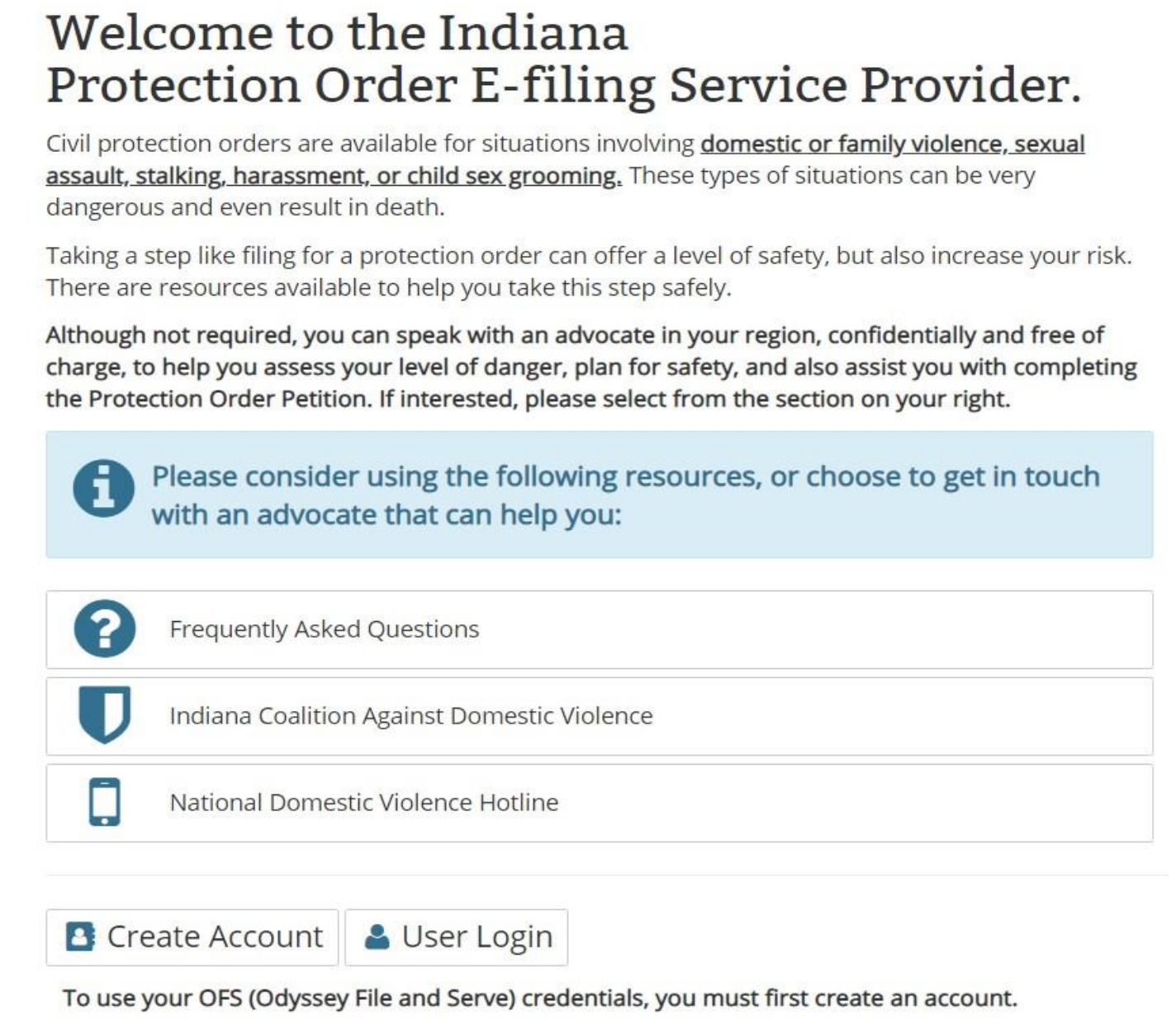
E-Filing for a Protective Order

A Visual Guide to Completing an Online Petition



To e-file, follow this link: https://public.courts.in.gov/porefsp/#/

Symbols Key

You will see these symbols used to help bring your attention to important steps in the filing process.

Helpful tips or information is given here

Click this box to move on the next step

Action is needed

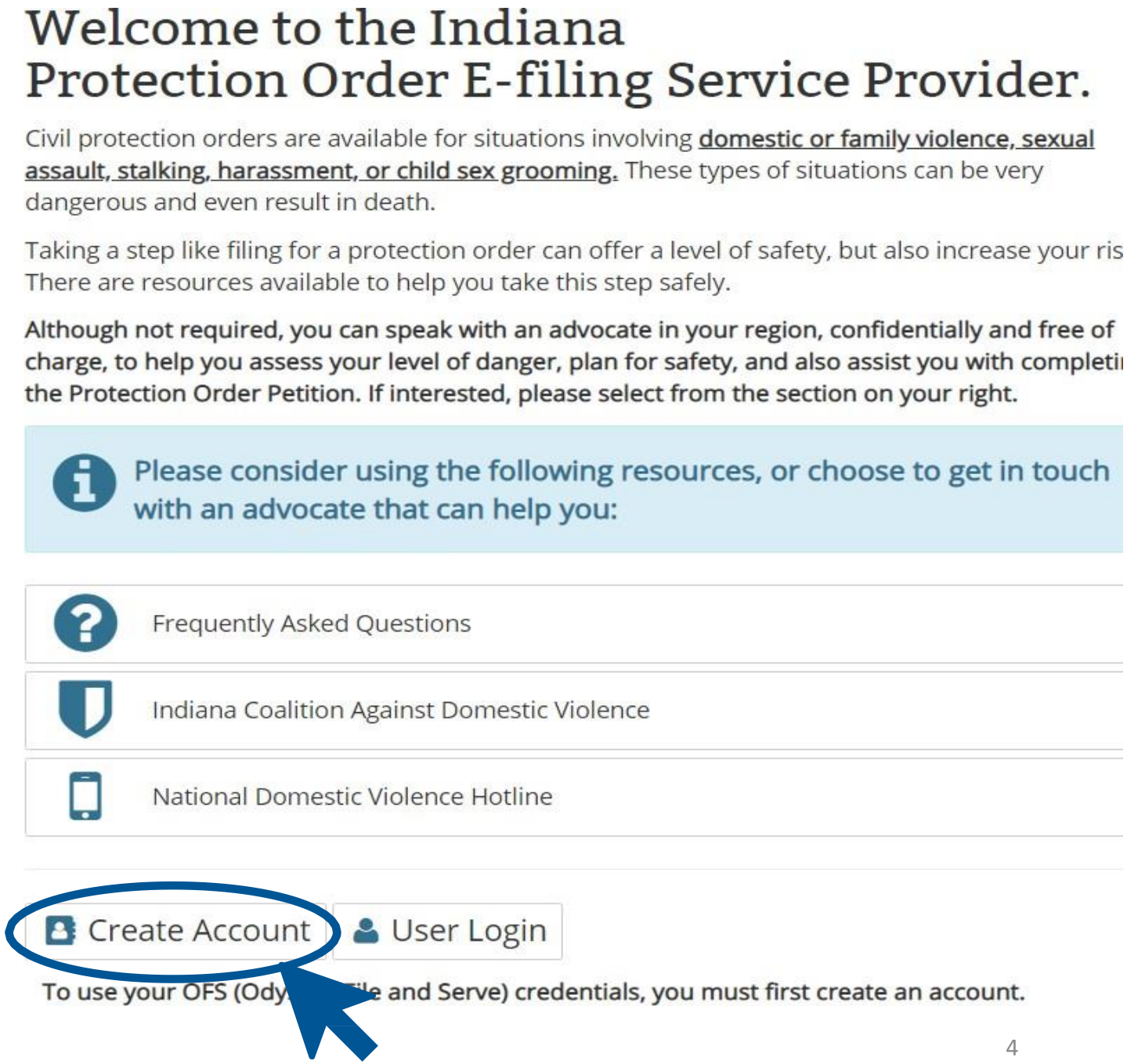
These are terms used in the process of filing the protective order that are important to understand.

