

For the Wyoming Child Support Program



Get to know

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 <u>https://support.govlink.us/category/wcsp/</u> 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://wcsp.govlink.us/home (Monday Friday, 8:00 AM-5:00 PM MST)
- Email to info@govlink.us
- Call 844-LUV-4-GOV (Monday Friday, 8:00 AM-5:00 PM MST)

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

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SET YOUR PASSWORD (FIRST VISIT)

- 1. Visit <u>https://wcsp.govlink.us/home</u>
- 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 <u>https://wcsp.govlink.us/home</u>
- 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.



CREATE A NEW CASE

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



- 2. Enter in the POSSE case number at the top of the screen and click 'Import Data.'
- 3. Verify the information that auto populated into the appropriate fields.
- 4. From the drop down, select the Attorney at the local office and Filing Category.
- 5. If applicable, fill in the Related Civil Action # and/or Related POSSE # before hitting next.
- 6. Click Save to save your progress and exit the wizard to finish later, or click Next to proceed to the Parties tab.

Case	🖉 Pa	arties	🕜 Documents		- 4 Sumn
Start with data imp	port				
POSSE #					
3420394	Refresh Data				
		~			
		8			
POSSE # *	COUNTY	COURT TYPE	CASE CATEGORY	CASE TYPE	
3420394	Laramie	- District	- Domestic Relation	ns 👻	~
ATTORNEY *	FILING CATEGORY	RELATED CIVIL ACTION#	RELATED POSSE #		
Attorney Walker	•	· ·			
	Д		ភ		
	~		U		~
					18

- 7. The party names will auto generate as they appear in POSSE.
- 8. Users will select the party type for each party name from the drop down menu on the right side of the screen.

Cas			2 Parties	Ø			
	PARTY NAME				PARTY TYPE		ACTIONS
2	Laylah	-R	Duarte	Suffix 👻	Petitioner	*	× 11
2	Mateo	-R	Liu	Suffix 👻	Respondent	•	× 11
8	Hallie	-R	Ford	Suffix 👻	Child	*	2.11

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





Party Details					(4)	Sum
	_	_	_		ACTIONS	
PARTY TYPE *						
Petitioner	- Individual 🔮 🤇	🔵 Organization 🚮			1	Î
FIRST NAME *	MIDDLE NAME	LAST NAME *	SUFFIX			
Konner		Kerr		*		Ĩ
ALIAS	DATE OF BIRTH	SOCIAL SECURITY NUMBER			1	ii.
	5/26/2012	***_**=8537				
STREET ADDRESS LINE 1	STREET ADDRESS LINE 2				1	1
3 N. Liberty Avenue						-
CITY	STATE	ZIP CODE			(+ A	
Gillette	-	82718				
					+ A	
Cancel				Save		
	MATT TYPE * Petitioner Hast NAME * Konner ALME STREET ADDRESS LINE 1 3 N. Liberty Avenue GITE Gillette	MATY TYPE * Petitioner • (i) Individual, (ii) (ii) (iii) (ii	MATT TYPE* Petitioner - (ii) Individual (iii) Organization (iii) Hist Nuxe * Hist Nuxe * Hist Nuxe * Konner ALMS but or BITH BOOLL SCOUTY NUMBER 6/26/202 (iii) ***.**.8537 STRET ADDRES LINE 1 STRET ADDRES LINE 1 STRET ADDRES LINE 2 3 N. Liberty Avenue GTV EXTE 2P COE Gillette - 82718	Autro tive * Petitioner • (individual (i)) Organization (ii) Past Nuxe * Monner Kerr ALAS DATE or BITTH KONLS AUX * S78257 ADDRESS LINE 1 S78257 ADDRESS LINE 1 S78257 ADDRESS LINE 2 3 N. Liberty Avenue Grv State Zie Cose Gilleste • 82718	MART TYPE * Petitioner • Individual Organization Hist Nuxe * Hist Nuxe * Hist Nuxe * Hist Nuxe * Konner ALMS Datt of BitTH S/26/2012 *****=\$527 STREET ADDRESS LINE 1 STREET ADDRESS LINE 2 3 N. Liberty Avenue Gitt et # 29 cose Gittete * 82718	Party Details Party Details Party TYR** Petitoner i (individual & O organization ref Party Address Use 1 Software Party Details Point Software Point Software Point Software Point Software Point Software Point S

