

For the Kings County Child Support Program



GOVLINK

Welcome to GovLink! This guide will help you use GovLink quickly and successfully, as well as give you an easy point of reference for those actions you may not perform every day. This guide is a compliment to the videos you can watch at https://kccss.govlink.us/home Bookmark that page so you can visit often – we add new material as GovLink evolves.

Please ask questions and share your thoughts with us:

- Chat online at https://kccss.govlink.us/home (Monday Friday, 8:00 AM-5:00 PM PST)
- Email to info@govlink.us
- Call 844-LUV-4-GOV (Monday Friday, 8:00 AM-5:00 PM PST)

We're so excited to help you get the most out of GovLink and look forward to working with you!

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<u>G@vLink</u>

SET YOUR PASSWORD (FIRST VISIT)

- 1. Visit https://kccss.govlink.us/home
- 2. On your first visit, click "Forgot Password?"
- 3. Enter your username (your wyo.gov email address) into the username field.
- 4. Look for a new email message that includes a link to reset your password.
- 5. Click the link, choose a new password, and log in.

LOG IN

- 1. Visit https://kccss.govlink.us/home
- 2. Enter your username and password.
- 3. Upon logging in, you will see your dashboard.

LOG OUT

To log out, click your initials in the top-right corner, then click "Logout."

GovLink will automatically warn you after 10 minutes of inactivity, then automatically log you out after 15 minutes of inactivity.

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CREATE A NEW CASE

1. Click the New Case button at the top right of your screen to launch the case wizard.



- 2. Manually enter in the required and relevant case information.
- 3. From the drop down, select the Attorney at the local office and Filing Category.
- 4. If applicable, fill in the Related Civil Action # and/or Related CSE # before hitting next.
- 5. Click Save to save your progress and exit the wizard to finish later, or click Next to proceed to the Parties tab.

iling (Unfiled)				EXTERNA FILING ID	L CASE ID
Case	2 Parties	2	3 Documents		— 4 Sumr
EXTERNAL CASE ID *	COUNTY *	COURT TYPE *	CASE CATEGORY *	CASE TYPE *	
897986	Kings	* Superior	 Domestic Relations 	* DCSS	*
ATTORNEY *	FILING CATEGORY	RELATED CIVIL ACTION#	RELATED EXTERNAL ID		
Jennifer Attorney	 Review/Modification 	-			
	3		4		
				5	
			Г		
				Cancel 💽 Save	$_{\text{Next}} \rightarrow$

6. Manually input party names by selecting the "Add Parties" button on the bottom right of the page.

Filing (Unfiled)			AL CASE ID 897986 X D 2563
🖉 Case ————	2 Parties	3 Documents	4 Summary
PARTY NAME		PARTY TYPE	ACTIONS
			+ Add Party

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7. In the Party Details pop up, users will select the party type from the drop down and then enter in the information fields for each party added.

PARTY TYPE *	→ () Individual 🛆	🔿 Organization 🏨	
FIRST NAME *	MIDDLE NAME	LAST NAME *	SUFFIX
ALIAS	DATE OF BIRTH	SOCIAL SECURITY NUMBER	`
STREET ADDRESS LINE 1	STREET ADDRESS LIN		
CITY	STATE	ZIP CODE	

8. To delete a party or edit party details, users can click the delete icon to remove a party or the pencil icon to edit information located in the Actions column on the right of the screen in Step 2 of the filing stepper.

**Note: once a case has been filed with the court, users will not be able to edit party details.

🖉 Cas	ie ———	(Parties	Ø	Documents	4 Summai
	PARTY NAME				PARTY TYPE	ACTIONS
Ô	George	Middle	Jetson	Suffix 👻	Plaintiff	· / I
8	Betty	Middle	Воор	Suffix 💌	Defendant	· / I

9. You can view party information by hovering over the person icon next to each party member.

Filing (Unfile	ed)				EXTERNAL CASE ID FILING ID 2543	¹²³⁵⁴⁶ ×
🖉 Case ———	2	Parties	🖉 Docun	nents		— (4) Summary
PARTY NAME	Party Details					ACTIONS
A George	PARTY TYPE *					1
& Betty	Plaintiff	- Individual &	Organization 🖍			2.1
E out	FIRST NAME *	MIDDLE NAME	LAST NAME *	SUFFIX		· •
	George		Jetson		*	+ Add Party
	ALIAS	DATE OF BIRTH	SOCIAL SECURITY NUMBER			
						
	STREET ADDRESS LINE 1	STREET ADDRESS LINE 2				
	CITY	STATE	ZIP CODE			
		•				
	Cancel			I	Save	
← Prev ậ	Follow				Cancel	Next >

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10. Click the Follow icon to turn off notifications for this case (Follow is turned on by default for new cases).



- 11. Click Cancel to exit the wizard or Next to proceed to the Documents tab.
- 12. In the Documents tab of the wizard:
 - a. Drag & Drop your document into the Drop Zone, or click 'File Explorer' to select your files from your system.

← Prev	Follow	Drop file to upload, or	Select File 🔻	Cancel	Save Next →
			Document Library		
			File Explorer		

- b. Select the Document Type from the drop-down list. This is a required field.
- c. Optionally, add a description to the description box.

