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"**.

Step 2: Filing a New Case

1. On the Homepage, click the card **"New Case Filing"**.
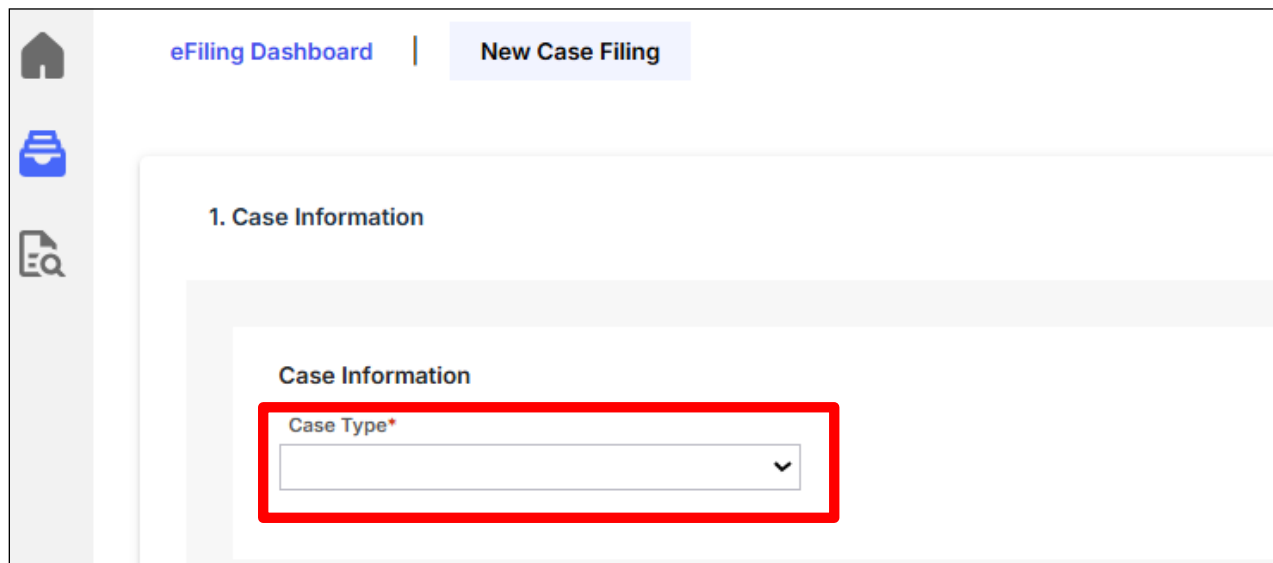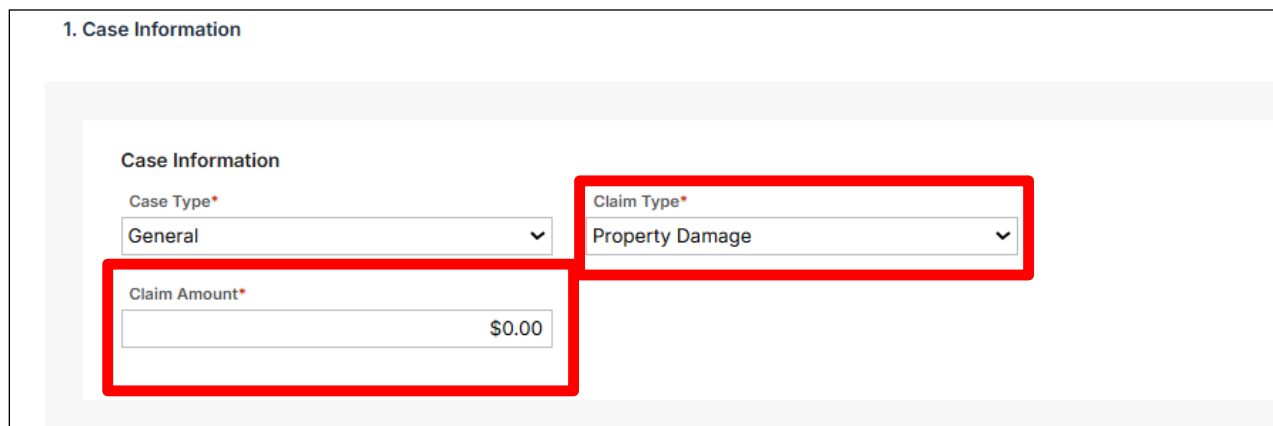
2. Select **"General"** Case Type from the drop down.