10. If party names are incorrect, they will need to be corrected in POSSE and then refreshed in GovLink.

Filing (Unfiled)	
1 Case	Parties
Start with data imp	port
POSSE #	
134568	Refresh Data

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



- 12. Click Cancel to exit the wizard or Next to proceed to the Documents tab.
- **13**. 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	

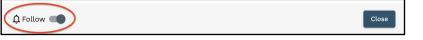
- b. Select the Document Type from the drop-down list. This is a required field.
- c. Optionally, add a description to the description box.





Case		🕜 Parti	es		3 Documents					Summa
Makai	Marshal	l V Ashlyn Andersen				cou	RT 1:	ACTION ALLON ALLON	cial D	strict
SELECT	ORDER	DOCUMENT NAME	DOCUMENT TYPE		DESCRIPTION				AC	TIONS
	=1	3 REV MOD PACKET- CO(1).pdf	Summons	*		1	$\widehat{\gamma}^{*}$	\mathbb{Z}	Î.	5
	= 2	3 REV MOD PACKET- CO(2).pdf	Motion	*		1	٢,	∠	Î	5
	= 3	3 REV MOD PACKET- CO(3).pdf	Order	*		1	$\mathbf{\hat{r}}$	1	Î	5
	=4	FINAL - 7-08-2022 - Satisfaction w.	Notice	*		1	٢,	∠	Î	5
	= 5	Motion for Genetic Testing .docx	Motion	*		1	52	1	î.	5

- d. A user can also add a template to the filing by selecting 'Document Library' in the Select File drop down.
- e. The user is able to search for the templates in the library and select the templates they would like to add and then click 'Add to Filing'
- f. The party and case data from POSSE will automatically populate into the template.
- g. All documents added to the filing, including templates are able to be edited using the available tools next to 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.
- 14. Click the Follow icon to turn notifications for this case on or off.



- 15. Click Save to save your progress and exit the wizard. You can come back later to continue your work.
- 16. Click Next to proceed to the Summary tab:

17. 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.

Filing (Unfiled)			POSSE # FILING ID	8716542489 2139	×
🖉 Case 🦳 🖉 🖉	Parties	Ø Documents		🚯 81	ummary
Stanley Schaefer V Shaylee Livingston			COURT	IL ACTION Pend Ist Judicial Disti & Attorney Wal	rict
DOCUMENTS (2)		NEXT STEPS			
1) 🖺 PETITION FOR ESTABLISHMENT.docx	Petition	Assiss to + Attorney Walker			×
2) 🖺 FINAL ORDER.pdf	Order	INTERNAL ROUTING NOTES			
				256 / 3	256
HISTORY	SHOW All *				4
Attorney Walker	10/17/22, 1:51 PM	POSSE CASE ACTION LOG.		600 / 6	
- Filing 2139 Created				60076	
					~
		I acknowledge my responsibility to complet court, outside GovLink.	te this filing	directly with	the
← Prev ↓ Follow ■		Cancel 💽 Se	•••• •	Download & File	•

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

Filing (Unfiled)				POSSE # 8716542489 FILMA ID 2139
Case	🖉 Parties		🖉 Documents	(3) Summary
Stanley Schaefer V Shayl	ee Livingston			COURT 1st Judicial District FILER Attorney Walker
DOCUMENTS (2)			NEXT STEPS	
1) 🖺 PETITION FOR ESTABLISH	MENT.docx	Petition	ABBIGN TO ->	
_			Attorney Walker	*
2) 🖺 FINAL ORDER.pdf		Order	INTERNAL ROUTING NOTES	
				256 / 256

c. Add any internal notes to this filing.



d. Add notes for the POSSE Case Action Log (CAL).





