

# E-SERVICE AND SUBSEQUENT FILING INTO A PO/JQ CASE QUICK REFERENCE GUIDE

**Summary:** This cheatsheet will walk you through the Subsequent Filing process.

**Please note:** You must have an active account in the POR EFSP system before you can Subsequent File into a PO or JQ case.

**Step 1:** On the bottom left of the start page click on **User Login**.

The screenshot shows the homepage of public.courts.IN.gov. At the top left is the logo 'public.courts.IN.gov'. At the top right are buttons for 'Find an Advocate' and 'Safe Exit'. Below the logo is the text 'Welcome to the Indiana Protection Order E-filing Service Provider.' followed by a paragraph about civil protection orders. To the right is a 'Find an Advocate' form with a dropdown menu for 'From what county do you want advocate information?' and a '- please select -' option. Below the main content are three resource boxes: 'Frequently Asked Questions', 'Indiana Coalition Against Domestic Violence', and 'National Domestic Violence Hotline'. At the bottom left are buttons for 'Create Account' and 'User Login', with 'User Login' highlighted in red. Below these buttons is a note: 'To use your OFS (Odyssey File and Serve) credentials, you must first create an account.'

**Step 2:** Enter your log in credentials and click the Log in button.

The screenshot shows the login page on public.courts.IN.gov. At the top left is the logo 'public.courts.IN.gov'. Below the logo is the heading 'Login'. There is a form with two input fields: 'Username' and 'Password'. Below the 'Password' field is a 'Log in' button, which is highlighted in red. Below the form is a note: 'To use your OFS (Odyssey File and Serve) credentials, you must first create an account.' followed by a link to 'Register if you don't have an account.' and a link to 'Did you forget your password?'.

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**Step 3:** On the **Recent Cases** tab, click the **View** button next to the desired Case. If you did not e-file the case using the PO EFSP, search for the case using the **File into Case** field.

## Create New Petition

### Petition Type

- please select - [+ Create New](#)

### File Into Case

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** 

Mary	v. Sam	<input type="button" value="View"/>
Adam	v. Adam	<input type="button" value="View"/>
Angie	v. Dave	<input type="button" value="View"/>
Gareth	v. Jason	<input type="button" value="View"/>

**Step 4:** Click on the **Subsequent Filing** button. **NOTE:** You can opt out of E-Service notifications on a case by clicking on the **Remove me from future E-Service** button. See Step 4b below for instructions.

public.courts.IN.gov

| Administration | Log Off | HELP

## Active Case:

Case Information	
Case Number:	
Case Status:	Pending
Petition Number:	455919
Case Style:	**Confidential**
Court:	DeKalb Circuit Court
County:	DeKalb
Date Filed:	6/16/20 4:59 PM
Petition Type:	Petition Filed By Person Seeking Protection

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**Step 4b:** After you file into a case you will be added as a Service Contact. To remove yourself as a selectable Service Contact, click the Remove me from future E-Service button and then the Remove button to confirm or the Cancel button if you still want to receive notifications.

public.courts.IN.gov

| Administration | Log Off | HELP

## Active Case:

Case Information	
Case Number:	
Case Status:	Pending
Petition Number:	455919
Case Style:	**Confidential**
Court:	DeKalb Circuit Court
County:	DeKalb
Date Filed:	6/16/20 4:59 PM
Petition Type:	Petition Filed By Person Seeking Protection

[Home](#) [Subsequent Filing](#)

[Remove me from future E-Service](#)



