



The Mission of the Superior Court of California, County of Orange is to:
Serve the public by administering justice and resolving disputes under the law, thereby protecting the rights and liberties guaranteed by the constitutions of California and the United States.

How Do I Electronically File for a Domestic Violence Temporary Restraining Order? Self-Represented Parties (SRP)

Background

Domestic violence involves a **relationship** with the person who abused you or threatened to abuse you.

You must have one of the following relationships: married, divorced, separated, registered domestic partnership, have a child together, dating or used to date, live together or used to live together (regularly reside in the household) or be related to the person: mother or mother-in-law, father or father-in-law, child or stepchild or legally adopted child, grandparent or grandparent-in-law, sister or sister-in-law, brother or brother-in-law, stepparent, daughter-in-law or son-in-law. The in-law must be through a current marriage.

If you need assistance, please visit the Self-Help Portal at: <https://selfhelp.occourts.org> OR at dvap@waymakersoc.org

If you do not have a relationship to qualify for domestic violence visit www.courts.ca.gov. You may qualify for a civil harassment order, adult/elder abuse restraining order or workplace violence orders. These orders are not filed by Family Law.

What is Electronic Filing and Where Can I File?

Electronic filing, or eFiling, uses a provider that interfaces with the court. The court provider is Odyssey eFileCA. Filing parties can eFile 24 hours a day, seven days a week, 365 days a year. The deadline for filing an ex parte for the same day is 3:00 PM. Ex partes received after 3:00 PM will be processed the following court day.

You must give the other party **4-hour** notice that you are seeking the ex parte. This notice may be waived if the judge finds good cause. **Opposing counsel/party should be notified that opposition needs to be submitted before the 3:00 PM deadline.**

Filing parties will need to give notice to the opposing party for the following day if filing after 3:00 PM. Filing parties may also obtain an Emergency Protective Order from their local police department if the filing parties miss the deadline or cannot immediately file for protection.

The court **does not** accept emailed ex parte documents. You must either eFile OR bring your documents to the court.

There are two options available for electronic filing. For both options filing parties will need to create an account.

Odyssey Guide & File: This computer program was designed to assist people who do not have attorneys. It uses an interview process to help you complete your forms and submit them directly to the court. Odyssey Guide & File does not charge a service fee for filings. It is available at: <https://california.tylerhost.net/srl>

Odyssey File & Serve: It is available at <https://california.tylerhost.net/>. You may choose to use eFileCA or an EFSP provider. Be sure to use a **waiver account** to submit your DV filings to avoid a service fee. Click on Register Now. There is no registration fee. Check 'An Independent User' if you do not have an attorney assisting you. Follow the prompts.

There is **no court fee** for domestic violence filings.

Required Forms for Domestic Violence Electronic Processing:

Form Number	Form Title
DV-100	Request for Domestic Violence Restraining Order
CLETS-001	Confidential CLETS Information
L-1120	Family Law Notice Re: Related Case
L-1124	Declaration Re: Notice of ex parte application (Family Law). Guide & File will use another approved form.

Required forms continued:	
DV-109	Notice of Court Hearing (Complete items 1 & 2 only).
DV-110	Temporary Restraining Order (Complete items 1, 2, & 3 only).

Optional:	
FL-150 (Required if requesting spousal support)	Income & Expense Declaration
DV-900	Order Transferring Wireless Phone Account

In addition to the forms above, if there are children, these attachments/forms are required:

These forms are mandatory if there are children:	
DV-105	Request for Child Custody & Visitation Orders (Attach this to the DV-100)
DV-140	Child Custody & Visitation Order (Attach this to the DV-110)

These are optional forms:	
DV-108	Request for Order: No Travel with Children (Attach this to the DV-100)
DV-145	Order: No Travel with Children (Attach this to DV-110)
FL-150	Income & Expense Declaration (Required if requesting child/spousal support)
FL-342	Child Support Information & Order Attachment (Attach this to the DV-110)
DV-150	Supervised Visitation & Exchange Order (Attach this to the DV-110)

Instructions to Submit and Electronically File

- Enter as a New Case or enter the existing case number and select **Orange Domestic Violence**.
- Submit your documents as a single PDF with the **DV100** as the first page.
- The Filing Code will be **Ex Parte -DV**. **DO NOT select any other filing code.**
- Please note that missing documents may result in rejection of your filing.
- Your document(s) will indicate "Rejected" with a comment that they were manually processed (printed and routed to the appropriate courtroom) for judicial review.
 - A **current email address** must be included on your documents so the court can let you know the results of the ex parte and send images of your filed documents. This notification *usually* takes place before 5:15 PM the same day.
 - If you do not wish the restrained party to have this information, please place it on the CLETS-001. This document is not viewable to the public.
 - Certified documents will be mailed to the address you provide.
 - If you do not wish the restrained party to have this information, please place it on the CLETS-001. This document is not viewable to the public.

For questions or additional information, please contact:

eFiling Support: eFiling@occourts.org

Family Law Support: (657) 622-8457 or (657) 622-8350