

PARALEGAL REGISTRATION QUICK REFERENCE GUIDE

Summary: This cheatsheet will instruct you how to register as a Paralegal within the PO EFSP. The Paralegal can make initial and subsequent filings on behalf of the attorney(s) they support using their own efileing/OFS credential.

Please note: you must be registered as a Paralegal before you can be assigned to an attorney.

Step 1: On the bottom left of the start page click on **Create Account**.

public.courts.IN.gov

Login | HELP

Welcome to the Indiana Protection Order E-filing Service Provider.

Civil protection orders are available for situations involving domestic or family violence, sexual assault, stalking, harassment, or child sex grooming. These types of situations can be very dangerous and even result in death.

Taking a step like filing for a protection order can offer a level of safety, but also increase your risk. There are resources available to help you take this step safely.

Although not required, you can speak with an advocate in your region, confidentially and free of charge, to help you assess your level of danger, plan for safety, and also assist you with completing the Protection Order Petition. If interested, please select from the section on your right.

i Please consider using the following resources, or choose to get in touch with an advocate that can help you:

- ?** Frequently Asked Questions
- U** Indiana Coalition Against Domestic Violence
- 📞** National Domestic Violence Hotline

Find an Advocate

From what county do you want advocate information?

- please select -

Create Account **User Login**

To use your OFS (Odyssey File and Serve) credentials, you must first create an account.

Step 2: Complete each of the required fields. To register for an account, you must provide the following:

- Your name
- Your address
- Your phone number, and
- Your secure email address

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IMPORTANT! Do not use an email address or password that the Respondent can access. If you need to create a brand new email address and password, visit [Google](#) for a [Gmail Account](#) or [Yahoo](#) for a [Yahoo account](#).

First Name * <input type="text" value="First Name"/>	Last Name * <input type="text" value="Last Name"/>	Suffix <input type="text" value="Choose Suffix"/>
Phone Number * <input type="text" value="(###) ###-####"/>	Email Address * <input type="text" value="person@place.com"/>	
Address * <input type="text" value="Address"/>	Zip Code * <input type="text" value="#####"/>	City * <input type="text" value="Choose City"/>
State * <input type="text" value="Choose State"/>		
<input type="checkbox"/> I am an attorney.		
<input type="checkbox"/> I am a paralegal. (In order to file you must first be assigned to your attorney's paralegal list.)		
<input type="checkbox"/> I would like to use my OFS (Odyssey File and Serve) Credentials. You must use and provide the same email address associated with your OFS account.		
<input type="checkbox"/> I have read and agree to the User Agreement. * User Agreement <input type="button" value="Register"/>		

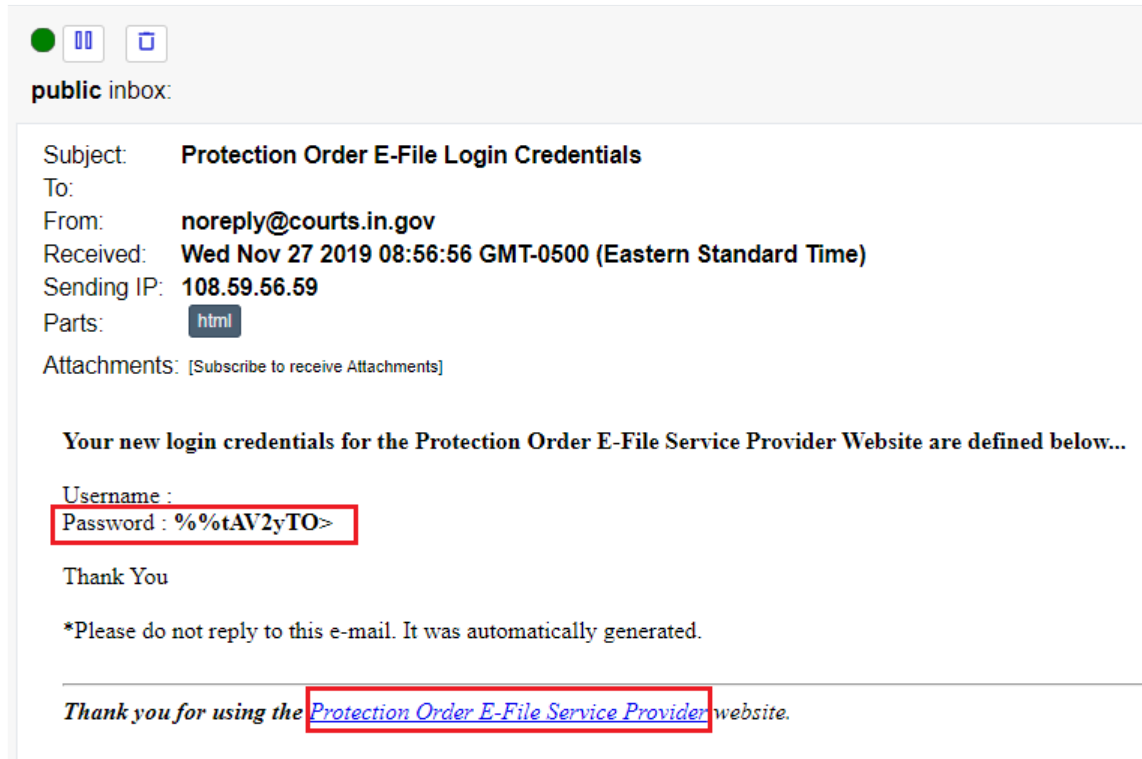
Step 3: Click on the box next to “I am a paralegal.” If you already have a an efilng account with any of the other certified EFSP you may check the box that states, you would like to use your OFS credentials. If using your OFS credentials, you must use the same email address associated with your OFS efilng account. This will allow you to use your same efilng credentials with each efilng service provider you use.