Case		🕜 Parti	es		3 Documents					Summary
Makai	Marshal	l V Ashlyn Andersen				cou	IRT 1	1L ACTIO 1st Judi R Attor	cial D	istrict
SELECT	ORDER	DOCUMENT NAME	DOCUMENT TYPE		DESCRIPTION				AC	TIONS
	=1	3 REV MOD PACKET- CO(1).pdf	Summons	Ψ.		1	γ^{*}	_	Î	5
	= 2	3 REV MOD PACKET- CO(2).pdf	Motion	Ψ.		1	٦*	2	Î.	5
	= 3	3 REV MOD PACKET- CO(3).pdf	Order	•		1	5*	1	Î	5
	=4	FINAL - 7-08-2022 - Satisfaction w.	Notice	•		1	57	1	Î	5
	= 5	Motion for Genetic Testing .docx	Motion	*		1	57	1	î.	5

d. **For all new cases, when a Summons document is added, users will need to include the Supplemental Summons Information in the description box and use the format:

RESP: XX/XX/XXXX; OPNT: XX/XX/XXXX; F/M

*All genders should be listed in order how they are listed in the document and separated with a comma. **See example below.

Case		🔗 Partie	Summons		3 Documents				(4)	Summa
	Jetson	V Betty Boop			COURT	King ER A	gs Cou	r case nty Su yUser 1	ID Pe	ending Court
SELECT	ORDER	DOCUMENT NAME	DOCUMENT TYPE		DESCRIPTION	٦			A	TIONS
	=1	E Kings County Summons and Compl.	Summons	*	3p: 06/21/1991; OPNT:09/05/1991; F, M] /	γ^{*}	2	Î	5
	= 2	Notice of Receipt .docx	Notice	Ŧ			57	ß	Î	5
	= 3	Notice Test.docx	Notice	*		1	57	0°	Î	5

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- e. Users can use any of the editing tools provided to the right of each document:
 - i. Edit Click the Edit icon to make edits on the document.
 - ii. Split Click the Split icon to split a multi-page document into separate documents.
 - iii. Combine- Select the documents and click the combine icon to merge documents. $oldsymbol{\lambda}$
 - iv. Sign Click the Sign icon to insert electronic signatures/initials into the document.
 - v. Delete Click the Delete icon to delete an unfiled document.
- 13. Click the Follow icon to turn notifications for this case on or off.



- 14. Click Save to save your progress and exit the wizard. You can come back later to continue your work.
- 15. Click Next to proceed to the Summary tab.
- 16. In the Summary tab of the wizard.
 - a. Review the documents you are including in this filing. Click the Prev button if you need to return to the Documents step of the wizard and make any changes.

iling (Unfiled)		EXTERNAL CASE ID 123546 FILING ID 2543	×
Case	🖉 Parties —	🕗 Documents 🦳 🧃 Sum	
George Jetson V Betty Boop		COURT CASE ID Pendi COURT Klings County Superior Cou PILER AttorneyUser TestAttorn	urt
DOCUMENTS (5)		NEXT STEPS	
1) 🖺 NOE of judg.ent.pdf		ASSIGN TO \rightarrow	
		GovLink System	٣
2) 🖺 Notice Test.docx	Notice	INTERNAL ROUTING NOTES =	
3) 🖹 Notice of Receipt .docx	Notice	256 / 25	6
4) 🖹 Acknowledgement.docx	Document – Other		/
5) 🖹 Acknowledgement.docx	Document - Other	CASE ACTION LOG O	
5) Acknowledgement.docx	Document - Other	600 / 60	10
			/
HISTORY	show All 👻	READY TO FILE	**
← Prev △ Follow		Cancel 🖬 Save 👲 File	

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b. Assign this filing to another user by selecting that user's name from the drop-down box.

iling (Unfiled)			EXTERNAL CASE ID 123546 X
Case	🖉 Parties ————	🕖 Documents	🕢 Summar
George Jetson V Betty Boop			COURT CASE ID Pending COURT Kings County Superior Court FILER AttorneyUser TestAttorney
DOCUMENTS (5)		NEXT STEPS	
1) 🖹 NOE of judg,ent.pdf		ASSIGN TO → GovLink System	v
2) 🖹 Notice Test.docx	Notice	INTERNAL ROUTING NOTES =	
3) 🖹 Notice of Receipt .docx	Notice	INTERNAL ROUTING NOTES	256 / 256
4) 🖹 Acknowledgement.docx	Document - Other		4

c. Add any internal notes to this filing.

iling (Unfiled)		EXTERNAL CASE ID 123546 × FILING ID 2543 ×
Case		🕗 Documents 🚳 Summa
George Jetson V Betty Boop		COURT CASE DO Panding COURT Kings County Superior Court FILER Attorney/Juar TestAttorney
DOCUMENTS (5) 1) 🖹 NOE of judg.ent.pdf		NEXT STEPS ASSIGN TO \Rightarrow GovLink System
2) 🖺 Notice Test.docx	Notice	INTERNAL ROUTING NOTES =
3) 🖺 Notice of Receipt .docx	Notice	256 / 256
4) 🖺 Acknowledgement.docx	Document - Other	A
5) 🖹 Acknowledgement.docx	Document – Other	CASE ACTION LOG 0
HISTORY	SHOW All 👻	READY TO FILE I consent to sign and deliver these documents to Kings Superior Court
← Prev		Cancel 💽 Save 全 File

d. If you have filing permissions and are ready to eFile with the court, click the checkbox next to 'I consent to sign and deliver these documents to Kings Superior Court ' and then click File.



