



User Manual
For
Criminal, DUI, and Traffic Filings for DuPage County

August 08, 2026
Version 1.0

Table of Contents

Registration 3

 Register Firm Account 3

 Register Self-Represented Account 5

Login 8

Forgot Password 8

Dashboard 10

File Criminal, DUI, and Traffic Filings – DuPage County

Connect to Classic i2File.....11

Select Jurisdiction and Enter Attorney Information.....11

Select Jurisdiction – Self-Represented (Pro Se) Filers.....11

Choose a Filing Option.....12

 New Case Filing

 File Documents in Existing Case

 Request Document Copy

Review Filing Status and Payments.....12

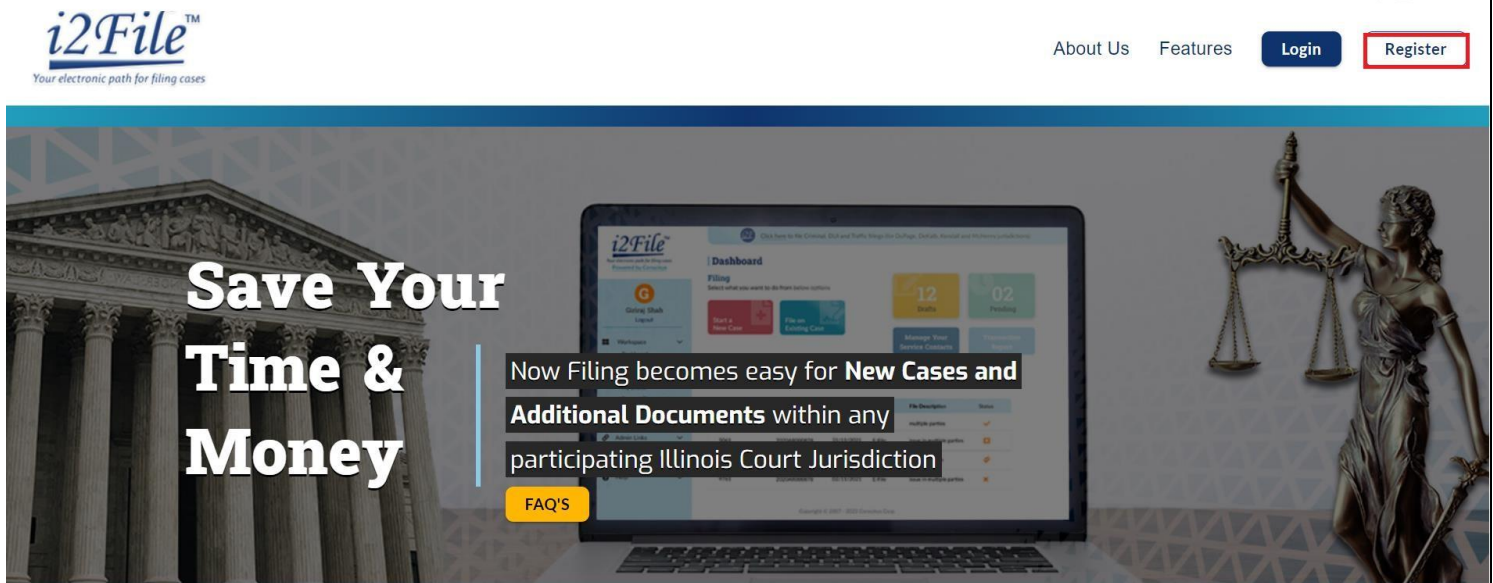
Registration

User can register by selecting any one of the below two account types.

