



E-FILE FOR EVICTION - MANUAL FOR EXTERNAL USERS

Version 2, August 2025.

Cook County Sheriff's Office
App Dev Unit

Filing for Eviction

Manual for the External Users

1. Go to: <https://sheriffefiletest.ccssheriff.org/>

Do one of the following

- Log In
- or
- Create a new account by following the instructions on the website, and log in.

THIS IS THE CCSO TEST E-FILE SITE WHICH CONTAINS ONLY TEST DATA.

Welcome to the Cook County Sheriff E-File Portal

E-Filing has arrived at the Cook County Sheriff's Office. We are dedicated to providing the public with the best possible experience and service. The E-File Portal will allow users to electronically file many types of documents with our office without the need to travel to a courthouse.

NOTICE

The Governor's Moratorium on evictions has expired. All filing types are now accepted as they were pre-pandemic. The Illinois Supreme Court has issued an order requiring all forcible services to include an information flyer about rental assistance. An example is available at the following link: <https://www.ilcourts.gov/forms/approved-forms/approved-forms-circuit-court-eviction> (click on "Effective September 13, 2021, all residential eviction summons must include a notice about Court-Based Rental Assistance. A sample notice is available here in black and white and color. Check with your local court because they may have additional or different required information (for example, Cook and Winnebago counties).")

Orders of Possession in eviction cases now also require a Verification of Non-Rental Assistance Form available at the following link: <https://www.cookcountysheriff.org/eviction-update/>

If your service was not served due to the COVID-19 threat or due to the Governor's and Chief Judge Evans' orders, you can file the papers again with our office by selecting FEE WAIVER and uploading the proof of service from the Cook County Sheriff's Office Civil Process Look Up for your service. This proof of service will contain the necessary language for the fee waiver to be recorded in our office. Click the link below for the County Sheriff's Office Civil Process Look Up page: <https://civilprocess.ccssheriff.org>

USERNAME OR EMAIL

PASSWORD

REMEMBER ME

LOG IN

User Instruction Guides

Click on the following links to view instructions that will guide you throughout the case filing process:

- Introduction
- Log in and Select Language
- Creating an Account
- Access the New E-File Case Page
- Create New E-File
- Add a Service
- Uploading Documents to Service Requests
- Summary
- Payment
- Receipts
- Full Instruction Guide

E-File Instructional Video

10:10

USERNAME OR EMAIL

PASSWORD

REMEMBER ME

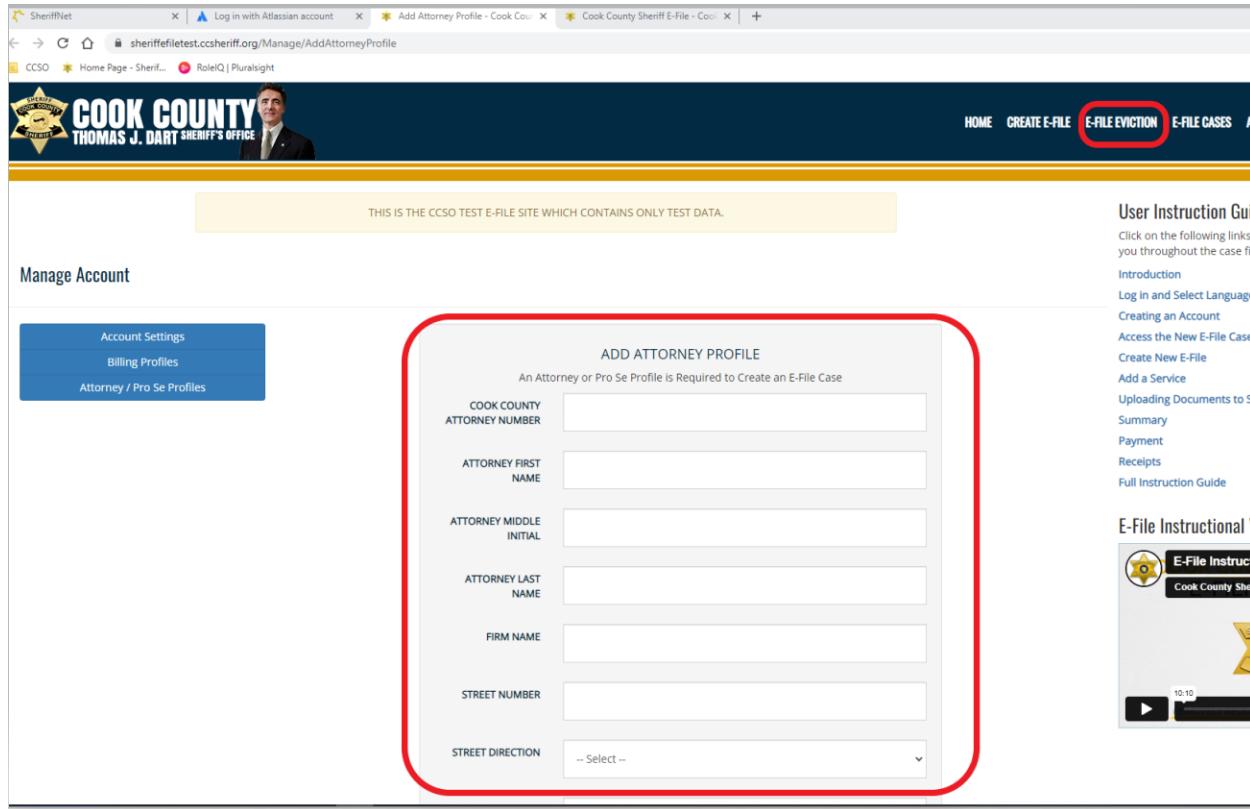
LOG IN

By selecting LOG IN, you agree to the terms & conditions below.