- **Petitioner:** you are the petitioner because you are completing the protection order petition for yourself or on behalf of another person (such as a minor child or an adult of whom you have guardianship).
- **Respondent:** the person that you are filing the protection order against is the respondent.
- **Child's Next Friend:** the adult that is filing the protection order on behalf of a minor child or adult of whom they have guardianship
  - When completing a petition on behalf of a child or adult you have guardianship of, you will use your information when completing the "Child's Next Friend" section.
  - You will use the child's information for the "Protected Minor" section
- **Will Be Made Public:** this may appear when you are asked to provide an e-mail address or mailing address.
  - **"Your e-mail address made public"** means that it will be included in the petition, for the respondent to see, and the court will receive this information. It should **NOT** be made public record.
  - **Your mailing address "made public"** means that the address will appear on the copy of the petition that the respondent receives if it is granted. It should **NOT** be made public record.
- **Safe Exit:** clicking this takes you to the website for Google News. If someone walks up to you and you do not want them to se you are filing a protective order you can click this button. Your work will be saved for you.

Creating an Account

What You Will Need:

- A safe e-mail address that will be used to setup the e-file portal.
- This should be an e-mail account that only you are able to log into. Think about updating your password if you believe someone else may have access to the account.



New Account Registration.

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 *
First Name

Last Name *
Last Name

Phone Number *
(###) ###-####

Email Address *
person@place.com

Use a safe and secure e-mail.

Address *
Address

Zip Code *
#####

City *
Choose City

State *
Choose State

- [ ] **I am an attorney.**
- [ ] **I am a paralegal.** **(In order to file you must first be assigned to your attorney's paralegal list.)**
- [ ] **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.*

Do NOT check any of these boxes. If you do, then you will not receive a password and will not be able to access your account.

Check this box

- [ ] **I have read and agree to the User Agreement.** *

User Agreement

Register

Checking your e-mail for log-in information after creating an account:

- After you complete the New Account Registration, check your e-mail for a message from Court Technology Notification.
- Use the password provided to log-in for the first time.
  - TIP: it may be helpful to copy-and-paste this password, instead of reading it off the screen and typing it in.
- Then update the password from the e-mail to one you create yourself.
- If you have any troubles at this step call Court Technology at 888-275-5822 for help logging into the account you created.

This is the first page you will see after logging into your account

Options under **Petition Type** include:

1. For an Individual
2. On Behalf of a Child
3. Workplace Violence

Look at **Active Petitions** for a petition you have started and are coming back to. Look at **Recent Cases** for a petition you have already submitted.

Selection Options:
For an Individual to file a petition for yourself
On Behalf of a Child to file a petition for a minor or other person of whom you have legal guardianship
Workplace Violence if you are an employer filing a petition on behalf of your employee against someone threatening the employee at work

Petition Creation Process

- Filing Reason ✓
- Protected Person
- Household Members
- Respondent
- Relationship
- Cases
- Committed Acts
- Incident Details
- Relief
- Public Mailing Address
- Notifications
- Sign Petition
- View Petition
- View Confidential Form
- View Notice Of Exclusion
- View Appearance Form
- Efile envelope
- Submit Petition

Petition Number: **Your petition number will show up here.**

Filing Reason

You may choose the court where you want this petition filed. You are not required to select a court. If you have no preference, your petition will still be filed.

In what County are you filing this petition? *

- Please Select -

In what Court are you filing this petition?

You can leave this blank.

This case is filed in this county because *(Check those which apply):* *

You can check **more than 1 box.**

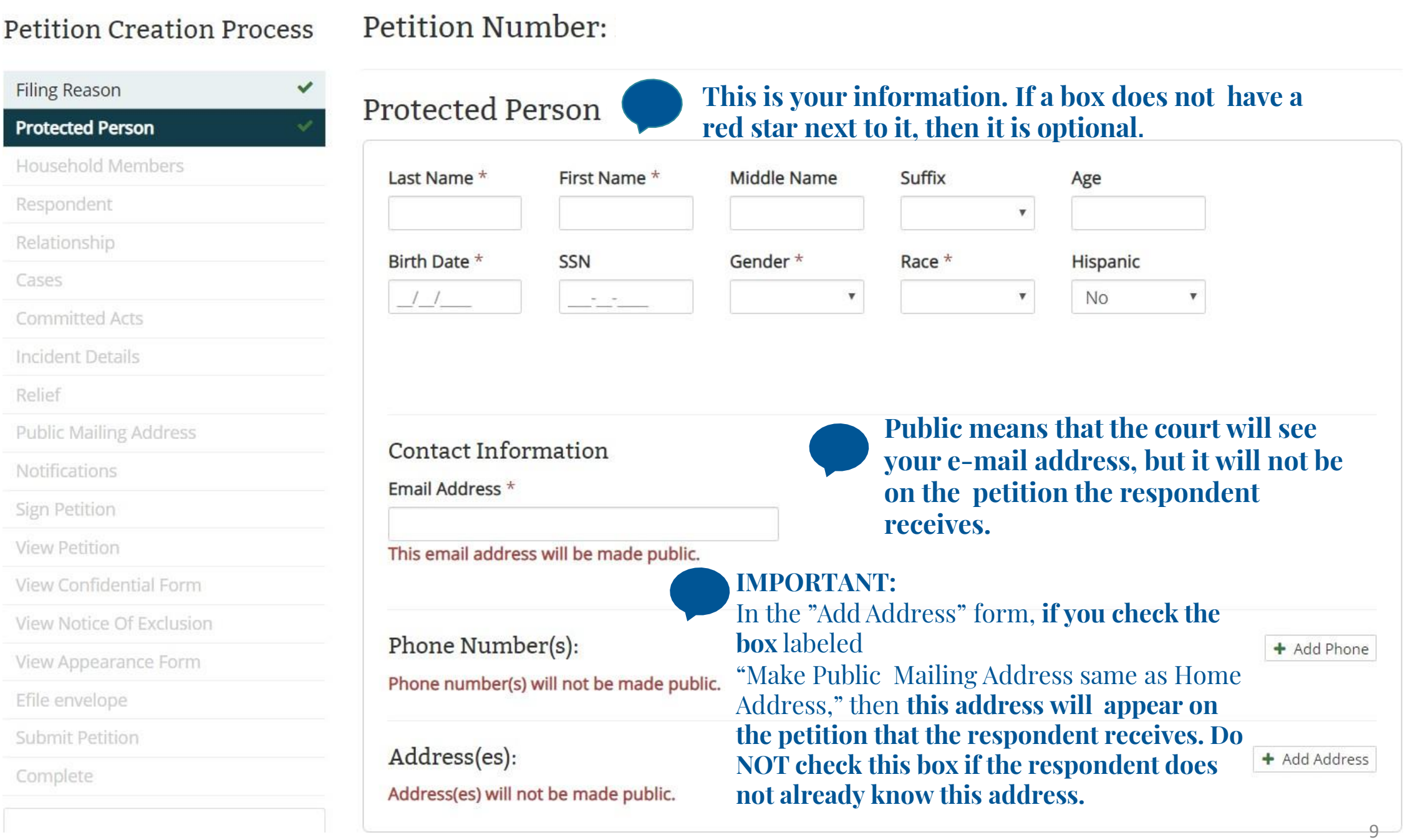
- ☐ the Respondent lives in this county.
- ☐ the incident(s) of domestic or family violence, stalking, sex offense, or harassment happened in this county.
- ☐ I live in this county.

