

DuPAGE ELECTRONIC FILING (E-FILING) INSTRUCTIONS:

In accordance with an Illinois Supreme Court order entered January 22, 2016, all required Guardianship accountings and reports in Illinois will no longer accepted in person or by mail, but rather must be filed electronically, online. That is, if reports and accountings are required, they must be filed electronically as of January 1, 2018. Certain counties were granted extensions and paper filing will still be accepted beyond January 1, 2018. Specifically, the counties of Cook, DeKalb, Madison, McHenry, and Winnebago will still accept paper reports and accountings until July 1, 2018, and DuPage County until July 1, 2019.

Please note that before any electronic filing, you **must** complete and sign the annual report as well as scan and save the signed Annual Report as a pdf. Once the annual report is scanned and saved, please see the electronic filing instructions for DuPage County:

1. Register with il.i2file.net. Go to the website: **il.i2file.net**.
 - a. Click on the "Register" link in the top right-hand corner.
 - b. Click on the "Self-Represented account" box link near the upper right-hand corner.
 - c. Input your contact information (address, country, city, state, zip, phone number) then click on the boxes next to, "I agree to the Odyssey efileIL User Agreement" and "I agree to the i2file User Agreement."
 - d. Click on the "Next" link.
 - e. Continue to input your contact information (first name, last name, email, verification of email, password, verification of a password, security question, and security answer). A password must have an uppercase, lowercase and one number or special character.
 - f. Click on the "Register" link.
 - g. A verification email will be sent to your email address to activate your new account.
 - h. Click on the "Click to Activate Account" link.
 - i. On the web, it will say "Your i2file.net account has been activated" and "Sign in now."
 - j. Click on the "Sign in now" link.
 - k. The program will also ask for your payment information. Even though this is

a no fee filing, the program needs the payment information as a precautionary measure. Please input your credit card information. THIS IS A NO FEE FILING AND YOUR CREDIT CARD WILL NOT BE CHARGED.

2. File Annual Report

- a. Scan and save the signed Annual Report as a pdf. You **must** scan the document.
- b. To log in, if you are not already on the website, please go to il.i2file.net, use your user name and password then click on the "Login" link.
- c. Toward the top, there is a blue box with a green "Click here" to be able to file in DuPage. Click on the "Click here".
- d. In the upper left side, in the "Jurisdiction" box, scroll down to find DuPage (second one listed) and click on it. Then click on "Select Jurisdiction."
- e. Second option down is "File in Existing Case" and click on that link.
- f. Input the case number, Petitioner's name (your name) and Respondent's name (your child's name or your sibling's name).
- g. Select "Other" for "Document Type."
- h. In the "Comments" area type in "Annual Report."
- i. When it asks if the document should be filed "Under Seal," please click "no."
- j. Under "Document to Upload," please click on "Choose File" and then upload the annual report that is saved on your computer. There is no fee associated with this filing.
- k. If you are uploading an annual account in addition to the annual report, please click on "Choose File" then upload annual account. There is a fee associated with this filing.
- l. Click on the "next" button which will get you to the next screen.
- m. Click on the "Submit" link.
- n. You will get an email saying that the document is being reviewed.
- o. 24 to 48 hours later you should receive an email stating if the annual report/account has been accepted or not. Do not be concerned if you may not get an immediate email. There is a link on the email enabling you to download the file stamped document.
- p. If you do not receive an email with the link within 2 days after filing, please log back on the system and click on the "Click here to review status of your Document Filings and Copy Requests".
 - i. The program will list the most recent filings and the status of those filings. The Program will state if the document has been accepted or rejected.
 - ii. If accepted, click on the blue underlined case number which is a link to the file stamped document.
 - iii. Download the file stamped document, save a copy and send a copy to Rubin Law.