[Register as a new user](#)

[Forgot your password?](#)

2. After the login process is completed, click on the “E-FILE EVICTION” section. The user may be asked to fill out the “ADD ATTORNEY PROFILE” as a starting page if it has not been done before. Fill out this section.



The screenshot shows a web browser with the following tabs open:

- SheriffNet
- Log in with Atlassian account
- Add Attorney Profile - Cook County Sheriff E-File
- Cook County Sheriff E-File - Cook County Sheriff's Office

The URL in the address bar is sherifffiletest.ccssheriff.org/Manage/AddAttorneyProfile.

The page header includes the Cook County Sheriff's Office logo and navigation links: HOME, CREATE E-FILE, E-FILE EVICTION (circled in red), E-FILE CASES, and ACCOUNT SECTION.

A yellow box on the left states: "THIS IS THE CCSO TEST E-FILE SITE WHICH CONTAINS ONLY TEST DATA."

The main content area is titled "Manage Account" and contains a sidebar with links: Account Settings, Billing Profiles, and Attorney / Pro Se Profiles. The "Attorney / Pro Se Profiles" link is highlighted with a blue box.

The "ADD ATTORNEY PROFILE" form is the central focus, enclosed in a red box. It contains fields for:

- COOK COUNTY ATTORNEY NUMBER
- ATTORNEY FIRST NAME
- ATTORNEY MIDDLE INITIAL
- ATTORNEY LAST NAME
- FIRM NAME
- STREET NUMBER
- STREET DIRECTION (with a dropdown menu showing "Select")

To the right of the form is a "User Instruction Guide" section with links to various help topics, and a "E-File Instructional Video" section with a thumbnail image of a video player.

More attorneys can be added to the user's profile by clicking on the “ACCOUNT SECTION” and by selecting the “Attorney / Pro Se Profiles”. Through this section the user can also activate and de-activate all previously entered attorney accounts.

THIS IS THE CCSO TEST E-FILE SITE WHICH CONTAINS ONLY TEST DATA.

Manage Account

Account Settings

Attorney Profiles

Attorney / Pro Se Profiles

ATTORNEY PROFILES

Add Attorney Profile | Add Pro Se Profile

Add a Pro Se profile if you are opting to legally represent yourself for some E-File cases rather than hire an attorney.

Deactivate

Charles Martinez

Deactivate

Charles Martinez

Attorney Code: 345

Attorney Name: Charles Martinez

Firm Name: Test Law Firm

Firm Phone: 7737205954

Firm Address: 234 N Test Dr, Test City, IL 60658

Deactivate

Carter Olson

Deactivate

Carter Olson

Attorney Code: 456

Attorney Name: Carter Olson

Firm Name: Test Law Firm 2

Firm Phone: 7737205955

Firm Address: 244 E Spring Ln, Chicago, IL 60636

Deactivate

Maria Summer (Inactive)

Activate

Maria Summer

Attorney Code: 234

Attorney Name: Maria Sandra Summer

Firm Name: Test Law Firm 3

Firm Phone: 7737222222

Firm Address: 234 S Spring Ave, Testing City, IL 60630

Activate

William Fall (Inactive)

Activate

William Fall

Attorney Code: 123

Attorney Name: John Main Test

Firm Name: Test Law Firm

Firm Phone: 7731122222

Firm Address: 123 N Summer Ave, Testville, IL 60656

Activate

User Instruction Guides

Click on the following links to view instructions that will guide you throughout the case filing process.

Introduction

Log In and Select Language

Creating an Account

Access the New E-File Case Page

Create New E-File

Add a Service

Uploading Documents to Service Requests

Summary

Payment

Receipts

Full Instruction Guide

E-File Instructional Video

E-File Instructional Video

SHERIFF'S PORTAL

3. Proceed to creating a new Eviction Case. Follow the steps below.

a. Click on the "E-FILE EVICTION"

THIS IS THE CCSO TEST E-FILE SITE WHICH CONTAINS ONLY TEST DATA.

Manage Account

Account Settings

Attorney Profiles

E-FILE EVICTION

User Instruction Guides

Click on the following links to view instructions that will guide you throughout the case filing process.