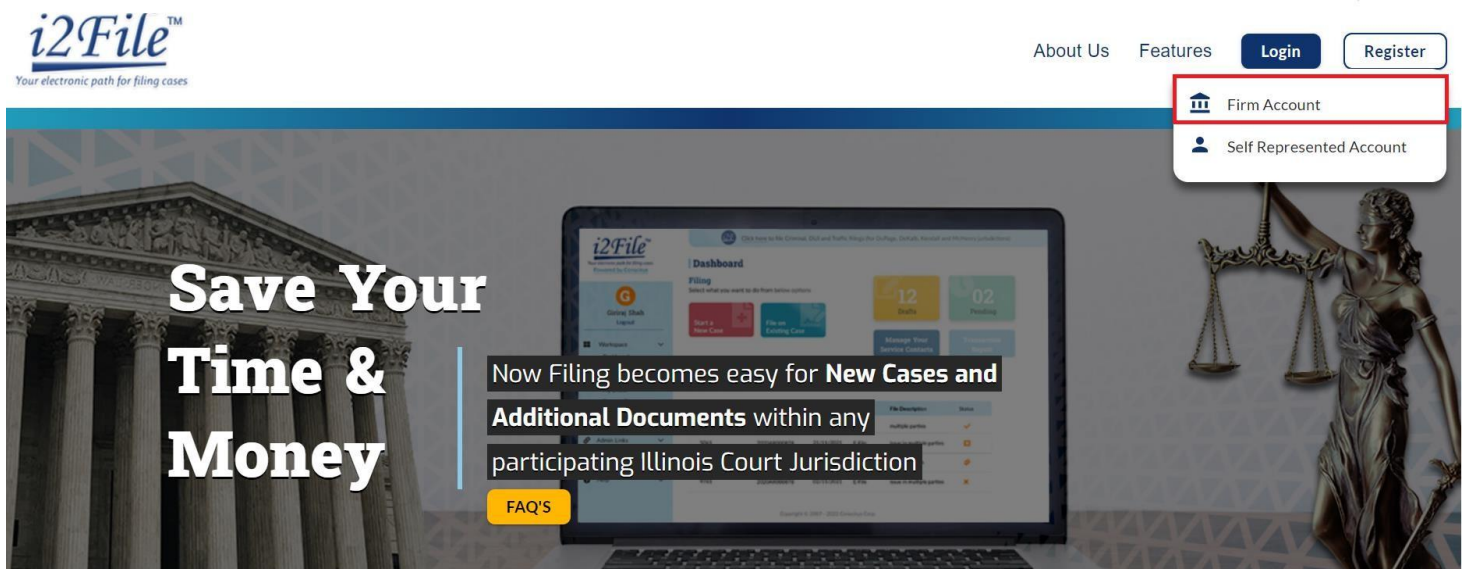
- Firm Account – You need to select this role during registration if you are an individual attorney or your firm is not registered in EFM.
- Self-Represented Account – You need to select this role if you are a ProSe filer, contract paralegal, court reporter, process server, etc.

Register a Firm Account

1. Click Register Button on top right corner besides User Manual Button.



2. This will open a popup where you need to click on "Firm Account" button.



3. Enter Firm Name, Address and other required details in firm information step and click on next button.



1 Helpful Information

- Do not use this option if your firm has already created a firm account with ODYSSEY EFM System through certified service providers. If your firm has already created a firm account with us, ask your administrator to register you.
- If you are a single user, enter your name in Firm/Attorney Name field.

Firm/Attorney Name *
Firm/Attorney Name

Address Line 1 *
Address Line 1

Address Line 2
Address Line 2

Country *
United States

State *

City *
City

Zip Code *
99999-9999

Phone Number *

User Agreement*:
☐ I agree to the [Odyssey eFileIL User Agreement](#)
☐ I agree to the [I2File User Agreement](#)

Cancel Next

4. Enter User Information, Email Address, Password, Security Question and Security Answer in user information step and click on Register button to complete the registration. Email Address provided in this step must be a valid email address. Password must contain at least eight characters with one lower case letter, one upper case letter and one numeric character or special symbol.



First Name *
John

MI
P

Last Name *
Smith

Email Address *
john.smith@gmail.com

Verify Email Address *
john
Error: Email Address does not match.

Password *
.....
Password must be at least eight characters with at least one lower case, at least one upper case, and at least one number or symbol.

Verify Password *
.....

Security Question *
What is your pet name

Security Answer *
flora

Previous Register

An account activation email will be sent on entered email address.

✓ 1 Firm Information

✓ 2 User Information

3 Complete Registration



Congratulations!

Your Firm Registration is Completed.

Your login information is mentioned below and will also be emailed to you. You must verify your email address before you can log in. A verification email has been sent to you, please open and click the link inside.

