

## Tips for using Guide & File for Divorce, Custody, and Separation Cases

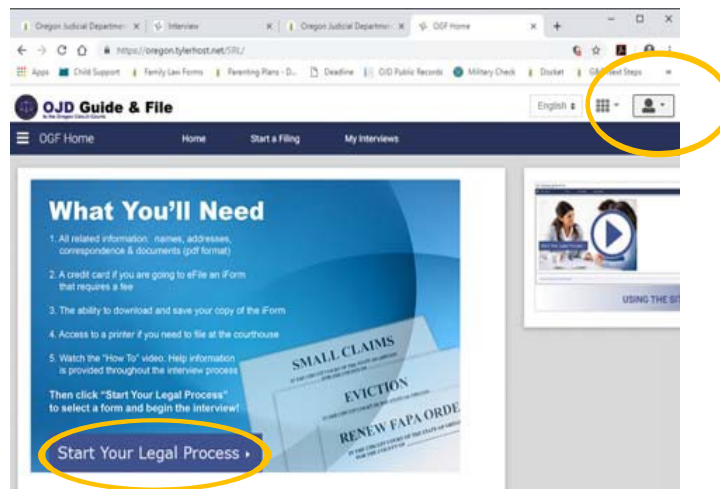
Guide & File or OJD iForms:

- 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> and click



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 into 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 to 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:

- A List of case types will appear. Pick the Divorce, Children, and Separation (Petition) or Divorce, Children, and Separation (Response) filing to begin the interview.

Please select the type of filing you would like to complete.

<a href="#">Divorce, Children, and Separation (Petition)</a>
<a href="#">Divorce, Children, and Separation (Response)</a>
<a href="#">Eviction Set Aside</a>
<a href="#">FAPA Restraining Order (Family Abuse Prevention Act)</a>
<a href="#">Firearms Surrender Declaration</a>

- 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.
  - Be as complete and detailed as possible. If the other party does not appear in the case, you can ask for a judgment by default. If you did not make specific requests and you need to change your paperwork, the court cannot enter a judgment by default
  - Please note: The information you give during the interview will create the forms you file in your family law court case. All court cases are serious. After documents are filed, if you need to make changes, you will need to refile the new documents with the court and serve the other side again.

➤ **If your case involves minor children:** It is important to include a parenting plan and a child support worksheet.

a. Parenting Plan Options:

i. The Oregon Judicial Department has sample parenting plans available:

<https://www.courts.oregon.gov/programs/family/children/Pages/parenting-plan-guide.aspx> Open a new browser window, fill in the sample plan, save it to your desktop or flash drive, and then upload it.

Do you have a parenting plan already written up or saved from another source and available to **upload** as an attachment to this *Petition*?

Note: your document must be in .pdf format to upload

Yes  No

Upload your Parenting Plan

NOTE: You can only file .pdf documents. If you have your parenting plan in another format, you must convert it to .pdf before uploading \*

Choose file

Go to

ii. You may also type in your parenting plan. The plan may be general or detailed, but the plan must include the amount of time the children will spend with each parent.

Do you have a parenting plan already written up or saved from another source and available to **upload** as an attachment to this *Petition*?

Note: your document must be in .pdf format to upload

Yes  No

Describe your Parenting Plan: \*

Go to

b. Child Support Worksheet:

- Include a child support worksheet.
- **A child support worksheet is required even if no child support is requested.**
- To create a child support worksheet:
  - Open a new browser window.
  - Complete the Oregon Child Support Guidelines Calculator at <https://justice.oregon.gov/guidelines/>.
  - At "View and Print Worksheets," save it as a PDF to your desktop or flash drive.
  - Click "choose file" and upload the worksheet.