Introduction

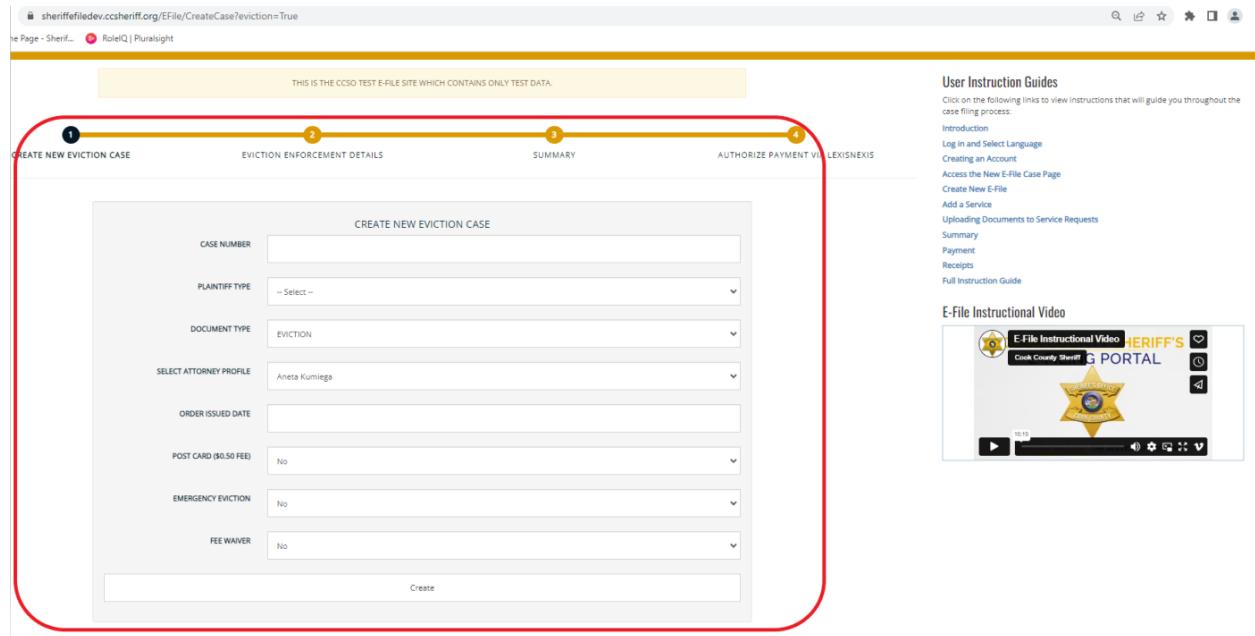
Log in and Select Language

Creating an Account

Access the New E-File Case Page

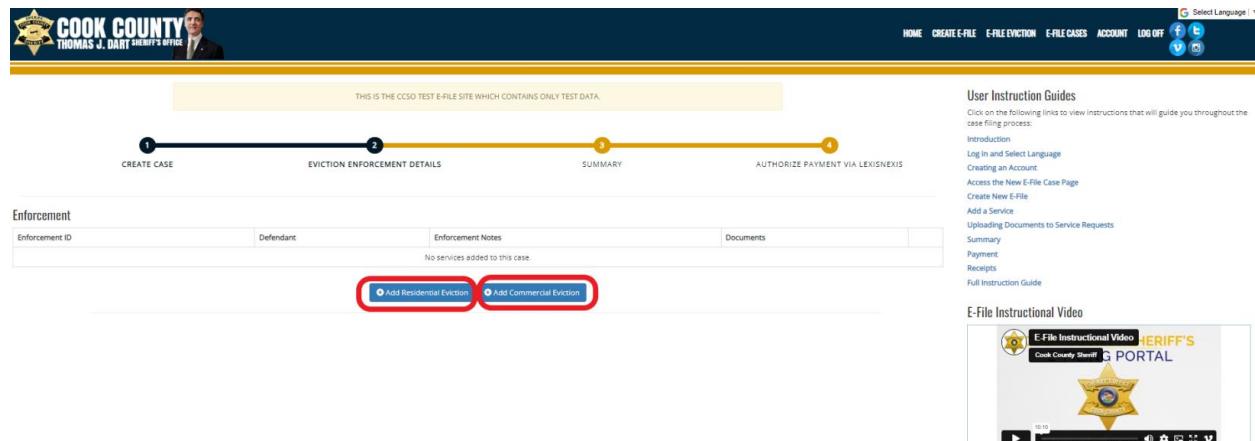
Create New E-File

b. Fill out this section and click on the “Create” button at the end of the process.



This screenshot shows the 'CREATE NEW EVICTION CASE' page. At the top, there is a progress bar with four steps: 1. CREATE NEW EVICTION CASE (highlighted with a red box), 2. EVICTION ENFORCEMENT DETAILS, 3. SUMMARY, and 4. AUTHORIZE PAYMENT VIA LEXISNEXIS. The main form contains fields for: CASE NUMBER, PLAINTIFF TYPE (dropdown menu), DOCUMENT TYPE (EVICTION), SELECT ATTORNEY PROFILE (dropdown menu), ORDER ISSUED DATE, POST CARD (\$0.50 FEE) (dropdown menu), EMERGENCY EVICTION (dropdown menu), and FEE WAIVER (dropdown menu). A 'Create' button is at the bottom. To the right of the form is a 'User Instruction Guides' section with links to various guides, and an 'E-File Instructional Video' section with a video player.

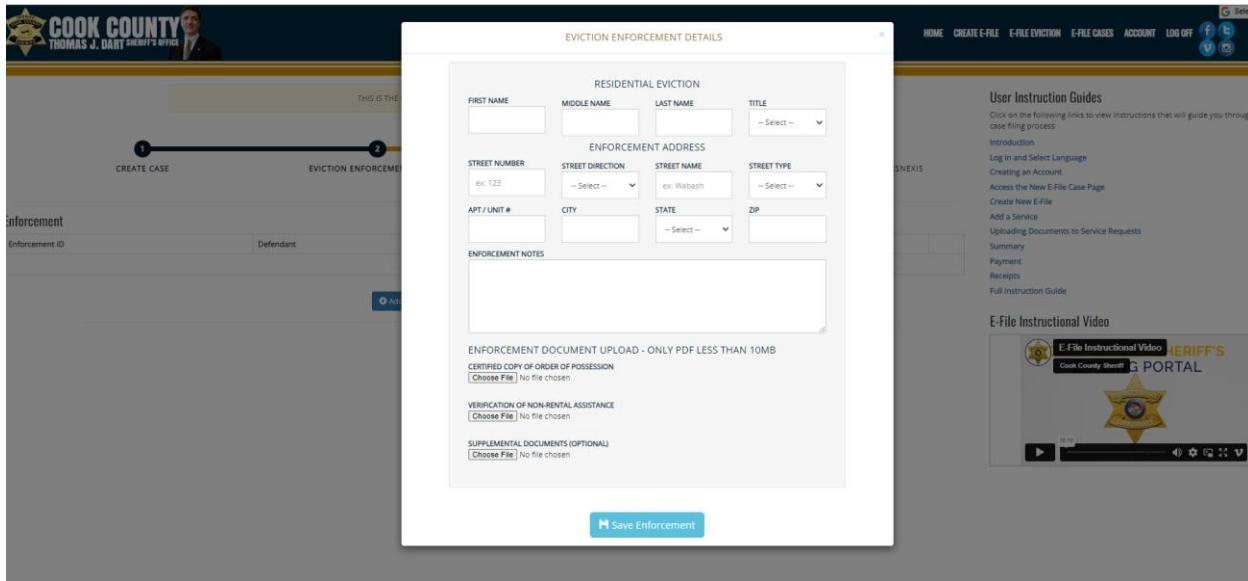
c. Next, the following page will pop out. The user should select whether he/she wants to file for a residential or for a commercial eviction. Click on one of blue buttons.