Firm ID: test name

Email Address: john.smiths@gmail.com

Finish

5. Open the email and click on "Click to Activate Account" link for activating the user.

Register a Self-Represented Account

1. Click Register Button on top right corner besides User Manual Button.



About Us

Features

Login

Register



2. This will open a popup where you need to click "Self-Represented Account" button.

Save Your Time & Money

Now Filing becomes easy for **New Cases and Additional Documents** within any participating Illinois Court Jurisdiction

FAQ'S

3. Enter Address, Phone No. and other required details in Contact Information step and click on next button.

1 Contact Information

2 User Information

3 Complete Registration

Helpful Information

- Do not use this option if your firm has already created a firm account with ODYSSEY EFM System through certified service providers. If your firm has already created a firm account with us, ask your administrator to register you.
- If you are a single user, enter your name in Firm/Attorney Name field.

Address Line 1 *

Address Line 1

Address Line 2

Address Line 2

Country *

United States

State *

City *

City

Zip Code *

99999-9999

Phone Number *

User Agreement*:

☐ I agree to the [Odyssey eFileIL User Agreement](#)

☐ I agree to the [i2File User Agreement](#)

Cancel

Next

4. Enter User Information, Email Address, Password, Security Question and Security Answer in user information step and click on Register button to complete the registration. Email Address provided in this step must be valid. Password must contain at least eight characters with one lower case letter, one upper case letter and one numeric character or special symbol.

✓ 1 Contact Information

2 User Information

3 Complete Registration

First Name *
John

MI
P

Last Name *
Smith

Email Address *
johnsmith@gmail.com

Verify Email Address *
john
Error: Email Address does not match.

Password *
••••••••
Password must be at least eight characters with at least one lower case, at least one upper case, and at least one number or symbol.

Verify Password *
••••••••

Security Question *
What is your pet name

Security Answer *
flora

Previous

Register

5. An activation email will sent to given email address.

✓ 1 Contact Information

✓ 2 User Information

3 Complete Registration



Congratulations!

Your Registration is Completed.

Your login information is mentioned below and will also be emailed to you. You must verify your email address before you can log in. A verification email has been sent to you, please open and click the link inside.

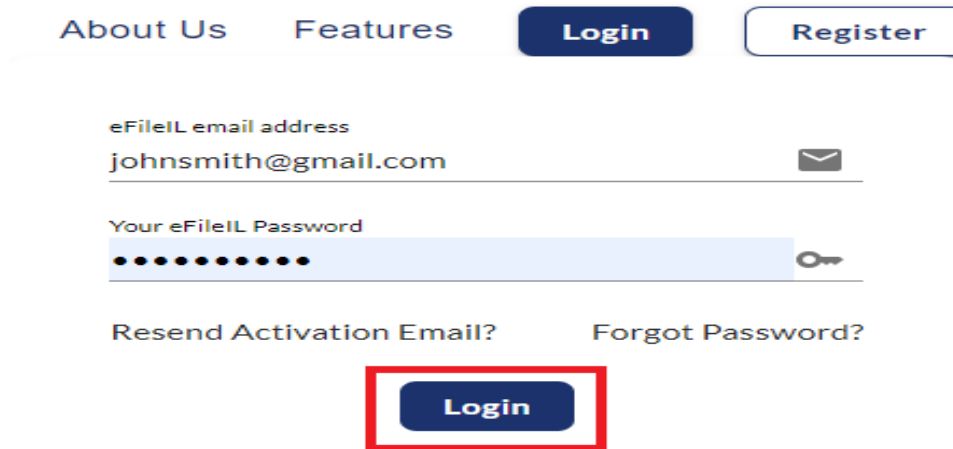
Email Address: johnsmith@gmail.com

Finish

6. Open the email and click on “Click to Activate Account” link for activating the user.

Login

Enter the email address and password registered in Odyssey eFileIL EFM, and click on “Login” button to login into the system.