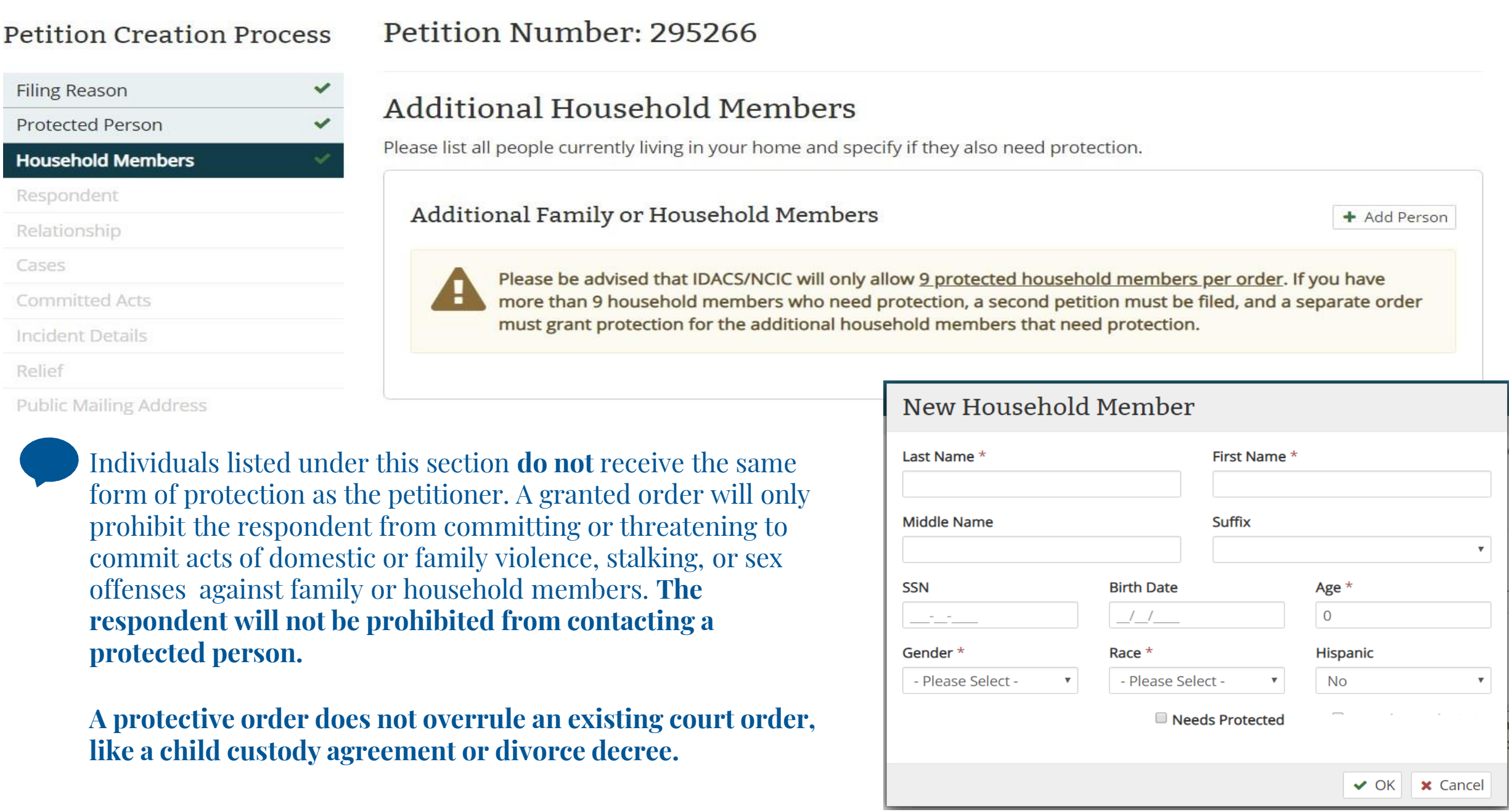
I am filing this Petition for myself because *(Check those which apply):* *

- ☐ I am or have been a victim of repeated acts of harassment.
- ☐ I am or have been a victim of domestic or family violence;
- ☐ I am or have been a victim of a sex offense;
- ☐ I am or have been a victim of stalking.

You can check **more than 1:**

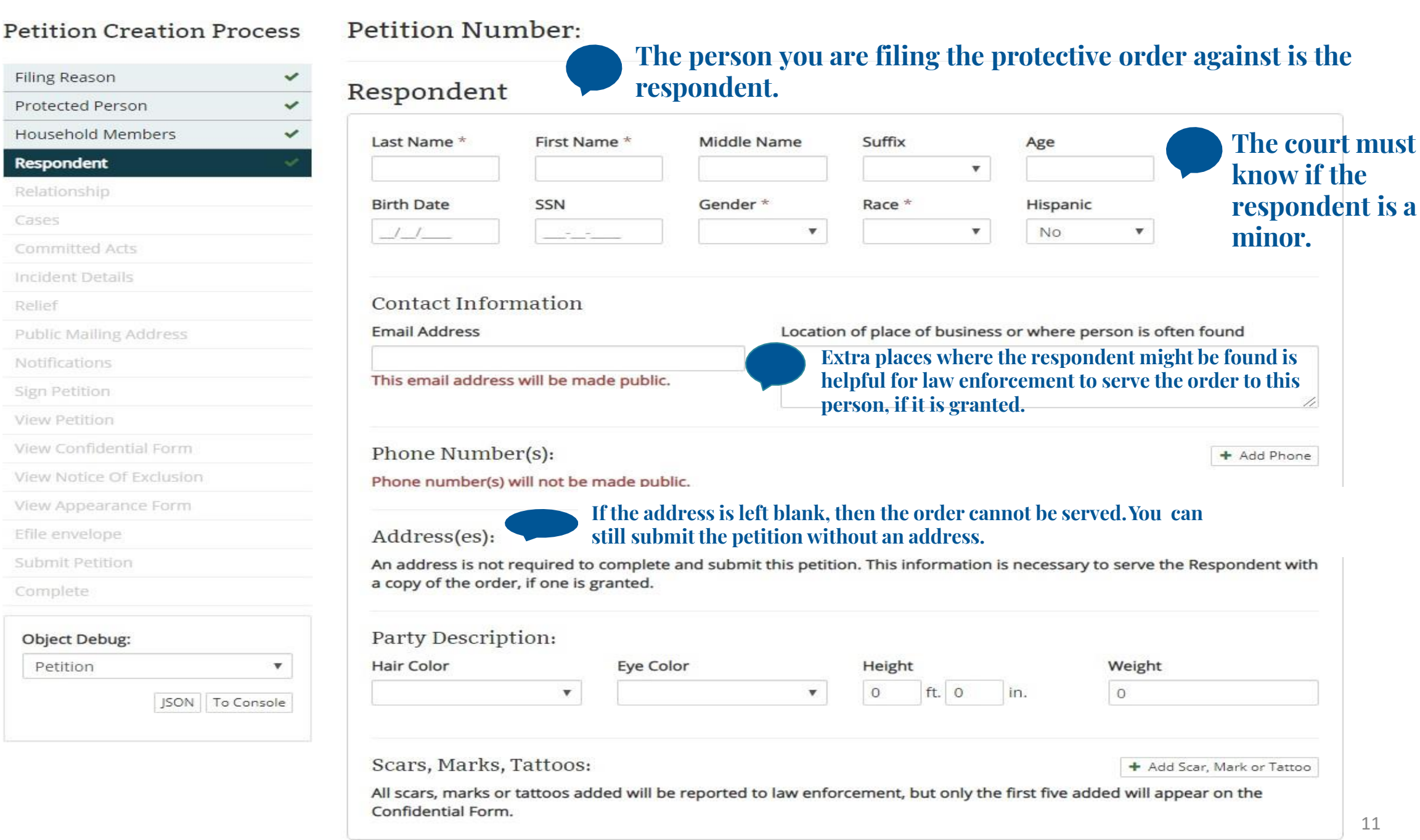
- If you a check a box here, you will have to provide information about this later in the petition.
- If you check harassment, then a hearing will automatically be scheduled. You must attend this hearing.