This screenshot shows the 'EVICTION ENFORCEMENT DETAILS' page. At the top, there is a progress bar with four steps: 1. CREATE CASE, 2. EVICTION ENFORCEMENT DETAILS (highlighted with a red box), 3. SUMMARY, and 4. AUTHORIZE PAYMENT VIA LEXISNEXIS. The main form includes fields for Enforcement ID, Defendant, Enforcement Notes, and Documents. Below these fields are two blue buttons: 'Add Residential Eviction' and 'Add Commercial Eviction', which are highlighted with a red box. To the right of the form is a 'User Instruction Guides' section with links to various guides, and an 'E-File Instructional Video' section with a video player.

Residential Eviction Page:

Fill out the form and hit the “Save Enforcement” button



Residential Eviction

EVICTION ENFORCEMENT DETAILS

RESIDENTIAL EVICTION

FIRST NAME

MIDDLE NAME

LAST NAME

TITLE

STREET NUMBER ex: 123

STREET DIRECTION --Select--

STREET NAME ex: Wabash

STREET TYPE --Select--

APT / UNIT #

CITY

STATE

ZIP

ENFORCEMENT NOTES

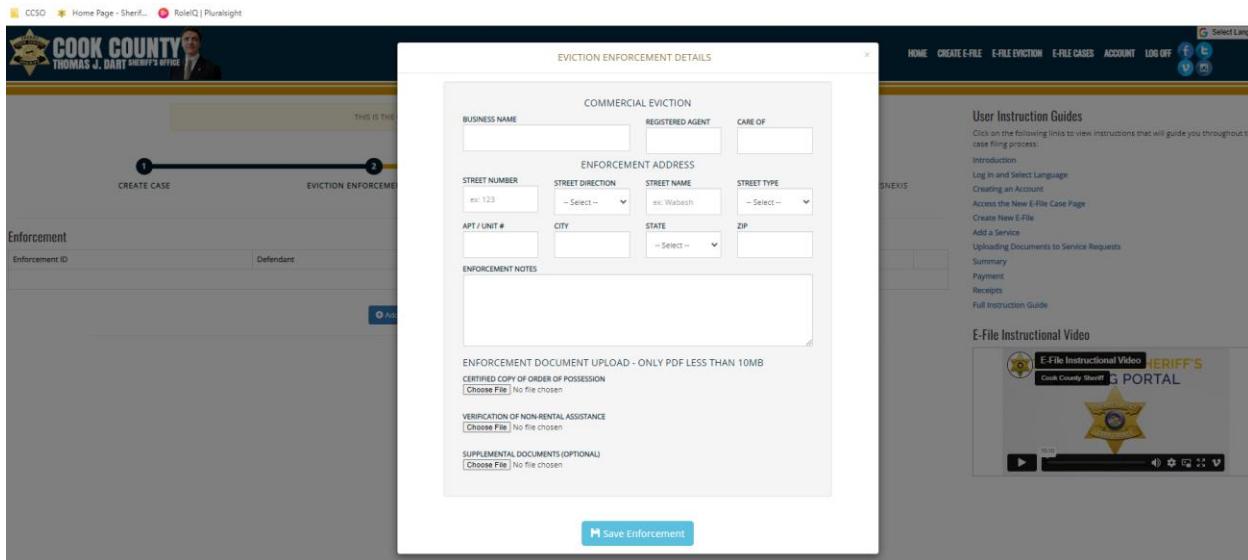
ENFORCEMENT DOCUMENT UPLOAD - ONLY PDF LESS THAN 10MB
CERTIFIED COPY OF ORDER OF POSSESSION
 Choose File | No file chosen

VERIFICATION OF NON-RENTAL ASSISTANCE
 Choose File | No file chosen

SUPPLEMENTAL DOCUMENTS (OPTIONAL)
 Choose File | No file chosen

Commercial Eviction Page:

