Please note that "Service" through e-filing is for courtesy copies only and does not effectuate service.

TO ADD A SERVICE CONTACT:

1. Select Firm Service Contacts from the Actions drop down menu

		🔏 Actions -
Filer Dashboard		Dashboard Start a New Case
My Filing Activity 8	New Filing	File Into Existing Case Filing History
Pending	Start a New O	Firm Service Contacts
Accepted	File inte Evicting Case	Reports
Drafts	Need help getting started?	Firm Admin
Served		Firm Attorneys
View All		Payment Accounts
		Help
Click the "Add Service (Click the "Add Service (Secue) https://ilinois.tyterhost.net/Of/Web/FileAndSe	Contact Button"	
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Click the "Add Service of Click the "Add Service of Secure Integrations systemest net: Offwertheit net Secure Integrations and the service of the service	Contact Button" reveModu/u/Admin/ServiceContactAdmin tacts Email Circuitclerkpr@lakecountyil.gov	SoTOAssist Efile Guidance & Resources Actions - Actions - Add Service Contact Actions - 1 total items

3. Enter in the Attorney information (please note the information will default to your firm so make sure to modify this) and click Save Changes

					GoToAssist	Efile Guida	ance & Resources	▲ -
Name	Email							
Test Atttorney	Testat	torney@firm.com					Ac	tions 🔻
James Smtih	Circuit	clerkpr@lakecountyil.gov					Ac	tions 🔻
ltems per page: 10 ▼							2 tota	il items
First Name		Middle Name	Last Na	me				
Test			Atttorn	еу				
Firm Name		Email		Ac	dministrative Co	ру ?		
Attorney, Attorney and Smith LLC		Testattorney@firm.com						
Country United States of America	•							
Address Line 1		Address Line 2		Ci	ity			
18 North County Street				٧	Naukegan			
State								
Illinois	-							
Zip Code		Phone Number						
60085								
						Un	do Save Ch	anges

4. When you are filing make sure EFile and Serve is selected as your filing type:

Respondent	Corey A Severyns	Jennifer Cohen	 Add Another Party
Filings		ed Help?	e —
Enter the details for Filing Type 📀 EFileAndServe	this filing Filing Code Notice of En	try of Order	
Filing Description			
Client Reference Numbe	er 😮	Comments to Court 😮	

- 5. After your document has been uploaded and you have selected your security (non-confidential) save changes and the service box will appear.
- 6. From the service contact list click on the Actions drop down menu for the party you wish to serve and select "Add From Firm Service Contacts"



7. Select the attorney you wish to serve from the list and click close

					_	
е	Add From Fi	rm Service Contacts			×	
Part		ine	€	Email 🕤		ions
	Te	est Atttorney		Testattorney@firm.com	*	
Part	Ja	imes Smtih		Circuitclerkpr@lakecountyil.gov	Ŧ	ions
				Close		
June						ions

8. They Should now appear a service contact for that party for this filing:

ODYSSEY				
eFileIL			GoToAssist	Efile Guidance & Resources
				Undo Save Changes
Service C	Contacts	Need Help?		-
Only conta	acts checked below will be served	electronically.		
Serve	Name	Email		
Party:	: Laura M Dominiak - Petiti	oner		Actions -
• Party:	: Corey A Severyns - Resp	ondent		Actions 🔻
S	Test Atttorney	Testattorney@firm.com		Actions 💌
• Other	Service Contacts			Actions -