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e. If the user does not have permission to file, they are able to assign to a different user and click 'Save' to assign that case. You can also click the 'Save' button if you'd like to simply save your work and exit the Filing Wizard.

5) 🖹 Acknowledgement.docx	Document – Other	0007 000
		6
HISTORY	SHOW ALL 👻	READY TO FILE I consent to sign and deliver these documents to Kings Superior Court
Follow		Cancel Save 💇 File

FIND A CASE

1. Click Cases at the top of your screen.



- 2. You must first select if you are search within just your cases OR all cases at that specific location, then:
 - a. the County to be searched, AND then enter either
 - b. the Case/Docket ID (also referred to as the Civil Action Number) OR
 - c. Part or all of a Party's First and Last names.

My Cases All COUNTY		CASE / DOCKET ID	PARTY FIRST NAME	PARTY LAST NAME	
My Cases All	*	Case / Docket ID	Party First Name	Party Last Name	Se

- 3. Once the required fields have been filled, the Search button will become clickable.
- 4. User may also expand Advanced Filters and
 - a. Enter part or all of the CSE number
 - b. Searching by party type
 - c. Searching by party entity
 - d. The additional options of Court Type, Case Category and Case Type cannot be altered at this time.

My Cases A	All O	OUNTY	CASE /	DOCKET ID	PA	RTY FIRST NAME	PARTY	LAST NAME		
		Ť	Cas	e / Docket ID		Party First Name	Par	ty Last Name	Search	
I Advanced Fil	lters									
B Advanced Fil	Iters	PARTY TYPE		PARTY ENTITY		COURT TYPE		CASE CATEGORY	CASE TYPE	

- 5. Click "Search".
- 6. View the results of your search below the search box. Click any column heading to sort the results.

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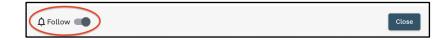
VIEW THE DETAILS OF A CASE

First, locate the case by following steps in "Find a case". This must be a case that has been created in GovLink. If you are unable to locate the case, contact us by clicking the green Chat bubble on the bottom left of your screen (Mon-Fri 8-5 MST) or by calling 844-LUV-4-GOV for assistance. Once you have located the case:

- 1. Click anywhere on the case to open the Case Information pop-up box.
- 2. Review filings by categories of Unfiled, Submitted, and Accepted.
- 3. Click:
 - a. individual document rows to view the document
 - b. the download arrow next to a document to download that document only
 - c. the download all button to download all filings on this case
 - d. the Parties or Attorneys tabs to view parties or attorneys associated with this case.

			Court Case Number Tyler-ca8b41b908e0 Kings County Superior Court Judge John Kings External to 1034561 Belated Case/Decket # Initiation Date: 1/4/23	File Into Case
			JANIE DOE V JOHN DOE	
	Filin	gs	Parties Attorneys	
	- 0	NFILED	3d	
	— si	ЈВМІТТЕ	D	
	— A	CCEPTE	D	
		#2529 eyUser Ti	Z estAttorney 1/4/23	2 ^
	1 Su	mmons	CERTIFICATE OF SERVICE.pdf	± _
3a	2 Su	mmons	Kings County Summons and Complaint-proposed judgment(1).pdf	± 3b
			💽 Compile & Download	🛓 Download All
				Sc
	♪ Follo	ow 🛑		Close

4. Click the Follow icon to turn notifications for this case on or off.



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FILE ONE OR MORE DOCUMENTS INTO AN EXISTING CASE

First, locate the case by following steps in "Find a Case". **This must be a case that has been created in GovLink.** If you are unable to locate the case, contact us by clicking the green Chat bubble on the bottom left of your screen (Mon-Fri 8-5 MST) or by calling 844-LUV-4-GOV for assistance. Once you have located the case:

- 1. Click anywhere on the case to open the Case Information pop-up box.
- 2. Click the File Into Case button to launch the filing wizard.
- 3. You will be taken to the documents tab of the filing stepper:
 - a. You may now upload any documents you wish to file into the case. You can do so by selecting "File Explorer" at the bottom of the screen and uploading any downloaded CSE documents.
 - b. Drag and drop your document into the Drop Zone or click 'Select File' to select your files from your system.

← Prev	Drop file to upload, or Select File	Cancel 🗊 Save Next 🗦
--------	-------------------------------------	----------------------

c. Select the **Document Type** from the drop-down list. This is a required field.

ung	(Unf	iled)				EXTERN			2334	×
Case		🖉 Parti			3 Documents					Summa
-		V Betty Boop				COURT Kir FILER	igs Cou	nty Su	perio TestA	torney
SELECT	ORDER	DOCUMENT NAME	DOCUMENT TYPE		DESCRIPTION				A	CTIONS
		Example a second second	Summons	· ·				1	Î	5
	=1	Kings County Summons and Comp.						_		
	=1 =2	 Kings County Summons and Comp. Notice Test.docx 	Notice	*			· ^^	_	Î	5

d. Optionally, add a description to the **description box.**

Filing (Unfiled)						FILING	ID 3	2543	3		×
Case		🖉 Partie			3 Documents						
		V Betty Boop				COURT KIN	ngs C	toun	ty Sup	erior estAtt	orney
SELECT	ORDER	DOCUMENT NAME	DOCUMENT TYPE		DESCRIPTION					AC	TIONS
	=1	Kings County Summons and Comp	Summons	· · ·		/	2		∠	Ĩ	5
	=2	Notice Test.docx	Notice	*		/		٢	Ø	ĩ	5
	= 3	Notice of Receipt .docx	Notice					54	0	÷.	5

- e. Repeat these steps for as many documents as you need to add.
- f. To make changes to an uploaded document, see the following section.

