

## How To eFile Subsequent Domestic Violence Restraining Order

#### **Documents**

1. Navigate to <u>https://portal.solano.courts.ca.gov:8443/</u>



2. Click "Login" or "Register" if you do not already have an account.





3. Complete the "Math question" field.

Create new account	Log in	Request new password		
E-mail *				
@gmail.com	m			
inter your e-mail address				
Password *				
Enter the password that acco	impanies your	e-mail.		
CAPTCHA				
This question is for testing	whether or n	ot you are a human visitor and to prevent a	utomated spam submissions.	
Math question * 8 + 0	-			

4. Click "Log in"

mail *						
-11101						
@gmail.co	m					
nter your e-mail address.						
assword *						
nter the password that acco	impanies your	e-mail.				
CAPTCHA						
This question is for testing	whether or n	it you are a human visito	r and to prevent auto	mated spam submissions	5.	
Math question * 8 + 0	=					
°						
	the set of the set of the set of the	so the result E a for 1+3	enter 4.			



- 5. Click "Case Access"
  - To obtain access to your case, contact the clerk's office for a Security Token.
  - Refer to the <u>Home</u> page for instructions on how to obtain access, the required rules and identification required.

Home Case Search	Calendar Search Case Access My Cases	
Filings	Get Case Access	
Domestic Violence Filing	Get Access to a Case	
Gun Violence Filing	Case Number *	
	Security Token *	

6. Enter your Case Number and Security Token (security token must be requested from the clerk's office and will be sent via email)

Home Case Search	Calendar Search Case Access My Cases	
Filings	Get Case Access	
<ul> <li>Domestic Violence Filing</li> </ul>	Get Access to a Case	
Gun Violence Filing	Case Number *	
	Security Token	



- 7. Click "My Cases"
  - For users that already have security token access.



8. Select "My Existing Cases" and click "View Case"





9. Click "Add Domestic Violence Filing" to file a subsequent or competing request in an existing case. Example DV-100, DV-109 and DV-100.

~ Parties		
Туре	Name	Represented By
E Petition - DV Prevention w/o Minor Child filed	on 03/11/2025	
- Pet/Person Seeking Order	Mouse, Mickie	
Des Person to be Destroised		
	Mouse, Minnie	
To file a DV-100 Request for Domestic Violence F button. Add Domestic Violence Filing To file a subsequent document into this case, cli button.	Restraining Order into this o	case, click the Add Domestic Filing

10. Click "Add Domestic Violence Document to Existing Case" to file a Proof of Service, Response or other supporting documents.

~ Parties								
Туре	Name	Represented By						
E. Petition - DV Prevention w/o Mine	⊨ Petition - DV Prevention w/o Minor Child filed on 03/11/2025							
- Pet/Person Seeking Order	Mouse, Mickie							
Res/Person to be Restraine	d Mouse, Minnie	Mouse, Minnie						
To file a DV-100 Request for Domesti button. Add Domestic Violence Filing	c Violence Restraining Order into this ca	ise, click the Add Domestic Filing						
To file a subsequent document into t	his case, click the Add Domestic Violenc	ce Document to Existing Case						

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11. Select from the dropdown menu the appropriate filing type i.e. Proof of Service or Response.



12. Example of Document List.





13. "Filed by" is the name of the party type filing the document.

Iome Case Search	Calendar Search Case Access My Cases Logo							
Filings	Add Domestic Violence Document to Existing							
Domestic Violence	Case							
Gun Violence Filing	Add Subsequent Document (Select appropriate Filing)							
	Select Document from Dropdown* 244154 - DV-120 Response 1							

14. Example of party types.





- ALIFORNIP Case Search Calendar Search Case Access Home My Cases Logout Add Domestic Violence Document to Existing Filings Case Domestic Violence Filing · Gun Violence Filing Add Subsequent Document (Select appropriate Filing) Select Document from Dropdown\* 244154 - DV-120 Response tr RESPR - Res/Person to be R \* Filed By\* Choose File No file chosen Upload PDF\* A Proceed
- 15. Click the "Upload PDF" field and "Choose File"

