USING THE E-FILING SYSTEM

WEBSITE: https://indiana.tylertech.cloud/OfsWeb/

REGISTERING FOR AN E-FILE ACCOUNT - MANDATORY

1. From the *Home* page click the green REGISTER button.
2. Fill out the information completely.
3. Click NEXT at the bottom of the screen.
4. Select the circle in the 2nd box labeled REGISTER FOR A SELF-REPRESENTED ACCOUNT
5. Fill out the form completely.
6. Click NEXT at the bottom of the screen.
7. On the *Terms and Conditions* page click I AGREE – CREATE MY ACOUNT
8. Check the email used to set up the account and click on the verification link in the email.
9. Once you have verified your email, go back to the computer and click the E-File Logo Picture in the top left corner to return to the Main Screen.
10. Click SIGN IN and use the information you set up to sign in.

SETTING UP A PAYMENT ACCOUNT – MANDATORY

1. Once you are logged in and on your **Filer Dashboard** click the orange ACTIONS button in the top corner and choose PAYMENT ACCOUNTS**.**
2. Click ADD PAYMENT ACCOUNT button located under the red box.
    a. **If you are filing a brand new case**
        i. Type the NAME OF YOUR BANK in the Payment Account Name box and choose CREDIT CARD from the drop-down menu
        ii. Click on the ENTER ACCOUNT INFORMATION button
        iii. Add your account information and click on CONTINUE when finished
        iv. Click SAVE INFORMATION

    -OR-

    b. **If you already have a case number or you are filing a Fee Waiver Form**
        i. Type WAIVER in the Payment Account Name box and choose WAIVER from the drop-down menu
        ii. Click SAVE CHANGES
3. Click on the HOME button at the top of the screen that looks like a house to return to the main screen.

ADDING SERVICE CONTACTS - MANDATORY

Service Contacts are People/Businesses/Attorneys in your case that you know the email of, including yourself. Entering these will ensure other parties get a copy of the forms you are filing straight from the e-file system.

1. Once you are on your **Filer Dashboard** click the orange ACTIONS button in the top corner and choose SERVICE CONTACTS**.**
2. Click on +ADD SERVICE CONTACT on the right side of the screen
   a. Add your .
3. Click SAVE CHANGES at the bottom of the screen.
   a. Repeat steps 2-4 for each party you have an email for.
4. Click on the HOME button at the top of the screen that looks like a house to return to the main screen.

<u>FILING IN TO AN EXISTING CASE</u>

1. From the *Home* page click <u>FILE INTO EXISTING CASE.</u>
2. In the *Location* drop down choose <u>Elkhart County</u>
3. Type the case number you are filing into in the second box.
    a. When your case comes up on the next screen, click on the <u>ACTIONS</u> arrow at the end of the Case Listing and choose <u>FILE INTO CASE</u>

I. Filings Section

<u>Leave the drop down that says E-FILE AND SERVE as it is for every filing.</u>

*<u>Each document will need to be uploaded **SEPERATELY**</u>***!**

1. You will start uploading your filled out documents now.
    a. *Filing Code*
        i. Choose your filing code based on the document you are filing. You will only ever use 3 codes: Motion, Petition, or Proposed Order Filed
            1. If the document title starts with Motion choose Motion
            2. If the document title starts with Petition choose Petition
            3. If the document has a place for a Judge signature chose Proposed Order Filed.
            4. For EVERYTHING else choose Petition and upload everything as a SEPARATE Lead Document.
    b. *Filing Description* Type the Title of your document.
    c. *Filing on Behalf of* choose yourself.
    d. *Lead Document* Click on the first black arrow pointing up. This is your upload box.
        i. Your saved documents will be in whatever folder you saved them in on your device.
            1. Choose the document that matches what you typed in the *Filing Description* Box.
            2. Click on the *Security* drop-down menu and choose <u>PUBLIC DOCUMENT</u>.
                - The ONLY time you can choose <u>Confidential Document</u> is if a social security number, bank number, identification picture, picture of a minor, or nude picture is part of the document.
    e. Click <u>SAVE CHANGES</u> at the bottom of the section.
2. Click on <u>ADD ANOTHER FILING</u> and repeat steps a - d for each of the documents you filled out.