3. Select **"Claim type"** and enter **"Claim amount."**

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
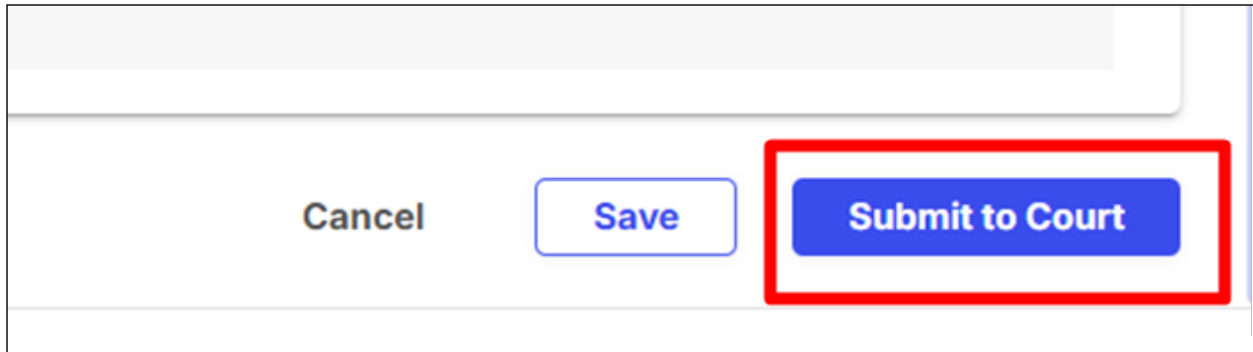
Document Type*

-- Select Document Type --

Supporting Documents

+ Add Supporting Document

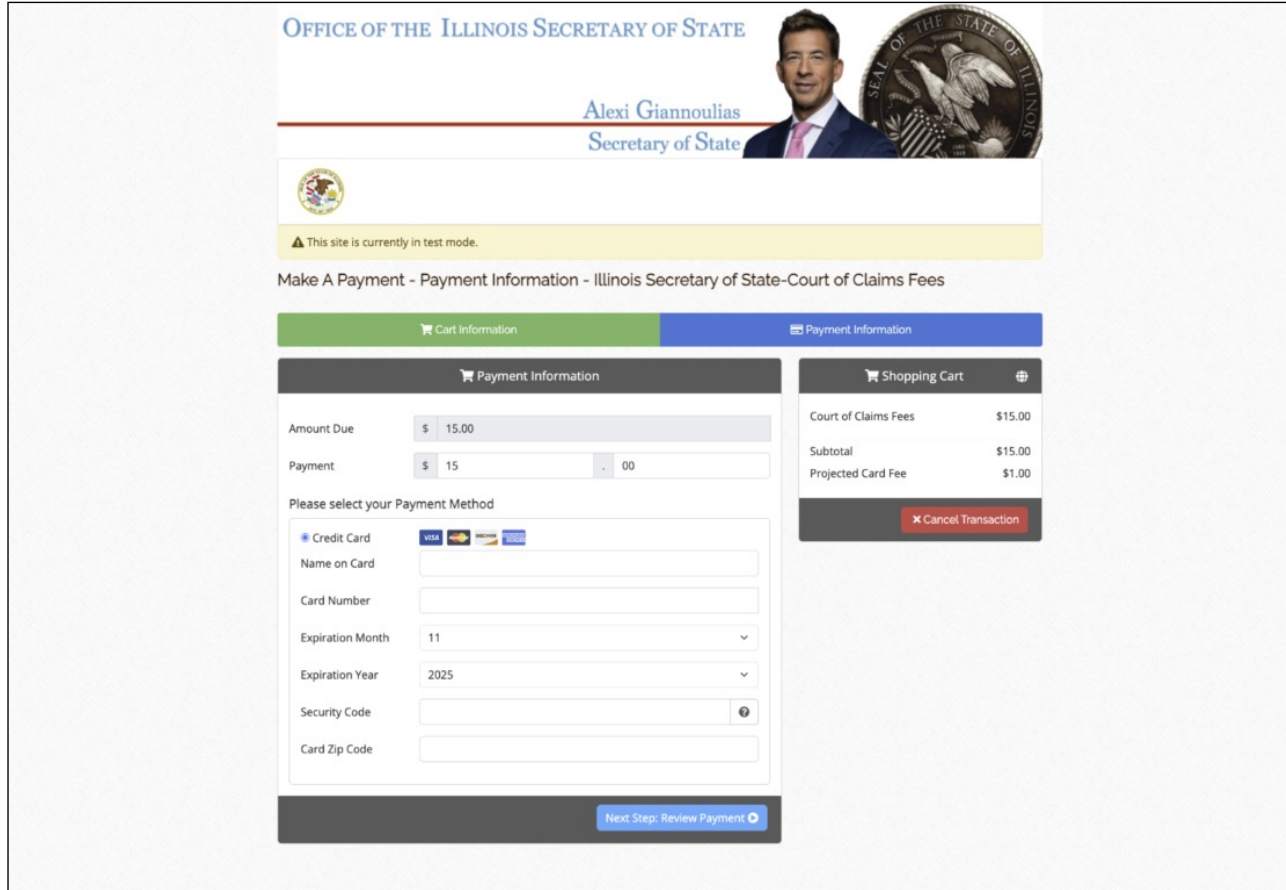6. Select **"Submit to Court"** to continue with filing with the court.