F iling (Unfiled)			POSSE # 8716542489 PILING ID 2139 ×
Case 🥢	Parties	🖉 Documents	🕢 Summary
Stanley Schaefer V Shaylee Livingstor	ı		CIVIL ACTION Pending COURT 1st Judicial District FILER Attorney Walker
DOCUMENTS (2)		NEXT STEPS	
1) 🖺 PETITION FOR ESTABLISHMENT.docx	Petition	Attorney Walker	-
2) 🖺 FINAL ORDER.pdf	Order	INTERNAL ROUTING NOTES .	
			256 / 256
HISTORY	show All *		
Attorney Walker - Filing 2139 Created	10/17/22, 1:51 PM	POSSE CASE ACTION LOG	600 / 600
			4
		READY TO LOCK DOCUMENTS AND DOWNLOAD I acknowledge my responsibility to co court, outside GovLink.	mplete this filing directly with the
← Prev		Cancel	😨 Save 👲 Download & File

e. If you have filing permissions and are ready to save and download to manually file with the court, click the checkbox next to 'I acknowledge my responsibility to complete this filing directly with the court, outside GovLink' and then click File.

Filing (Unfiled)			POSSE# 8716542489 ×
🖉 Case 🥢 🧭	Parties	Ocuments	Summary
Stanley Schaefer V Shaylee Livingston			CIVIL ACTION Pending COURT 1st Judicial District FILER Attorney Walker
DOCUMENTS (2) 1) 1 PETITION FOR ESTABLISHMENT.docx	Petition	NEXT STEPS ASSIGN TO → Attorney Walker	*
2) 🖺 FINAL ORDER.pdf	Order	INTERNAL ROUTING NOTES =	256 / 256
HISTORY	SHOW All 👻		Å
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 complet court, outside GovLink.	e this filing directly with the
← Prev		Cancel 🕄 Sa	Ne 👲 Download & File

f. 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.

		court, outside GovLink.
← Prev	🏚 Follow 🔳	Cancel 💽 Save 👲 Download & 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.



- 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 POSSE 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 All	COUNTY	CASE / DOCKET ID	PARTY FIRST NAME	PARTY LAST NAME	
	· ·	Case / Docket ID	Party First Name	Party Last Name	Search
Advanced Filter	~				
B Advanced Filter	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.



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.

	Case/Docket # 123456	File Into Case
	1st Judicial District Judge Parrish POSSE # 765456 Related Case/Docket # Initiation Date 10/31/22	
	ELLE BARRY V MATHEW RAY	
Filings	Parties Attorneys	
- UNFILED		
- SUBMITTE	D	
ACCEPTE	D	
Filing #2216 Attorney Walke		4 ~
1 Motion	2 PETITION FOR REV MOD- CO.pdf	<u>+</u>
2 Motion	Motion for Bench Warrant.pdf	<u>+</u>
3 Summons	3 REV MOD PACKET- CO(1).pdf	<u>+</u>
4 Motion	3 REV MOD PACKET- CO(2).pdf	±
	Compile & Download	🛓 Download All

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



Need Help? Click the green chat bubble in the bottom corner of GovLink or call us at 844-LUV-4-GOV

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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 summary tab of the filing stepper::
 - a. Review the documents you are including in this filing. Click "Prev" if you need to return to the Documents step (See step 4 for how to upload documents).



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

Filing (Unfiled)				POSSE # 8716542489 X FILING ID 2139
Case	🖉 Parties		🕗 Documents	🕘 Summa
Stanley Schaefer V Sha	ylee Livingston			CIVILACTION Pending COURT 1st Judicial District FILER Attorney Walker
DOCUMENTS (2)			NEXT STEPS	
1) 🖹 PETITION FOR ESTABLIS	SHMENT.docx	Petition	ASSIGN TO \rightarrow	
			Attorney Walker	¥
2) 🖹 FINAL ORDER.pdf		Order	INTERNAL ROUTING NOTES =	
				256 / 256

