

COMPUTER INSTRUCTIONS FOR COMPLETING AND E-FAX FILING DOMESTIC VIOLENCE FORMS

Step (1)

From the Domestic Violence webpage on Riverside Superior Court's website, click on either "Request for Domestic Violence Restraining Order" or "Answer to Domestic Violence Restraining Order". A new window to LawHelp Interactive will open.

Step (2)

Click on "Proceed". You may also choose to sign up for an account, which will allow you to save your answers.

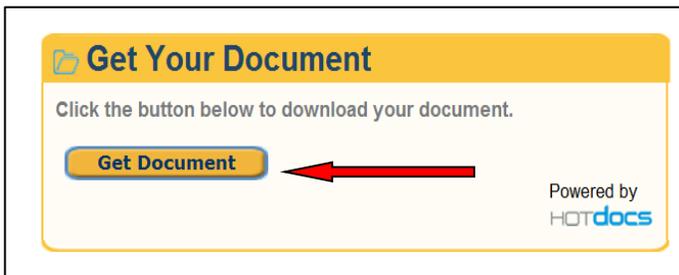


Step (3)

Read the "Terms of Use". Click the checkbox to accept the Terms of Use. Click on "Continue" to start answering questions. When you have answered all of the questions, click on "Finish".

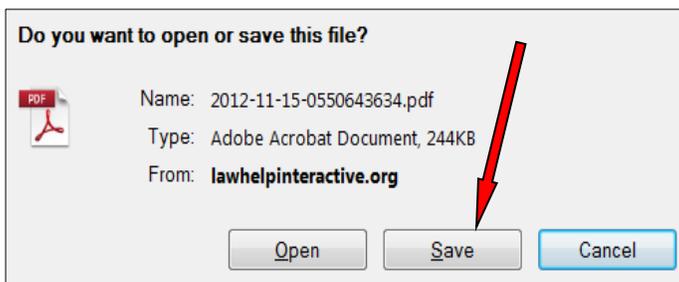
Step (4)

Click on "Get Document".



Step (5)

If this window appears, click on "Save".



If this window appears, open "Save" then click on "Save As".



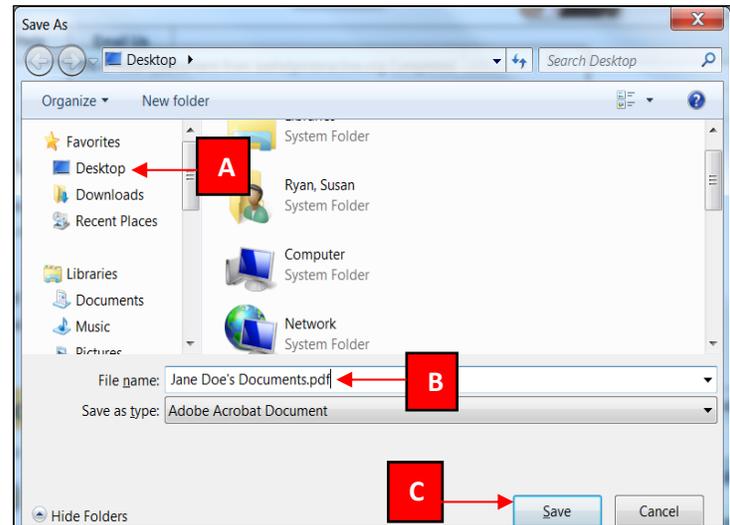
Step (6)

Save your documents to the computer desktop:

(A) Click on "Desktop".

(B) Change the file name to something that's easy to remember, like, "Jane Doe's Documents".

(C) Click on "Save".



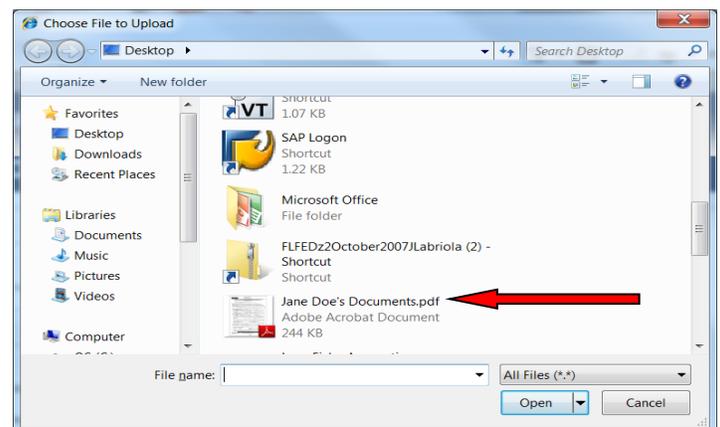
Step (7)

On the Court's Domestic Violence webpage, click on "Fax File Domestic Violence Forms". The Electronic Fax Filing Form will open. On the Form:

(A) Fill in your name, residence zip code, and choose from which court you want to pick up your restraining order.

