

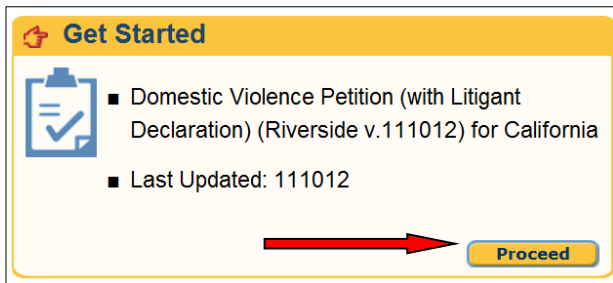
# COMPUTER INSTRUCTIONS FOR COMPLETING AND E-FAX FILING DOMESTIC VIOLENCE FORMS

## 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.

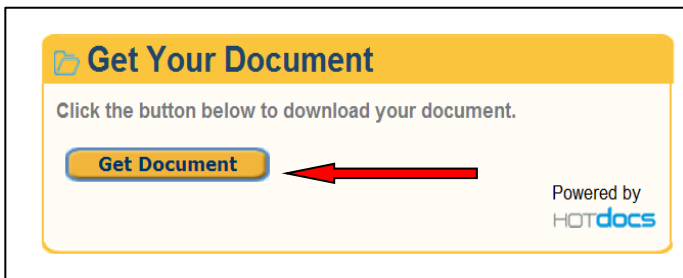


## Step (3)

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".

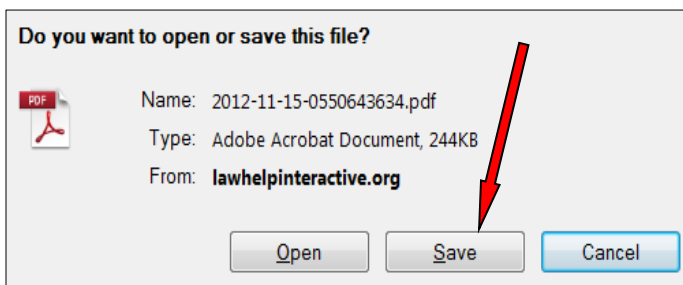
## Step (4)

Click on "Get Document".



## Step (5)

If this window appears, click on "Save".



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



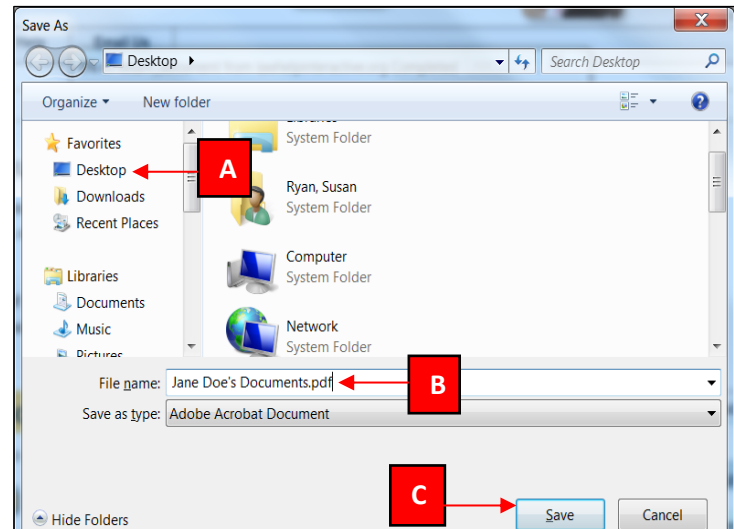
## Step (6)

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".



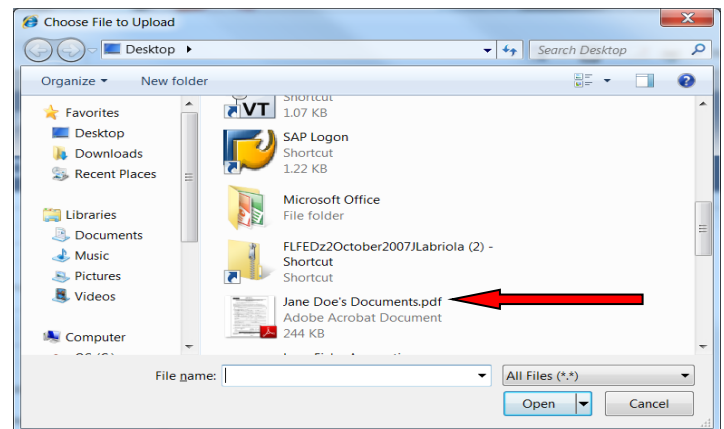
## Step (7)

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.

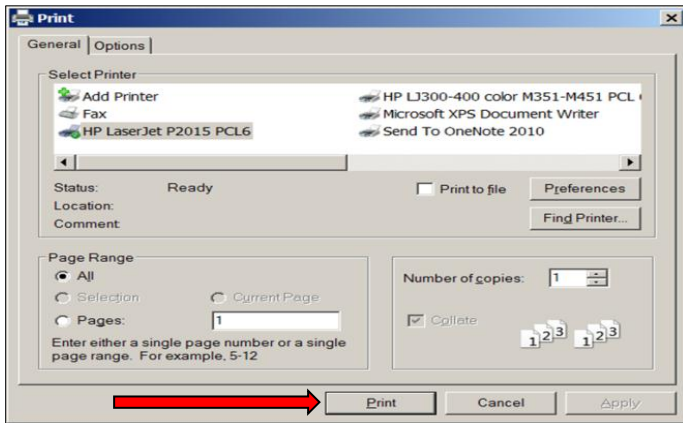
### Step (9)

(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.**