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

iling (Unfiled)		Posse # 8716542489 FILING ID 2139 ×
) Case 🦉	Parties	🖉 Documents 🛛 🚳 Summary
Stanley Schaefer V Shaylee Livingston		CIVIL ACTON Pending COURT 1st Judicial District FILER Attorney Walker
DOCUMENTS (2)		NEXT STEPS
1) 🖺 PETITION FOR ESTABLISHMENT.docx	Petition	ASSIGN TO →
2) E FINAL ORDER.pdf	Order	Attorney Walker *
		INTERNAL ROUTING NOTES = 256 / 256
HISTORY	SHOW All 👻	A
Attorney Walker Filing 2139 Created	10/17/22, 1:51 PM	PORSE CASE ACTION LOG () 600 / 600
		A READY TO LOCK DOCUMENTS AND DOWNLOAD Lacknowledge my responsibility to complete this filing directly with the Court, outside GovLink.
← Prev		Cancel 💽 Save 💆 Download & File

d. Add notes for the POSSE Case Action Log (CAL).





iling (Unfiled)			POSSE # 8716542489 X
Case	Parties	Ø Documents	🕢 Summary
Stanley Schaefer V Shaylee	Livingston		CIVIL ACTION Pending COURT 1st Judicial District FILER Attorney Walker
DOCUMENTS (2)		NEXT STEPS	
1) 🖺 PETITION FOR ESTABLISHM	NT.docx Petition	Assign to ->	Ť
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
Filling 2100 Created			Å
		READY TO LOCK DOCUMENTS AND DOWNLOAD I acknowledge my responsibility to com court, outside GovLink.	plete this filing directly with the
← Prev		Cancel	Save 👲 Download & File

e. If you have filing permissions and are ready to download to manually file with the court, click the checkbox next to 'I acknowledge my responsibility to complete this filing directly with the court, outside GovLink.'

iling (Unfiled)			Posse # 8716542489 FiLING ID 2139
	🖉 Parties —	Documents	🕘 Sumi
Stanley Schaefer V Shaylee Livingsto	n		CIVIL ACTION Pending COURT 1st Judicial District FILER Attorney Walker
DOCUMENTS (2)		NEXT STEPS	
1) 📄 PETITION FOR ESTABLISHMENT.docx	Petition	ASSIGN TO \rightarrow	
		Attorney Walker	
2) 🖺 FINAL ORDER.pdf	Order	INTERNAL ROUTING NOTES	
			256 / 25
HISTORY	SHOW ALL *		
		POSSE CASE ACTION LOG	
Attorney Walker Filing 2139 Created	10/17/22, 1:51 PM		600 / 60
Filing 2138 Created			
		READY TO LOCK DOCUMENTS AND DOWNLOAD I acknowledge my responsibility to co court, outside GovLink.	mplete this filing directly with th
← Prev △ Follow ■		Cancel	🗃 Save 🔮 Download & File

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



4. How to edit existing information:



a. The Case & Party information will auto-fill based on the case you were on when you clicked New Filing.



b. Drag and drop your document into the Drop Zone or click 'Select File' to select your files from your system.



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

🖉 Case			🕗 Parties		Ocuments		— (4) Summa
Su	san John	son V George C. Johnson	n; Lola Brownstein				CV2022-07- 1984 Judicial District
						FILER	Attorney Walker
SELECT	ORDER	DOCUMENT NAME	DOCUMENT TYPE	DESCR	IPTION	FILER	Attorney Walker ACTIONS
SELECT	ORDER	DOCUMENT NAME		DESCR	IPTION		

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

🖉 Case		(Parties		3 Documents	
Su	isan John	son V George C. Johnson	; Lola Brownstein			CIVIL ACTION CV2022-07- 1984 COURT 1st Judicial District
						FILER Attorney Walker
SELECT	ORDER	DOCUMENT NAME	DOCUMENT TYPE	ſ	DESCRIPTION	FILER Attorney Walker Actions
SELECT	ORDER	DOCUMENT NAME	Petition		DESCRIPTION	

- 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.
- 5. Click the **Follow icon** to turn notifications for this case on or off.



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.

- 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.