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4. Click the Follow icon to turn notifications for this case on or off.



5. Click Save to save your progress and exit the wizard. You can come back later to continue your work.



a. To assign this filing to a different user, select that user's name from the drop-down box.

Filing (Unfiled)) EXTERNAL CASE ID 123546 Filing ID 2543				
🖉 Case	🖉 Parties	🖉 Documents	Summar		
George Jetson V Betty Boop			COURT CASE ID Pending COURT Kings County Superior Court FILER AttorneyUser TestAttorney		
DOCUMENTS (5)		NEXT STEPS			
1) 🖺 NOE of judg,ent.pdf		ASSIGN TO -> GovLink System	Ť		
2) 🗎 Notice Test.docx	Notice	INTERNAL ROUTING NOTES #			
3) 🖺 Notice of Receipt .docx	Notice	INTERNAL ROOTING NOTES =	256 / 256		
4) 🖺 Acknowledgement.docx	Document - Other		h		

b. OPTIONAL Add internal notes (visible within GovLink only).

Filing (Unfiled)			Posse # 8716542489 X
Ø Case /	Parties	Documents	🕘 Summary
Stanley Schaefer V Shaylee Livingston			CIVIL ACTION Pending COURT 1st Judicial District FILER Attorney Walker
DOCUMENTS (2)		NEXT STEPS	
1) E PETITION FOR ESTABLISHMENT.docx	Petition	Attorney Walker	*
2) 🖹 FINAL ORDER.pdf	Order	INTERNAL ROUTING NOTES =	256 / 256
HISTORY	show All 👻		4
Attorney Walker — Filing 2139 Created	10/17/22, 1:51 PM	POSSE CASE ACTION LOG	600 / 600
		READY TO LOCK DOCUMENTS AND DOWNLOAD I acknowledge my responsibility to comple court, outside GovLink.	
← Prev		Cancel 💽 S	ave 💆 Download & File

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c. If you have filing permissions and are ready to eFile with the court, click the checkbox next to 'I consent to sign and deliver these documents to Kings Superior Court '



d. To save your work and exit the Filing Wizard, click Save.

5) 🖹 Acknowledgement.docx	Document - Other	6007/600
		Å
HISTORY	SHOW ALL 👻	READY TO FILE I consent to sign and deliver these documents to Kings Superior Court
← Prev ♠ Follow ■●		Cancel 💽 Save 🖭 File

6. Adding in New Parties to an Existing Case

a. Once the existing case is located, users can click into the case and view the case details by clicking Step 1: Case of the filing stepper.

iling (Unfiled)						FILING ID 2543	
Case	🖉 P.	arties			Documents		- 4 Summa
EXTERNAL CASE ID *	COUNTY *		COURT TYPE *		CASE CATEGORY *	CASE TYPE *	
123546	Kings	-	Superior	*	Domestic Relations *	DCSS	-
ATTORNEY *	FILING CATEGORY		RELATED CIVIL ACTION#		RELATED EXTERNAL ID		
AttorneyUser TestAtt *	Arbitration	*					

b. in Step 2: Parties of the filing stepper, users can view the existing parties in the case.

Case		(2) Parties	📀 🛛	Documents	4) Summa
	PARTY NAME				PARTY TYPE	ACTIONS
8	George	Middle	Jetson	Suffix 👻	Plaintiff	- / 1
8	Betty	Middle	Воор	Suffix 💌	Defendant	- / 1
						+ Add Party

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c. Since this is an existing case, users will not be able to edit the existing party information. Users will however have the option to add new parties to the case by selecting "add parties" at the bottom right of the screen.

🕗 Casi		2) Parties	🖉 Do		4) Summa
	PARTY NAME				PARTY TYPE	ACTIONS
°	George	Middle	Jetson	Suffix 💌	Plaintiff	- / 1
8	Betty	Middle	Boop	Suffix 🕶	Defendant	- / =

MAKE CHANGES TO AN UPLOADED DOCUMENT

1. Edit – Click the Edit icon to make edits on the document 🖍

a. Once a document is in the editable version, the user may edit the document by using the tools on the right-hand side of the page.

b. Any text within the document has the ability to be edited.

- c. Templates as well as locally stored documents are all able to be edited.
- 2. Split Click the Split icon to split a multi-page document into separate documents.
 - a. Select the desired document on the right in the "Unassigned" column.
 - b. The user will drag the document(s) into the appropriate trays, outlined in a dotted grey box on the right.

UNASSIGNED	Split Document: 3 REV MOD PACKET- CO.docx
	New Pocument 1 Document Type
	Greate Another Document

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c. If multiple pages are found within a tray, the user may rearrange the pages.

NASSIGNED	Split Document: 3 REV MOD PACKET- CO.docx Drag pages to create separate document(s). Unassigned pages will be discarded.
•	New Document 1 Document Type Description
Í	New Document 2 Document Report

d. Users are encouraged to name the Document Type before saving. Users may also add a

document description.

