

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, there is a dark blue header with the website name on the left and 'Find an Advocate' and 'Safe Exit' buttons on the right. Below the header, there is a 'Welcome to the Indiana Protection Order E-filing Service Provider.' section with a logo for 'Efile protection order'. A 'Find an Advocate' form is visible on the right side. At the bottom left, there are two buttons: 'Create Account' and 'User Login', with the 'User Login' button highlighted with a red box. Below the buttons, there 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. It features a 'Username' field with a person icon, a 'Password' field with a lock icon, and a 'Log in' button highlighted with a red box. Below the login form, there is a note: 'To use your OFS (Odyssey File and Serve) credentials, you must first create an account.' followed by links for 'Register if you don't have an account.' and 'Did you forget your password?'.

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

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
	<input type="button" value="View"/>
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

[Home](#)

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

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

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

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

Case:

Filing For: 

Party: *

- Please Select -
- Petitioner
- Respondent

Service Contacts

- Brad Attorney Test 2

You cannot upload password protected or encrypted documents. Single document is limited to 50 MB.

Documents:


Envelope:

Envelope is limited to 75 MB.

(Lead)

Step 5a: To **Subsequent File** on a Party not already listed on the case click the **Add party** button.

Case:

Filing For: 

Party: *

Service Contacts

- Carl Cowan
- Brad Attorney Test 2
- Erskine Reeves

You cannot upload password protected or encrypted documents. Single document is limited to 50 MB.

Documents:

Envelope:



Envelope is limited to 75 MB.

(Lead)

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

Step 5b: Select either **Person** or **Organization** in the upper right and set one **Party Type: Victim Advocate, Intervenor, Interpreter, Non-Party**

Add Party Person Organization

Party Type  

- Please Select -
- Please Select -
Victim Advocate
Intervenor
Interpreter
Non-Party

Lead Attorney: None

Middle Name:

SSN:

Last Name *:

Suffix:

Contact Info

Address

Street Address 1:

Street Address 2:

Phone Number:

Zip:

City:

State: Indiana

Step 5c: For adding a party as a **Person** enter **First Name, Last Name,** and any **Contact Info** available.

Add Party Person Organization

Party Type: - Please Select -

Lead Attorney: None

First Name *

Middle Name:

Last Name *

Date of Birth:

SSN:

Suffix:

Contact Info

Address

Street Address 1:

Street Address 2:

Phone Number:

Zip:

City:

State:

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

Step 5d: For adding a party as an **Organization** enter **Organization Name** and any **Contact Info** available.

Add Party

Person Organization

Party Type: Lead Attorney:

Organization Name *

Contact Info

Address: Phone Number:

Street Address 1: Street Address 2:

Zip: City: State:

Step 5e: Once the Party is added it appears on the **Subsequent Filing** screen and can be removed.

Case:

Filing For:

Party: *

Adding Parties to Case:

Test Test

Service Contacts

- Carl Cowan
- Brad Attorney Test 2
- Erskine Reeves

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Documents:

Envelope:

Envelope is limited to 75 MB.

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

Step 5f: To subsequent file on the new Party click the **Party** drop down and select the new Party.


Case:

Filing For:

Party: * - Please Select - ✉ Add Party

Adding ✕

- Please Select -
- Petitioner
- Respondent
- Interpreter: Test Test



Service Contacts

- Carl Cowan
- Brad Attorney Test 2
- Erskine Reeves

You cannot upload password protected or encrypted documents. Single document is limited to 50 MB. 📁 Upload

Documents:

Envelope:

✚ Add Filing

Envelope is limited to 75 MB.

📁 (Lead) ✉

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

Case:

Filing For:

Party: * - Please Select - ✉ Add Party

Service Contacts

- Carl Cowan
- Brad Attorney Test 2
- Erskine Reeves



You cannot upload password protected or encrypted documents. Single document is limited to 50 MB. 📁 Upload

Documents:

Envelope:

✚ Add Filing

Envelope is limited to 75 MB.

