

Tips for using Guide & File for Restraining Order - FAPA Cases

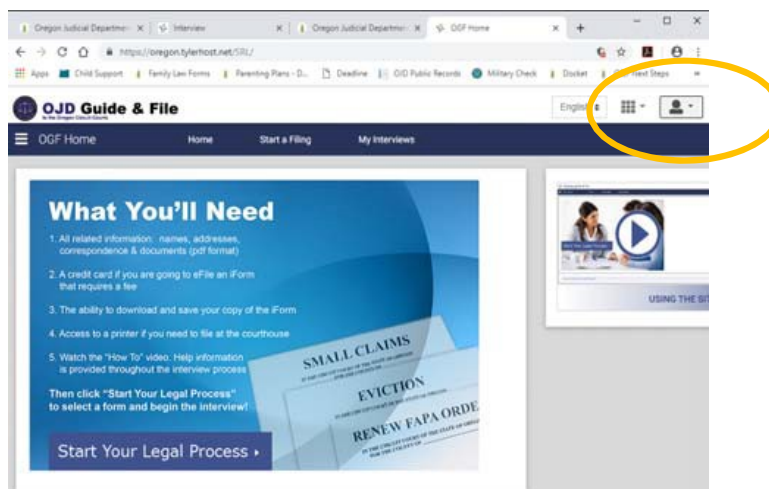
Guide & File or OJD iForms:

- Uses question and answer interviews to complete and file Court Forms.
- It is free to use Guide & File to prepare your documents.
- At the end of the interview, you have the option to file electronically, or to print the paperwork and file by mail or in person at the courthouse.

1. To start, go to: <https://www.courts.oregon.gov/services/online/Pages/iforms.aspx>



2. Create a profile by clicking on the person icon in the upper right-hand corner. This lets you save your work and log back in to your account later. If you do not create a profile, you will lose your work when you close your browser window.
- If you make a profile and you leave your computer for any significant amount of time, you can come back and continue process your documents later. To do so, click on “My Interviews” or the person icon in the upper right-hand corner. After logging in, click on “Actions” and then “Resume.” Guide & File will only save your interview for 90 days from the date you last made a change in your interview.



3. Click Start Your Legal Process:

- Pick FAPA Restraining Order (Family Abuse Prevention Act) from the list of filing types.
 - If someone filed a restraining order against you:
 - To challenge it, select FAPA Restraining Order and then “Challenge a Restraining Order that someone has against me.”
 - To complete your Firearms Surrender Declaration, select that filing type.
- Read the information on each page and answer the questions.
 - How to move through the interview: There are several navigation buttons at the bottom of the interview including Exit, Go to for specific pages of the interview, Previous and Next to help you move through the interview.
- There is a “You can also...” Menu located on the right side of the screen. This menu has additional information including legal resources available that may be helpful to you.

4. After completing the interview, you will review each document Guide & File created and you can make any changes or edits prior to filing.

You have successfully completed your FAPA - Application interview.

You must review each document before you can proceed. Save a copy of each form for your own records and for service on other parties.

(Note – if you are starting a new case, you will have to add the case number you get from the court to each document before serving)

If eFiling is available you will see that option after you have reviewed your forms. If your filing is rejected by the court, you can return to Guide & File to resubmit it.

To change your answers, resubmit your filing, or recreate your forms, log into your Guide & File account and click the “My Interviews” link. Select “Resume” or “Start a Copy” from the “Actions” window. You can make changes and resubmit your filing.

Your court may have specific local procedures and requirements. Check with the court for further information. [Click here](#) to find your court’s website.

Document Name	Actions	Reviewed
FAPA Petition	Select...	
CIF - Petitioner	Select...	
CIF - Respondent	Select...	
Notice of CIF Filing	Select...	

- Review each document by selecting “View” from the dropdown box.
- If there is a mistake, click “Return to Interview” to fix any information prior to filing.
 - To easily jump back and forth between sections, use the “Go To” dropdown menu and pick the slide you want to go to.
 - Everything must be correct because once the filing is accepted, you will not be able to file an amended (changed) petition through the Guide & File system.
- Once your documents are correct, use the drop-down arrow to Download every

document Guide & File made, including the Next Steps packet.

- **Every single document except the *Next Steps* packet is a part of your filing** and must be submitted to the court.

5. Filing your documents: From the Review Screen, click next to go to the payment page – there is no filing fee - and file your documents. Once we have accepted your forms, you will receive an email from Guide & File with your case number and the Next Steps packet.

6. Support

- The Guide & File system is not maintained by the Clatsop County Circuit Court. If you have technical issues or account issues, please contact Tyler Technologies at 800-297-5377 Monday – Friday (7 am - 9 pm CT) or email Efiling.Support@Tylertech.com
- Please visit the Clatsop County Circuit Court website for additional court information and resources: <https://www.courts.oregon.gov/courts/clatsop/programs-services/Pages/protective-orders.aspx>
- If you have procedural questions about next steps in your protective order case, please email us at civil.clatsop@ojd.state.or.us or call (503) 325-8555 and ask to speak with the Protective Order clerk.