	Split Document: 3 REV MOD PACKET- CO.docx	
UNASSIGNED	Qrag pages to create separate document(s). Unassigned pages will be discarded.	
2	New Document 1	
	Document Type 👻 Description	Î
-		
	Table State	
CHARLEN THE STREET		
	Create Another Document	
energen en e		
NUMBER OF CONTRACTOR		

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

UNASSIGNED	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
	New Document 2 Document Time Origition

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



UNASSIGNED		ate document(s). Unassigned		
6	New Document 1			
	search	cription		Î
	Affidavit		 	
	Motion			
7	Notice			
	Order			
		_		
	New Document 2			
	Document Type 👻	Description		 Î
	2	Path / Physics States	Management of the second secon	
	BALL NO			

- 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		🖉 Partie			Documents					Summai
Makai	Marshal	ll V Ashlyn Andersen				COL	IRT 1	ACTIO st Judi Atto	cial D	istrict
SELECT	ORDER	DOCUMENT NAME	DOCUMENT TYPE		DESCRIPTION				AG	TIONS
	=1	3 REV MOD PACKET- CO(1).pdf	Summons	-		1	γ^{*}	∠	Î	5
	= 2	3 REV MOD PACKET- CO(2).pdf	Motion	-		1	51	2	Î	5
	= 3	3 REV MOD PACKET- CO(3).pdf	Order	*		1	52	∠	Î	5
	=4	FINAL - 7-06-2022 - Satisfaction w	Notice	*		1	52	∠	Î	5
	= 5	Motion for Genetic Testing .docx	Motion	*		1	52	1	÷.	5

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

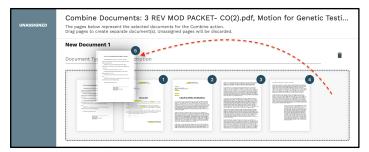
Case		🖉 Partie			3 Documents					
V Jame	es Bla	nd IV; Child Alpha					RT 18	ACTION at Judio Attor	cial Di	istrict
SELECT	ORDER	DOCUMENT NAME	DOCUMENT TYPE		DESCRIPTION				AC	TIONS
	=1	3 REV MOD PACKET- CO(1).pdf	Summons	•		1	\mathbb{N}^{n}	2	Î	5
	=2	3 REV MOD PACKET- CO(2).pdf	Order	*		1	t	_	î.	5
	= 3	3 REV MOD PACKET- CO(3).pdf	Order	*		1	t	_	Î.	5
п	= 4	2 PETITION FOR REV MOD- CO.docx	Petition	*		1	5*	1	î.	5



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

Filing	(Unf	iled)				POSSE # 123456 FILING ID 2247 ×		
🖉 Case		🖉 Partie			3 Documents			
V Jame	es Bla	nd IV; Child Alpha				CIVIL ACTION Pending COURT 1st Judicial District FILER Attorney Walker		
SELECT	ORDER	DOCUMENT NAME	DOCUMENT TYPE		DESCRIPTION	ACTIONS		
	=1	3 REV MOD PACKET- CO(1).pdf	Summons	*		/ Y 🗹 🖬 🌣		
~	= 2	3 REV MOD PACKET- CO(2).pdf	Order	*		/ t 🖉 🗉 5		
~	= 3	3 REV MOD PACKET- CO(3).pdf	Order	*		/ t <u>/</u> = 5		
	= 4	2 PETITION FOR REV MOD- CO.docx	Petition	*		1911		

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



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

UNASSIGNED	Combine Docum The pages below represent Drag pages to create separa	the selected docume	nts for the Combine act	tion.	tion for Geneti	c Testi
	New Document 1					
	Document Type	Cescription				

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



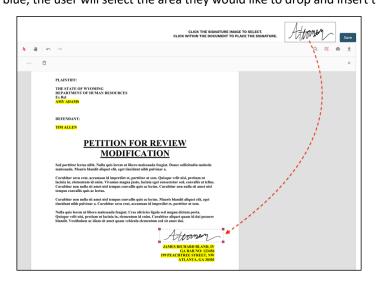
g. Once saved, users may reorder documents on the right side of the page under "Order."

Case		🖉 Parties			3 Documents	4 Summar				
Makai	Marshal	l V Ashlyn Andersen				cou	IRT 1s	ACTION t Judio Attor	cial D	istrict
SELECT	ORDER	DOCUMENT NAME	DOCUMENT TYPE		DESCRIPTION				AC	TIONS
	=1	3 REV MOD PACKET- CO(1).pdf	Summons	-		1	57	∠	Î	5
	= 2	3 REV MOD PACKET- CO(2).pdf	Motion	×		1	57	2	Î	5
	= 3	3 REV MOD PACKET- CO(3).pdf	Order	÷		/	52	2	Î	5
	=4	FINAL - 7-06-2022 - Satisfaction w	Notice	*		/	52	2	Î	5
	= 5	Aution for Genetic Testing .docx	Motion	*		1	57	2	Î	5

- 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 and wait

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- until the signature box turns blue.
- b. Once blue, the user will select the area they would like to drop and insert the signature.