📁 (Lead) ✉

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

Case:

Filing For:

Party: * - Please Select - ✉ Add Party

Service Contacts

- Carl Cowan
- Brad Attorney Test 2
- Erskine Reeves

You cannot upload password protected or encrypted documents. Single document is limited to 50 MB. 📁 Upload

Documents:

Envelope:

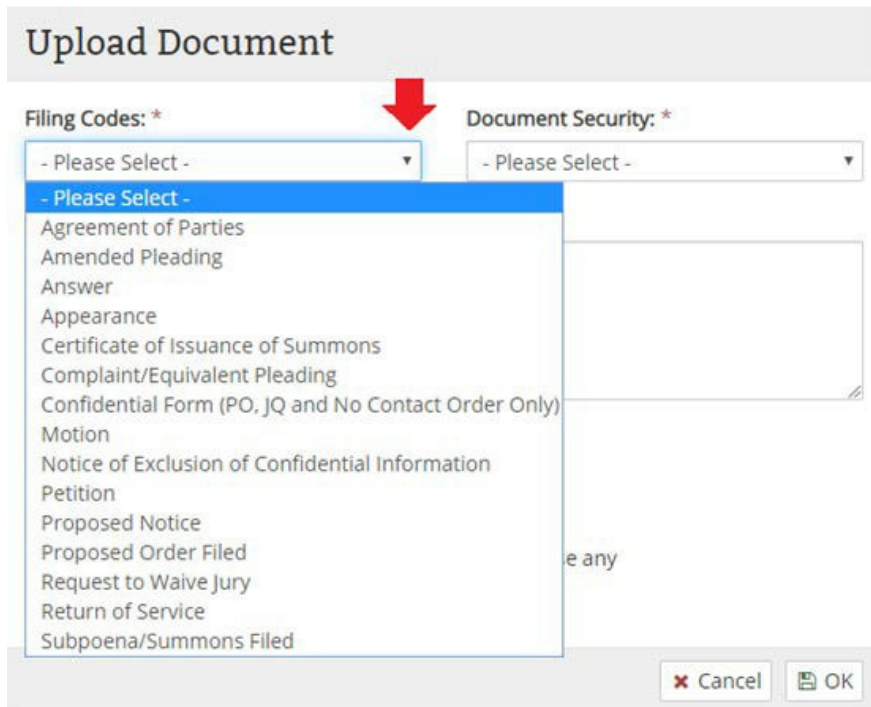
✚ Add Filing

Envelope is limited to 75 MB.

📁 (Lead) ✉

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

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.

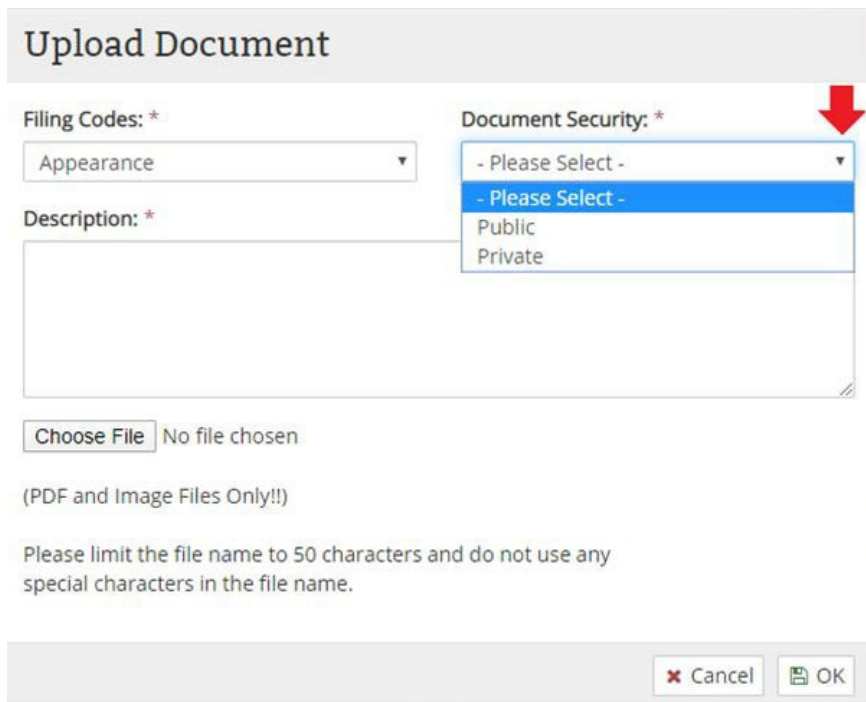


The screenshot shows the 'Upload Document' window. The 'Filing Codes' field is selected, and its dropdown menu is open, displaying a list of legal filing codes. A red arrow points to the dropdown arrow of the 'Filing Codes' field. The 'Document Security' field is also visible but not selected.