Petition Creation Process
Petition Number:
Filing Reason
Protected Person
Household Members
Respondent
Relationship
Cases
Committed Acts
Incident Details
Relief
Public Mailing Address
Notifications
Sign Petition
View Petition
View Confidential Form
View Notice Of Exclusion
View Appearance Form
Efile envelope
Submit Petition
Complete
Protected Person
This is your information. If a box does not have a red star next to it, then it is optional.
Last Name *
First Name *
Middle Name
Suffix
Age
Birth Date *
SSN
Gender *
Race *
Hispanic
No
__/__/____
___-__-____
Contact Information
Email Address *
This email address will be made public.
Public means that the court will see your e-mail address, but it will not be on the petition the respondent receives.
IMPORTANT:
In the "Add Address" form, if you check the box labeled "Make Public Mailing Address same as Home Address," then this address will appear on the petition that the respondent receives. Do NOT check this box if the respondent does not already know this address.
Phone Number(s):
Phone number(s) will not be made public.
+ Add Phone
Address(es):
Address(es) will not be made public.
+ Add Address



Individuals listed under this section **do not** receive the same form of protection as the petitioner. A granted order will only prohibit the respondent from committing or threatening to commit acts of domestic or family violence, stalking, or sex offenses against family or household members. **The respondent will not be prohibited from contacting a protected person.**

A protective order does not overrule an existing court order, like a child custody agreement or divorce decree.


Petition Creation Process
Filing Reason
Protected Person
Household Members
Respondent
Relationship
Cases
Committed Acts
Incident Details
Relief
Public Mailing Address
Notifications
Sign Petition
View Petition
View Confidential Form
View Notice Of Exclusion
View Appearance Form
Efile envelope
Submit Petition
Complete
Object Debug:
Petition
JSON
To Console
Petition Number:
Respondent
The person you are filing the protective order against is the respondent.
Last Name *
First Name *
Middle Name
Suffix
Age
Birth Date
SSN
Gender *
Race *
Hispanic
No
The court must know if the respondent is a minor.
Contact Information
Email Address
This email address will be made public.
Location of place of business or where person is often found
Extra places where the respondent might be found is helpful for law enforcement to serve the order to this person, if it is granted.
Phone Number(s):
Add Phone
Phone number(s) will not be made public.
Address(es):
If the address is left blank, then the order cannot be served. You can still submit the petition without an address.
An address is not required to complete and submit this petition. This information is necessary to serve the Respondent with a copy of the order, if one is granted.
Party Description:
Hair Color
Eye Color
Height
0
ft.
0
in.
Weight
0
Scars, Marks, Tattoos:
Add Scar, Mark or Tattoo
All scars, marks or tattoos added will be reported to law enforcement, but only the first five added will appear on the Confidential Form.

Petition Creation Process

- Filing Reason ✓
- Protected Person ✓
- Household Members ✓
- Respondent ✓
- **Relationship** ✓
- Cases
- ted Acts
- Incident Details
- Relief
- Public Mailing Address
- Notifications
- Sign Petition
- View Petition
- View Confirmation
- View Notice Of Exclusion
- View Appearance Form
- Efile envelope
- Submit Petition
- te

Set 1: choose one box from this section if you are filing because of **domestic or family violence**

Set 2: choose from this section if set 1 doesn't apply.

Petition Number:

Relationship between the Respondent and the Protected Person

The Respondent's relationship to me is *(check only the line which best applies):* *

- ☐ The Respondent is a family or household member.
  - ☐ the Respondent is my spouse;
  - ☐ the Respondent used to be my spouse;
  - ☐ the Respondent and I resided together in an intimate relationship;
  - ☐ the Respondent and I are dating, or have dated, each other;
  - ☐ the Respondent and I are, or have been, engaged in a sexual relationship;
  - ☐ the Respondent and I have a child in common;
  - ☐ the Respondent and I are related by blood or adoption. The Respondent is my _____
  - ☐ the Respondent and I are, or used to be, related by marriage. The Respondent is my _____
  - ☐ the Respondent is, or used to be, my guardian;
  - ☐ the Respondent is, or used to be, my ward;
  - ☐ the Respondent is, or used to be, my custodian;
  - ☐ the Respondent is, or used to be, my foster parent; or,
  - ☐ I am a minor child of a person in one of the types of relationships described above.
- ☐ If Respondent is not a family or household member as indicated above, but Respondent has committed stalking, a sex offense, or repeated acts of harassment (check only the line below which best applies):
  - ☐ the Respondent has committed stalking against me.
  - ☐ the Respondent has committed a sex offense against me.
  - ☐ the Respondent has committed repeated acts of harassment against me.