(B) Click on the "Browse" button. Another window will open. (See below)

(C) Scroll down until you find the file you saved earlier, for instance, "Jane Doe's Documents". Double click on the file. You will automatically return to the Electronic Fax Filing Form.



INSTRUCTIONS CONTINUE ON THE BACK.

COMPUTER INSTRUCTIONS FOR COMPLETING AND E-FAX FILING DOMESTIC VIOLENCE FORMS (CONT.)

Step (8)

On the Electronic Fax Filing Form click the “Upload File” button.

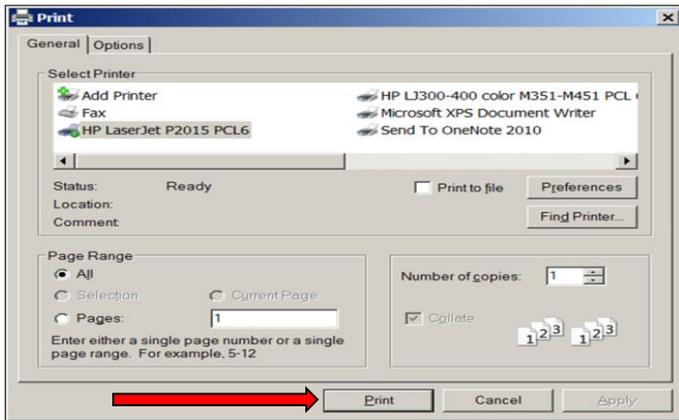
Step (9)

(A) On the Electronic Fax Filing Form click the “Print File” button.
(Your documents will appear.)

(B) Click the printer icon at the top of the page.



(C) Click “Print”.



(D) Close the documents.

Important: Be sure to sign the printed documents and keep them with you.

Step (10)

On the Electronic Fax Filing Form click the “Submit Document to Court” button.

Step (11)

A confirmation page will appear.
Print the confirmation page.

To protect your privacy, after printing a copy of your domestic violence documents and fax filing them, delete the file from the computer Desktop.

Computer use can be monitored and is impossible to completely clear. If you are afraid your internet and/or computer usage might be monitored, please use a safer computer, and/or call the National Domestic Violence Hotline at 1-800-799-SAFE (7233) or TTY 1-800-787-3224.

COMPLETING YOUR DOMESTIC VIOLENCE FORMS

Why should you complete your forms on the computer using the court's document assembly program?

There are many reasons you should use the LawHelp Interactive document assembly program, rather than fill out the forms on your own. The program:

- Completes your court forms for you
- Saves you time
- Reduces the likelihood that you will make a mistake
- Does not use confusing legal terms
- Is easier to use than filling out the court forms
- Automatically fills-in repetitive information on the forms

Why should you E-Fax file your forms?

Once you complete your forms using the program, you can E-Fax file them. E-Fax filing has the following benefits:

- You do not have to go to court to file your forms
- You can choose the court from which you will pick up the forms for your permanent restraining order hearing
- You do not have to wait in line to file your forms

The instructions to E-Fax file your completed forms are available on the Domestic Violence webpage on the court's website (www.riverside.courts.ca.gov). Click "Self-Help" then choose "Domestic Violence" from the dropdown menu.

SAVE YOUR WORK

If you do not create an account and save your work periodically, **your work will be deleted after two hours.**

Use the following instructions to create an account and save your work. If you plan to make changes or continue completing your document at a later time, you will be able to retrieve your document from any computer with internet access.

Instructions: Sign Up to Create an Account and Save Your Work

Step (1)

From the Riverside Superior Court's website (www.riverside.courts.ca.gov), click "Self-Help" then choose "Domestic Violence" from the dropdown menu. Scroll down the page and choose either "Request a Domestic Violence Restraining Order" or "Answer a Domestic Violence Restraining Order". A new window to LawHelp Interactive will open.

Step (2)

(A) Click "Sign Up to Save Your Work" on the right-hand side of the screen.



(B) Click on "Sign up now".



Step (3)

Complete the sign up information and select "Sign Up".



Step 4: Accept Terms of Use

I agree to LawHelp Interactive's following terms: *

- Privacy Policy
- General Terms of Use
- Specific Terms of Use for Self-Helpers

Sign Up

Step (4)

Click "Continue".

Continue

Step (5)

Click "Start Fresh" to begin completing your domestic violence forms.

Start Fresh

Step (6)

A new window will open. Begin answering the questions.

Step (7)

Periodically (and at least once before two hours has elapsed), select the save icon () in the upper right-hand corner of the window.

Step (8)

Once you have answered all of the questions, E-Fax file your forms using the E-Fax instructions available on the Domestic Violence webpage on the court's website (www.riverside.courts.ca.gov).

Click "Self-Help" then choose "Domestic Violence" from the dropdown menu. Select "read these instructions" and start at Step (3).

Write down your username and password in case you want to access your document at a later time.