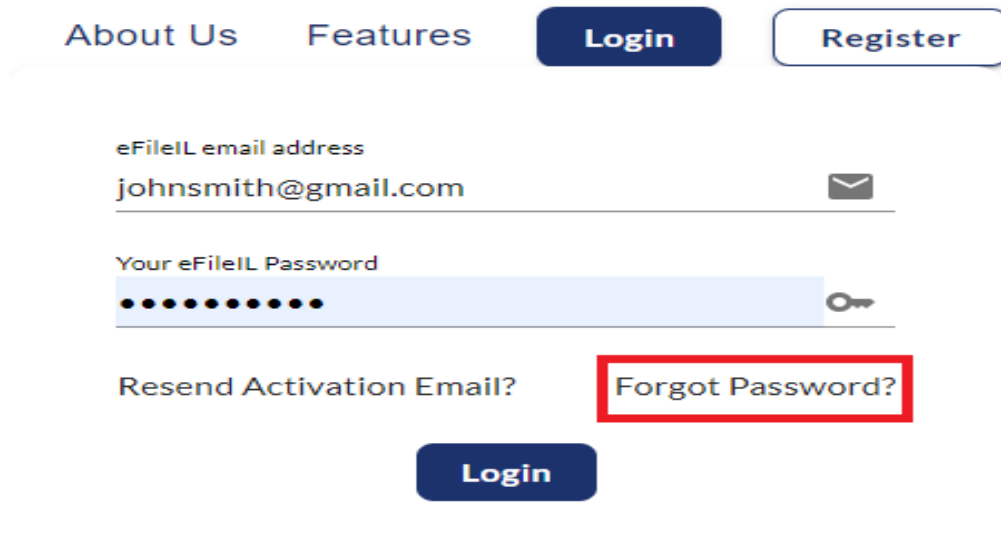


The screenshot shows the top navigation bar with links for 'About Us', 'Features', 'Login', and 'Register'. Below the navigation bar, there are two input fields: 'eFileIL email address' with the value 'johnsmith@gmail.com' and a mail icon, and 'Your eFileIL Password' with a masked password '●●●●●●●●' and a key icon. Below these fields are two links: 'Resend Activation Email?' and 'Forgot Password?'. At the bottom, the 'Login' button is highlighted with a red rectangular box.

Forgot Password

Please follow below steps for resetting your password.

1. Click on Forgot Password link in login screen.



This screenshot is identical to the one above, showing the login form. However, in this version, the 'Forgot Password?' link is highlighted with a red rectangular box, while the 'Login' button is no longer highlighted.