Fill out the form and hit the “Save Enforcement” button



Commercial Eviction

EVICTION ENFORCEMENT DETAILS

COMMERCIAL EVICTION

BUSINESS NAME

REGISTERED AGENT

CARE OF

STREET NUMBER ex: 123

STREET DIRECTION --Select--

STREET NAME ex: Wabash

STREET TYPE --Select--

APT / UNIT #

CITY

STATE

ZIP

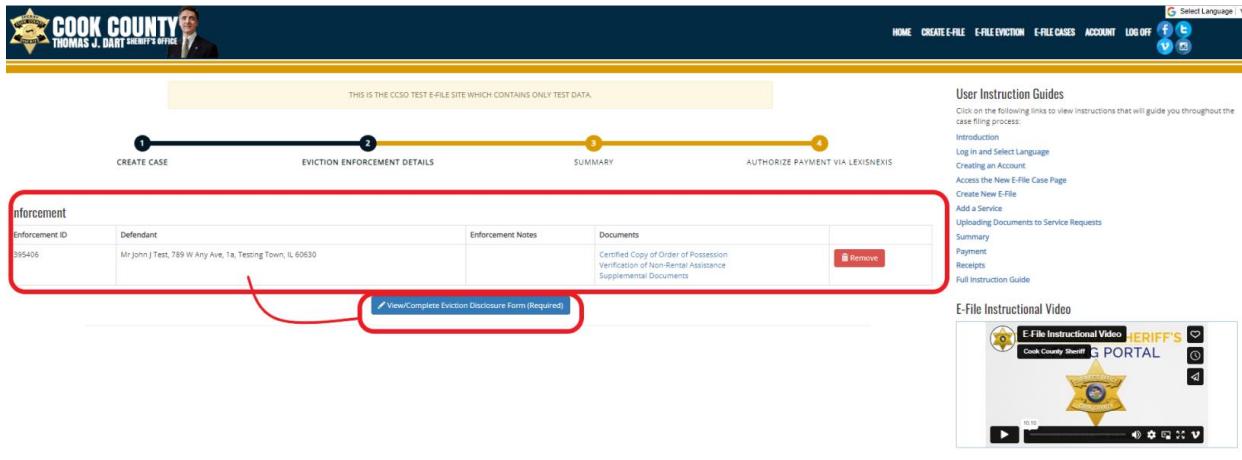
ENFORCEMENT NOTES

ENFORCEMENT DOCUMENT UPLOAD - ONLY PDF LESS THAN 10MB
CERTIFIED COPY OF ORDER OF POSSESSION
 Choose File | No file chosen

VERIFICATION OF NON-RENTAL ASSISTANCE
 Choose File | No file chosen

SUPPLEMENTAL DOCUMENTS (OPTIONAL)
 Choose File | No file chosen

d. After the Eviction Filing process is completed, the case will get added to the table. Click on the “View/Complete Eviction Disclosure Form (Required)” button and continue to the next step.



This is the CCSO TEST E-FILE SITE WHICH CONTAINS ONLY TEST DATA.

1 CREATE CASE 2 EVICTION ENFORCEMENT DETAILS 3 SUMMARY 4 AUTHORIZE PAYMENT VIA LEXISNEXIS

Enforcement

Enforcement ID	Defendant	Enforcement Notes	Documents
395406	Mr John J Test, 789 W Any Ave, 1a, Testing Town, IL 60630		Certified Copy of Order of Possession Verification of Non-Rental Assistance Supplemental Documents

User Instruction Guides

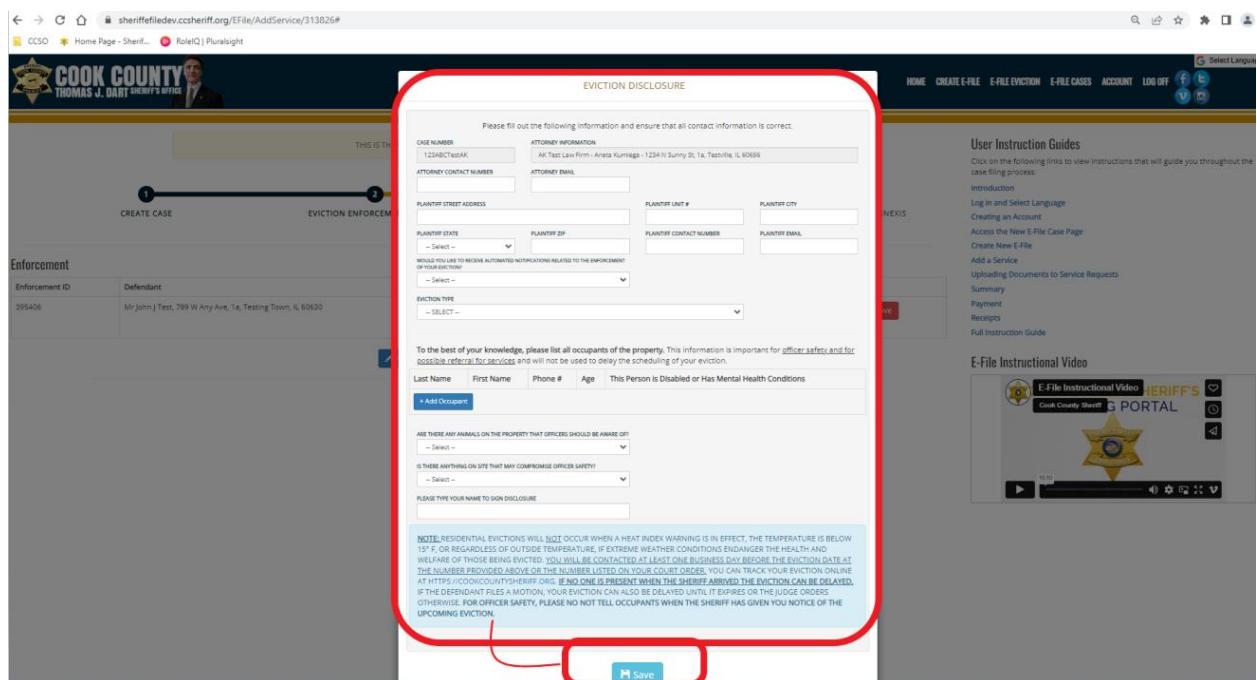
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E-File Instructional Video

E-File Instructional Video **SHERIFF'S PORTAL**

e. Fill out the “Eviction Disclosure” Form and hit on the “Save” button at the bottom of the form.



sherifffiledev.ccsosherrif.org/Efile/AddService/313826#

CCSO Home Page - Sheriff... RuleIQ | Pursalight

1 CREATE CASE 2 EVICTION ENFORCEMENT DETAILS 3 SUMMARY 4 AUTHORIZE PAYMENT VIA LEXISNEXIS

Enforcement

Enforcement ID	Defendant
395406	Mr John J Test, 789 W Any Ave, 1a, Testing Town, IL 60630

EVICTION DISCLOSURE

Please fill out the following information and ensure that all contact information is correct.