6	New Document 1			
	search	cription		
	Affidavit		 	
	Motion			
	Notice			
	Order			
_				
_	New Document 2	2		
-	Document Type	 Description 		1

- e. Any documentation left in the "Unassigned" column will be discarded and not compiled to be filed to the court.
- f. Once saved, users may reorder documents on the right side of the page under "Order."

🕗 Case		🖉 Parti			- 3 Documents					(4) s	umm
Janie I	Doe V Jo	hn Doe				COURT FILE		Coun	ty Sup		Court
			DOCUMENT TYPE		DESCRIPTION					ACT	TIONS
SELECT	ORDER	DOCUMENT NAME	DOCOMENT TIPE								
SELECT		Kings County Summons and Compl		Ψ			1	٢	ľ	Î	5

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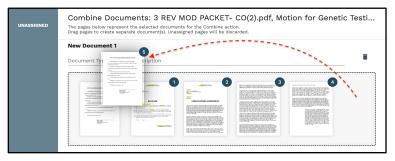
- 3. Combine- Combine multiple documents into one document.
 - a. To combine multiple documents, select the desired documents on the left side of the screen.

Case		🖉 Part							Summa
					COURT Kinj Filer A	(s Cou	nty Su	ID Pe perior festAtt	Court
SELECT	ORDER	DOCUMENT NAME	DOCUMENT TYPE	DESCRIPTION				AC	TIONS
	=1	E Kings County Summons and Compl	Notice of Hearing +		/	t	ß	ii.	5
	= 2	E Kings County Summons and Compl	Summons/Complaint or Supp *			T,	<u>/</u>	1	5
	= 3	Kings County Summons and Compl	Application 👻		/	Ŷ	Ø	Î	5

b. The split document button will change to combine documents for the documents selected.

🕗 Case		🖉 Parti		3 Documents		- (4) Summai
					COURT CASI COURT Kings County S FILER AttorneyUser	
SELECT	ORDER	DOCUMENT NAME	DOCUMENT TYPE	DESCRIPTION		ACTIONS
	=1	Kings County Summons and Compl.	Notice of Hearing	•		1 5
	=2	Kings County Summons and Compl.	Summons/Complaint or Supp	. •	1 2	1 5
	= 3	B Kings County Summons and Compl.	Application	•	/ Y 🖉	15

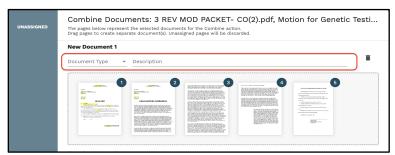
c. Users will be able to reorder pages while combining documents.



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d. Users are encouraged to name the Document Type before saving. Users may also add a document description.



e. Any documentation left in the "Unassigned" column will be discarded and not compiled to be filed to the court.

g. Once saved, users may reorder documents on the right side of the page under "Order."

4. Sign – Click the Sign icon to insert electronic signatures/initials into the document.

a. If given permission to sign, user will select the signature at the top of the document. Users will be

able to switch between signatures if they have permissions to view more than one.



b. Once a signature has been selected the user will wait until the signature box turns blue.

SIGNING	g as								A		
Gov	Link \$	Syster	n	•	t	tow	Y		U		
)،	<	>	×	3	of 7	Θ	Ð	100% 🔻	k	4	5

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c. Once blue, the user will select the area they would like to drop and insert the signature. The

signature may be resized or moved.

IX IX <td< th=""><th>GovLink System</th><th>- Janamad</th><th></th><th></th><th></th></td<>	GovLink System	- Janamad			
Compared and the second s	I< < > >I	3 of 7 \ominus 🛞 100% 🛩 🕨 📲 👘 🖓	Q	E\$	ē
Construction C	国 <i>虎</i> - H	lvetica 🔻 16px 👻 A - 🚍 🛛 🛅			
 The court domain to provide heading the provide heading heading to the coverage, to compare and not any start and any start and the start and t	Ð	e. Other (specify):			
		 Inscription costs to the second second			
13. Number of pages attached: 14		NOTICE - Child support: The court will make orders for the support of the children upon request and submission of financial forms requesting party. - of you want fegal advice, contact a lawyer immediately.	by the		
NOTICE of hild support: The court will make orders for the support of the children upon request and submission of financial forms by the requesting party.		Date:			
Other support: The court will make orders for the support of the dubtion upon request and submission of francisal forms by the term of you work from advice, control a lawyer immostative, A batement of fighted and Responditionalities is attached to this document. Plass read Carefully.		R-000 Bitr. January 1, 2021 Page 3 of 6			

d. To drop the signature, the user will click on that area of the document and then click 'Save.'



e. All editing tools will now be locked. To make any additional edits, users will need to Rework the

document. See details below.

Case		🥜 Partie			3 Documents ———		
George	Jetson	V Betty Boop				COURT Kings County S	E ID Pending uperior Court TestAttorney
SELECT	ORDER	DOCUMENT NAME	DOCUMENT TYPE	D	ESCRIPTION		ACTIONS
	=1	🖺 Kings County Summons and Compl	Summons	*		🖉 🔨 🗹	. 🛯 🌖
	= 2	Notice Test.docx	Notice	•		180	1 5
	= 3	Notice of Receipt .docx	Notice			180	1 5

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- 5. **Delete** Click the Delete icon to delete an unfiled document.
 - a. To delete a document, select the delete icon.

