

View [this video](#) to learn how to create a File and Serve user account and start a new divorce case (also called “dissolution of marriage”) with the Oregon Judicial Department using the File and Serve online program. This document will help answer questions that might come up.

Step 1: Make a user account for File and Serve. Open your web browser and navigate to the following website

<https://oregon.tylerhost.net/ofsweb>

Click on “register” and complete the registration questionnaire. Fill in your name, create a username and password, and create an account security question. Next, select the box that says, “Register for a Self-Represented Account” and provide your contact information. Last, accept the user agreements. Congratulations, you've completed registration! You will receive a verification email to confirm the account.

Step 2: Add a payment account. Go back to the file and serve website and click on “sign in”. After you sign in for the first time you will see a message asking you to add a payment account. To do so, click on the “actions” button and select “payment accounts” from the menu list. Accept payment agreements, select “add payment account”. Pick a name for the account that tells you what it is, like “my checking”. Use the drop down menu and choose payment method. Enter payment account information, click on “continue” and “save information”. Once your payment information is saved to the File and Serve user account you can begin filing legal documents with the court.

Step 3: Start a new case filing. Go back to the “actions” button and select “start a new case”. Complete the case information questionnaire. Select the court's location. Choose the category as “family” and select the case type as dissolution for a divorce filing. Save the changes.

Next, complete the party information section, providing the petitioner and respondent’s information. Please complete the name entries exactly as they appear on your document case captions. If not, you risk your filing being rejected by the court clerk.

The petitioner is the person who starts the case and the respondent is the other person. If you are filing a co-petition, you should select “petitioner” for yourself and “respondent” for the other person.

Once you have the petitioner and respondent's information recorded, save the changes and move on to completing the filing section. Start by selecting the filing type as “e-file”. Choose a filing code for the document being uploaded. The codes for the basic forms are listed in this document.

Code **PTIN**: For a new case filing you will upload the petition to your case first. Enter your email address to receive a courtesy copy of the electronic filing. Select your name in the “filing on behalf of” box.

Upload the petition. Click on the arrow and select the document from your computer files. Add the court's filing fees by clicking on the grey box that says “+ add optional services and fees”.

Use the drop down menu to select the “dissolution petitioner fee” option. The petition will be the only document that requires a fee attachment. All additional documents in your filing envelope do not. Save the changes.

To add additional documents to your filing envelope, go back to the filing section and click on the grey box that says “+ add another filing”. Each legal document will have a separate filing code.

Additional documents that should be uploaded with your petition include the following:

Code **SM**: A summons (not needed if filing as co-petitioners)

Code **CWCI**: A confidential information form (one for each of you)

Code **NCIF**: A notice of confidential information form

Code **PRSV**: A certificate of mailing or delivery to the division of child support (if children are involved and you or the other party receives Temporary Assistance to Needy Families (TANF) or the Oregon Health Plan (OHP), or if your children are in foster care or in custody of the Oregon Youth Authority.)

Code **VSM**: A record of dissolution form

To find additional filing codes, use the list below, or use the drop down arrow under the header of “filing codes” and search the list of documents.

Next, complete the fee section by selecting the payment account and your name as the party responsible for the court's filing fees, using the drop down menu list options.

You have now completed all the necessary filing components in the electronic envelope. Look over your filing summary and verify all information is correct. If all is good click on the “submit” button and you have successfully completed the electronic filing.

In one to two business days you will receive notification by email if your court filing was accepted or rejected by the court clerk, and the case number assigned to your divorce. If you have any questions about your court filing or need additional support please contact the court.

Step 4: Finishing your divorce filing and filing codes you might need:

Log back into the e-filing website, select “File Into Existing Case”, enter the filing location (Example: Multnomah County Domestic Relations) and enter your case number.

Code: **PRSV** Proof of Service (if your spouse was served)

Code **MODF**: Motion - Default Order (if you served your spouse and they did not respond)

Code **PPOR**: Default Order: Order – Proposed (if you served your spouse and they did not respond)

Code **CEPE**: Parenting Class Certificates (required if you have minor children)

Code **DD**: Declaration Supporting General Judgment

Code **PPJG**: General Judgment of Dissolution