CASE NUMBER: 123ABC-12345	ATTORNEY INFORMATION: Mr. Test Law Firm - Amira Kurnegi - 1234 N Sunny St, 1a, Testing, IL 60699	
ATTORNEY CONTACT NUMBER: (800) 555-1234	ATTORNEY EMAIL: amira.kurnegi@testinglawfirm.com	
PLAINTIFF STREET ADDRESS: 123 Main St, Testing, IL 60630	PLAINTIFF UNIT #: 1a	PLAINTIFF CITY: Testing
PLAINTIFF STATE: IL	PLAINTIFF ZIP: 60630	PLAINTIFF CONTACT NUMBER: (800) 555-1234
WOULD YOU LIKE TO RECEIVE AUTOMATIC NOTIFICATIONS RELATED TO THE ENFORCEMENT PROCESS? <input type="checkbox"/> Select		
EViction TYPE: <input type="checkbox"/> Select		
To the best of your knowledge, please list all occupants of the property. This information is important for officer safety and for possible referral for services and will not be used to delay the scheduling of your eviction.		
Last Name: _____ First Name: _____ Phone #: _____ Age: _____ This Person Is Disabled or Has Mental Health Conditions: _____ <input type="button" value="Add Occupant"/>		
ARE THERE ANY ANIMALS ON THE PROPERTY THAT OFFICERS SHOULD BE AWARE OF? <input type="checkbox"/> Select IS THERE ANYTHING ON SITE THAT MAY COMPROMISE OFFICER SAFETY? <input type="checkbox"/> Select PLEASE TYPE YOUR NAME TO SIGN DISCLOSURE: _____		
<small>NOTE: RESIDENTIAL EVICTIONS WILL NOT OCCUR WHEN A HEAT INDEX WARNING IS IN EFFECT. THE TEMPERATURE IS BELOW 15° F. OR REGARDLESS OF OUTSIDE TEMPERATURE, IF EXTREME WEATHER CONDITIONS ENDANGER THE HEALTH AND WELFARE OF THOSE BEING EVICTED. YOU WILL BE CONTACTED AT LEAST ONE BUSINESS DAY BEFORE THE EVICTION DATE AT THE NUMBER PROVIDED ABOVE OR THE NUMBER LISTED ON YOUR COURT ORDER. YOU CAN TRACK YOUR EVICTION ONLINE AT HTTPS://COOKCOUNTYSHERIFF.ORG. IF NO ONE IS PRESENT WHEN THE SHERIFF ARRIVED THE EVICTION CAN BE DELAYED, IF NECESSARY, UNTIL THE SHERIFF CAN MAKE CONTACT WITH THE OCCUPANT. DO NOT TELL OCCUPANTS WHEN THE SHERIFF IS COMING. OTHERWISE, FOR OFFICER SAFETY, PLEASE DO NOT TELL OCCUPANTS WHEN THE SHERIFF HAS GIVEN YOU NOTICE OF THE UPCOMING EVICTION.</small>		

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E-File Instructional Video

E-File Instructional Video **SHERIFF'S PORTAL**

Useful features on this page to know:

- When the field: "Would you like to receive automated notifications related to the enforcement of your eviction?" is answered as "YES", the person selected in the green section will be receiving updates on the eviction via email, text message or phone call depending on the selection. See the image below:

The screenshot shows the 'EVICTION DISCLOSURE' form. At the top, it says 'Please fill out the following information and ensure that all contact information is correct.' Below are various input fields for case information, attorney details, and plaintiff information. A red box highlights the dropdown for 'WOULD YOU LIKE TO RECEIVE AUTOMATED NOTIFICATIONS RELATED TO THE ENFORCEMENT OF YOUR EVICTION?' with 'Yes' selected. A green box highlights the 'WHO SHOULD RECEIVE THE PRE-EVICTION NOTIFICATION?' dropdown and the 'PRE-EVICTION NOTIFICATION METHOD' dropdown, both of which currently show 'Nothing selected'. The bottom section contains a note about data charges and a table for listing occupants.

THIS IS THE
2
ITION ENFORCEMENT

EVICTION DISCLOSURE

Please fill out the following information and ensure that all contact information is correct.

CASE NUMBER 123ABCTestAK	ATTORNEY INFORMATION AK Test Law Firm - Aneta Kumiega - 1234 N Sunny St, 1a, Testville, IL 60556
ATTORNEY CONTACT NUMBER (773) 718-2672	ATTORNEY EMAIL aneta.kumiega@ccssheriff.or
PLAINTIFF STREET ADDRESS 2345 N. Summer Ln	PLAINTIFF UNIT # 12
PLAINTIFF STATE Illinois	PLAINTIFF ZIP 60630
PLAINTIFF CONTACT NUMBER (312) 502-9799	PLAINTIFF CITY Chicago
PLAINTIFF EMAIL colin.luce@ccssheriff.org	

WOULD YOU LIKE TO RECEIVE AUTOMATED NOTIFICATIONS RELATED TO THE ENFORCEMENT OF YOUR EVICTION?
Yes

WHO SHOULD RECEIVE THE PRE-EVICTION NOTIFICATION?
-- Select --

PRE-EVICTION NOTIFICATION METHOD (CHECK ALL THAT APPLY)
Nothing selected

WHO WILL BE AT THE PROPERTY WHEN THE SHERIFF ARRIVES TO DO THE EVICTION?
-- Select --

DAY-OF NOTIFICATION METHOD (CHECK ALL THAT APPLY)
Nothing selected

Data charges may apply. By opting into the CCSENS, you are agreeing to receive telephone calls, emails, and/or text messages as indicated on the Opt-In Form. Data rates may apply depending on, and as provided in, your current phone, internet, or text agreement with your carrier providing you with telephone, email, or text message services. You are solely responsible for all fees incurred through your wireless phone or internet service for data rates associated with receiving any phone calls, emails and/or text messages.