Select **one** choice from the first set **OR one** choice from the second set

Petition Creation Process

- Filing Reason ✓
- Protected Person ✓
- Household Members ✓
- Respondent ✓
- Relationship ✓
- **Cases** ✓

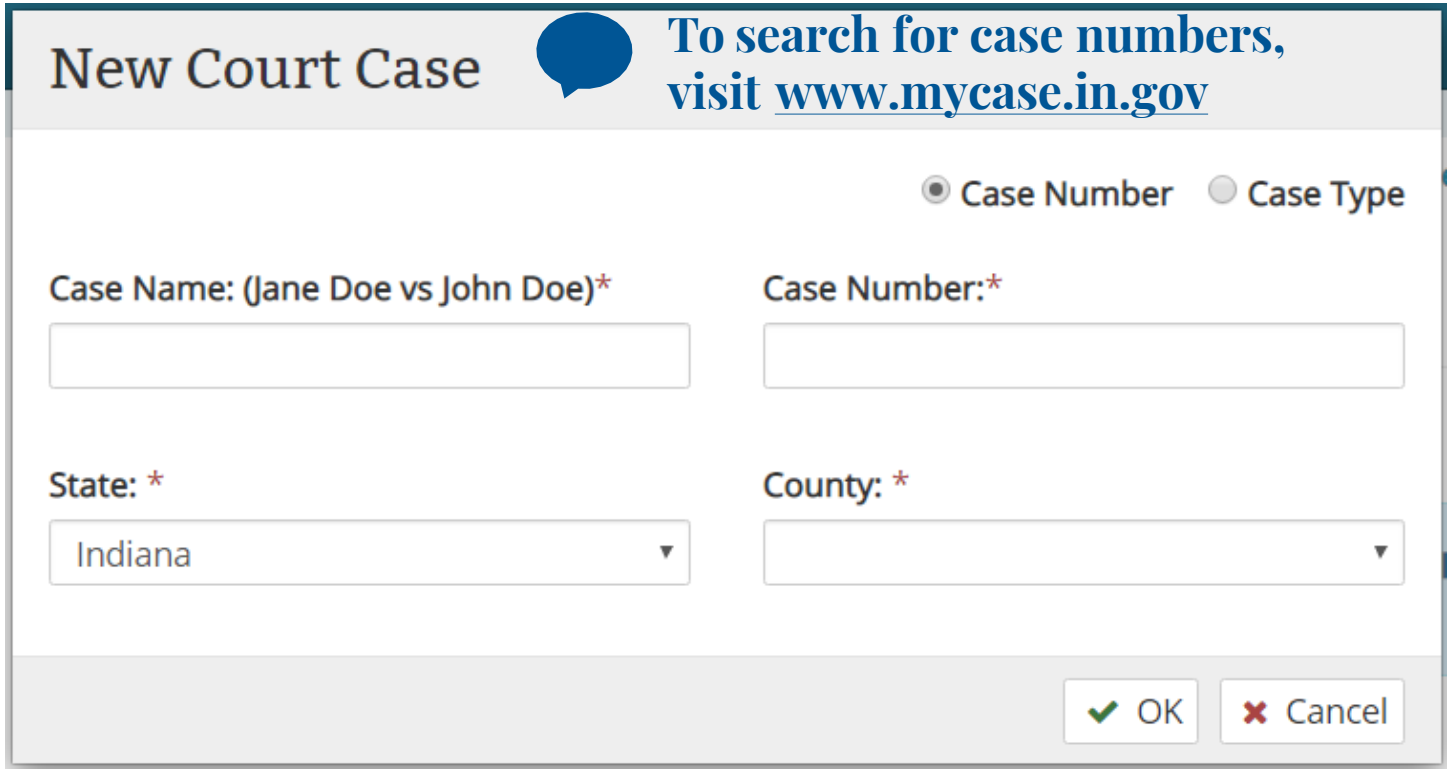
Petition Number:

Cases

This is not a place to include police report case numbers. + Add Case

Please list all cases (divorce, protection orders, paternity, guardianship, criminal, juvenile, civil) involving the Respondent, protected minor, or the Child you have with the Respondent.

Listing any pending criminal cases and/or any civil cases is VERY important. The court needs to know about these cases, so your petition goes to the correct court. If there is already a case pending in family court your PO petition will be transferred to that court.



Petition Creation Process

- Filing Reason ✓
- Protected Person ✓
- Household Members ✓
- Respondent ✓
- Relationship ✓
- Cases ✓
- **Committed Acts** ✓
- Incident Details
- Relief
- Public Mailing Address
- Notifications
- Sign Petition
- View Petition
- View Confidential Form
- View Notice Of Exclusion
- View Appearance Form

Petition Number:

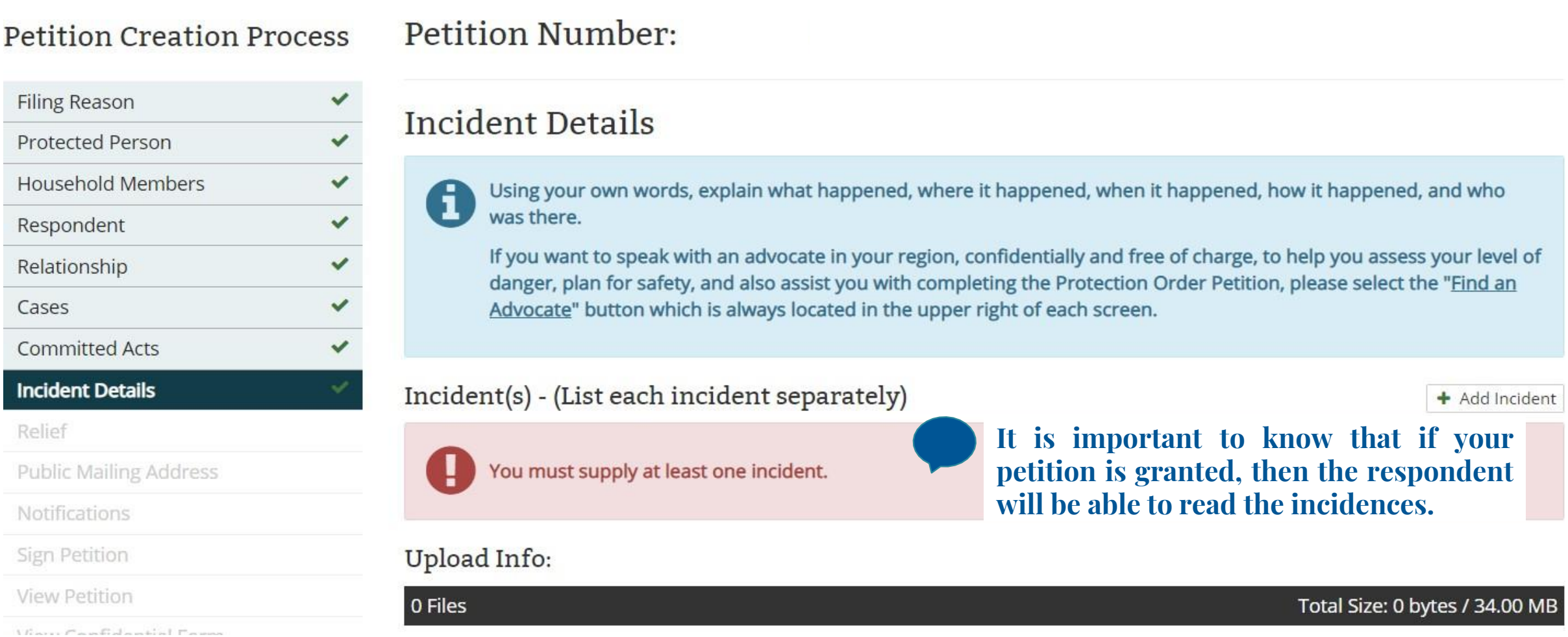
Act(s) committed by the Respondent

Check the things that have happened by the person you are filing against.