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.
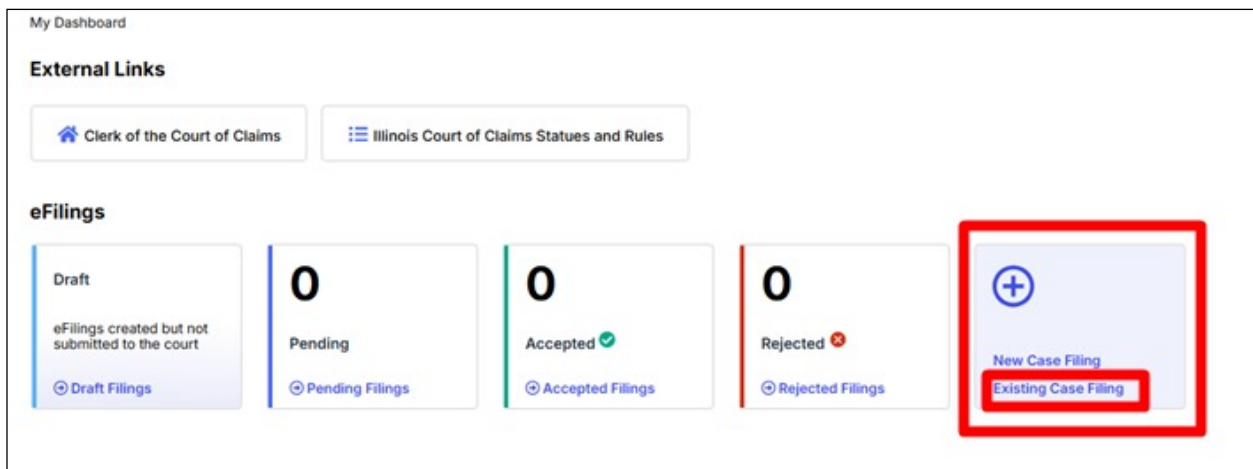
8. Take note of the confirmation number for reference. This filing will also be viewable in the **"Pending"** filings card on the homepage.
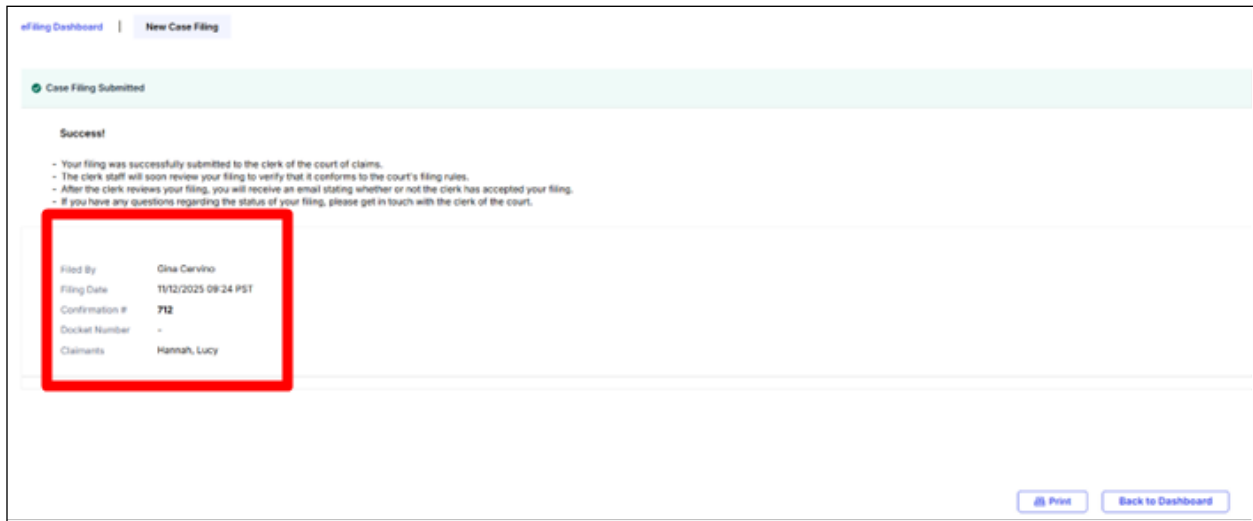
Step 3: How to File into an Existing Claim