**OJD Guide & File**  
In the Oregon Circuit Courts

English ▾

Interview Home Start a Filing My Interviews

Select Interview Complete Interview Review Summary

[Click here](#) to go to the Oregon Child Support Program - Child Support Guidelines Calculator to complete child support worksheets \* = required field

The worksheets will give you the amount of support expected under the Oregon Child Support Guidelines

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When do you want child support to begin?  
Note: the paying parent does not have to start making payments until the General Judgment is signed. This date is for calculation purposes only. \*

The month following entry of this judgment

The date of service of this Petition

Support payments are due on the **first** of each month

You can either specify the amount of child support you want, or you can have the court make the decision based on Child Support Worksheets before the judgment is entered

Do you want to specify the amount?  
 Yes, I will specify the amount of child support I am asking for

No, the court should determine the amount based on the Oregon child support guidelines before entering a judgment

Amount you want per month: \*

This amount is: \*  
 The amount presumed correct under the Oregon child support guidelines

A different amount because the guideline amount would be unjust or inappropriate

It is best to include the Child Support Worksheets with your filing. If you don't include them and John doesn't respond to your *Petition*, you may have to file additional paperwork before you can get a judgment.

Do you have your Child Support Worksheets ready to upload?  
 Yes  No

Upload the Child Support Worksheets you got from the Oregon Child Support Program  
Note: you can only upload .pdf documents. If you have saved your worksheets in another format you will have to convert them to .pdf format before uploading.

Choose file ✕

When you complete the worksheets, make sure to click "View and Print Worksheets" so you get .pdf documents to upload.

Exit Go to Child Support - Schedule e ▾ Previous Next

- **If you are requesting spousal support:** It is important to fill in the amount of support you want. If you choose “to be determined by the court,” the court cannot enter a judgment by default.

**OJD Guide & File**  
In the Oregon Circuit Courts

English

Interview Home Start a Filing My Interviews

Select Interview **Complete Interview** Review Summary

**Transitional Support - Payment** \* = required field

If you don't know how much to ask for, you can check the "To Be Determined by the Court" option. You may have to serve additional documents on John before you judgment can be entered.

Do you want the award for **transitional** support to be for a monthly amount or for a total amount? \*

- Monthly Amount
- Fixed Amount
- To Be Determined by the Court

How much **transitional** support are you asking for? \*

(ex: \$5,000 or \$500/mo)

If you asked for a monthly amount, enter the amount you are asking for per month

Do you want support to be calculated beginning the month after the judgment is entered or from the date of service of the *Petition*? \*

- After judgment is entered
- Date of Service of the Petition
- Another date

Do you want to specify when **transitional** support should end? \*

- Yes  No

support payments end upon the death of either party unless a different event or time is specified

Exit Go to Transitional Support - Payr ▾ Previous Next

➤ **If there is real property (land or a house attached to land):**

- a. Complete the property address field. A legal description is also required. Save the legal description of the property to your desktop or flash drive as a PDF, click “choose file” and upload it.

\* = required field

### Real Property

What is the property address? \*

Who has interest in this property? \*

Petitioner

Respondent

Both parties

Do you have a legal description of the property that you can upload to attach?  
For example, the title or deed to the property

Yes  No

Upload your attachment \*

Choose file

Exit
Go to Real Property ▼
Previous
Next

[Guide and File FAQs | Technical Support](#)

- b. Pick which party should be awarded the property, or mark “Other” and describe in detail what you think should happen to the property. If you choose “equitably as the court finds fair,” the court cannot enter a judgment by default.

\* = required field

How do you want this property distributed? \*

LeeAnn should be awarded this property

John should be awarded this property

Equitably as the court finds fair

Other

- **If there is personal property (e.g. pets, bank accounts, furniture, investments, livestock, etc.):** List specifically what should go to each person. If you choose “an equitable distribution,” the court cannot enter a judgment by default.

How do you want your personal property divided? \*

- We have divided up our personal property. Neither party should claim items now in the possession of the other party.
- Each party should receive an equitable distribution (fair share) of the parties' personal property, including retirement benefits, pensions, profit-sharing plans, deferred compensation plans, and stock options.
- I will specify what personal property should go to which party. Anything not listed should be equitably distributed.