## Remove From E-Service

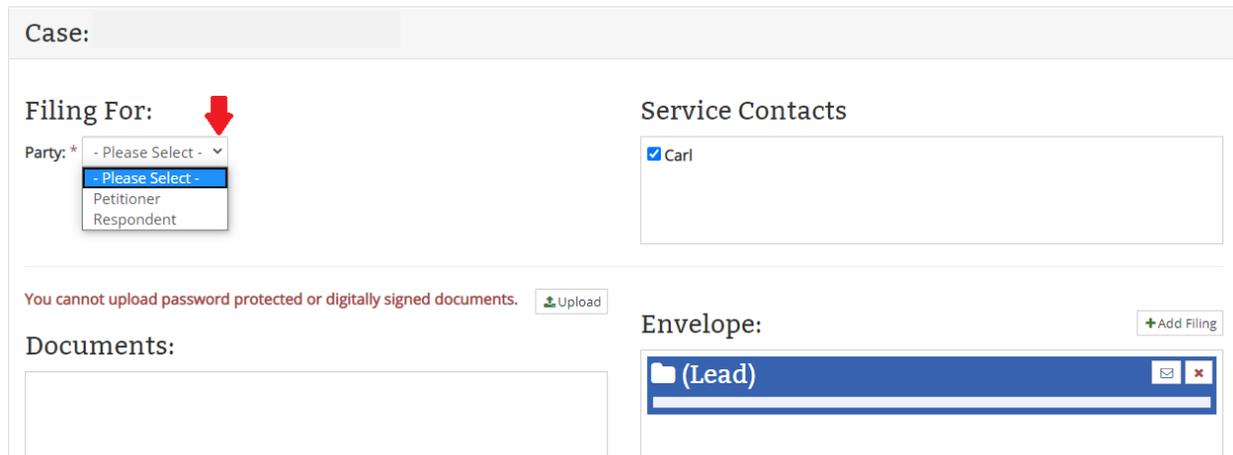
Are you sure you wish to remove yourself from future electronic service for this Case?

Cancel

Remove

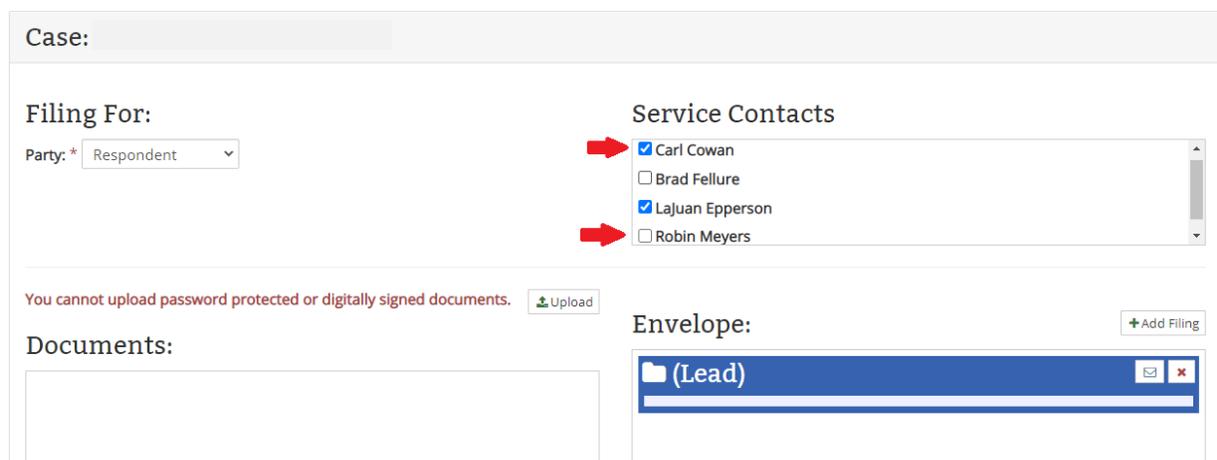
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**Step 5:** Click the drop-down arrow in the **Party** field and select the party for whom you are subsequent filing.



