

ASSIGNING A PARALEGAL QUICK REFERENCE GUIDE

Summary: This cheatsheet will instruct you how to assign a support staff as a Paralegal within the PO EFSP. The Paralegal role can make initial and/or subsequent filings on your behalf using their own eFiling/OFS credential.

Please note: Your staff must be registered with the Paralegal role and have logged in once before you can assign them as your Paralegal.

Step 1: Log into the system as an attorney and click on the “My Paralegals” link.

The screenshot shows the public.courts.IN.gov website. The navigation bar includes 'Find an Advocate' and 'Safe Exit' buttons. The user is logged in as 'Scott' and the 'My Paralegals' link is highlighted with a red box. The main content area is titled 'How to Create a Petition' and contains instructions on how to submit a petition, including a 'Create New Petition' section with a dropdown menu and a '+ Create New' button. There is also a 'File Into Case' section with a search bar and a note about accessing cases by entering the case number.

The **My Paralegals** screen will open, and any paralegal assigned to the attorney will be listed.

Step 2: Click the “+ Assign New” button to add a new paralegal to the list.

The screenshot shows the 'My Paralegals' screen on public.courts.IN.gov. The navigation bar includes 'Home | Scott!', 'My Paralegals', 'Log Off', and 'HELP'. The 'My Paralegals' link is highlighted with a red box. Below the navigation bar is a search filter and a '+ Assign New' button, also highlighted with a red box. The main content area displays a table of assigned paralegals with columns for Full Name, Email, and Phone. Each row includes a 'Remove' button.

Full Name	Email	Phone	
Shannon	par...ir.com	3178283882	Remove
Tina I	por...ator.com	3172838282	Remove

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The **Paralegals** screen opens listing *all* paralegals in the system, who have not yet been assigned to the current attorney.

Step 3: Click on the “**Assign**” button next the desired paralegal.

public.courts.IN.gov

Home | Scott | My Paralegals | Log Off | HELP

Filter: Search by Name, Username or Email:

Paralegals

Full Name	Email	Phone	
Denise	laj 100.com	3172323234	<input type="button" value="Assign"/>
Lisa	para stor.com	3172938282	<input type="button" value="Assign"/>
Kelly J	par nator.com	3172342323	<input type="button" value="Assign"/>
Test 1	itest1@n .com	6465453435	<input type="button" value="Assign"/>
Test 2	est2@r om	6543541354	<input type="button" value="Assign"/>
Test 3	test3@r .com	6547653465	<input type="button" value="Assign"/>
Test 4	test4@mc r.com	2654565416	<input type="button" value="Assign"/>
Test 5	itest5@r .com	3646468546	<input type="button" value="Assign"/>
Angela	ape iator.com	3175552121	<input type="button" value="Assign"/>

Step 4: Click on “**Assign**” to confirm or “**Cancel**” to select a different paralegal.

Assign Paralegal

Are you sure you want to assign this paralegal?

Once assigned, the new paralegal will display on the **My Paralegals** screen. Attorneys will have the option to remove the paralegal.

public.courts.IN.gov

Home | Scott | My Paralegals | Log Off | HELP

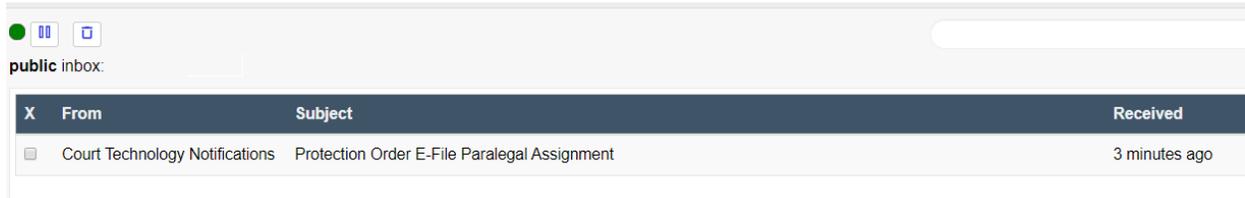
Filter: Search by Name, Username or Email:

My Paralegals

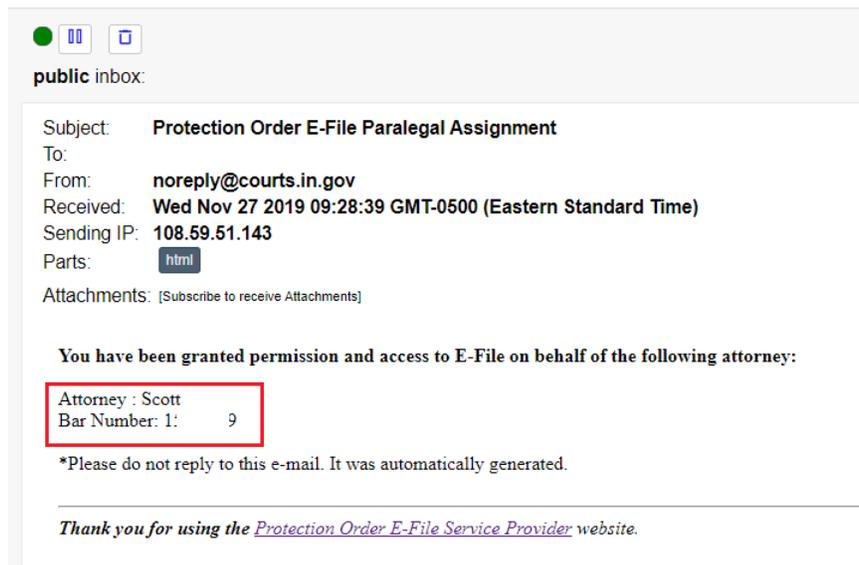
Full Name	Email	Phone	
Shannon	parc ator.com	3178283882	<input type="button" value="Remove"/>
Tina	porc iator.com	3172838282	<input type="button" value="Remove"/>
Angela	ap tor.com	3175552121	<input type="button" value="Remove"/>

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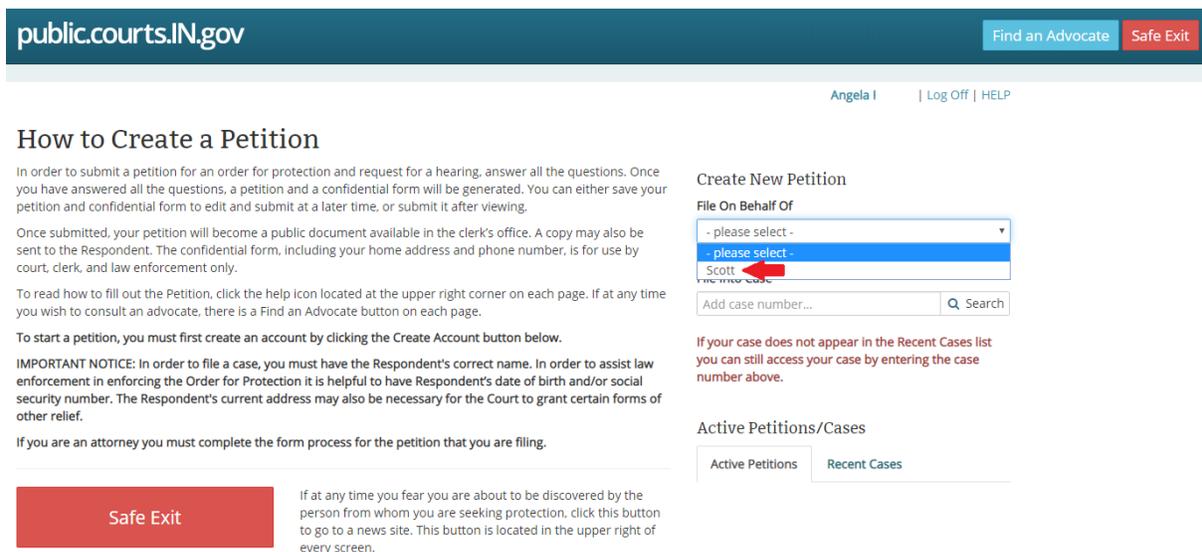
Once assigned, the paralegal receives a confirmation email from "Court Technology Notifications."



The email will note the assigning attorney and their bar number.



When the paralegal logs into the system, after being assigned to an attorney, and clicks in the "File on Behalf Of" field, the attorneys they are assigned to will display in the drop-down list.



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Once the paralegal selects the attorney for whom they will file a protection order, they will select the petition type.

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

Angela | 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
Scott

Petition Type

- please select - + Create New
- please select -
- For an Individual
- On Behalf of a Child
- Workplace Violence
- Child Protection Order

Q Search

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