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



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

🕗 Case		(🕗 Parties ————	3 Docum	nents	
Su	iean lohn	son V George C. Johnson	I ola Brownetein			CIVIL ACTION CV2022-07- 1984
	aan oonna	in a design of contraction	, Eota brownatem			COURT 1st Judicial District FILER Attorney Walker
SELECT	ORDER	-	DOCUMENT TYPE	DESCRIPTION		
		-	DOCUMENT TYPE	DESCRIPTION		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)			POSSE # 68541651 ×
🕗 Case		🖉 Pa	rties	3 Documents	4 Summary
Makai I	Marshall	l V Ashlyn Andersen			CIVIL ACTION Pending COURT 1st Judicial District FILER Attorney Walker
SELECT	ORDER	DOCUMENT NAME	DOCUMENT TYPE	DESCRIPTION	ACTIONS
	=1	3 REV MOD PACKET- CO(1).pdf	Summons	• •	/ Y 🗹 🖬 (5)
	= 2	3 REV MOD PACKET- CO(2).pdf	Motion	•	/ Y 🖊 🖬 5
-			Order	- 10	





FIND AN INDIVIDUAL FILING

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

9	G @\	/Link	Filings	Cases	Repo	orting			+ New Case	Dist 1 - Lara	imie <mark>1a</mark> –		• • •
Un	rus Ifiled (26)	Submitted (6	Accepted	Rejected (4)	All	ASSIGNED TO 1C Attorney Walker -	Any	1d -			search 1e Defendant	or POSSE #	Search
¢	L STATU	JS POSSE #	CIVIL ACT	TION # CASE	TITLE				ASSIGNED TO	ASSIGNED DATE	↓COUNTY	DAYS IN STATUS	CREATED BY
¢	Unfil	ed WP-23234	5	Chair	n Watson	v Nash Baxter			Attorney Walker	10/17/22	Laramie	0	Attorney Walker
Ļ	L Unfil	ed 86785453	2 CV2022	-07-1984 Susar	n Johnsoi	n V George C. Johnson; Lola Bro	ownstein		Attorney Walker	10/17/22	Laramie	0	Attorney Walker
¢	L Unfil	ed 22544544		Made	leine Hill	V Omar Barrera			Attorney Walker	10/13/22	Laramie	4	Attorney Walker

2. Click the 'Search' button.

	Filings Cases Re						·	
STATUS Unfiled (26) Submitted (6	i) Accepted Rejected (4) All	Assigned to CREATED BY Attorney Walker * Any	Ť			Defendar	nt or POSSE #	Search
↓ STATUS POSSE #	CIVIL ACTION # CASE TITLE			ASSIGNED TO	ASSIGNED DATE	↓COUNTY	DAYS IN STATUS	CREATED BY
△ Unfiled WP-23234	45 Chaim Wat	son V Nash Baxter		Attorney Walker	10/17/22	Laramie	0	Attorney W
Li Offited WF=2323				Attorney Walker	10/17/22	Laramie	0	Attorney W
↓ Unfiled 86785453	2 CV2022-07-1984 Susan Johr	ison v George C. Johnson; Lola Brownstein						

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	ov]	LINK	Filings Cases Reporting		+ New Case	Dist 1 - Lara	mie 👻	. 6	AW (AW
Unfil		Submitted (6)	Assigned to Accepted Rejected (4) All Attorney Walker +	CREATED BY Any *			SEARCH Defendant	or POSSE #	Search
¢	STATUS	POSSE #	CIVIL ACTION # CASE TITLE		ASSIGNED TO	ASSIGNED DATE	↓COUNTY	DAYS IN STATUS	CREATED BY
¢	Unfiled	WP-232345	Chaim Watson V Nash Baxter		Attorney Walke	10/17/22	Laramie	0	Attorney Walker
¢	Unfiled	867854532	CV2022-07-1984 Susan Johnson V George C. Johnson; Lola Bro	wnstein	Attorney Walke	10/17/22	Laramie	0	Attorney Walker
ņ	Unfiled	22544544	Madeleine Hill V Omar Barrera		Attorney Walke	r 10/13/22	Laramie	4	Attorney Walker

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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 manually 'Rejected', the user will be able to locate that filing in the 'Rejected' tab on their dashboard.