1. 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.

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.

4. Select **"Submit to Court"** for filing.

5. Take note of the confirmation number for reference. This filing will also be viewable in the **"Pending"** filings card on the home page.
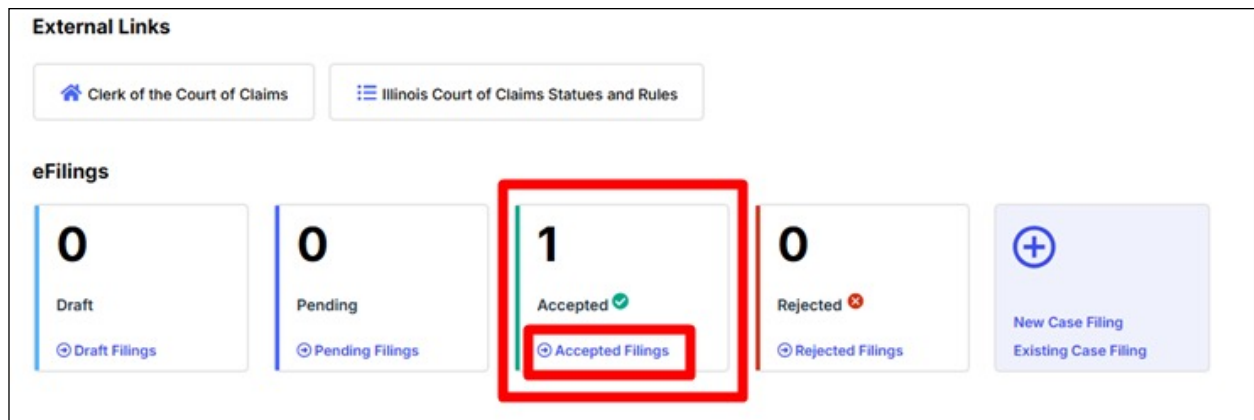
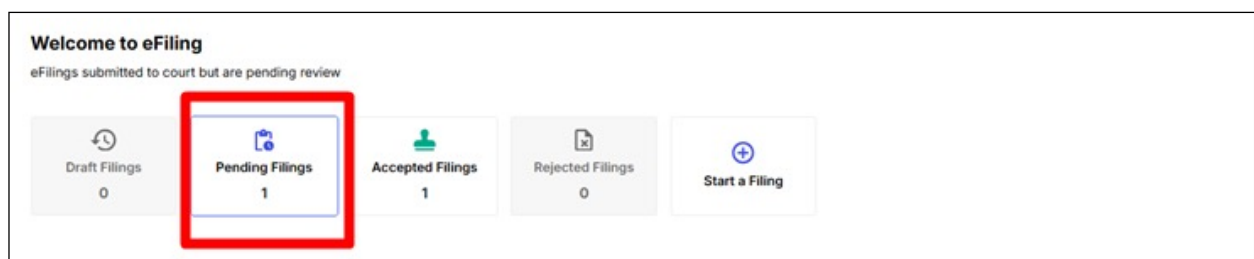**Step 4: How to Check Status of a Filing (Pending, Accepted, Rejected)**