2. This will open a popup. Enter Email address in it and click OK.

Forgot Password

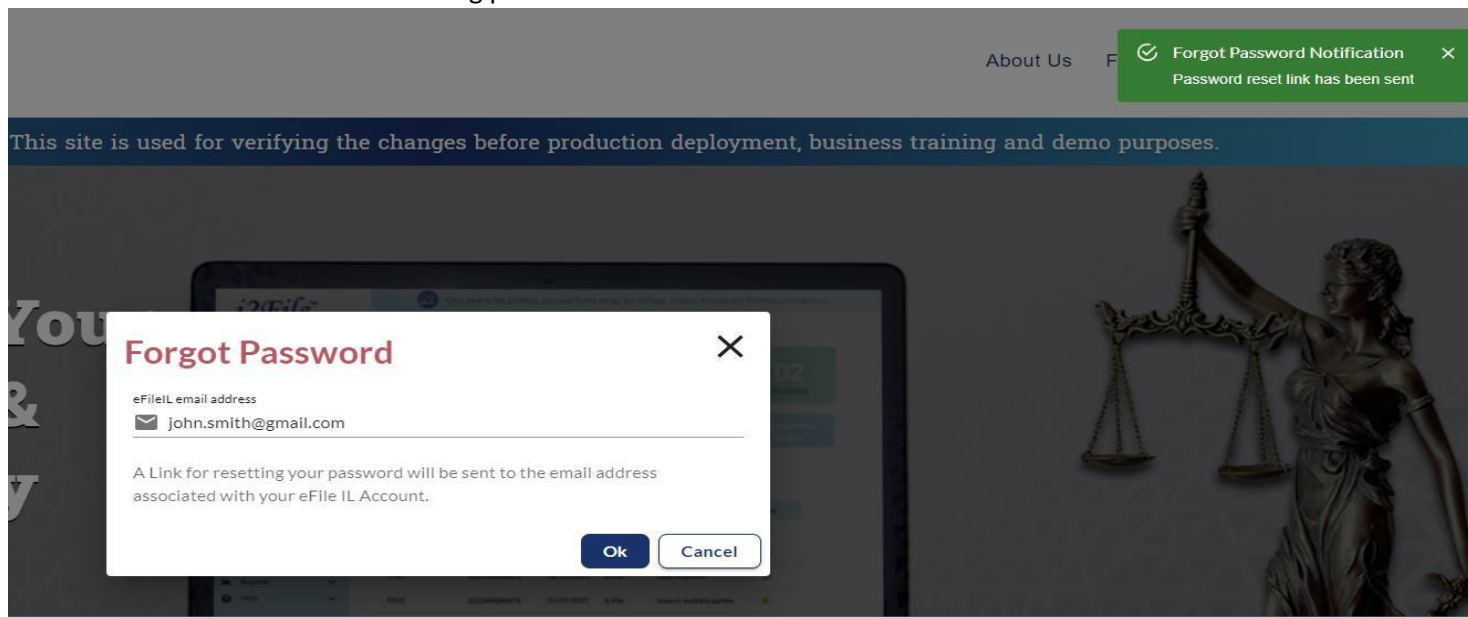
eFileIL email address

A Link for resetting your password will be sent to the email address associated with your eFile IL Account.

