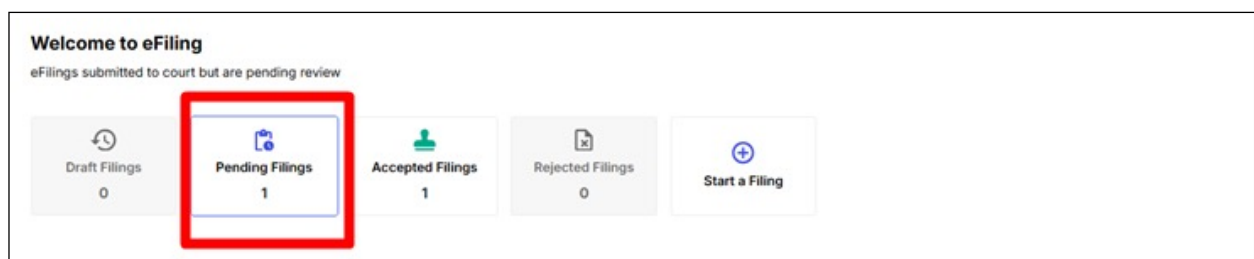
1. On the homepage select the card **"Accepted Filings"**.



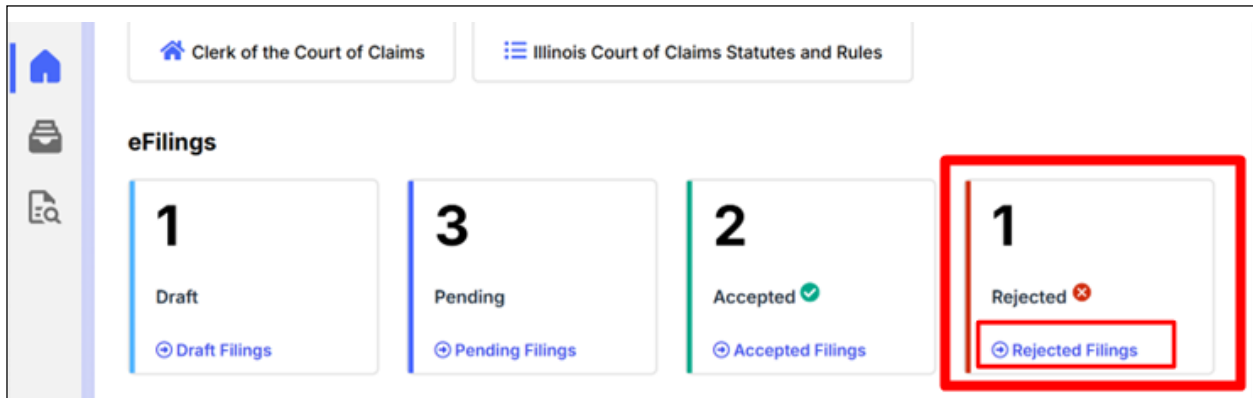
2. View the List of **"Accepted Filings"** and note the assigned case number.



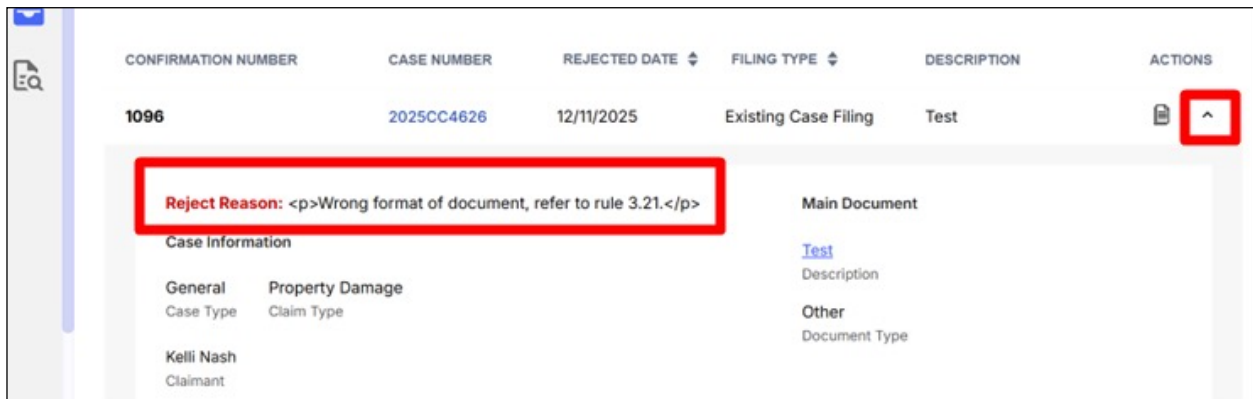
3. Alternatively, view the list of **"Pending Filings"** (if submission has not yet been reviewed by the court).



- To view filing rejections, select the “Rejected Filings” card.