The Respondent has committed the following act(s) of domestic or family violence, stalking, a sex offense, or harassment *(check those which apply):* *

- ☐ the Respondent attempted to cause physical harm to me;
- ☐ the Respondent threatened to cause physical harm to me;
- ☐ the Respondent did cause physical harm to me;
- ☐ the Respondent placed me in fear of physical harm;
- ☐ the Respondent caused me to involuntarily engage in sexual activity by force, threat of force, or duress;
- ☐ the Respondent committed stalking against me;
- ☐ the Respondent committed a sex offense against me;
- ☐ the Respondent committed an act of animal cruelty by beating, torturing, mutilating, or killing a vertebrate animal without justification with an intent to threaten, intimidate, coerce, harass or terrorize a family or household member.
- ☐ the Respondent committed repeated acts of harassment against me.

You will be asked to give more information and details about each committed act that you check. If you are not comfortable sharing additional information about something, do not check that box.



It is important to know that if your petition is granted, then the respondent will be able to read the incidences.

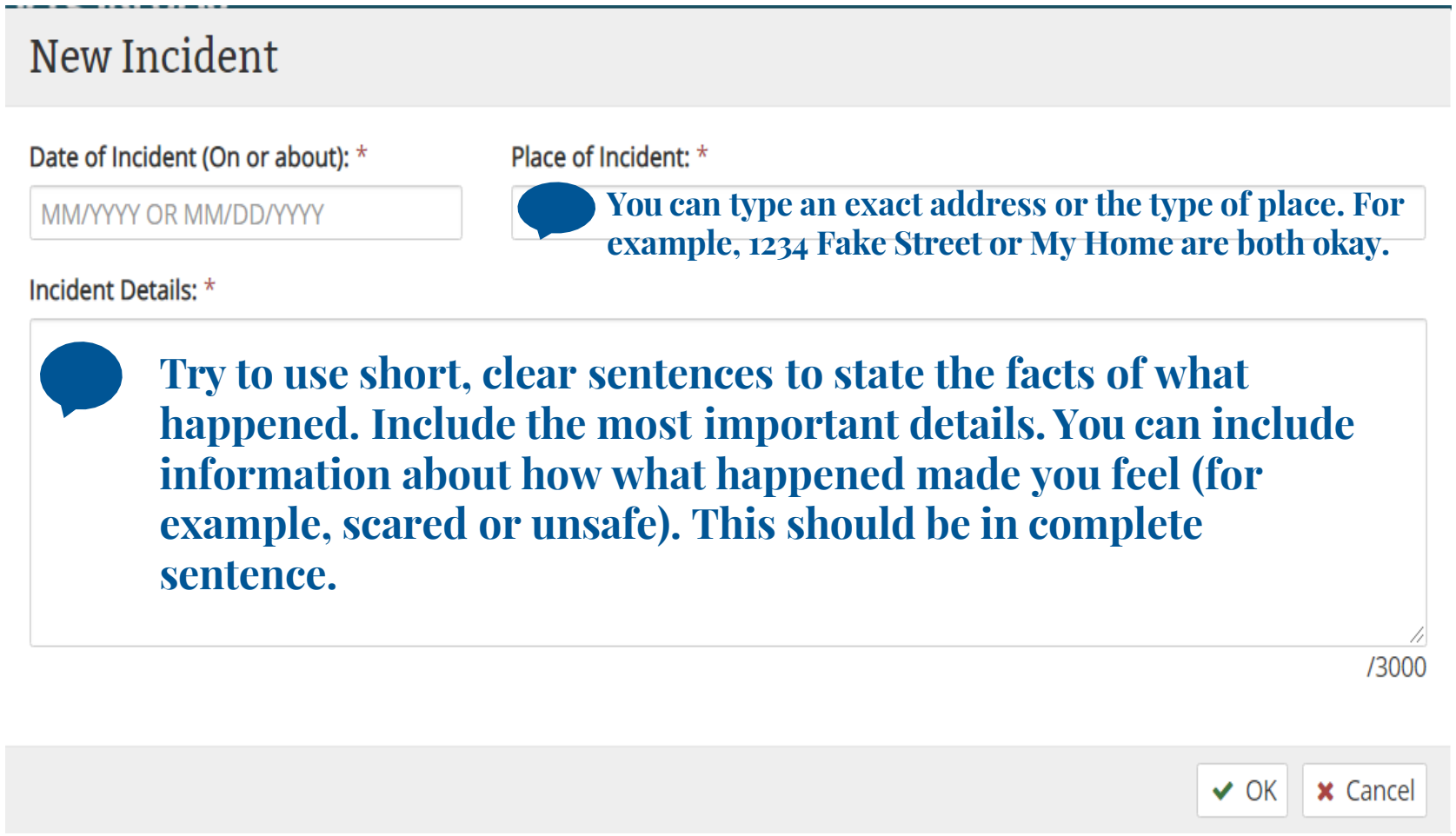
You will only have 15 minutes to type each incident. You will be given a 2 minute warning before time is up.

TIP: think about typing all of your incidents in a Word document, blank email, or a note in your phone and then copy-and-paste into this form.

This is what you will see as you are working on each incident.

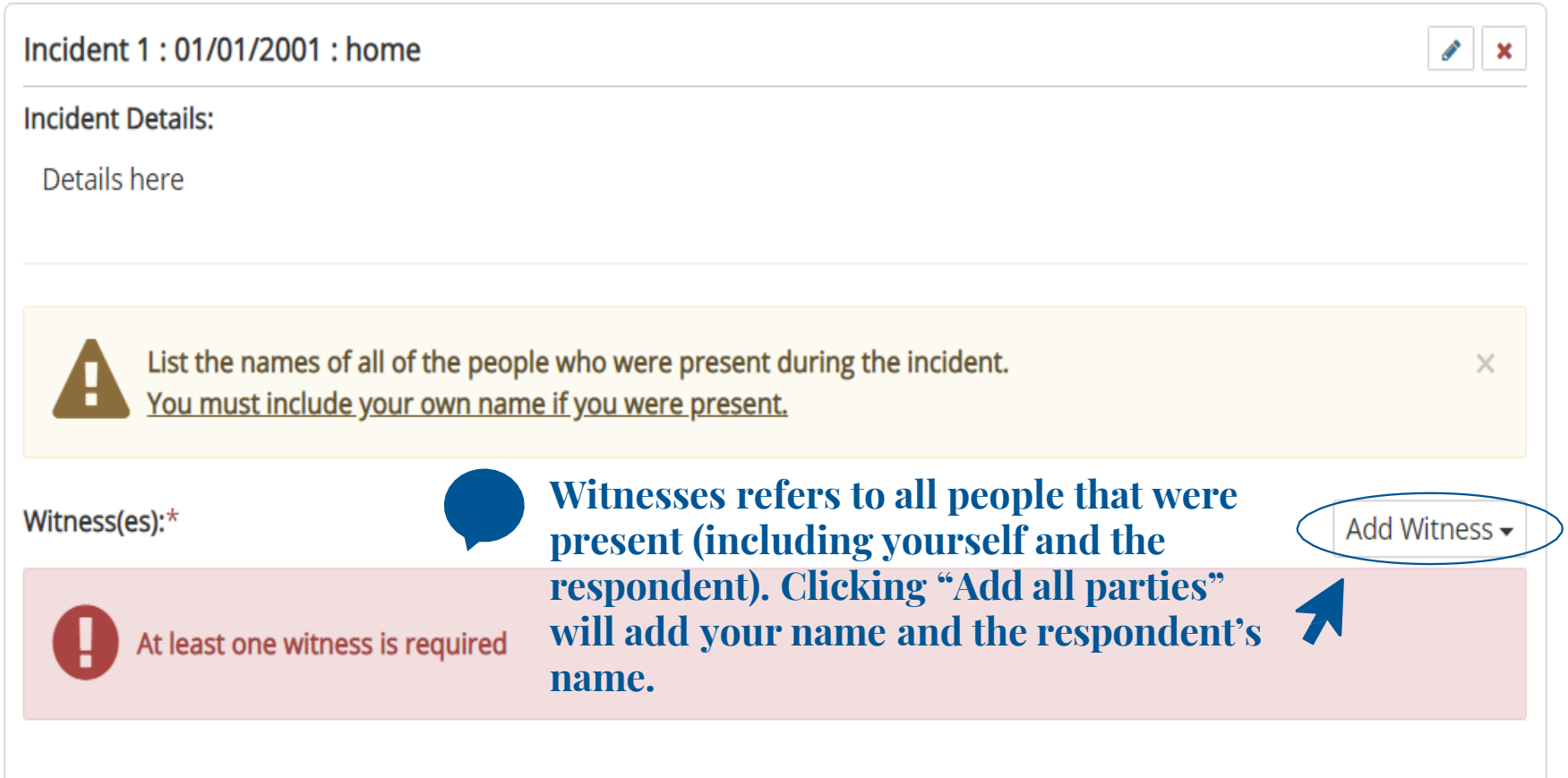
Remember to separate incidents, rather than putting all the information in one.

