

### **ELECTRONIC FILING (E-FILING) INSTRUCTIONS FOR LAKE COUNTY 2023:**

In accordance with an Illinois Supreme Court order entered January 22, 2016, all required Guardianship accountings and reports in Illinois will no longer be accepted in person or by mail, but rather must be filed electronically, online. That is, if reports and accountings are required to be filed, they must be filed electronically as of January 1, 2018. These are the instructions for Tyler host Odyssey website only.

Please note that before you file electronically, you **must** complete, download, and sign the annual report as well as scan and save the signed Annual Report as a pdf to your computer. Once the annual report is scanned and saved, please see the electronic filing instructions for Lake County below:

1. Register with Odyssey - **ONLY FOR FIRST TIME FILERS. IF NOT A FIRST TIME FILER, GO TO #3.**
  - a. Type or click on the following link:  
[efileil.tylertech.cloud/OfsEfsp/ui/landing](https://efileil.tylertech.cloud/OfsEfsp/ui/landing).
  - b. Click on the "Register" link in the lower right hand corner of the screen in the box labeled, "Registration for an Individual Account."
  - c. Type in your "Account Credentials" which include your email address and password. Please create a password that you will remember. The password must consist of at least one UPPER case letter, one lower case letter **and** at least one number or a symbol.
  - d. Type in your "User Information" in the boxes provided for your contact information.
  - e. Accept the terms and conditions by clicking on the box next to, "I agree to Terms and Conditions." Then click on the "Register" link.
  - f. You will receive an email with a link to confirm the email address with which you registered. Please click the emailed link before signing in.
  - g. Once activated, return to [efileil.tylertech.cloud/OfsEfsp/ui/landing](https://efileil.tylertech.cloud/OfsEfsp/ui/landing) and click on the "Sign into your account" link on the upper left hand side of the website. Insert your username (email address) and password to enter the program then click "Sign in."

- h. If you are a first time user, then you will need to add your credit card. The program will have a window pop up requesting you to "...finish setting up your account" with a link to "Add a Payment Account."
- i. Click on that link which will take you to another window, "Payment Accounts."
- ii. On the Payment Account window, click the "+ Add account" then in the "\* Account Name" box, type your name; and in the "\* Payment Type" click on the down arrow and select one of the options (credit card, waiver, or bank account) then click on the link, "Enter Information."

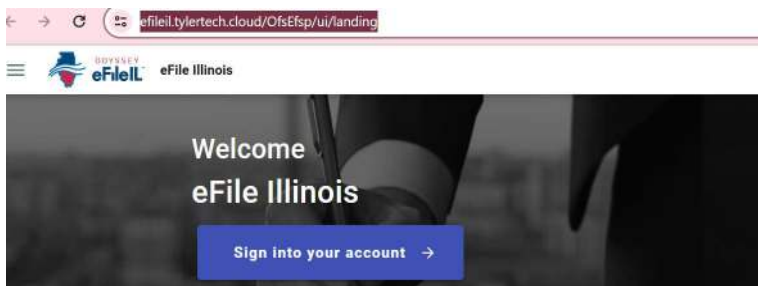
- iii. The following instructions are **only** for a credit card payment account. In the next window, please click on the circle before the words, "Credit Card" for the "Method of Payment" section. Insert your credit card information then click on "Continue." Verify Billing Information/Terms and Conditionals will pop-up, click Save Information. American Express is not accepted as a payment option. Even though this is a no fee filing, the program needs the payment information as a precautionary measure. THIS IS A NO FEE FILING AND YOUR CREDIT CARD WILL NOT BE CHARGED.

2. File Guardianship Training Program Certificate - ONLY IF COURT ORDERED

- a. Link to the Illinois Guardianship Training Program  
<https://onenet.illinois.gov/page.aspx?item=116920>
- b. See #5 below for efilng instructions for the certificate.

3. File Annual Report -

- a. Sign in to [efileil.tylertech.cloud/OfsEfsp/ui/landing](https://efileil.tylertech.cloud/OfsEfsp/ui/landing) by clicking on the "Sign In" link in the upper left hand corner and input your email and password and click on "Sign In".