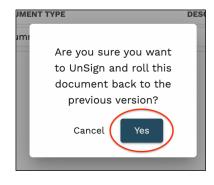
	g (Unfil			FILING ID 2137
🕗 Case		🖉 Parties	3 Documents	
				CIVIL ACTION CV2022-07- 1984
Su	usan Johns	son V George C. Johnson; Lola Brow	nstein	COURT 1st Judicial District FILER Attorney Walker
SU	order	DOCUMENT NAME DOCUMENT TYP		COURT 1st Judicial District
				COURT 1st Judicial District FILER Attorney Walker

b. A signed document cannot be deleted and will have to be reworked.

- 6. **Rework** To rework or correct a document, select the rework icon on the right side of the page. \circ
 - a. Rework icon is only activated when reworking a document that has already been signed or rejected.

Filing	(Unf	iled)			EXTERNAL CASE ID 234234 FILING ID 2530
🕗 Case			Parties	3 Documents	4 Summar
					COURT CASE ID Pending COURT Kings County Superior Court FILER AttorneyUser TestAttorney
SELECT	ORDER	DOCUMENT NAME	DOCUMENT TYPE	DESCRIPTION	ACTIONS
	=1	Kings County Summon	s and Compl Summons	*	/ Y 🖌 🗊 🍮

b. By clicking 'Yes; in the pop up, it will remove any signatures and return the document back to its original version.



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GovLink

FIND AN INDIVIDUAL FILING

- 1. Find a specific filing or groups of filings using any combination of the following:
 - a. Click the desired filing status of Unfiled, Submitted, Accepted, Rejected, or All.
 - b. Select to whom the filing is currently assigned from the Assigned To drop-down list
 - c. Select the person that created the filing from the Created By drop-down list
 - d. Enter a Party Name, the CSE Number, or Case Number in the Search box.

G	OVL	INK 1	Filings (ases Re	porting			+	New Case	A 0	🗘 🕫
STATUS Unfile		omitted (0) A	ccepted Reject	ed (0) All	ASSIGNED TO 16 GovLink System -	CREATED BY 1C Any	¥		а ксн<mark>1</mark>0 Defendant o	r External II	Search
¢	STATUS		CIVIL ACTION #	CASE TITLE			ASSIGNED TO	ASSIGNED 4	COUNTY	DAYS IN STATUS	CREATED BY
¢	Unfiled	897986					GovLink System	1/10/23	Kings	0	GovLink System
	Unfiled	456789	Tyler-28acc	Bill Smith V .	ane Smith		GovLink System	1/9/23	Kings	1	GovLink System
¢							GovLink				GovLink

2. Click the 'Search' button.

G	ovL	INK	Filings C	ases Rep	orting			+	New Case	≜ 0	¢ (
STATUS Unfile	d (3) Sub	omitted (0) A	ccepted Rejecte	ed (0) All	ASSIGNED TO GovLink System *	CREATED BY	•	s	EARCH Defendant o	r External II	Sez
ņ	STATUS	EXTERNAL ID #	CIVIL ACTION #	CASE TITLE			ASSIGNED TO	ASSIGNED &	COUNTY	DAYS IN STATUS	CREAT
Ļ	Unfiled	897986					GovLink System	1/10/23	Kings	0	GovLi Syste
Ļ	Unfiled	456789	Tyler-28acc	Bill Smith V J	ane Smith		GovLink System	1/9/23	Kings	1	GovL Syste
	Unfiled	123546		Coorto loteo	v Betty Boop		GovLink System	1/5/23	Kings	5	GovL Syste

3. All filings matching any of the criteria you selected or entered are displayed in the main part of the page and results may be sorted by clicking the status header.

G	©VLI	NK	Filings	lases Rep	orting				-	+ New Case	A Ø	\$ G
STATUS					ASSIGNED TO		CREATED BY			SEARCH		
Unfile	d (3) Sub	mitted (0) A	ccepted Reject	ed (0) All	GovLink System	*	Any	*		Defendant	or External II	Searc
_					_							
¢	STATUS	EXTERNAL ID #	CIVIL ACTION #	CASE TITLE				ASSIGNED TO	ASSIGNED DATE	COUNTY	DAYS IN STATUS	CREATED BY
¢	Unfiled	897986			_			GovLink System	1/10/23	Kings	0	GovLink System
¢	Unfiled	456789	Tyter-28acc	Bill Smith V J	ane Smith			GovLink System	1/9/23	Kings	1	GovLink System
Δ	Unfiled	123546		George Jetsor	n V Betty Boop			GovLink System	1/5/23	Kings	5	GovLink System

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PROCESSING REJECTED FILINGS

GovLink provides the tools to delete or rework filings that have been rejected by the Clerk's office.

1. Once a filing has been automatically 'Rejected', the user will be able to locate that filing in the 'Rejected' tab on their dashboard.

GovLink	Filings Cases	Reporting	
STATUS	Accepted Rejected (5)	ASSIGNED TO	CREATED BY
Unfiled (66) Submitted (8)		All Attorney Walker 👻	Any

- 2. Users will be able to select the filing that has been rejected and go to step 4 in the filing stepper, the summary page.
- 3. Users can see the reason for rejection by hovering over the exclamation icon in the top left of the page or see the reason for rejection in the history of the case.