If you can't remember the exact date you can list the month and year it happened in.



This is what the list of incidents will look like.

Remember to add each incident separately and list witnesses.



Witnesses refers to all people that were present (including yourself and the respondent). Clicking "Add all parties" will add your name and the respondent's name.

Any documents you attach in this section become part of the court's public record. This means these documents will be part of the information the respondent gets when they are served.

If you have documents that you believe should remain private, then you can talk with an attorney for more information.

If there is a court hearing it will be to discuss only the incidences that you include in this petition.

Petition Creation Process

- Filing Reason ✓
- Protected Person ✓
- Household Members ✓
- Respondent ✓
- Relationship ✓
- Cases ✓
- Committed Acts ✓
- Incident Details ✓
- **Relief** ✓
- Public Mailing Address
- Notifications
- Sign Petition
- View Petition
- View Confidential Form
- View Notice Of Exclusion
- View Appearance Form
- Efile envelope
- Submit Petition

Petition Number:

Requested Relief

Relief in this section can be granted right away, without a hearing UNLESS the petition is only being filed because of harassment.

NOTE: The following requested relief may be granted immediately by the Judge without a hearing. However, if the petition is based on harassment alone, the relief may be granted ONLY after notice to the Respondent and after a hearing to be held within thirty (30) days.

I am asking the Court to order the following relief *(check all which apply):*

- ☐ Prohibit the Respondent from committing, or threatening to commit, acts of domestic or family violence, stalking, or sex offenses against me;
- ☐ Prohibit the Respondent from committing, or threatening to commit, acts of domestic or family violence, stalking, or sex offenses against my family or household members, whose names are:
- ☐ Prohibit the Respondent from harassing, annoying, telephoning, contacting, or directly or indirectly communicating with me;
- ☐ Order the Respondent to stay away from my residence, school, place of employment, or other place, which is the

List the name of the place (example: my home).

located at:

List the physical address (example 1234 Fake Street).

The respondent WILL be able to see this address.

- ☐ Order the Respondent to stay away from the following location(s) frequented by my family or household member(s), which may include a residence, school, or place of employment:

Please Complete:

- [ ] Please list all owners or lease signers at my residence:

The respondent will be able to see this address.

NOTE: The following requested relief may be granted immediately by the Judge, but the Court must hold a hearing within thirty (30) days. If the petition is based on harassment alone, the relief may be granted ONLY after notice to the Respondent and after a hearing to be held within thirty (30) days.

Checking any box in this section means that a hearing will be scheduled within the next 30 days. You may be granted relief before the hearing, or you may have to wait until after the hearing.

- [ ] Evict the Respondent from my residence, which is located at:
- [ ] Order the Respondent to give me possession and use of the following:
  - [ ] The residence located at:
  - [ ] An automobile/other motor vehicle, described as:
  - [ ] Other necessary personal items, described as:
- [ ] Prohibit Respondent from removing, transferring, injuring, concealing, harming, attacking, mistreating, threatening to harm, or otherwise disposing of the animal(s) listed below. (Limit 5)
- [ ] Order that I will have the exclusive possession, care, custody, or control of an animal(s) owned, possessed, kept, or cared for by myself, the Respondent, a minor child of myself or the Respondent, or any other family or household member listed below. (Limit 5)
- [ ] Order the following additional relief necessary to provide for my safety and welfare and the safety and welfare of my family or household members:

Checking any box in this section also means that a hearing will be scheduled before the relief can be granted

NOTE: The following requested relief may be granted ONLY after notice to the Respondent and after a hearing to be held within thirty (30) days:

- ☐ Specify the arrangements for parenting time with our minor child(ren);
- ☐ Require that parenting time be supervised by a third party;
- ☐ Deny the Respondent parenting time;
- ☐ Order the Respondent to pay my attorney fees;
- ☐ Order the Respondent to pay rent for my residence;
- ☐ Order the Respondent to make payment on a mortgage for my residence;
- ☐ Order the Respondent to pay child support for our minor child(ren);
- ☐ Order the Respondent to pay support/maintenance for me;
- ☐ Order the Respondent to reimburse me for expenses related to the domestic or family violence, stalking, sex offense, or harassment as follows (specify the amount for each expense and bring documentation of the expense with you to Court for the Hearing):
  - ☐ Medical expenses: $ 0 ☐ Amount Unknown
  - ☐ Counseling: $ 0 ☐ Amount Unknown
  - ☐ Shelter: $ 0 ☐ Amount Unknown
  - ☐ Repair or replacement of damaged property: $ 0 ☐ Amount Unknown
  - ☐ Other costs or fees I have as a result of bringing this case: $ 0 ☐ Amount Unknown
- ☐ Prohibit the Respondent from using or possessing a firearm, ammunition, or deadly weapon;
- ☐ Order the Respondent to surrender the following firearm(s), ammunition, or deadly weapon(s) to a specified law enforcement agency (list each item below):
- ☐ Order a wireless service provider to transfer to me the right to continued use of, and financial responsibility for, the following telephone number(s) used by me or by a minor child in my custody (limit 10):

Petition Creation Process

- Filing Reason ✓
- Protected Person ✓
- Household Members ✓
- Respondent ✓
- Relationship ✓
- Cases ✓
- Committed Acts ✓
- Incident Details ✓
- Relief ✓
- **Public Mailing Address** ✓
- Notifications
- Sign Petition
- View Petition
- View Confidential Form
- View Notice Of Exclusion
- View Appearance Form
- Efile envelope
- Submit Petition
- Complete

Petition Number:

Public Mailing Address

Very important–The respondent **will be able to** see this address.

REQUIRED

If you are not represented by an attorney, fill in your public mailing address:

Street Address 1 *

Street Address 2

Zip *

City *

State *

☐ This is an Address from the Attorney General Confidentiality Program

Only check this box if you have a P.O. Box from the Attorney General's Office.