Sign In

Tyler Technologies  
Odyssey Identity Provider

Please sign in to continue

Email

Password

Sign In

- b. On the next page, click on the “Start Filing” blue link.
- i. On the “Start Filing” page, select the “File into existing case” link.

Start filing

Click the **START FILING** button below to get started.

Start filing

Filing history

View filing history

- ii. On the “Search for case” page, in the “\*Court Location” box, select “Lake County.”

Search for case

If you are not sure your case number is correct, refer to the formatting instructions for the selected court or search for the case by party name.

\* Court Location

Lake County

- iii. Input the Case Number in the box with the words, “\*Case Number.” If an older case, please type in the last two digits of the year immediately followed by a “P” then a space then followed by 8 digits including zeros, i.e., 20P 00000111. If a newer case, please type the last two digits of the year immediately followed by “GR” then immediately followed by eight digits including zeros, i.e., 23GR00000015, then click on the blue “Search” box.
- iv. On the next page, your case should be listed with a blue “Actions” link on the right hand side. Click on the “Actions” link and a menu will drop down with the first option being “File into case.” Click on “File into case.”
- v. The next two (2) pages list the “Case Information” and “Parties”, nothing to be done on these pages.
- vi. On the “Filings” page, click on the “+Add Filing” which will take you to the next page. Please click on the bubble before the words, “eFile Only.”
- vii. In the Filing Information section, click on the down arrow in the box labeled, “\*Filing Code,” type and click on “Guardian for Disabled Adult Report.”

Filing Information

\* Filing Code  
Guardian for Disabled Adult Report

Filing Description  
Annual Report

Client Reference Number

- viii. In the “Filing Description” box, type “Annual Report” or i.e., 2023 Annual Report, no need to insert information in the “Client Reference Number” or in the “Comments to Court” box.
- ix. In the “Upload Documents” section, in the box “Lead Document” either drag the completed signed Annual Report or click on the “Select File” link. Your Annual Report will be uploaded and on the right hand side in the “\*Security” box, click on the down arrow and select “Non-Confidential.”
- x. **Before** clicking on the blue “Save” button, click “Communications” on the upper right hand corner of the page. This will allow you to send courtesy copies to Rubin Law.



- xi. In box with the words, “Courtesy Copies”, type [efiling@rubinlaw.com](mailto:efiling@rubinlaw.com), and Rubin Law will receive a courtesy copy of the file stamped report once approved. Then click on the “Save” button.



- xii. On the next page, click on the “Skip to fees” link on the bottom right hand side (even though the “Service” link is the blue link).
- xiii. On the “Fees” page in the “\*Payment Account” box, choose your credit card as the \*Account Name type you previously provided; in the “\*Filing Party” drop down menu, click on your name then click “Review and submit ->” on the bottom right.
- xiv. Confirm that all the information looks correct, then at the bottom of the screen click on the blue box, “Submit ->.”

- 4. The Annual Report will be submitted to the clerk’s office and the clerk’s office will either send you an email accepting or rejecting the Annual Report. If the Annual Report is rejected, the clerk’s office will let you know why the Annual Report is rejected.

If the Annual Report is accepted, Odyssey will email you a copy file stamped copy and, if you typed in [efiling@rubinlaw.com](mailto:efiling@rubinlaw.com) in the box under the words, “Courtesy Copy” (3. b. xi. above), our office will receive an email with a file stamped copy of the Annual Report as well. If you did not type in [efiling@rubinlaw.com](mailto:efiling@rubinlaw.com), please email a copy of the file stamped Annual Report to my office for your records. Thank you.

- 5. Efiling Guardianship Training Program Certificates - Once you have completed the Illinois Guardianship Training program and received your certificate, follow the same steps above in #3, except for 3.b. vii-ix. which instructions are revised below specifically for filing the certificate:

- a. In the Filing Information section, click on the down arrow in the box labeled, “\*Filing Code,” type and click on “Certificate.”
- b. In the “Filing Description” box, type “Guardianship training program certificate,” no need to insert information in the “Client Reference Number” or in the “Comments to Court” box.
- c. In the “Upload Documents” section, in the box “Lead Document” either drag the Guardianship Training Program Certificate or click on the “Select File” link then select the certificate. Your certificate will be uploaded and on the right hand side in the “\*Security” box, click on the down arrow and select “Non-Confidential.”