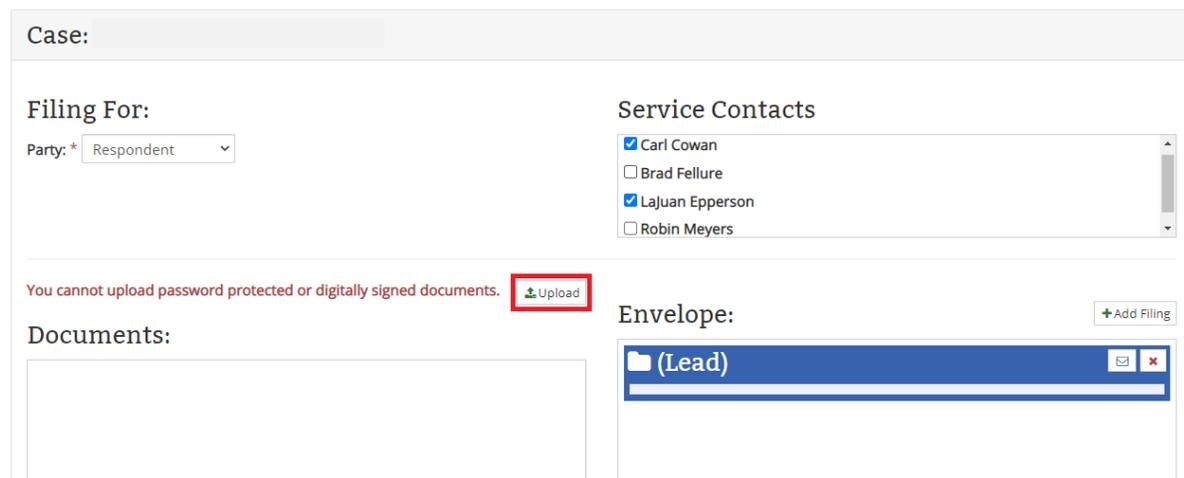
The screenshot shows the 'Case:' header at the top. Below it, the 'Filing For:' section has a 'Party: \*' dropdown menu that is open, showing options: '- Please Select -', 'Petitioner', and 'Respondent'. A red arrow points to the dropdown arrow. To the right, the 'Service Contacts' section has a checkbox for 'Carl' which is checked. Below the 'Filing For:' section, there is a red warning message: 'You cannot upload password protected or digitally signed documents.' followed by an 'Upload' button. The 'Documents:' section is empty. To the right, the 'Envelope:' section has a '+ Add Filing' button and a folder icon labeled '(Lead)' with a close button.

**Step 6:** Select or deselect Service Contacts to receive notifications by clicking on the checkbox next to their name.



The screenshot shows the 'Case:' header. In the 'Filing For:' section, the 'Party: \*' dropdown is now set to 'Respondent'. In the 'Service Contacts' section, there is a list of names with checkboxes: 'Carl Cowan' (checked), 'Brad Fellure' (unchecked), 'Lajuan Epperson' (checked), and 'Robin Meyers' (unchecked). Red arrows point to the checkboxes for 'Carl Cowan' and 'Lajuan Epperson'. The 'Documents:' section is empty. The 'Envelope:' section has a '+ Add Filing' button and a folder icon labeled '(Lead)' with a close button.

