

# 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 efilings/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.

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

Scott | e | **My Paralegals** | 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.

### Create New Petition

**Petition Type**  
- please select - [+ Create New](#)

**File Into Case**  
Add case number... [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](#)

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.

public.courts.IN.gov

Home | Scott ! | **My Paralegals** | Log Off | HELP

Filter:  [Q](#) **+ Assign New**  
Search by Name, Username or Email:

## My Paralegals

| Full Name | Email          | Phone      |                        |
|-----------|----------------|------------|------------------------|
| Shannon   | par...ir.com   | 3178283882 | <a href="#">Remove</a> |
| Tina I    | por...ator.com | 3172838282 | <a href="#">Remove</a> |

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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.

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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@m om     | 6543541354 | <input type="button" value="Assign"/> |
| Test 3    | test3@r .com  | 6547653465 | <input type="button" value="Assign"/> |
| Test 4    | test4@m 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

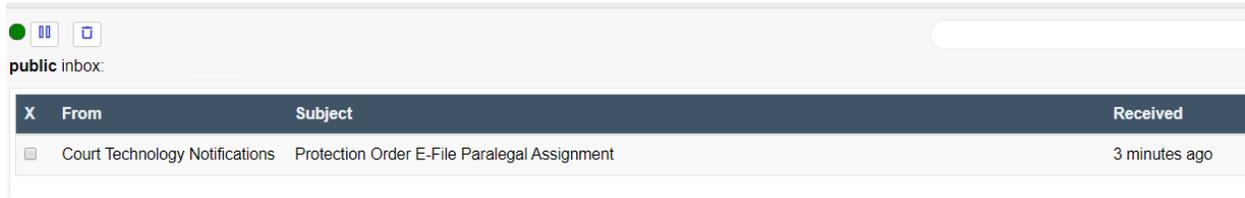
Filter:    Search by Name, Username or Email:

### My Paralegals

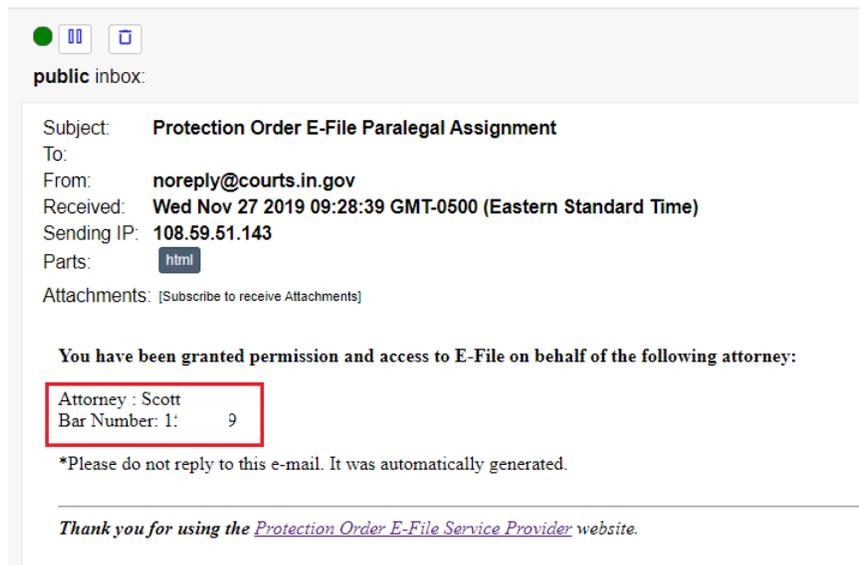
| Full Name | Email          | Phone      |                                       |
|-----------|----------------|------------|---------------------------------------|
| Shannon   | parc ator.com  | 3178283882 | <input type="button" value="Remove"/> |
| Tina      | porc iator.com | 3172838282 | <input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

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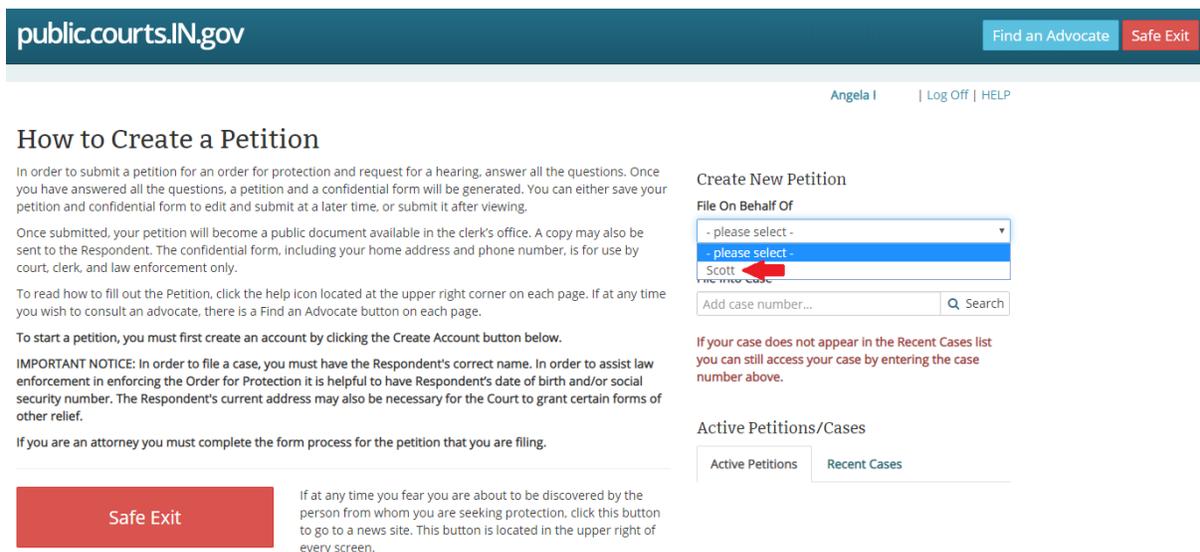
Once assigned, the paralegal receives a confirmation email from "Court Technology Notifications."



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

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

Q Search

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### Active Petitions/Cases

Active Petitions Recent Cases