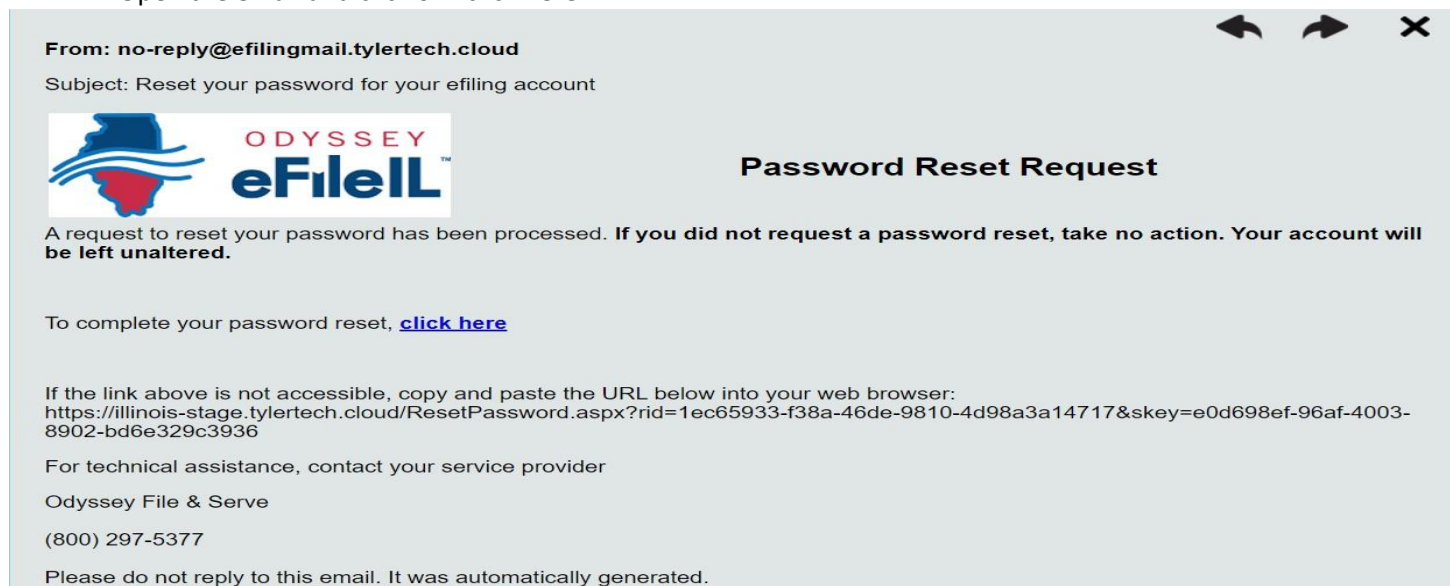
Ok

Cancel

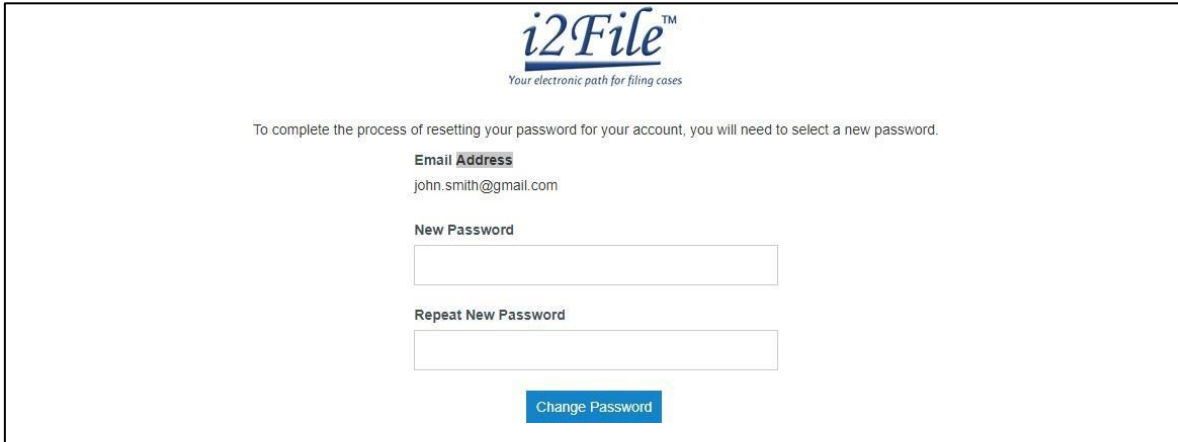
- An email with link for resetting password will be sent on the email address entered above.



- Open the email and click on "click here" link.



5. It will open a window shown below. Enter New Password and Confirm Password in it and click Change Password Button to change password.

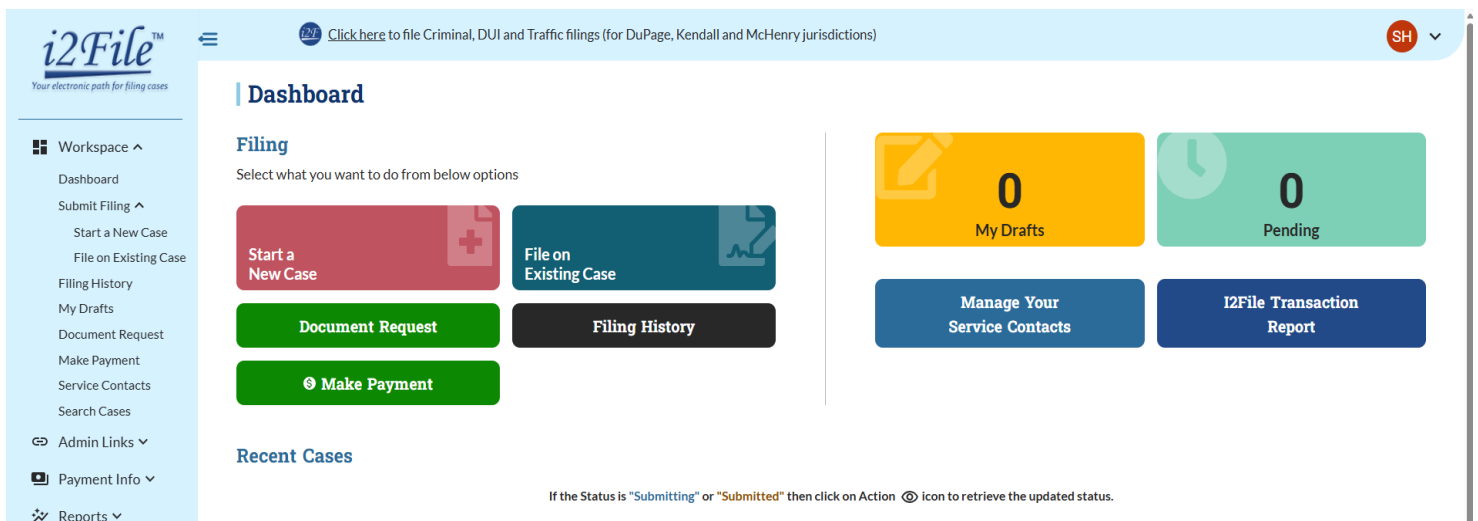


The screenshot shows the i2File logo at the top with the tagline "Your electronic path for filing cases". Below the logo, a message states: "To complete the process of resetting your password for your account, you will need to select a new password." The form includes an "Email Address" field with the value "john.smith@gmail.com", a "New Password" field, and a "Repeat New Password" field. At the bottom is a blue "Change Password" button.