This address will not be kept secret, so you should use a mailing address that you feel comfortable having public. If the Court grants the order, you may be eligible to obtain a confidential address through the Attorney General's Address Confidentiality Program (ACP). Email the ACP at: confidential@atg.state.in.us to get information on how to participate in that program.

Petition Creation Process

- Filing Reason ✓
- Protected Person ✓
- Household Members ✓
- Respondent ✓
- Relationship ✓
- Cases ✓
- Committed Acts ✓
- Incident Details ✓
- Relief ✓
- Public Mailing Address ✓
- **Notifications** ✓
- Sign Petition
- View Petition
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- View Notice Of Exclusion
- View Appearance Form
- Efile envelope
- Submit Petition
- Complete

Object Debug:

Petition

Petition Number:

Petitioner Notifications

If you wish to receive notifications when the order is issued, served, and about to expire please choose a notification method below.

Email address and cell phone number must be provided in your party details.

☐ Email Address:

If you do not receive a status update within 2 business days, then you may call the court or an advocate.

Law Enforcement Notifications

The law enforcement agencies in the county where the protected party works and lives and in the county where the respondent works and lives will automatically receive notification regarding the order, if granted. Notification will be sent to all selected agencies, however only the first five selected will show on the Confidential Form.

Add additional city/county agencies where you would like a copy of the order sent.

County:

Hamilton

Law Enforcement Agencies

- Arcadia Police Department Hamilton
- Atlanta Police Department Hamilton
- Carmel Police Department Hamilton
- Fishers Police Department Hamilton
- Noblesville Communications Department Hamilton
- Carmel-Clay Communications Hamilton

Agencies to notify

Petition Creation Process

- Filing Reason ✔
- Protected Person ✔
- Household Members ✔
- Respondent ✔
- Relationship ✔
- Cases ✔
- Committed Acts ✔
- Incident Details ✔
- Relief ✔
- Public Mailing Address ✔
- Notifications ✔
- **Sign Petition** ✔
- View Petition
- View Confidential Form
- View Notice Of Exclusion
- View Appearance Form
- Efile envelope
- Submit Petition
- Complete

Petition Number:

Sign Petition

Signature Agreement:

By entering my name below after the "/s/", I understand that I am signing this document as described in Indiana Rules of Trial Procedure Rule 86 (I)(1)(b).

I affirm, under the penalties for perjury, that the foregoing representations are true:

a. on the basis of my own personal knowledge.
b. on the basis that I have been informed and believe that the facts stated are true.

(NOTE: If this Petition is made solely on the basis of Petitioner's information and belief, Petitioner must attach affidavits by one or more persons who have personal knowledge of the facts stated.)

/s/

IMPORTANT!!

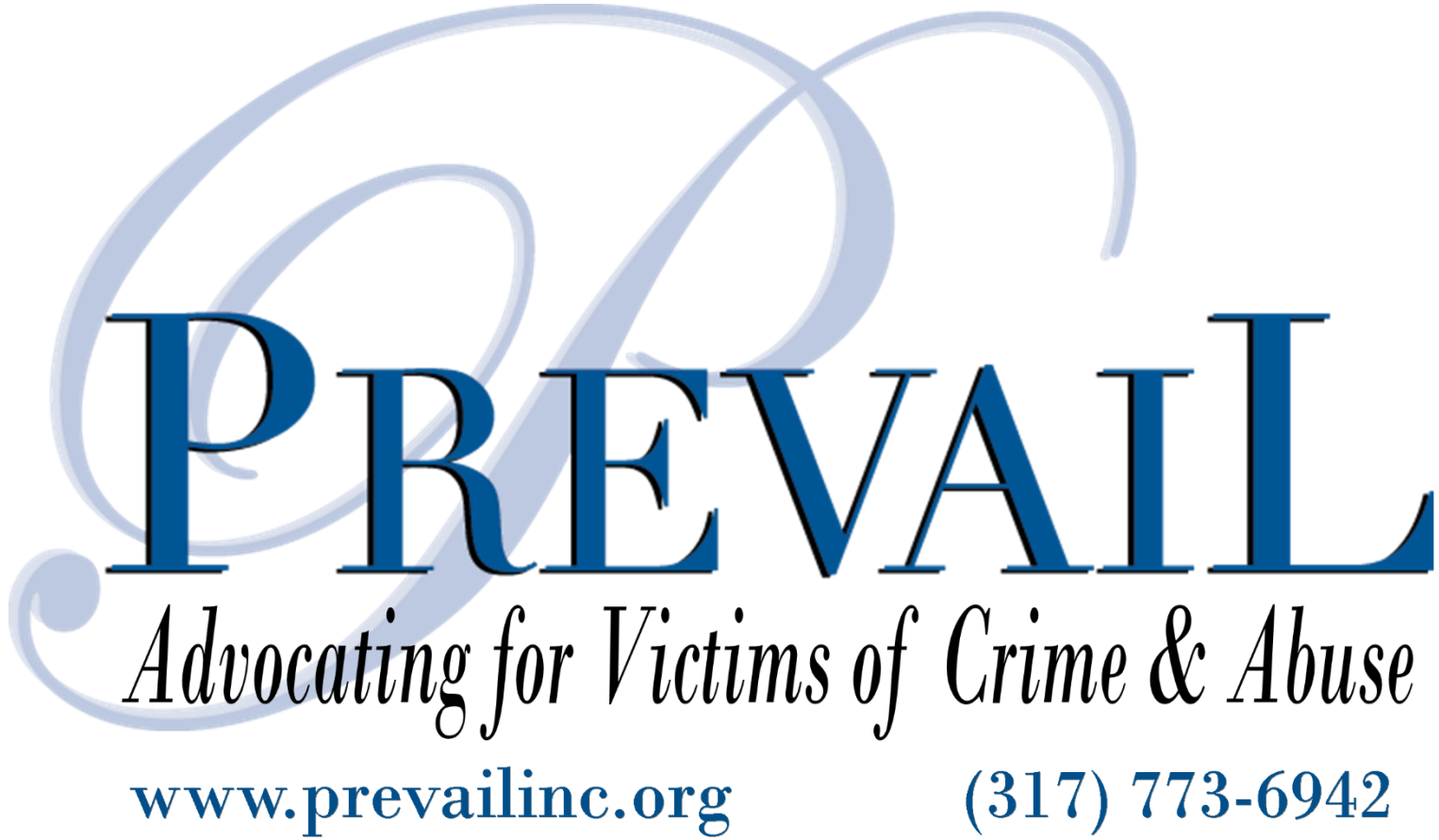
If your address changes, or if the Respondent's address changes, you should contact the court to update that information.

What to expect once the petition is filed

Be sure to click the **green submit** on the final page of the Petition Creation Process for it to be processed. If you have any questions about your petition, contact an advocate before submitting the petition.

- **The petition will be sent to a judge or magistrate to be reviewed.**
- **The court will notify you (the petitioner/protected person) about any changes to the petition's status such as:**
  - **A hearing date**
  - **Granted**
  - **Denied**
- **NOTE: a hearing is required before issuing the following orders:**
  - **Visitation arrangements, ordering payment of fees/expenses, prohibiting the respondent's (offender) gun use.**

- **If you have safety concerns, call Prevail's office to create a safety plan with an advocate. We can also talk to you more about what to expect once you submit your petition.**


PREVAIL
Advocating for Victims of Crime & Abuse
www.prevailinc.org
(317) 773-6942