

# INSTRUCTIONS FOR THE INDIANA PROTECTION ORDER WEBSITE

<https://public.courts.in.gov/porefsp#/>

Welcome to the Indiana Protection Order E-filing Service Provider.

Civil protection orders are available for situations involving **domestic or family violence, sexual assault, stalking, harassment, or child sex grooming**. These types of situations can be very dangerous and even result in death.

Taking a step like filing for a protection order can offer a level of safety, but also increase your risk. There are resources available to help you take this step safely.

Although not required, you can speak with an advocate in your region, confidentially and free of charge, to help you assess your level of danger, plan for safety, and also assist you with completing the Protection Order Petition. If interested, please select from the section on your right.

**i** Please consider using the following resources, or choose to get in touch with an advocate that can help you:

**?** Frequently Asked Questions

**I** Indiana Coalition Against Domestic Violence

**☎** National Domestic Violence Hotline

**+** Create Account **+** User Login

To use our OES (Odyssey File and Serve) products, you must first create an account.

Click on Create Account

**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.

Registration form fields:

- First Name \*
- Last Name \*
- Suffix
- Phone Number \*
- Email Address \*
- Address \*
- Zip Code \*
- City \*
- State \*

Registration options:

- I am a lawyer.
- I am a paralegal (you must first be added to the court's paralegal list.)
- I would like to use Odyssey File and Serve (Odyssey File and Serve is available to users who have provided their contact information to their OES provider.)

I have read and agree to the User Agreement. \*  
User Agreement

Register

Add your information

Click the box then click Register

Once you get to this screen you will have to check your email and retrieve your temporary password. The email will come from:

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

Click after receiving password

public.courts.IN.gov

**i** Filers: If you have not received an accepted email for your petition in several days, please contact the clerk's office to make sure they have received the filing.

**i** Attorneys cannot e-file appearances on behalf of parties that are marked with a "Pro Se" designation in Odyssey. We have had recent reports of PO e-filings failing to be submitted to the Clerk's Review Queue in Odyssey File and Serve because of errors with parties that were previously marked "Pro Se" and then that designation was removed before the attorney re-filed. While we think this issue is intermittent, but we want to make sure filers are aware that this is a possibility. If you have contacted the clerk's office and they cannot find your submission in their review queue, please contact our Help Desk at [helpdesk@courts.in.gov](mailto:helpdesk@courts.in.gov)

## Registration Success

You have completed the first step in registering as a user of the Protection Order E-filing Service Provider. You have been emailed a temporary password to complete the final step in the registration process.

[Back to the Login Screen](#)


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
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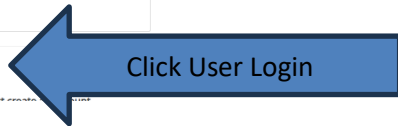
 Frequently Asked Questions

 Indiana Coalition Against Domestic Violence

 National Domestic Violence Hotline

 Create Account  User Login

To use our **PDF Address File and Serial** products, you must first create an account.



Enter your email address and temporary password

Click on *Log in*

### Login

**Username**

**Password**

**Password Requirements:**

- Must be at least 8 characters, no more than 25
- Must have one lower case character
- Must have one upper case character
- Must contain one integer or a special character

**Current password \***

**New password \***


**Confirm new password \***

Choose a new password that you will remember

Click *Change Password* when Finished



You have successfully changed your password


 Continue

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 Continue



## STARTING A NEW PROTECTION ORDER

### 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.

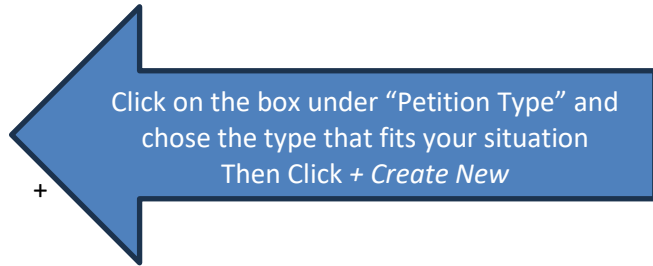
To start a petition, you must first create an account by clicking the Create Account button below.