II. Service Contact Section

1. Click on Actions next to yourself and choose ADD FROM SERVICE CONTACTS
2. Click the box next to your corresponding email
3. Click CLOSE
   a. Repeat for all parties that you have entered an email for

III. Fees Section

1. Scroll down to the first drop-down box labeled *Payment Account* and choose the waiver account you set up.
2. Choose yourself from the *Party responsible for Fees* drop-down box.
3. Click SAVE CHANGES

IV. Submission Agreements Section

1. Put a checkmark in each of the *Submission Agreement* boxes.
2. Click SUMMARY**.**

On the next screen scroll to the bottom and click SUBMIT

YOU HAVE JUST FILED YOUR PAPERWORK!

STARTING A NEW CASE

1. From the *Home* page click START A NEW CASE.

I. Case Information Section

1. In the *Location* drop down choose Elkhart County
2. In the *Category* drop down choose:

CIVIL	FAMILY	PROBATE
EV - Eviction	**DC** - Divorce, Legal Separation, Annulment **with Kids**	**GU** - Guardianship
SC - Small Claims, Title Requests, Return of Property	**DN** - Divorce, Legal Separation, Annulment **with NO Kids**	
MI - 3rd Party Custody, Name/Gender Change, Birth Certificate Changes, Specialized Driving Privileges	**GV** - Grandparent Visitation	
MC - Waiver of Reinstatement Fees	**JP** - Establishing Paternity	
XP - Expungement		

3. In the *Case Type* drop down choose the code from above that matches your case type.
4. Click Save Changes at the bottom of the section.

II. Party Information Section

1. You are the Plaintiff/Petitioner
   a. Add all of your information when this Party's information is requested.
2. Add all the information for each party requested.
3. After doing all the requested parties, make sure that you add any additional parties, such as any extra Defendants, the Parents of a child, the minor in the case, the State of Indiana, the BMV…all parties involved in your case type need entered.
4. Click + ADD ANOTHER PARTY
   a. Choose a Party Type that matches who you are entering and enter all known information.
   b. Click SAVE CHANGES at the bottom of the section.
5. Repeat until all Parties are entered.

III. Filings Section

Leave the drop down that says E-FILE AND SERVE as it is for every filing.
Each document will need to be uploaded SEPERATELY!

1. You will start uploading your filled out documents now.
    a. *Filing Code*
        i. Choose your filing code based on the document you are filing. You will only ever use 3 codes: **Motion**, **Petition**, or **Proposed Order Filed**
            1. If the document title starts with Motion choose Motion
            2. If the document title starts with Petition choose Petition
            3. If the document has a place for a Judge signature chose Proposed Order Filed.
            4. For EVERYTHING else choose Petition and upload everything as a SEPARATE Lead Document.
    b. *Filing Description* Type the Title of your document.
    c. *Filing on Behalf of* choose yourself.
    d. *Lead Document* Click on the first black arrow pointing up. This is your upload box.
        i. Your saved documents will be in whatever folder you saved them in on your device.
            1. Choose the document that matches what you typed in the *Filing Description* Box.
            2. Click on the *Security* drop-down menu and choose PUBLIC DOCUMENT.
                - The ONLY time you can choose Confidential Document is if a social security number, bank number, identification picture, picture of a minor, or nude picture is part of the document.
    e. Click SAVE CHANGES at the bottom of the section.
2. Click on ADD ANOTHER FILING and repeat steps a - d for each of the documents you filled out.

V. Service Contact Section

1. Click on Actions next to yourself and choose ADD FROM SERVICE CONTACTS
2. Click the box next to your corresponding email
3. Click CLOSE
    a. Repeat for all parties that you have entered an email for

VI. Fees Section

1. Scroll down to the first drop-down box labeled *Payment Account* and choose the account you set up.
2. Choose yourself from the *Party responsible for Fees* drop-down box.
3. Click SAVE CHANGES

VII. Submission Agreements Section

3. Put a checkmark in each of the *Submission Agreement* boxes.
4. Click SUMMARY**.**

On the next screen scroll to the bottom and click SUBMIT

YOU HAVE JUST FILED YOUR PAPERWORK!