Filing Codes: *	Document Security: *
- Please Select -	- Please Select -
- 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	
Subpoena/Summons Filed	

Buttons: Cancel, OK

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. The 'Document Security' field is selected, and its dropdown menu is open, displaying a list of security options. A red arrow points to the dropdown arrow of the 'Document Security' field. The 'Filing Codes' field is set to 'Appearance'.

Filing Codes: *	Document Security: *
Appearance	- Please Select -
	- Please Select -
	Public
	Private

Description: *

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.

Buttons: Cancel, OK

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

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: *
Appearance

Document Security: *
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: *
Appearance

Document Security: *
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

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

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: * - Please Select - Add Party

Service Contacts
 Carl Cowan
 Brad Attorney Test 2
 Erskine Reeves

You cannot upload password protected or encrypted documents. Single document is limited to 50 MB. Upload

Documents:
Test.pdf (Lead)
Filing Code: Agreement of Parties
Security: Public
Description: Test
Created: 08/10/2022 12:45 PM 86.26 KB

Envelope:
Envelope is limited to 75 MB. Add Filing

(Lead)

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

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

Case:

Filing For:

Party: * - Please Select - Add Party

Service Contacts

- Carl Cowan
- Brad Attorney Test 2
- Erskine Reeves

You cannot upload password protected or encrypted documents. Single document is limited to 50 MB. Upload

Documents:

Envelope:

+Add Filing

Envelope is limited to 75 MB.

(Lead)

Test.pdf (Lead) <

Filing Code: Agreement of Parties

Security: Public

Description: Test

Created: 08/10/2022 12:45 PM

86.26 KB

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

Case:

Filing For:

Party: * - Please Select - Add Party

Service Contacts

- Carl Cowan
- Brad Attorney Test 2
- Erskine Reeves

You cannot upload password protected or encrypted documents. Single document is limited to 50 MB. Upload

Documents:

Envelope:

+Add Filing

Envelope is limited to 75 MB.

(Lead)

Test.pdf (Lead) <

Filing Code: Agreement of Parties

Security: Public

Description: Test

Created: 08/10/2022 12:45 PM

86.26 KB

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

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.


Case:

Filing For:
Party: * Respondent

Service Contacts
 Carl Cowan
 Brad Attorney Test 2
 Erskine Reeves

You cannot upload password protected or encrypted documents. Single document is limited to 50 MB.

Documents:

Envelope: 
Envelope is limited to 75 MB.

(Lead)
Test.pdf (Lead)
Filing Code: Agreement of Parties
Security: Public
Description: Test
Created: 08/10/2022 12:45 PM 86.26 KB

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

Courtesy Contacts

person@place.com



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 **x** next to the email.

Courtesy Contacts

person@place.com 

testing@test.com

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

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 Add Party

Service Contacts: Carl Cowan Brad Attorney Test 2 Erskine Reeves

You cannot upload password protected or encrypted documents. Single document is limited to 50 MB. Upload

Documents:

Envelope: Envelope is limited to 75 MB. Add Filing

(Lead) Test.pdf (Lead) Filing Code: Agreement of Parties Security: Public Description: Test Created: 08/10/2022 12:45 PM 86.26 KB

Envelope: Total Bytes: (86.26 KB of 35 MB) **ESERVE ONLY** SUBMIT EFILE ENVELOPE

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

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

Case:

Filing For: Party: * Respondent [Add Party]

Service Contacts: Carl Cowan, Brad Attorney Test 2, Erskine Reeves

You cannot upload password protected or encrypted documents. Single document is limited to 50 MB. [Upload]

Documents:

Envelope: Envelope is limited to 75 MB. [Add Filing]

(Lead) Test.pdf (Lead) Filing Code: Agreement of Parties, Security: Public, Description: Test, Created: 08/10/2022 12:45 PM, 86.26 KB

Envelope: Total Bytes: (86.26 KB 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 ACR 5(C)3, 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.
- I understand that traditional service is required for parties that are not service contacts on this case.

[Submit Filing] [Review Filing]

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

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 ACR 5(C)3, 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.
- I understand that traditional service is required for parties that are not service contacts on this case.**

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.

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

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


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.

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

