

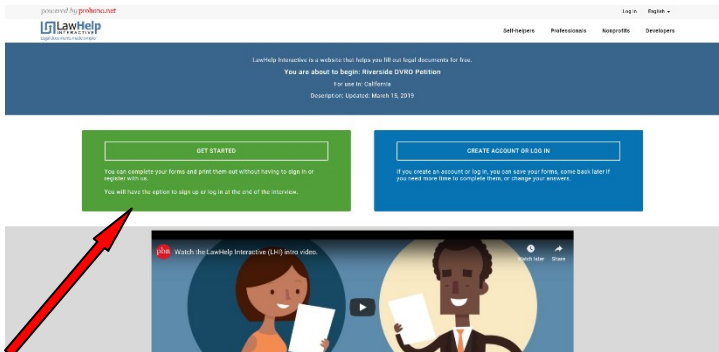
# COMPUTER INSTRUCTIONS FOR COMPLETING DOMESTIC VIOLENCEFORMS AND eSubmit

## 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 "GET STARTED". You may also choose to sign up for an account, which will allow you to save your answers.

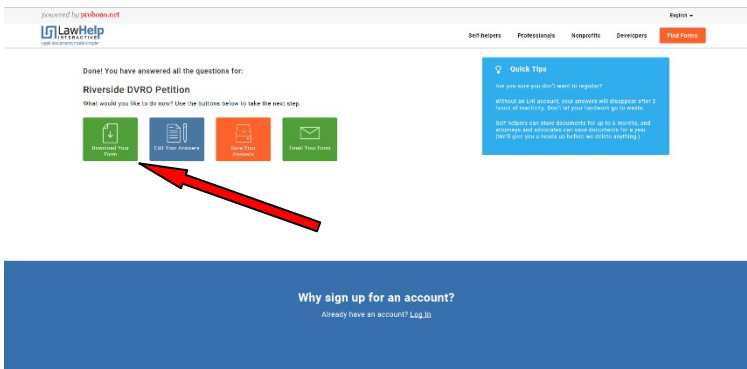


## Step (3)

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".

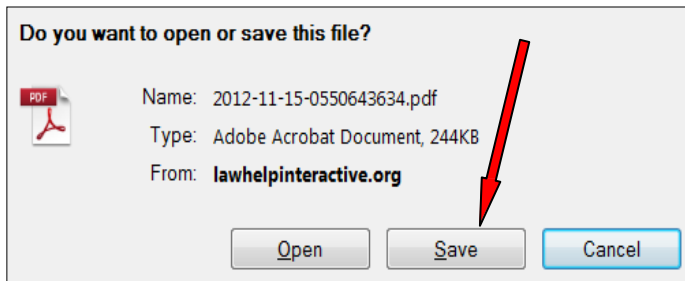
## Step (4)

Click on "Download Your Form".



## Step (5)

If this window appears, click on "Save".



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



## Step (6)

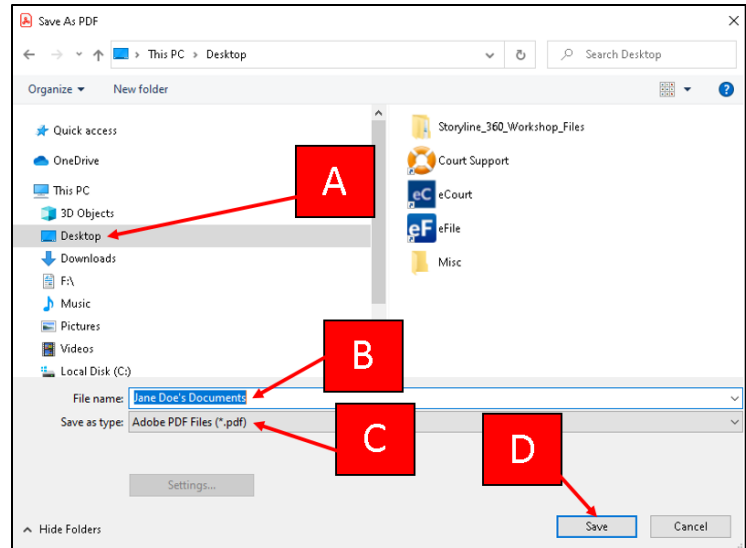
Save your documents to the computer desktop:

(A) Click on "Desktop".

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

(C) Save the document as a "Adobe PDF files".

(D) Click on "Save".



## Step (7)

On the Court's Domestic Violence webpage, use the link for eSubmit provided on the Domestic Violence page. Once the eSubmit form will open. On the Form:

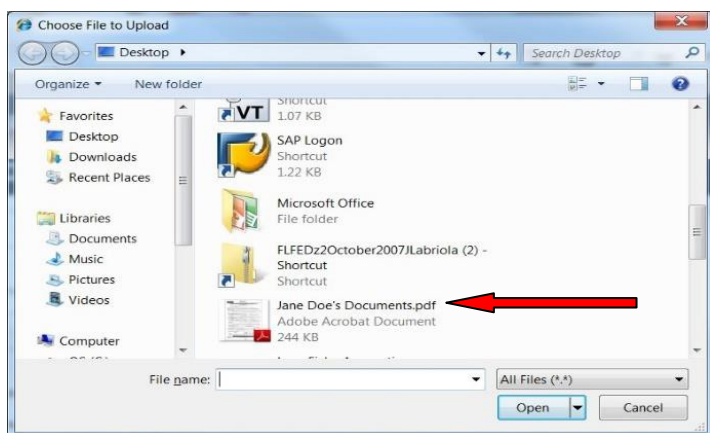
(A) Fill in your filer information (Page 1 of 5), including your name, address, phone number and email address and click Next.

(B) a new restraining order click "yes" this is a new case, if you are filing an answer click "no". If this is an existing case enter the "Case Number", if this is a new case leave the Case Number blank. For case type select "Family Law" from the drop down menu and select your court location. You will note that the screen will update and ask you "Does this case/submission include a domestic violence restraining order? Click "yes" and then click "Next".

(C) On the Upload Documents page (Page 3 of 4) enter your "Document Title". You may choose your document title from the drop down menu or you may enter it yourself. There is also an auto text search function. Once you have entered (or selected) your document title click on "Upload" to upload the file saved in Step 6 above. Once upload is complete click on "Next".

**INSTRUCTIONS CONTINUE ON THE BACK.**

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



### Step (8)

On the Review and Submit Page (Page 4 of 4) verify that all of information is correct. Notes or special instructions for the clerk can be entered in the box at the bottom of the form. *Note: This is only for additional clerical instructions for the court clerk. The judicial officer will not see anything that you enter here. All statements you wish to make about the facts of your case must be entered on your document(s).* After all information is verified click on the "Submit" button to complete your transaction.

### Step (9)

If is recommended that you print a copy of the documents that you have uploaded.

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

### Step (10)

You will receive a confirmation of your submission at the email address that you provided.

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

**Computers use can be monitored and are 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.**