

ELECTRONIC FILING (E-FILING) INSTRUCTIONS **FOR DuPAGE COUNTY:**

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. DuPage County, however, received an extension to that requirement to 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 as follows:

1. CHOOSE A PROVIDER. Illinois has 9 different providers to choose. They all have advantages and disadvantages. Below are the instructions for il.i2file.net but if you want, you may choose another provider. This provider does not charge for the filing of an annual report as the report is a no-fee filing.
 - a. I2file.net website: **il.i2file.net**.
 - b. IF NOT A FIRST TIME FILER, GO TO #3.

2. Register with il.i2file.net - **ONLY FOR FIRST TIME FILERS**.
 - a. Go to **il.i2file.net**.
 - b. Click on the "Register" link in the top right hand corner.
 - c. Click on "Self-Represented Account" box link on the right hand side below the picture of a person.
 - d. A box will appear starting with the following sentence, "You are about to register yourself as the Self-Represented account or ProSe." Please read through the statement carefully and if you agree, click on the blue box labeled "Continue".
 - e. Input your contact information (address, country, city, state, zip, phone number) then click on both boxes next to, "I agree to the Odyssey efile IL User Agreement" and "I agree to the i2file User Agreement".
 - f. Click on the "Next" link.
 - g. Continue to input your contact information (first name, last name, email, verification of email, password, verification of password, security question, and security answer). Password must have an upper case, lower case and one number or special character.

- h. Click on the "Register" link.
 - i. A message stating that the registration is complete will appear informing you that a verification email has been sent to you. Follow the instructions and click on the "Finish" link.
 - j. A verification email will be sent to your email address to activate your new account.
 - k. Click on the "Click to Activate Account" link.
 - l. On the web, it will say "Your i2file.net account has been activated" and "Sign in now". Click on the "Sign in now" link.
 - m. 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.
 - i. Click on the "add a payment account" link on the right hand side then input your credit card information then click the "save information" button.
3. File Annual Report -
- a. Login to the **il.i2file.net** and the second option across in green is "File in Existing Case" and click on that link.
 - b. On the "Search Cases" page, in the box marked, "Select Location", Select DuPage County, enter the case number and click on "GO".
 - c. The case will come up and to the right hand side is an icon that looks like a file folder, click on the file folder icon to start a subsequent filing.
 - d. The next screen will show the "Case Cross Reference Number". Please type in "99500" then click on the "ADD" box as well as the "SAVE FOR FUTURE" box.
 - e. In the "Parties" Section, please ensure that at least the Person with a Disability is listed. You may add yourself as Guardian(s) if you want. Click on the blue "NEXT" link.
 - f. This screen is labeled, "Filings" and under "Select Filing Code", select "Report".
 - g. In the "Filing Description" box, type in "Annual Report".
 - h. Skip "Reference Number" box and "Optional Services" box. These are not applicable.
 - i. Under "Lead Document", please click on "Click to Browse" link and then upload the annual report that is saved on your computer.
 - j. Under "Description", please type in "Report".
 - k. Under "Security", please click "Confidential" to fill in the box.
 - l. Skip the "Attachments" link and "Filing Comments" box as they are not applicable.
 - m. In the "Courtesy Copy" box, type in efiling@rubinlaw.com. If you include our email in the "Courtesy Copy" you will not have to send us a file stamped copy as we will receive a file stamped copy directly from the system.
 - n. On the right hand side of the screen, choose your credit card for the "Payment Account" and choose yourself for the "Party Responsible for Fees".

- Click on the "Next" button. Ensure there are no boxes with a red mark that indicates an incomplete box.
- o. Click on the "Next" button at the bottom.
 - p. On the next screen, if it all looks correct, click on the "Submit" link.
 - q. You will get a confirmation email stating that the document is being reviewed. Within 24-48 hours from the first submission you will receive an email stating if the annual report has been accepted or not.
 - i. If the annual report is accepted, a link to that file stamped copy will be included in the email. Please download the file stamped document, save a copy and send a copy to Rubin Law. If you requested a courtesy copy to be sent to our office (3.m. above), then you do not need to send us a copy. We will have already received a copy.
 - r. 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 my office. If you included our email in the Courtesy Copy area, you will not need to send Rubin Law a file stamped copy.