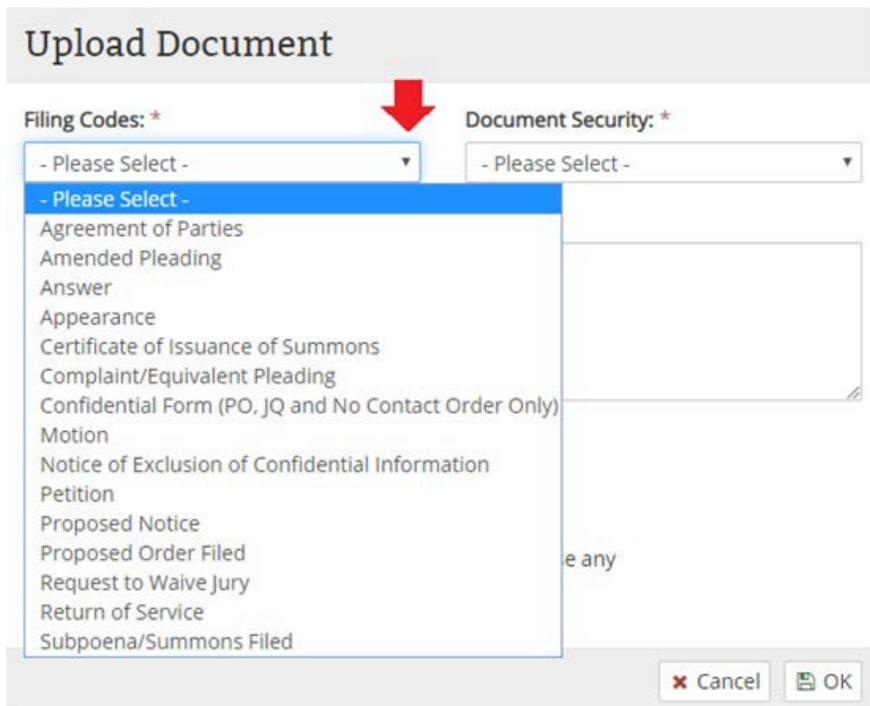
**Step 7:** Click the **Upload** button.



The screenshot shows the 'Case:' header. In the 'Filing For:' section, the 'Party: \*' dropdown is set to 'Respondent'. In the 'Service Contacts' section, the list of names and checkboxes is the same as in the previous screenshot. The 'Documents:' section is empty. The 'Envelope:' section has a '+ Add Filing' button and a folder icon labeled '(Lead)' with a close button. A red box highlights the 'Upload' button in the warning message area.

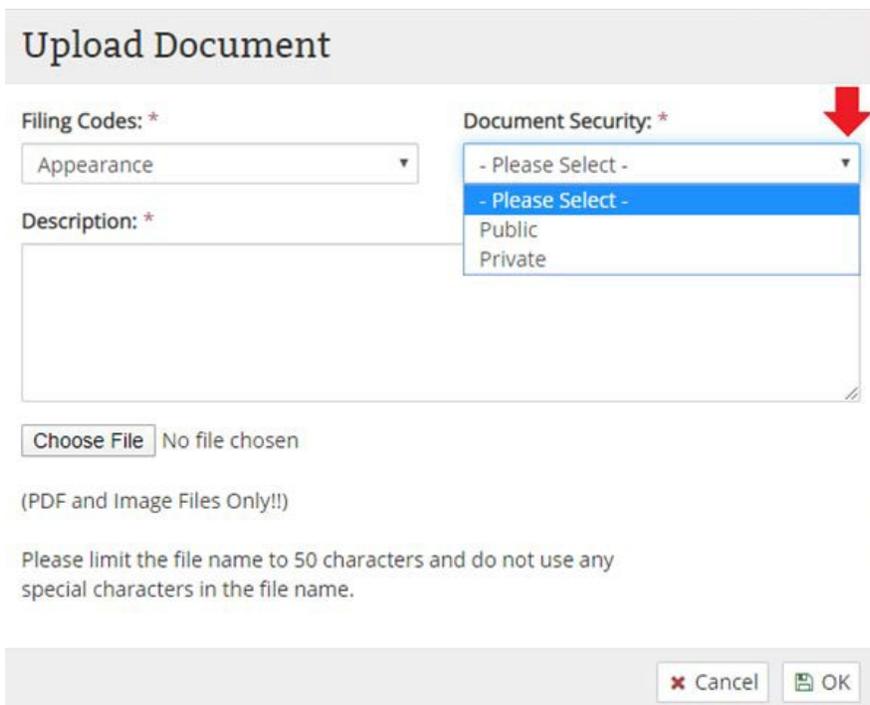
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**Step 8:** On the **Upload Document** pop-up window, click the drop-down arrow in the **Filing Codes** field and select an option from the list displayed.