EVICTION TYPE
-- SELECT --

To the best of your knowledge, please list all occupants of the property. This information is important for [officer safety](#) and for [possible referral for services](#) and will not be used to delay the scheduling of your eviction.

Last Name	First Name	Phone #	Age	This Person is Disabled or Has Mental Health Conditions
+ Add Occupant				

f. Next, click on the “Proceed to Payment Authorization” button and then click on the “Finalize / Authorize Payment” button. See the screenshots below.

Useful features on this page to know:

- See the second screenshot in this section. At this stage, the user can either continue the process and submit a payment or file another eviction and finalize the payment later.

sherifffiledev.ccsosherrif.org/Efile/AddService/313826#

CCSO Home Page - Sheriff... RoleIQ | Pluralsight

COOK COUNTY
THOMAS J. DART SHERIFF'S OFFICE

HOME CREATE E-FILE E-FILE EVICTION E-FILE CASES ACCOUNT LOG OFF

Selected Language

THIS IS THE CCSO TEST E-FILE SITE WHICH CONTAINS ONLY TEST DATA.

1 CREATE CASE 2 EVICTION ENFORCEMENT DETAILS 3 SUMMARY 4 AUTHORIZE PAYMENT VIA LEXISNEXIS

Enforcement

Enforcement ID	Defendant	Enforcement Notes	Documents
395405	Mr John J Test, 789 W Any Ave, 1a, Testing Town, IL 60630		Certified Copy of Order of Possession Verification of Non-Bias Assistance Supplemental Documents <input type="button" value="Remove"/>

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E-File Instructional Video

sherifffiledev.ccsosherrif.org/Efile/AddService/313826#

CCSO Home Page - Sheriff... RoleIQ | Pluralsight

COOK COUNTY
THOMAS J. DART SHERIFF'S OFFICE

HOME CREATE E-FILE E-FILE EVICTION E-FILE CASES ACCOUNT LOG OFF

Selected Language

THIS IS THE CCSO TEST E-FILE SITE WHICH CONTAINS ONLY TEST DATA.

1 CREATE CASE 2 OCCUPANT DETAILS 3 SUMMARY 4 AUTHORIZE PAYMENT VIA LEXISNEXIS

Case Number: 123ABCTestAK
Plaintiff: Kumiega, Aneta
Document Type: EVICTION
Cost of Eviction Enforcement: \$60.50
LexisNexis Fee: \$1.27

Total Amount: \$61.77

User Instruction Guides

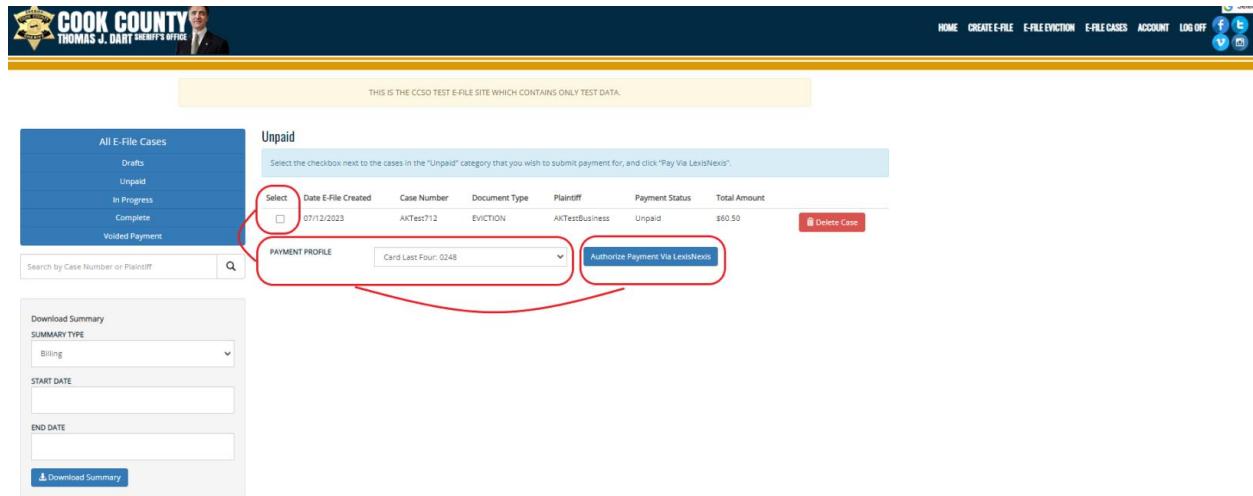
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E-File Instructional Video

g. When the “Finalize / Authorize Payment” button is selected, the user will be directed to this page (see the screenshot below).

- The user should select the case he/she wants to pay for
- Select payment profile or create a new payment profile
- Authorize payment via LexisNexis.



This is the CCSO TEST E-FILE SITE WHICH CONTAINS ONLY TEST DATA.

