



File & ServeXpress Special Instructions DuPage 18th Judicial Circuit Court

General Information

When is a case eligible for electronic filing & service?

- A Plaintiff files a complaint electronically
- A Defendant files an answer electronically
- All parties in the case stipulate by written order to include a case in e-filing

What case types are available for electronic filing?

- Arbitration
- Chancery
- Dissolution
- Law cases(all)
- Misc. Remedy
- Tax

e-Filing Instructions

- New Cases may be filed electronically through File & ServeXpress using the “File a New Case” option under the Filing & Service Tab.
- If you are filing a new case on File & ServeXpress, remember after your documents have been accepted by the court you will need to print out the filed stamped copies of the documents and send them to either the sheriff or process server for service.
- If you are unable to locate your case on the File & ServeXpress system please use the “Add Case” feature to add your case to our system. Remember to enter in all parties when adding a case. For more information & step by step instructions about adding cases please refer to the Quick Guide out on our Resource Center titled, “Filing & Service.”

Select Court and/or Case for Filing

File and/or Serve in an **Existing Case**
 File a **New Case**
 File and/or Serve in **Multiple Cases**


Enter information in one or more boxes and click **Find**. Selection of a Court is required

State:

Court:


Case Name:

Case Number:

To select a case for filing, click  beside the case.

Case Number	Case Name	Case Type	Case Class	State	Court	County
No matches found. Please modify your search and try again.						

Can't find the case you are looking for?
Click on the **Add Case** button to enter your case information.



- Electronically ‘staple’ supporting documents to the main document by using the Main/Supporting column in the Attached Documents list.
- Use the Linking feature in the Attached Documents list when submitting responses to previously submitted documents. (If the previously submitted document is unavailable to ‘link to’, reference the previous documents transaction id in the “Document Title.”).
- All sealed documents must be filed in the traditional paper manner.
- Physical items for which a photograph may be substituted may be electronically imaged and e-Filed. Items not conducive to electronic filing, such as Documents under Seal and physical exhibits for which an image will not suffice, shall be filed in their physical form at the Clerk’s Office or in the Courtroom, as directed by order of court. The Motion and Notice of Motion for permission to file any of these physical items may be done electronically in e-File cases.
- Your File & ServeXpress receipt is your proof of service. Please print this document for your records.
- The signature in DuPage is a typographical signature as follows:” /s/ Adam Attorney”. Under the signature line please include the attorney’s name, email address, physical address, telephone number, and DuPage County bar number.
- Courtesy copies of documents customarily required to be provided to the court shall continue to be required in e-file cases, absent a specific court order to the contrary.
- *****IMPORTANT***** If an attorney is leaving your firm, please remember to withdraw that attorney from your firm’s case service lists by using the Case & Party Management feature before you remove the attorney from your File & ServeXpress account. Otherwise, the attorney will remain on the service list of the case indefinitely. The attorney also then displays on the US mail service list and continues to be served by firms even though they are no longer involved in the litigation.

Privacy Issues:

- Social Security Number - If an individual's social security number must be included in a document, only the last four digits of the number shall be used.
- Names of minor children - If the involvement of a minor child must be mentioned; only the initials of that child's name shall be used.
- Dates of Birth - If an individual's date of birth must be included in a document, only the year shall be used.
- Financial account numbers - If financial account numbers are relevant, only the last four digits of these numbers shall be used.
- In addition to the above, persons filing electronically shall exercise caution when filing documents that contain the following:
 - Personal identifying numbers, such as a driver's license number.
 - Medical records, such as treatment and diagnosis.
 - Employment history information.
 - Individual Financial Information.
 - Proprietary or Trade Secret Information.

Miscellaneous

- File & ServeXpress offers free web based training classes for its users. To register for an Introduction to E-service class (or an advanced class), please log onto File & ServeXpress > click on the Resource Center link > click on the Education and Training link > select Illinois from the drop down > click the title of the class you want to register for > complete your information > you will be sent a confirmation email with the website address and toll free number to call.
- File & Serve Client Support is available 24/7 and can be reached at **888-529-7587**.