16. Click "Proceed"





17. The green banner is confirmation that your form has been submitted for review.

O HILL CALIFORN	TEOF							
Home Case Search	Calendar Sea	arch Case Access	My Cas	es				Logout
• Domestic Violence Filing • Gun Violence Filing	My A	ccount	ince numb	er for your submission is	s : 5c4666e1	3902		×
	Q Case S Case Number	My Existing Cases Search	eFiling Title	Category	Filing Date	Role	Status	Action
	FL25- 00008 FL25-	Mickie Mouse vs. Minnie Mouse Mickie Mouse vs. Minnie	Case_3	DV Prevention w/o Minor Child DV Prevention w/o Minor	03/11/2025	Filing Party Filing	EFILED	View Case
	00007	Mouse	Case 1	Child	02/07/2026	Party	ECILED	

18. To view documents filed or submitted click "View Case"

						1		
Filings	My A	ccount						
Gun Violence Filing	Your form	<mark>n is su</mark> bmitted. The refere	ence numb	er for your submission is	: 5c4666e1	3902		*
	Account	My Existing Cases	My U	nsubmitted Drafts Ca	art Payn	nents		
	Q Case	Search						
	Case Number	Case Name	eFiling Title	Category	Filing Date	Role	Status	Action
	FL25- 00008	Mickie Mouse vs. Minnie Mouse	Case_3	DV Prevention w/o Minor Child	03/11/2025	Filing Party	EFILED	View Case
	FL25- 00007	Mickie Mouse vs. Minnie Mouse	Case_2	DV Prevention w/o Minor Child	03/07/2025	Filing Party	OPEN	View Case
	FL25- 00006	Mickie Mouse vs. Minnie J Mouse	Case_1	DV Prevention w/o Minor Child	03/07/2025	Filing Party	EFILED	View Case



#### 19. Click "Documents"

S BHL CALIFORN	ATEOR			
Home Case Search	Calendar Search Case Access	My Cases		Logout
Filings • Domestic Violence Filing • Gun Violence Filing	FL25-00008 Mickie Mouse vs. Minnie Mouse Hall of Justice Case JP Filings Docum Appeals JP Case Transfer Summary JP	ents JP Events JP Exhibits JF	Special Status JP	
	Туре	Name	Represented By	
	🗄 Petition - DV Prevention	w/o Minor Child filed on 03/11/2025		
	- Pet/Person Seeking	Order Mouse, Micki	e	
	L Res/Person to be Re	estrained Mouse, Minn	ie -	-

## 20. The document will show "eFiling Pending Acceptance" until reviewed by staff.

iomestic Violence	Hall of Justice									
ling	Case JP	Filings	Documents JP	Events JP	Exhibits JP	Special Statu	IS JP			
un Violence Filing	Appeals JP	Case	Transfer							
	Documents									
	~ Docume	ents								
	Filed	l.	Description			Filed By				
	ė F	L25-00008	Mickie Mouse vs. Minn	ie Mouse						
		Petition	DV Prevention w/o Min	nor Child filed on 0	03/11/2025					
	03/2	1/2025	DV-120 Response Order eFiling Pen	to Request for Do ding Acceptance	mestic Violence Re	straining Res/Pe Restrai	rson to be ned			
	03/1	i/2025	Request for Order/	DV TRO/Domestic	Violence EFILED	Pet/Per Order	rson Seeking			
	03/1	1/2025	TRO and Notice of	Pet/Per Order	rson Seeking	8				
	620	OSC and TRO TRO/Domestic Violence EFILED					rson Seeking			

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21. To see images of filed documents click the magnifying glass icon. If you are denied access, contact the division on how to gain token access to the file. See California Rules of Court, Rule 2.515 for details.

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22. Click "Logout"