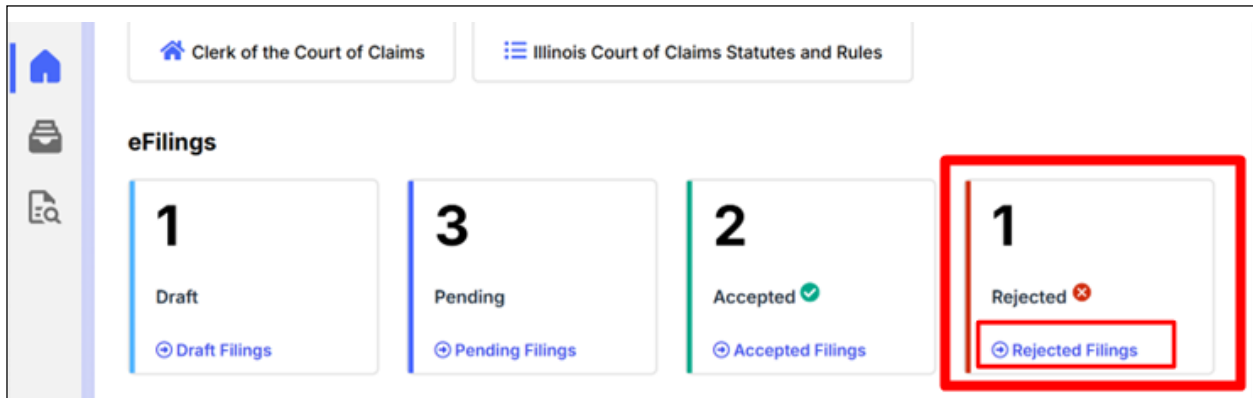1. On the homepage select the card **"Accepted Filings"**.

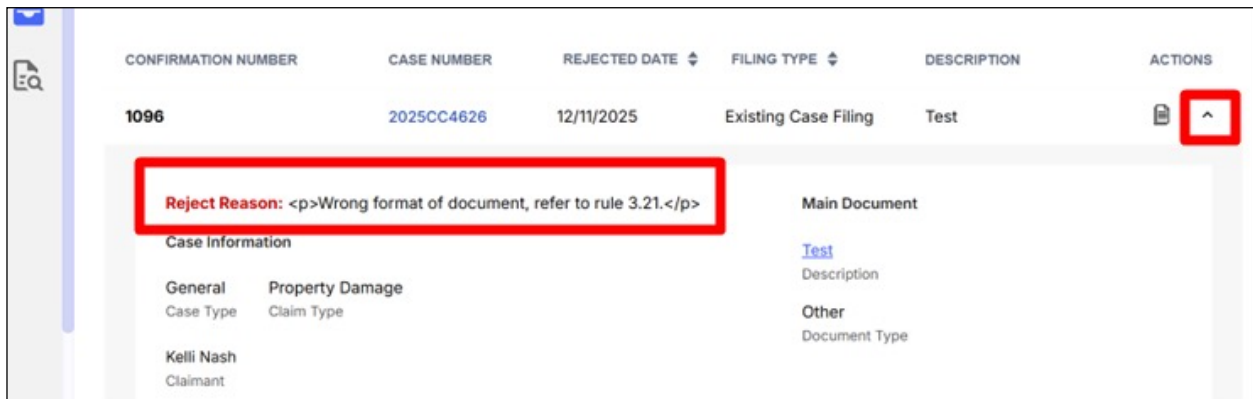2. View the List of **"Accepted Filings"** and note the assigned case number.
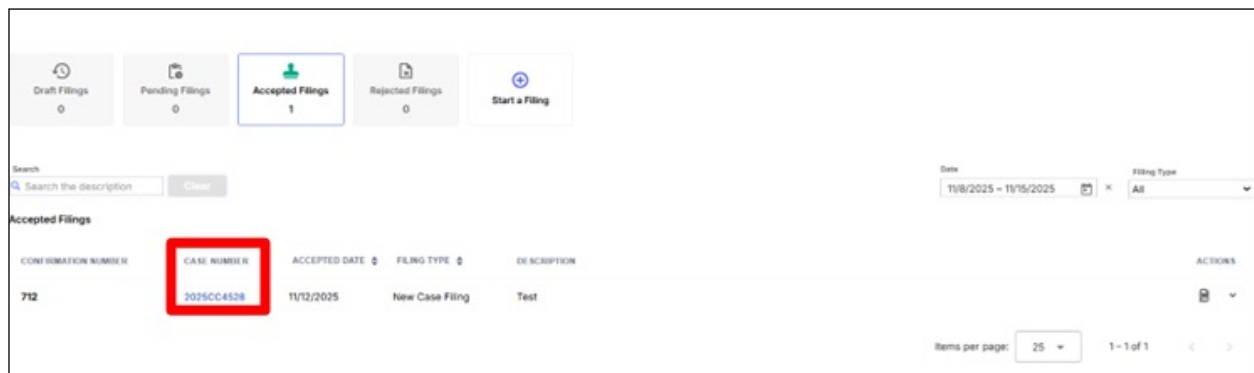
3. Alternatively, view the list of **"Pending Filings"** (if submission has not yet been reviewed by the court).