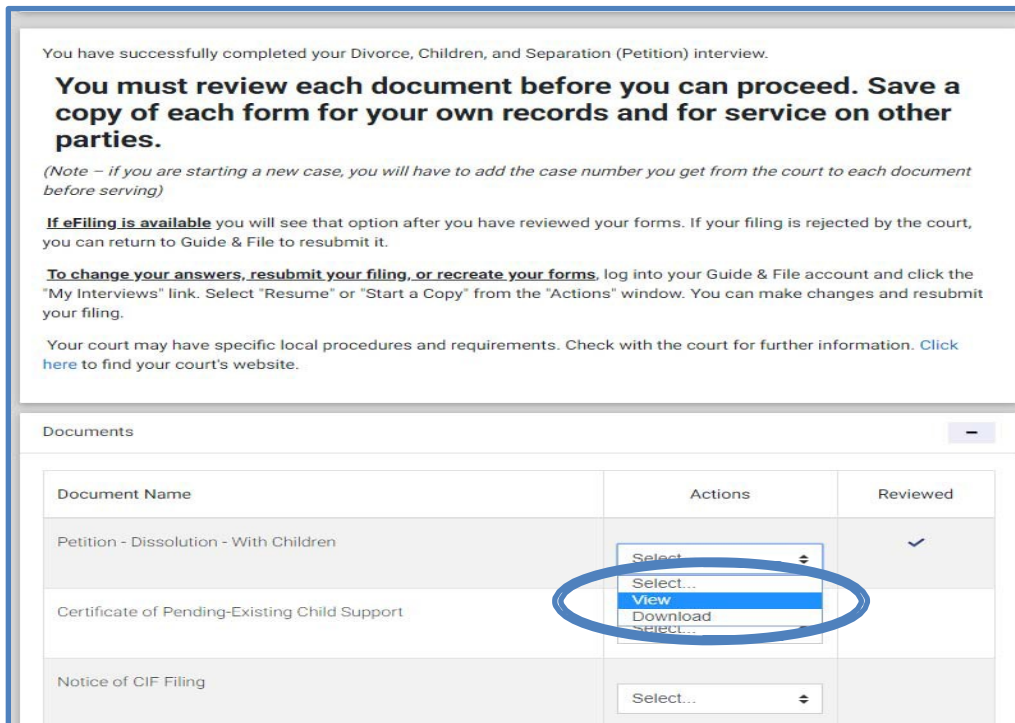
List the property that **LeeAnn** should be awarded:  
Personal property only. Retirement benefits will be asked later. \*

List the property that **John** should be awarded:  
Personal property only. Retirement benefits will be asked later. \*

[Exit](#) Go to Personal Property [Previous](#) [Next](#)

#### 4. Review each document Guide & File creates for your filing

- Select “View” from the dropdown box.



- Make any changes prior to filing.
  - 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. You will need a copy of the documents you file to complete the next step in your case.
5. Filing your documents: From the Review Screen, click next to go to the payment page to pay the 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. **Do not serve the other party until you receive this email.**
- Note: If you need defer or waive your filing fees, complete an application for a waiver or deferral filing fees. The completed application must be submitted with



your entire filing in person at the courthouse or by mail. The court will not waive or defer the Sheriff's service fee. The application is available at:

<https://www.courts.oregon.gov/forms/Documents/EntirePacket10.pdf>

6. Once you have received your case number, your Next Steps packet has important information on how to serve the other party and return the proof of service to the Court.

#### 7. 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](mailto:Efiling.Support@Tylertech.com)
- Additional court information and resources are available on the Clatsop County Family Law Program website: <https://www.courts.oregon.gov/courts/clatsop/programs-services/Pages/family-court.aspx>
- If you have questions about Guide & File or procedural questions about next steps in your family law case, please email us at [cltfamilyresourcecenter@ojd.state.or.us](mailto:cltfamilyresourcecenter@ojd.state.or.us) or call 503- 325-8555 ext. 319