The screenshot shows the 'Upload Document' window with the 'Filing Codes' dropdown menu open. A red arrow points to the dropdown arrow in the 'Filing Codes' field. The dropdown menu lists the following options: - Please Select -, Agreement of Parties, Amended Pleading, Answer, Appearance, Certificate of Issuance of Summons, Complaint/Equivalent Pleading, Confidential Form (PO, JQ and No Contact Order Only), Motion, Notice of Exclusion of Confidential Information, Petition, Proposed Notice, Proposed Order Filed, Request to Waive Jury, Return of Service, and Subpoena/Summons Filed. The 'Document Security' field is also visible but not selected.

**Step 9:** On the **Upload Document** pop-up window, click the drop-down arrow in the **Document Security** field and select an option from the list displayed.



The screenshot shows the 'Upload Document' window with the 'Document Security' dropdown menu open. A red arrow points to the dropdown arrow in the 'Document Security' field. The dropdown menu lists the following options: - Please Select -, - Please Select -, Public, and Private. The 'Filing Codes' field is set to 'Appearance' and the 'Description' field is empty. A 'Choose File' button is visible with the text 'No file chosen'. Below the file selection area, there is a note: '(PDF and Image Files Only!!) Please limit the file name to 50 characters and do not use any special characters in the file name.'

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**Step 10:** On the **Upload Document** pop-up window, in the **Description** field enter a brief description of the document being uploaded. **Please note: The description must be 50 characters or less.**

**Upload Document**

Filing Codes: \*      Document Security: \*

Appearance      Public

**Description: \***

Petitioner appearance information.

Choose File    No file chosen

(PDF and Image Files Only!!)

Please limit the file name to 50 characters and do not use any special characters in the file name.

Cancel    OK

**Step 11:** Click on the **Choose File** button and select the desired file to include with the Subsequent Filing. **Please note: Only PDF or Image Files are acceptable document formats.**

**Upload Document**

Filing Codes: \*      Document Security: \*

Appearance      Public

**Description: \***

Petitioner appearance information.

**Choose File**    No file chosen

(PDF and Image Files Only!!)

Please limit the file name to 50 characters and do not use any special characters in the file name.

Cancel    OK

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**Step 12:** Once all the *required* fields have been completed, click the **OK** button on the **Upload Document** pop-up window.

**Upload Document**

Filing Codes: \* Agreement of Parties

Document Security: \* Public

Description: \*  
Document of agreement of parties.

Choose File File Size Test.pdf 3 MB

(PDF and Image Files Only!!)

Please limit the file name to 50 characters and do not use any special characters in the file name.

Cancel OK

**Step 13:** The file uploaded above should now display in the **Documents** section and you will move the document to the **Envelope** by clicking the > button.

Case:

Filing For:  
Party: \* Petitioner

Service Contacts  
 Angela  
 Carl  
 Adam

Documents: Upload  
FileSize.pdf (Lead) x > 5.84 MB  
Filing Code: Agreement of Parties  
Security: Public  
Description: Partyagreements.  
Created: 05/13/2020 08:33 AM

Envelope: Add Filing  
(Lead) x >

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**Step 14:** The document should now be in the **Lead Envelope** and can be moved by clicking the < button or deleted by clicking the x.

The screenshot shows a web interface for a case. At the top, there is a 'Case:' field with a greyed-out name. Below this are two sections: 'Filing For:' and 'Service Contacts'. 'Filing For:' has a 'Party:' dropdown menu set to 'Petitioner'. 'Service Contacts' has three checkboxes: 'Angela' (checked), 'Carl' (checked), and 'Adam' (unchecked). Below these are 'Documents:' and 'Envelope:' sections. The 'Documents:' section has an 'Upload' button and is currently empty. The 'Envelope:' section has an '+Add Filing' button and contains a folder named '(Lead)'. Inside the '(Lead)' folder, there is a document titled 'FileSize.pdf (Lead)'. The document details are: 'Filing Code: Agreement of Parties', 'Security: Public', 'Description: Partyagreements.', 'Created: 05/13/2020 08:33 AM', and '5.84 MB'. A red arrow points to the 'x' button in the top right corner of the '(Lead)' folder header, and another red arrow points to the '<' button in the top right corner of the document card.