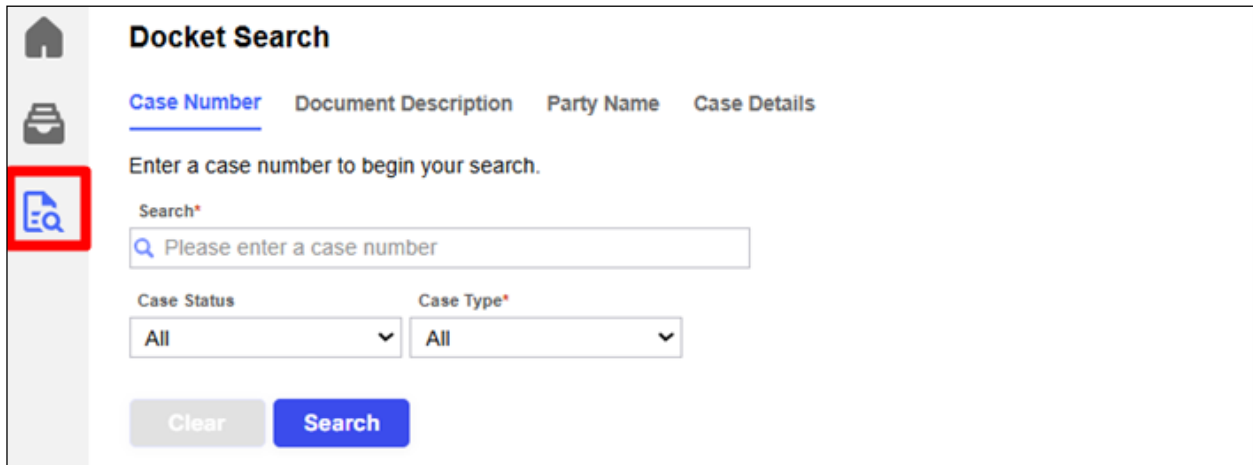4. To view filing rejections, select the **"Rejected Filings"** card.

5. Select the down arrow, to expand the case details to view and review the **"Rejection Reason"** provided by the clerk.
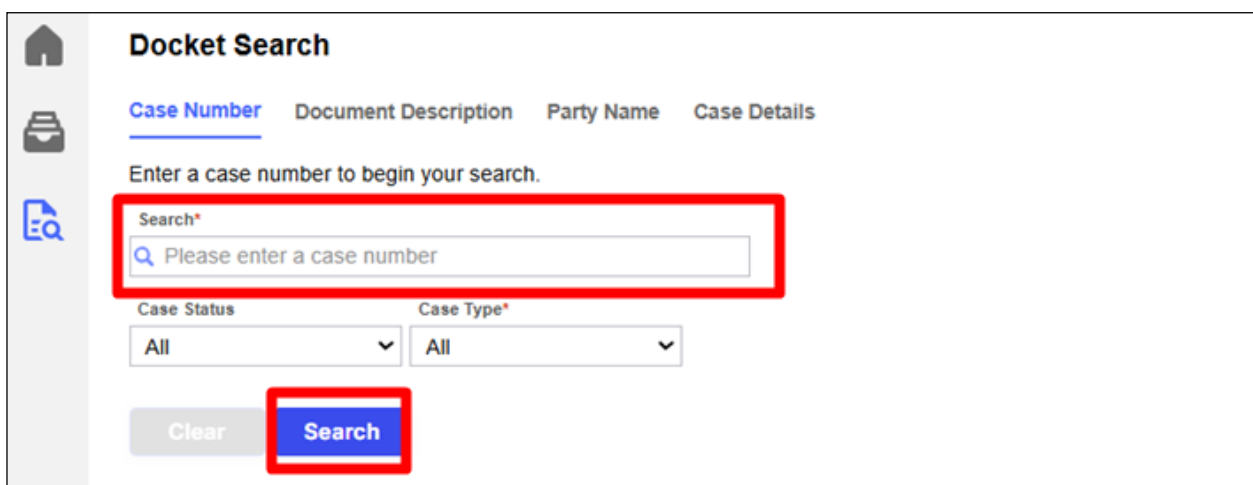
Step 5: How to Search the Docket for a Case

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

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.

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

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.