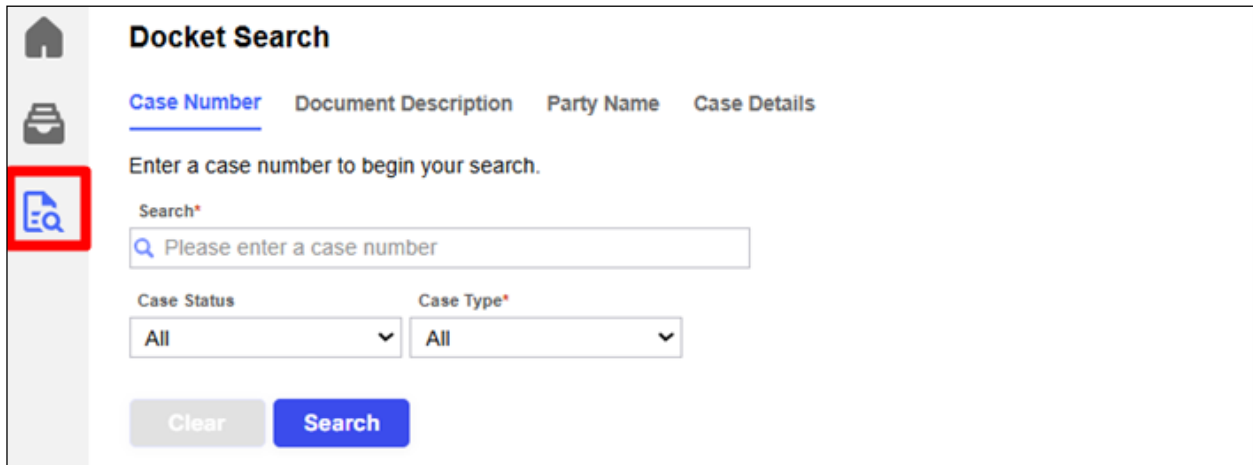


- Select the down arrow, to expand the case details to view and review the “Rejection Reason” provided by the clerk.



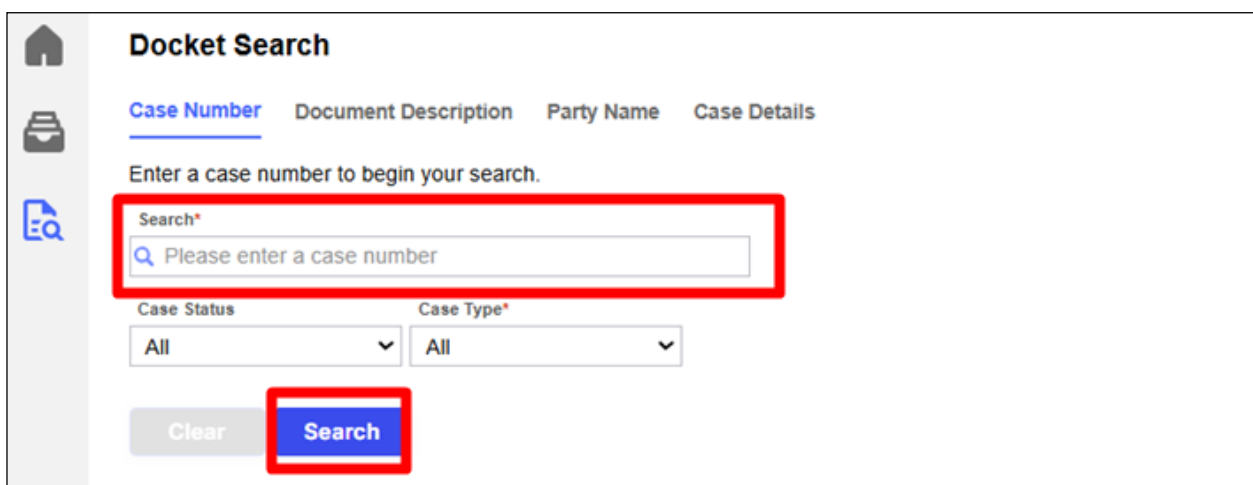
Step 5: How to Search the Docket for a Case

1. If you have your case number and are a party to the case, select the icon “**Docket Search**” from the homepage.



The screenshot shows the 'Docket Search' page. On the left sidebar, there are three icons: a home icon, a document icon, and a magnifying glass over a document icon. The magnifying glass icon is highlighted with a red square. The main content area has the title 'Docket Search' and four tabs: 'Case Number' (selected), 'Document Description', 'Party Name', and 'Case Details'. Below the tabs, it says 'Enter a case number to begin your search.' There is a search bar with a magnifying glass icon and the placeholder text 'Please enter a case number'. Below the search bar are two dropdown menus: 'Case Status' with 'All' selected and 'Case Type*' with 'All' selected. At the bottom are two buttons: 'Clear' and 'Search'.

2. Enter case number in the search bar and select “**Search**”. *Note only cases you are a party to will appear in the results. If you do not see a case that you belong to, you’ll need to contact the clerk to be added to the case.



This screenshot is similar to the previous one, but with different highlights. The search bar, which contains the placeholder text 'Please enter a case number', is highlighted with a red rectangle. The 'Search' button at the bottom is also highlighted with a red rectangle. The 'Case Status' and 'Case Type*' dropdowns remain 'All'. The sidebar icons are the same, but the magnifying glass icon is not highlighted.

3. Select the hyperlinked case number from within the search result to view docket entries.

Search*

Case Status: All Case Type*: All

Clear Search

1 Result(s)

CASE NUMBER	DATE	CLAIMANT(S)	DESCRIPTION	CASE STATUS
2025CC4626	12/1/2025	Kelli Nash	Complaint	Active

4. Select the paper and pencil icon to view the filed document in a separate tab. Print or Download that document using your browser functions.

Kelli Nash
Claimant

[View Case Details](#)

Docket History

#	DATE	DESCRIPTION	
1	12/1/2025	Complaint	
2	12/9/2025	Resp's Answer to Claimant's...	
3	12/9/2025	Motion	