**Step 15:** If you wish to add additional filings, click the **Add Filing** button and follow **Steps 7-14** above.

This screenshot is similar to the previous one but shows a different state. The 'Documents:' section now contains a document titled 'FileSizeTest.pdf (Lead)'. Its details are: 'Filing Code: Answer', 'Security: Private', 'Description: Responsereceived.', 'Created: 05/13/2020 08:39 AM', and '2.87 MB'. The 'Envelope:' section still contains the '(Lead)' folder with the 'FileSize.pdf (Lead)' document. A red box highlights the '+Add Filing' button in the top right corner of the 'Envelope:' section.

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**Step 16:** If you would like to send this Subsequent Filing to an individual who is not in the Service Contacts list, click on the Courtesy Contacts button.

The screenshot shows a web interface for filing. At the top, there is a 'Case:' field. Below it, the 'Filing For:' section has a 'Party: \*' dropdown menu set to 'Petitioner'. To the right, the 'Service Contacts' section contains a list of three checked names: Angela, Carl, and Adam. Below these are two sections: 'Documents:' with an 'Upload' button, and 'Envelope:' with an 'Add Filing' button. The 'Envelope:' section displays two items: 'FileSize.pdf (Lead)' with details like 'Filing Code: Agreement of Parties', 'Security: Public', 'Description: Partyagreements', 'Created: 05/13/2020 08:33 AM', and '5.84 MB'; and 'FileSizeTest.pdf (Lead)' with 'Filing Code: Answer' and 'Security: Private'. A red arrow points to the 'x' icon next to the first item, and a tooltip labeled 'Courtesy Contacts' is visible.

**Step 17:** Enter the person's email address to whom you would like to send the Subsequent Filing.

The 'Courtesy Contacts' dialog box features a text input field containing 'person@place.com' and an '+ Add' button. A red arrow points to the input field. At the bottom right, there is an 'OK' button with a floppy disk icon.

**Step 18:** Click the + Add button to include the entered email address. You can add additional Courtesy Contacts by repeating Steps 16 and 17 for each additional email. You can remove a Courtesy Contact by clicking on the ✕ next to the email.

The 'Courtesy Contacts' dialog box now shows two entries. The first entry is 'person@place.com' with a red box around the '+ Add' button. The second entry is 'testing@test.com' with a red arrow pointing to the 'x' icon next to it. The 'OK' button is at the bottom right.

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**Step 19:** Once you have added all the Courtesy Contact emails, click the OK button. **Please Note: If you have multiple filings and want the Courtesy Contacts to receive notifications, you will need to add the Courtesy Contacts to each filing by following Steps 16 – 19.**

Courtesy Contacts

person@place.com + Add

testing@test.com

testing2@test.com

OK

**Step 20:** If you only want to send the attached documents to the selected Service Contacts instead of filing with the court, click the **EServe Only** button; otherwise, continue to Step 21 below.

Case:

Filing For:  
Party: \* Respondent

Service Contacts

- Carl Cowan
- Brad Fellure
- Lajuan Epperson
- Robin Meyers

You cannot upload password protected or digitally signed documents. Upload

Documents:

Envelope: + Add Filing

- (Lead)  
File Size Test.pdf (Lead)  
Filing Code: Agreement of Parties  
Security: Public  
Description: Document of agreement of parties.  
Created: 06/17/2020 01:39 PM 2.87 MB
- File Size.pdf (Lead)  
Filing Code: Answer  
Security: Private  
Description: Respondent reply.

Envelope: Total Bytes: (8.71 MB of 35 MB)

ESERVE ONLY SUBMIT EFILE ENVELOPE

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**Step 21:** Once you have added all the desired documents to the **Envelope**, click the **Submit Efile Envelope** button.