Unpaid

Select the checkbox next to the cases in the "Unpaid" category that you wish to submit payment for, and click "Pay Via LexisNexis".

Select	Date E-File Created	Case Number	Document Type	Plaintiff	Payment Status	Total Amount
<input type="checkbox"/>	07/12/2023	AKTest712	EVICTION	AKTestBusiness	Unpaid	\$60.50

PAYMENT PROFILE

Card Last Four: 0248

Authorize Payment Via LexisNexis

Search by Case Number or Plaintiff

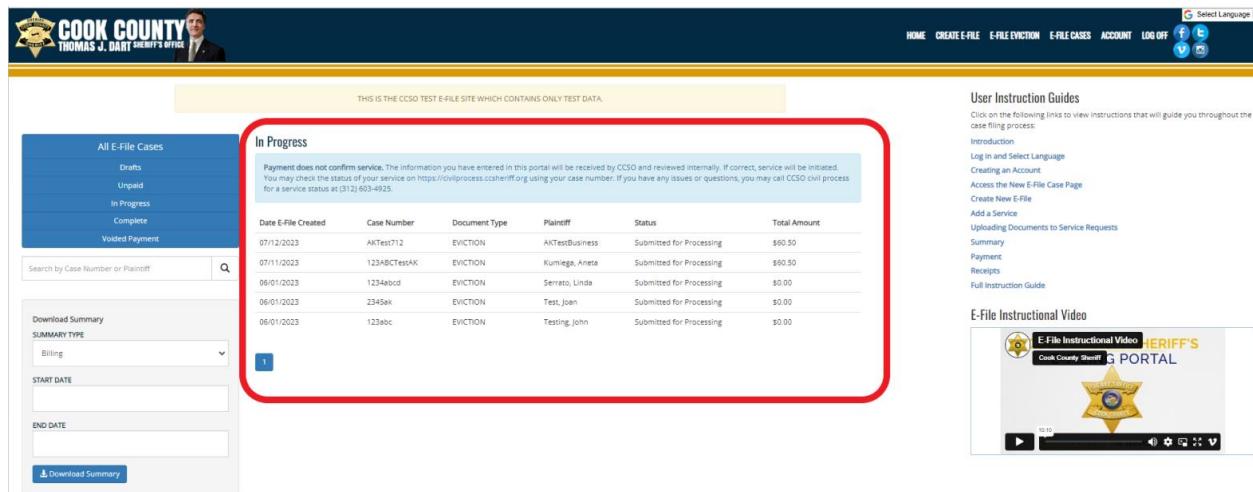
Download Summary

SUMMARY TYPE: Billing

START DATE:

END DATE:

h. In the last step, the Eviction Case will go to the “In Progress” queue. This concludes the E-File Eviction process for the external users.



THIS IS THE CCSO TEST E-FILE SITE WHICH CONTAINS ONLY TEST DATA.

In Progress

Payment does not confirm service. The information you have entered in this portal will be received by CCSO and reviewed internally. If correct, service will be initiated. You may check the status of your service on <https://civilprocess.cochiefs.org> using your case number. If you have any issues or questions, you may call CCSO civil process for a service status at (312) 603-4925.

Date E-File Created	Case Number	Document Type	Plaintiff	Status	Total Amount
07/12/2023	AKTest712	EVICTION	AKTestBusiness	Submitted for Processing	\$60.50
07/11/2023	123ABCTestAK	EVICTION	Kumtega, Aneta	Submitted for Processing	\$60.50
06/01/2023	12345bcd	EVICTION	Serrato, Linda	Submitted for Processing	\$0.00
06/01/2023	23456k	EVICTION	Test, Joan	Submitted for Processing	\$0.00
06/01/2023	123abc	EVICTION	Testing, John	Submitted for Processing	\$0.00

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- [Summary](#)
- [Payment](#)
- [Receipts](#)
- [Full Instruction Guide](#)

E-File Instructional Video



4. Additional things to know.

- All submitted cases can be accessed by clicking on the “E-FILE CASES” tab. The users can go there to finish the submission process, finish payment process, check the case status or to delete the draft cases.

CCSO Home Page - Sheriff... RoleIQ | Pluralsight

COOK COUNTY THOMAS J. DART SHERIFF'S OFFICE

HOME CREATE E-FILE E-FILE EVICTION E-FILE CASES ACCOUNT LOG OFF

Selected Language:

Case Files

THIS IS THE CCSO TEST E-FILE SITE WHICH CONTAINS ONLY TEST DATA.

All E-File Cases

Drafts
Unpaid
In Progress
Complete
Voided Payments

Search by Case Number or Plaintiff

Download Summary

SUMMARY TYPE: Billing

START DATE:

END DATE:

Select	Date E-File Created	Case Number	Document Type	Plaintiff	Payment Status	Total Amount
View Case	07/12/2023	AKTest712	EVICTION	AKTestBusiness	In Progress	\$60.50
View Case	07/11/2023	1234567890AK	EVICTION	Kumiega, Aneta	In Progress	\$60.50
View Case	06/01/2023	123456bcd	EVICTION	Serrato, Linda	Fee Waiver Approved	\$0.00
View Case	06/01/2023	345abc	EVICTION	Testing Sales	Unpaid	
View Case	06/01/2023	2345abc	EVICTION	Test, Joan	Sent to iStar	\$0.00
View Case	06/01/2023	123abc	EVICTION	Testing, John	Sent to iStar	\$0.00

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- [Add a Service](#)
- [Uploading Documents to Service Requests](#)
- [Summary](#)
- [Payment](#)
- [Receipts](#)
- [Full Instruction Guide](#)

E-File Instructional Video

This page concludes the instruction manual for the Eviction E-File process for the external users.