



*Because equal access to
justice is everyone's fight*

E-Filing a GAL Report in an Adult Guardianship Case

(Updated Nov. 2023)

PART A: Choose an Electronic Filing Service Provider

CVLS prefers and recommends Odyssey E-File as it is completely free and easiest to use. You may access the new Odyssey E-File Dashboard using the following link: <https://efileil.tylertech.cloud/>. If this is your first time e-filing, you must create an account and register. During the registration process, you will be asked for a "law firm number." You may use your own or CVLS's attorney code, which is 91139. To waive fees for your client, you will also have to set up a waiver account. Detailed instructions for setting up a waiver account can be found at the following link: <https://odysseyfileandserve.zendesk.com/hc/en-us/articles/360048867951-How-do-you-add-a-Waiver-account->.

PART B: File Your Report

Once your documents are ready to file, go to the Odyssey E-Filing website and log in. After logging in, click "Start Filing" on the homepage. On the next page, click "File into Existing Case."

Then, follow these steps:

Find your case by entering the location (Cook County - Probate - Division 1) and case number. Type the full year and six-digit case number without any spaces (ex: 2020P00XXXX).

Click "search." (leave the sorting option as "newest to oldest.")

Once you have found your case, click the "Actions" dropdown and select "File into Case."

Then, follow these steps:

1. Case Information

- a. Leave the "Case Cross Reference" selection as "Cook County Attorney Code"
- b. Case Cross Reference ID: Type your attorney code or CVLS's attorney code (91139)
- c. Click on "Parties →"

2. Parties

- a. Leave section as is
- b. Click "Filings →"

3. Filings

- a. Click "+Add filing"
- b. Click the circle next to "eFile Only"

- c. Filing Code: Select "Report of Guardian *ad Litem*"
- d. Leave the "Filing Description," "Client Reference Number," and "Comments to Court" sections blank.
- e. Lead Document: Upload a PDF version of your report. You can also drag and drop the file to the "Drag files here" section of the page.
- f. Security: Select "Non-Confidential"
- g. If you have other documents to file, you can click "+ add more" and repeat the process above for the other documents, selecting the corresponding filing code for each.
- h. Otherwise, click "skip to fees" in the lower right corner.

4. Fees

- a. Payment Account: Select your "Waiver Account" (see Part A for how to create the Waiver Account)
- b. Filing Party: Select the Respondent's name
- c. Filing Attorney: Select your name
- d. Click "Review and submit →"

5. Submission

- a. Check the box for notices and requirements regarding redaction and discovery responsibilities
- b. Review the information and documents to make sure everything appears correct.
- c. Click "Submit →" to submit your filings

6. Selecting a Hearing Date

- a. After you click "Submit," a calendar may pop up prompting you to select a hearing date. Click "Do Not Schedule."

PART C: Send Courtesy Copies to Court 2-5 Business Days in Advance of Court Date

Two to five business days in advance of your court date, email courtesy copies of the following applicable documents to the Judge assigned to your case (see Probate Reference Guide for email address of your judge):

1. *Petition for Appointment of Guardian of Person with a Disability* (filed version with cover sheet and Exhibit A)
2. CCP-211
 - a. **(this form is not e-filed but original must be delivered to judge after court)**
3. Affidavit of Personal Service of Petition on Respondent
4. *Oath and Bond of Representative – No Surety* (signed and notarized by Petitioner)
 - a. **(this form is not e-filed but original must be delivered to judge after court)**
5. *Proposed Order Appointing Plenary Guardian of a Person with a Disability*
6. *Statement of Rights*

As the subject line of the email, follow this format: HEARING DATE, ESTATE OF [INSERT PARTY], CASE NUMBER