Dashboard

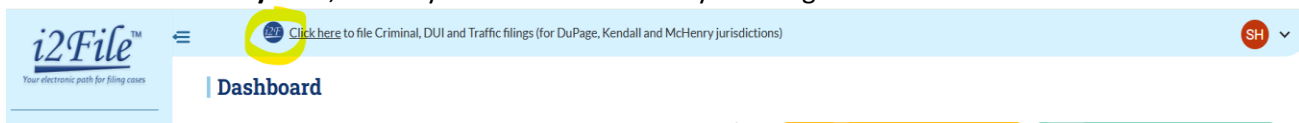
You will be redirected to Dashboard after successful login



The screenshot shows the i2File Dashboard. The top navigation bar includes the i2File logo, a menu icon, a link to "Click here to file Criminal, DUI and Traffic filings (for DuPage, Kendall and McHenry jurisdictions)", and a user profile icon labeled "SH". The main content area is titled "Dashboard" and includes a "Filing" section with the instruction "Select what you want to do from below options". This section contains four buttons: "Start a New Case" (red), "File on Existing Case" (teal), "Document Request" (green), and "Filing History" (dark grey). Below these is a "Recent Cases" section with a note: "If the Status is 'Submitting' or 'Submitted' then click on Action icon to retrieve the updated status." To the right of the "Filing" section are two summary cards: "My Drafts" (yellow) showing 0 and "Pending" (teal) showing 0. At the bottom right are two more buttons: "Manage Your Service Contacts" (blue) and "i2File Transaction Report" (dark blue). A left sidebar contains a "Workspace" menu with options like "Dashboard", "Submit Filing", "Start a New Case", "File on Existing Case", "Filing History", "My Drafts", "Document Request", "Make Payment", "Service Contacts", "Search Cases", "Admin Links", "Payment Info", and "Reports".

File Criminal, DUI and Traffic filings – DuPage County

1. To file **Criminal, DUI, or Traffic cases in DuPage County**, click the **i2F icon** at the top of the page. This will connect you to the **Classic i2File system**, where you can continue with your filing.



2. Select Jurisdiction and Enter Attorney Information

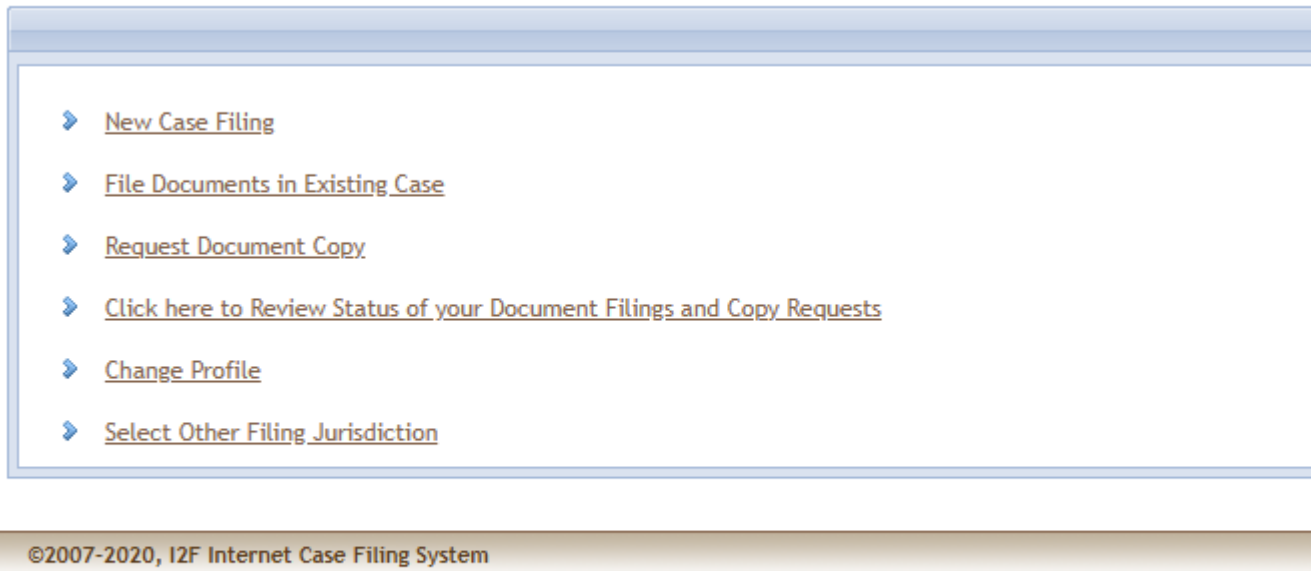
From this screen, **select the appropriate county from the Jurisdiction dropdown**. Then, fill out all required attorney information, including the **ARDC #, Attorney First Name, and Attorney Last Name**.

