

Article ID: PROD-9396

### I am unable to find my existing case. How do I efile? - H5 - 9396

If, when searching by case number or party name, you are unable to find the case, there are a few possible scenarios:

- The case number was entered incorrectly. **Note: It is recommended that you search for the case number using the format provided to you by the court. Using a different format may cause the case to not be found.**
- The case has not been previously electronically filed into our e-filing system AND the case was not filed with an integrated court. Integrated courts allow our site to query existing case data directly from the court.

If either option is true, you will see the following message:

**File Into Existing Case**

Case Number	Location	Description	Case Type
No cases match this filter			

**If your case is not listed above, you are attempting to efile into a case that has yet to receive an electronic submission and the case is not searchable from the court's case management system.**

**You are still able to file into this case, but you will first be required to manually input the case information. Any additional filings on this case will not require the manual data entry.**

File into an existing case

File into an existing case using template

[Back to Search](#)

**Note: This message will only display when searching for a case in a court that is not integrated. If your case is not found, and this message does not display, you will need to contact the court directly to verify the case number.**

Once you click the "File into an existing case" button, you will be presented with a "Start a New Case" screen to enter case information. This process will be very similar to initiating a case, but the system will pre-populate the case number and case location based off the information you selected when searching for your case. The case number in this section tells the system you are submitting a subsequent filing, and not initiating. Fill in the remaining case information to subsequently file into the case. If you are unsure of which Category or Case Type to select you will need to contact the court you are filing into.

**Start a New Case**

Case Information Need Help?

**Case #**  
123456

**Location**  
Will County

**Category**  
Click to select Category

**Case Type**  
Click to select Case Type

Undo Save Changes

**Note: When choosing a case type, you may see fees associated that resemble a case initiation fee. As you are submitting a subsequent filing, this fee will not be included in the 'Fees' section at the end of the filing process.**

Continue proceeding through your filing just as you would normally. You will be required to enter all parties on the case.

Once the court receives the filing, they will verify the case number against their system. Once verified and accepted by the court, you will be able to search for the case in the system and file subsequent filings without having to manually enter the case information again.

Audience: All Filers

Applicable Release: N/A

Date Created: 2/29/2016

Last Date of Review: 1/22/2018