Step 4: Read the user agreement, then confirm you have read and agree to its terms by checking the box next to “I have read and agree to the user agreement” and click “Register”.

Step 5: Check the email address you used to register the account and open the email received from "Court Technology Notifications." Make a note of your Username and Temporary Password, then click on the link "Protection Order E-File Service Provider."

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Your Username is the email address you used to create the account and your temporary password will be provided.



public inbox:

Subject: **Protection Order E-File Login Credentials**
To:
From: **noreply@courts.in.gov**
Received: **Wed Nov 27 2019 08:56:56 GMT-0500 (Eastern Standard Time)**
Sending IP: **108.59.56.59**
Parts: **html**
Attachments: [Subscribe to receive Attachments]

Your new login credentials for the Protection Order E-File Service Provider Website are defined below...

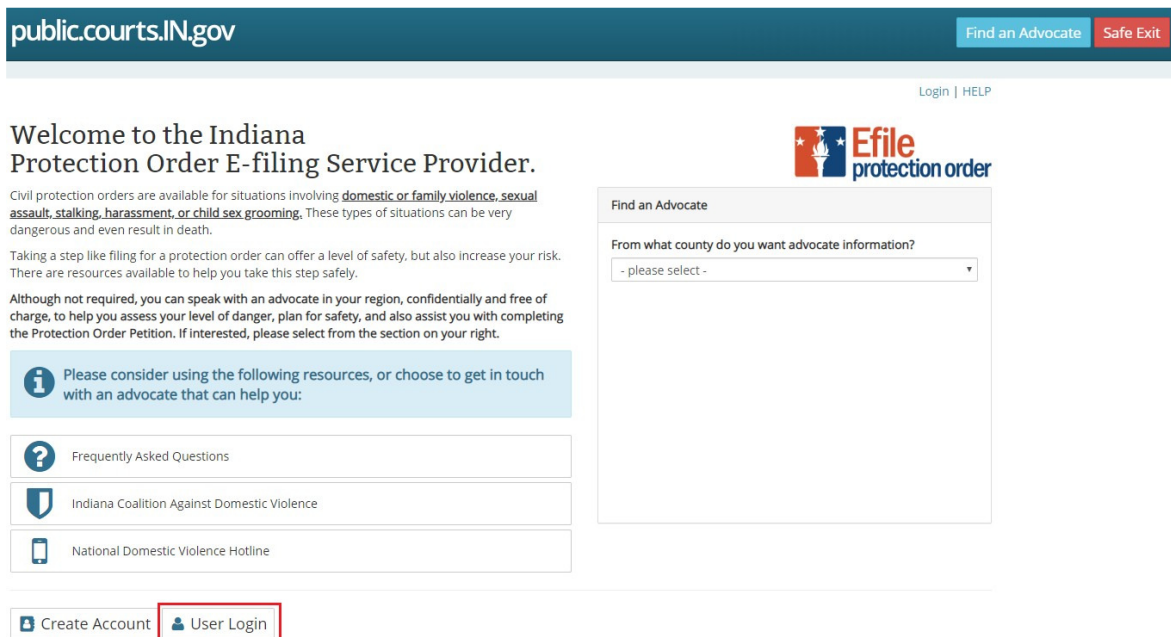
Username :
Password : %%tAV2yTO>

Thank You

*Please do not reply to this e-mail. It was automatically generated.

Thank you for using the [Protection Order E-File Service Provider](#) website.

Step 6: From the home page click on "User Login."



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Login | HELP

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[Create Account](#) [User Login](#)

Find an Advocate

From what county do you want advocate information?

- please select -

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Step 7: Enter the Username and Password provided in the email received from “Court Technology Notifications” and click the “Log in” button.

Please note: Passwords are case sensitive and should be entered exactly as noted. It is recommended that you copy and paste the temporary password from the email.

public.courts.IN.gov Find an Advocate Safe Exit

Login

User name
Username

Password
Password

Log in

[Register if you don't have an account.](#)
[Did you forget your password?](#)

Step 8: Click on "Change Password," and enter the required data to change your password.