Once all required information is entered, click **Select Jurisdiction** to continue

3. For Self-Represented (Pro Se) Filers

If you are registered as a **Self-Represented (Pro Se) filer**, you will see this screen. Select **DuPage – 18th Judicial Circuit Court** from the **Jurisdiction** dropdown, then click **Select Jurisdiction** to continue.

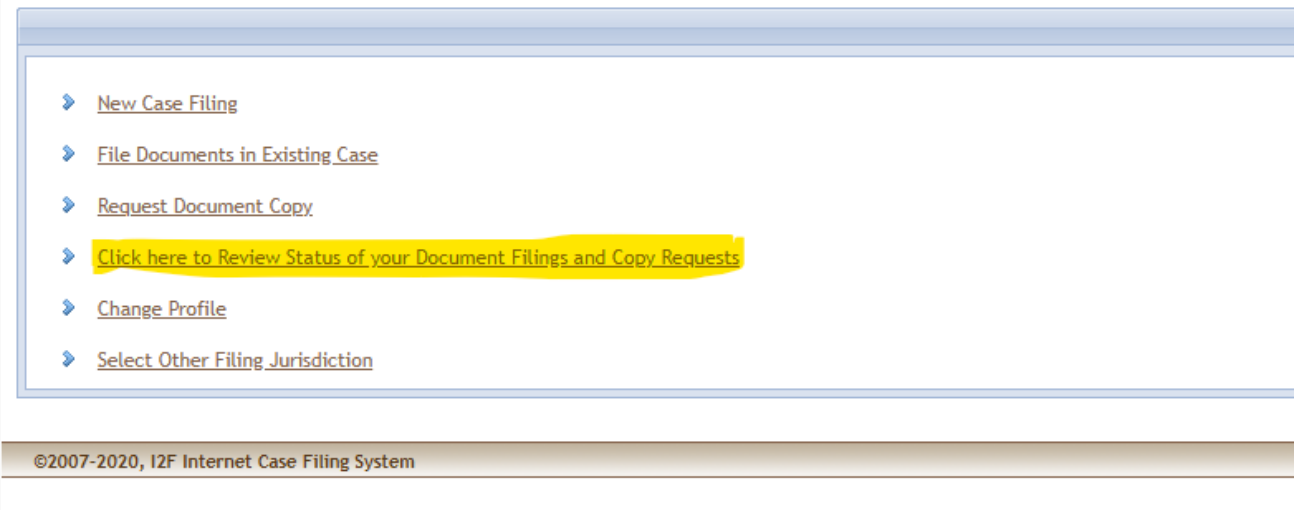
4. Choose a Filing Option



Once you log in, you will see this screen. Select the appropriate option based on what you want to do:

- **New Case Filing** – File a new case.
- **File Documents in Existing Case** – File documents into an existing case.
- **Request Document Copy** – Request copies of court documents.

5. Review Filing Status and Payments



Once you click “**Click here to Review Status of your Document Filings and Copy Requests,**” you can view all your filing and document request transactions. This page will show transactions that have been **approved**, as well as any transactions that **require payment**.