Filing (Rejected)	Clerk Comment 07-25-22: Missing signatures on Page 3		FILING ID 1959
🕗 Case —————	Parties	🕗 Documents	🕢 Summa
9 - THE TOURSHOP	emp support - recomment (ry main - reason		CIVIL ACTION Pending COURT 1st Judicial District FILER Attorney Walker
		NEXT STEPS	
		Assign to \rightarrow	
HISTORY	SHOW All 👻	Attorney Walker	Ŧ
System User	Z/25/22, 3:01 PM	INTERNAL ROUTING NOTES	
Filing 1959 Rejected Court Response Note: Miss	ing signatures on Page 3		256 / 256
	ing signatures on Fuge o		
Attorney Walker	7/19/22, 3:07 PM		,
Filing 1959 Submitted			

4. To rework the filing, the user will need to click the ReWork icon to the far right of the dashboard for that case.

Unfiled (66) Submitted (8) Acc	ASSIGNED TO Attorney Walker *	Any *				Defendant or	POSSE #	Search
	CIVIL ACTION # CASE TITLE		ASSIGNED TO	ASSIGNED DATE	\$COUNTY	DAYS IN STATUS	CREATED BY	ACTIONS
A Rejected 45681535	Hallie Ford V Antoine Knox		Attorney Walker	10/20/22	Laramie	0	Attorney Walker	5

5. Click 'OK' in the pop up to confirm you would like to proceed with the ReWork.

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6. The user can now locate that case in the 'Unfiled' tab on their dashboard and the user will be able to click into the case from there and make the corrections before resubmitting the filing.



- 7. Using the rejection reasons as your guide, edit, delete, split, sign, and/or add documents as needed. If a document is locked and needs to be edited, click the Rework icon next to that document in order to unlock it and then you can proceed to edit, split, or sign as usual.
- 8. When you believe you have made all of the appropriate and needed changes, updates, etc., proceed to the next step in your standard operating procedure for this Filing just like you would if it were the first time you were working on it and it hadn't been rejected. I.E., assign to the next person who should work on or review it, make your Internal and/or POSSE CAL Update Log notes, or download to file.
- 9. Reworking a Rejected filing will trigger all of the usual notifications to users who are following the filing. If users have their notifications turned on, they will receive emails notifying them of changes to assignment or status just like they would with a new Filing.

DELETING A REJECTED FILING

The Delete icon (trach can) allows users to delete Rejected Filings that they created but are no longer needed. Users with permission to do so can also delete Rejected Filings that were created by others but are no longer needed. To delete a filing, click the trash can and then confirm you want to continue to delete by clicking Delete on the pop-up box that appears. To abandon deleting this record, click Cancel in the pop-up box.

Deleting a filing will result in notifications to followers of the Filing as well as CAL Updates being automatically logged when appropriate to do so.

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<u>G@vLink</u>

USER MANAGEMENT

GovLink provides the tools to create new users and manage the settings for existing users:

- Profile (username, name, role, bar number, address and phone number)
- Role (e.g., attorney, case worker, legal assistant)
- Local Office(s)
- Notifications (filing status change, court updates, filing assignment change)
- Permissions (delete filinigs, sign, add users and edit users)
- Signature (upload a signature file for users with Signing permission)

LAYOUT

• For each user who has permissions to add or edit user accounts, a gray gear icon appears to the left of the user's initials.

		\bigcirc	
Ļ	?		AW

- Click the gear, then click "User Management."
- The User Management page displays a list of all users who are associated with the given location. Find a specific user or group of users by searching with any combination of NAME, LOCATION and ROLE.

USER MANAGE	MENT								+ New Us
NAME		LOCATION		ROLE	STATUS		USER TYPE		
Username, Firs	t or Last Nam	All		✓ All	 Active 	*	All		Ŧ
Search									
USERNAME	FIRST NAME	LAST NAME T SUFFIX	ROLE	LOCATIONS		51	TATUS	LAST LOGIN	USER TYPE
_	FIRST NAME	LAST NAME T SUFFIX	ROLE	LOCATIONS Kings County			atus stive	LAST LOGIN	USER TYPE Standard
USERNAME						A		LAST LOGIN 1/10/23	

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EDIT A USER

- To edit a user, click the row containing the user's name to open that user's Settings page.
- **PROFILE:** This tab captures required information (username, first name, last name, role and bar number) and optional information (middle name, suffix, street address, city, state, zip code and phone number). Please note that for user role of 'Attorney', both a Bar number and an address selection are required. An address may be entered for the Attorney, or check the Utilize Local Office Address to use the filing office's address for the attorney.

		Amanda Allar SETTINGS	d					×
Profile	PROFILE							
Locations	username * attyAllard.govlink@gmai	il.com						
Notifications	FIRST NAME *	MIDDLE NAME		LAST NAME *			SUFFIX	
Permissions	Amanda	Middle Name		Allard			Suffix	*
	ROLE *		BAR NUM	IBER *				
Signature	Attorney		- 2544	41655				
	CULTURE Local Office Ac STREET ADDRESS CITY City Pronce Number User TYPE * Standard	ddress	state State	2	*	ZIP CODE ZIp Code		
	Set User To Inactive							Save

• **LOCATIONS:** This tab captures the locations that are associated with the user. Add or remove a location by checking or unchecking the corresponding box.