**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.

[Back to Start Page](#)



**On the next screen choose Elkhart County and Superior Court 6.  
Answer both questions and click Next.  
Continue through the next screens answering all the questions pertaining to your situation.**

## FILING INTO AN EXISTING PROTECTION ORDER

### 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.

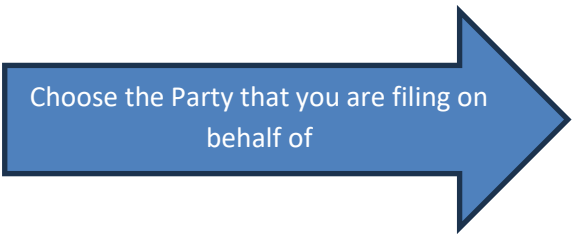
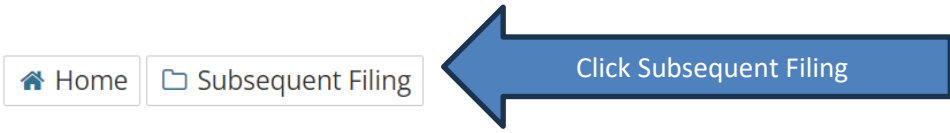
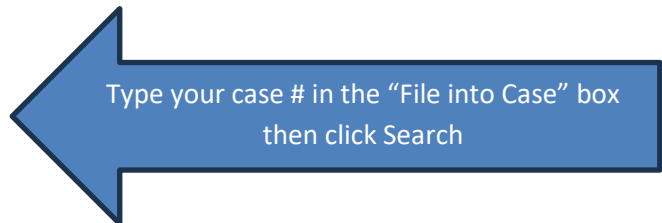
To read how to fill out the Petition, click the help icon located at the upper right corner on each page. If at any time you wish to consult an advocate, there is a Find an Advocate button on each page.

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.


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**Filing For:**  
Party: \*

Petitioner = Person that Filed to Protection Order  
Respondent = Person the Order is against

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



Documents:



**Upload Document**

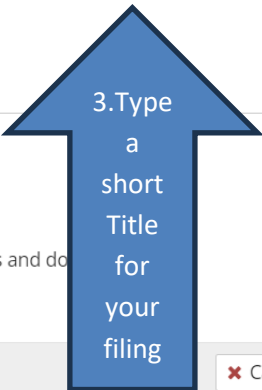
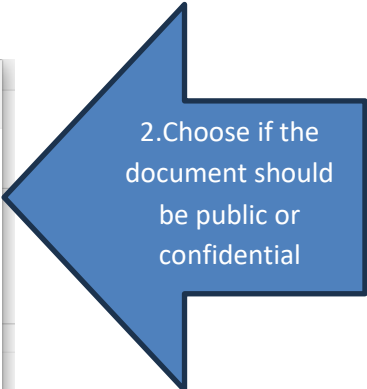
Filing Codes: \*  Document Security: \*


Description: \*

No file chosen

(PDF and Image Files Only!!)

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



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

Documents:

 Test.pdf (Lead)

Filing Code: Agreement of Parties  
Security: Public  
Description: Test  
Created: 08/10/2022 12:45 PM  
86.



Envelope: 

Envelope is limited to 75 MB.

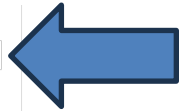
 (Lead)

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If you need to upload more than one document hit the *Add Filing* button and repeat steps for each additional filing.

Envelope:

+ Add Filing



Envelope is limited to 75 MB.

(Lead)

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

Once ALL of your documents have been uploaded click on the *Submit Envelope* button

ESERVE ONLY

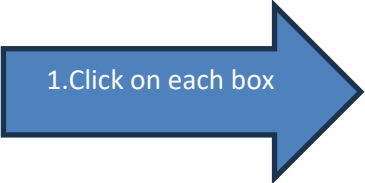
SUBMIT EFILE ENVELOPE



### 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.



1. Click on each box

Submit Filing Review Filing



2. Click on Submit