

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 a Response to a Domestic Violence Temporary Restraining Order Request? Self-Represented Parties (SRP)

Overview

You have been given 4-hour notice that a domestic violence restraining order is being requested against you. Do not delay. The deadline for filing your response/answer is 3:00 PM the same day you received notice.

The court **<u>does not</u>** accept emailed ex parte documents. You must either eFile OR bring your response/answer to the court before the deadline.

If you need assistance, please visit the Self-Help Portal at: <u>SelfHelpFamilyLaw@occourts.</u>org or at: dvap@waymakersoc.org.

What is Electronic Filing and Where Can I File?

Efiling, or electronic filing, uses a provider that interfaces with the court. The court provider is Odyssey eFileCA. You can eFile 24 hours a day, seven days a week, 365 days a year. The deadline for filing a domestic violence ex parte <u>or</u> responding to a domestic violence ex parte is **3:00 PM** the same day.

The court <u>does not</u> accept emailed ex parte documents. You must either eFile <u>OR</u> 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: Available at

<u>https://california.tylerhost.net/</u>. 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 Response to Domestic Violence Electronic Processing:

| Form Number | Form Title |
|-------------|-------------------------------|
| DV-120 | Response to Request for |
| | Domestic Violence Restraining |
| | Order |

Instructions to Submit and Electronically File

- Enter as a New Case <u>or</u> enter the existing case number and select Orange Domestic Violence.
- In the Filing Description type EX PARTE.
- Submit your documents as a single PDF with the DV120 as the first page.
- The Filing Code will be DV Answer Temporary Restraining Order. DO NOT select any other filing code.
- 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 valid email address <u>must</u> be included on your documents so the court can let you know the results of the ex parte and send you images of your filed documents.
 - This notification *usually* takes place before 5:15 PM the same day.

For questions or additional information, please contact:

eFiling Support: eFiling@occourts.org

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