Case:

Filing For:  
Party: \* Respondent

Service Contacts  
 Carl Cowan  
 Brad Fellure  
 Lajuan Epperson  
 Robin Meyers

You cannot upload password protected or digitally signed documents. [Upload](#)

Documents:

Envelope: [+ Add Filing](#)

(Lead)  
File Size: Test.pdf (Lead)  
Filing Code: Agreement of Parties  
Security: Public  
Description: Document of agreement of parties.  
Created: 06/17/2020 01:39 PM 2.87 MB

File Size.pdf (Lead)  
Filing Code: Answer  
Security: Private  
Description: Respondent reply.

Envelope: Total Bytes: (8.71 MB of 35 MB)

[ESERVE ONLY](#) [SUBMIT EFILE ENVELOPE](#)

**Step 22:** The **Subsequent Filing Checklist** pop-up window should display. Click on the checkbox next to *each* item listed.

## Subsequent Filing Checklist

Please read and agree to each item to ensure that your subsequent filing is submitted successfully.

- Each "lead document" I uploaded matches the filing code I selected for it.
- If I filed a proposed order, I submitted it as a "lead document" with the filing code, "Proposed Order Filed."
- If I filed any documents considered confidential under Admin Rule 9, I set the document security to confidential, and, if applicable, submitted a Notice of Exclusion.
- I understand that a document marked as public document, whether e-filed or conventionally filed, may be posted on the Internet.

[Submit Filing](#) [Review Filing](#)

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**Step 23:** If you need to review the information provided on the **Subsequent Filing**, click the **Review Filing** button; otherwise, click the **Submit Filing** button.

## Subsequent Filing Checklist

Please read and agree to each item to ensure that your subsequent filing is submitted successfully.

- Each "lead document" I uploaded matches the filing code I selected for it.
- If I filed a proposed order, I submitted it as a "lead document" with the filing code, "Proposed Order Filed."
- If I filed any documents considered confidential under Admin Rule 9, I set the document security to confidential, and, if applicable, submitted a Notice of Exclusion.
- I understand that a document marked as public document, whether e-filed or conventionally filed, may be posted on the Internet.

Submit Filing

Review Filing

**Step 24:** Once you submit the filing, the **Subsequent Filing Checklist** closes and the **Case Information** screen displays. You should receive an email confirming your e-file submission. **Please note: It may take several moments for you to receive the email.**

## Protection Order E-File Submission Confirmation



Court Technology Notifications <noreply@courts.in.gov>

To

Phish Alert

**Your filing # 34375 has been submitted.**

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

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

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**Step 25:** Any subsequent filed documents should display in the **Documents** list with the effective date and time. There is also a **Current Filing Queue** depicting the status of the filing.

Active Case: 8

Case Information	
Case Number:	
Case Status:	Pending
Petition Number:	370813
Case Style:	Mary v. Sam
Court:	Vanderburgh Superior Court 6
County:	Vanderburgh
Date Filed:	9/17/19 12:35 PM
Petition Type:	Filed On Behalf Of A Child

Documents	
Original - INCIDENT#-1-PO Efile jpg test.pdf	9/27/19 3:03 PM
Transmitted - INCIDENT#-1-PO Efile jpg test.pdf	9/27/19 3:03 PM

[Find an Advocate](#) [Safe Exit](#)

Current Filing Queue		
Envelope #: 33238		
Appearance	6572	submitted
Proposed Notice	6861	submitted

[Home](#) [Subsequent Filing](#)

**Step 26:** Each of the Courtesy Contacts and selected Service Contacts should receive an E-Service notification containing the document in the Filing Envelop.

## PO EFSP E-Service Courtesy Copy for Case :



➔ **Court Technology Notifications** <noreply@courts.in.gov>  
to me ▾

The filing # 34375 has been submitted for Case :

The documents contained in the filing are attached.

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

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