Please note: Your current password is the temporary password you received by email.

public.courts.IN.gov

Change Password.

You're logged in as test303@mail.com.

Change password

Password Requirements:

- Must be at least 8 characters
- Must have one lower case character
- Must have one upper case character
- Must contain one integer or a special character

Current password *

New password *

Confirm new password *

Change Password

Change Password

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Step 9: Click on "Continue" to return to the home page. You are now eligible to be assigned as a paralegal for your attorney.

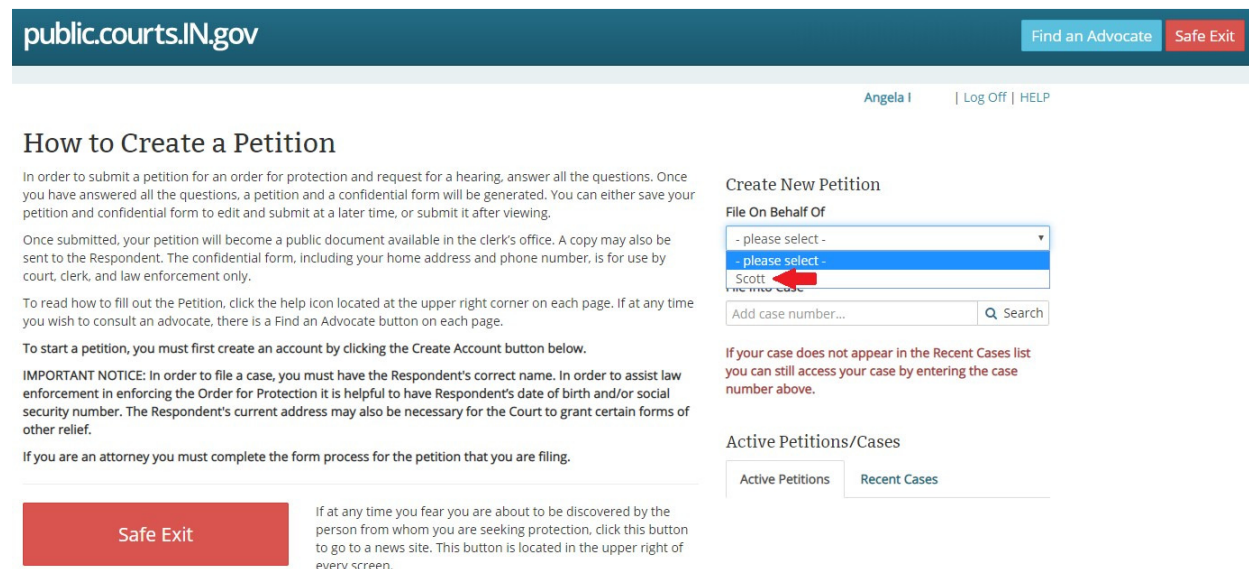
Return to Home

You have successfully changed your password

 Continue

Step 10: Once assigned as a paralegal for an attorney, your attorney(s) should display in the drop-down list when you log into the system and click on the “**File on Behalf Of**” dropdown arrow. Select the attorney for whom you are filing on behalf of and complete the Create Petition process.

Please note: If you do not have any attorneys in your dropdown list, you will not be able to create petitions.



public.courts.IN.gov [Find an Advocate](#) [Safe Exit](#)

Angela I | [Log Off](#) | [HELP](#)

How to Create a Petition

In order to submit a petition for an order for protection and request for a hearing, answer all the questions. Once you have answered all the questions, a petition and a confidential form will be generated. You can either save your petition and confidential form to edit and submit at a later time, or submit it after viewing.

Once submitted, your petition will become a public document available in the clerk's office. A copy may also be sent to the Respondent. The confidential form, including your home address and phone number, is for use by court, clerk, and law enforcement only.

To read how to fill out the Petition, click the help icon located at the upper right corner on each page. If at any time you wish to consult an advocate, there is a Find an Advocate button on each page.

To start a petition, you must first create an account by clicking the Create Account button below.

IMPORTANT NOTICE: In order to file a case, you must have the Respondent's correct name. In order to assist law enforcement in enforcing the Order for Protection it is helpful to have Respondent's date of birth and/or social security number. The Respondent's current address may also be necessary for the Court to grant certain forms of other relief.

If you are an attorney you must complete the form process for the petition that you are filing.

[Safe Exit](#)

If at any time you fear you are about to be discovered by the person from whom you are seeking protection, click this button to go to a news site. This button is located in the upper right of every screen.

Create New Petition

File On Behalf Of

- please select -
- please select -
Scott
- please select -

Add case number...

If your case does not appear in the Recent Cases list you can still access your case by entering the case number above.

Active Petitions/Cases

[Active Petitions](#) [Recent Cases](#)