	GovLink	System INGS	×
Profile	CURRENTLY SELECTED (1):	AVAILABLE LOCATIONS (1):	
Locations	LOCATION	SELECT ALL LOCATION	
Notifications	Kings County	Kings County	
Permissions			
Signature			

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• **NOTIFICATIONS:** This tab controls the flow of email alerts for events tracked within the system. Toggle each type of notification (filing status change, court updates, filing assignment change).

GovLink System SETTINGS				
Profile	NOTIFICATIONS			
Locations	Select Preferences for Notifications	Email	In App	
Notifications	Family/Domestic			
Permissions	 Filing Administration Assignment Changed 			
Signature	External Case Update		-	
	Filing Accepted		-	
	Filing Deleted		-	
	Filing Rejected		-	
	Filing Submitted		-	

- Assignment Changed: When a filing is assigned to a different user in the summary tab of the filing status. Both the user who assigned the case and the user who was assigned to will receive a notification.
- **External Case Update:** When any additional documents are filed into the case from someone outside of the Kings County child support office. For example, when someone from the court files into the case or an opposing attorney.
- **Filing Accepted:** When the court accepts a filing, the user who created that filing and anyone following the case will automatically receive a notification.
- Filing Deleted: When a user who deletes a filing they've created and anyone following that case will receive a notification.
- **Filing Rejected:** When the court rejects a filing, the user who created that filing and anyone following the case will automatically receive a notification
- **Filing Submitted:** When a filing has been eFiled to the court, the user who created the case and anyone following the case will receive a notification.

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• **PERMISSIONS - ADMIN:** This tab captures the decisions regarding the user's ability to perform certain actions within GovLink:

	GovLink System SETTINGS
Profile	USER PERMISSIONS:
Locations	
Notifications	Admin + Document Library
Permissions	A - Reporting
Signature	 Export Reports () Generate Reports () User Management Add Users () Edit Users ()
	Family/Domestic + eFile + Filing Administration + Reporting

- **Document Library:** Once a user has clicked both Create Document and Edit Document, all other document library permissions will become clickable.
- **Reporting:** User will not see the reporting option at the top of their dashboard if they don't have reporting permissions.
 - Generate Reports: Gives users the ability to create Audit Log Report and/or User Permission Report.
 - **Export Reports:** Gives users the ability to export the generated admin reports into an excel file.

GovLink	Filings	Cases Reporting
Admin		Family/Domestic
Audit Log Report User Permission Report		Filing Status Change Report Filing Status Snapshot Report

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- User Management:
 - Add Users: This permission gives the user the ability to create new users in GovLink.
 - Edit Users: This permission gives the user the ability to edit permissions for existing GovLink users.

• PERMISSIONS- FAMILY/DOMESTIC:

GovLink System SETTINGS			
Profile	Admin		
Locations	+ Document Library		
Notifications	 Reporting User Management 		
Permissions			
Signature	 Family/Domestic A erile File to Court file to Court 		

- eFile:
 - File to Court: This permission gives users the ability to eFile documents automatically with the court. A user is able to delegate this permission to a different user to eFile on their behalf.
- Filing Administration:
 - O Delete Filings: All users have the ability to delete filings they created themselves, as long as the filing is in 'Unfiled' or 'Rejected' status. This permission enables users to also delete 'Unfiled' or 'Rejected' filings created by other users.
 - eSign: This permission gives the user the ability to insert a signature image into a document. This permission is only given to Attorneys unless there is a special circumstance approved by leadership. A user is able to delegate this permission to a different user to eSign on their behalf.

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- **Reporting:** User will not see the reporting option at the top of their dashboard if they don't have reporting permissions.
 - **Generate Reports:** Gives users the ability to create Filing Status Change Report and/or Filing Status Snapshot Report.
 - **Export Reports:** Gives users the ability to export the generated Family/Domestic reports into an excel file.



• SIGNATURE:

- Only users who have the permission to eSign documents will be able to upload their signature.
- Signatures can be captured using any platform (Example: Stylus, Paint, etc)
- Signatures need to be saved and uploaded in JPEG or PNG file types.

Attorney Walker ×				
Profile	signature ()			
Locations	Choose File No file chosen			
Notifications	Attomen			
Permissions				
Signature				

*On the Profile and Locations tabs, click "Save" to store changes. Notifications & Permissions tabs will auto-save.

*To close the window, click the "X" in the top right corner.

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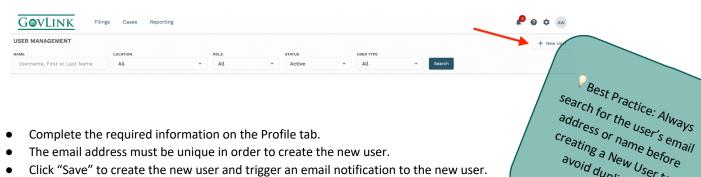
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OVLINK

CREATE A NEW USER

To add a new user that does not yet appear in GovLink:

To add a new user, click "New User" ٠



- Complete the required information on the Profile tab. ٠
- The email address must be unique in order to create the new user. •
- Click "Save" to create the new user and trigger an email notification to the new user. •
- creating a New User to avoid duplication Proceed to the Locations, Notifications and Permissions tabs. Don't forget to SAVE when prompted. •
- To close the window, click the "X" in the top right corner. •

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