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

						ASSIGNED TO		CREATED BY						SEARCH		
Unfib	ed (66)	Submitted (8)	Accepted	Rejected (5)	All	Attorney Walker	٣	Any	*					Defendant or	POSSE #	Search
¢	STATUS	POSSE # 个	CIVIL AC	TION # CASE	TITLE					ASSI	IGNED TO	ASSIGNED DATE	\$COUNTY	DAYS IN STATUS	CREATED BY	ACTIONS
¢	Rejecte	d 45681535		Halli	e Ford \	/ Antoine Knox				Atto	orney Walker	10/20/22	Laramie	0	Attorney Walk	xr 🗂 🖱

- 3. Click 'OK' in the pop up to confirm you would like to proceed with the ReWork.
- 4. 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.





DELETING A REJECTED FILING

The Delete icon (trash 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.

REWORKING A REJECTED FILING

 ${f \circ}$ The Rework icon allows users to open the Filing and correct the problem(s) that resulted in Rejection.

To begin reworking a Filing, click the Rework icon to the right of the Rejected filing.

- A pop-up box indicating that continuing will change this Filing's status from 'Rejected' to 'Unfiled' appears; to proceed, click OK. To return to the menu without reworking this filing, click Cancel.
- After clicking OK, the Filing Stepper will be loaded to step #4, summary. Here you will be able to see the reason(s) for rejection in the History.
- The reason(s) for Rejection can be viewed by hovering your mouse over the red exclamation point at the top of the Filing Stepper. It will also be listed in the case history section of the summary tab. Whatever the clerk's office entered for Rejection reason(s) will be displayed here and remains visible upon hovering throughout the File Stepper.

iling (Rejected)		POSSE # 45681535 ×
Case	🖉 Parties —	🖉 Documents 🔤 🕢 Summa
Hallie Ford V Antoine Knox		CIVIL ACTION Pending COURT 1st Judicial District FILER Attorney Walker
DOCUMENTS (4)		NEXT STEPS
1) 🖹 3 REV MOD PACKET- CO(3)(1).pdf	Notice	ASSIGN TO \rightarrow
2) 🖺 3 REV MOD PACKET- CO(1).pdf	Summons	Attorney Walker
		INTERNAL ROUTING NOTES #
3) S REV MOD PACKET- CO(2).pdf	Order	256 / 256
4) 🖹 Motion for Bench Warrant.pdf	Motion	
		POSSE CASE ACTION LOG
HISTORY	SHOW ALL 👻	600 / 600
Attorney Walker Filing 2170 Rejected Court Response Note: Reason System User	10/31/22, 9:04 AM 10/31/22, 9:04 AM	REATY TO LOCK DOCUMENTS AND DOWNLOAD acknowledge my responsibility to complete this filing directly with the court, outside GovLink.
← Prev ▲ Follow		Cancel 🕃 Save 🖓 Reject 🚺 Accept

- 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.
- Sometimes, a rejection reason may indicate a problem with the Case information or Parties; if so, click Previous in the File Stepper to navigate to the appropriate screen and make the necessary changes there or within POSSE. When finished, click 'Refresh Data' or click Next to proceed to the next step.
- 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.
- 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. Rework done on a Rejected filing will also send CAL Updates automatically when appropriate.

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.



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- 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.

GOVLINK Filings Cases							ي ب
HER EMMAGEMENT MME Username, First or Last Name All		All	-	Search	I		+ New U
USERNAME	FIRST NAME	LAST NAME 🕈	SUFFIX	NOLE	LOCATIONS	LAST LOSIN	
jstil@greencourt.com	Jennifer	Agent		Office Mana.	- Coweta - Carrollton, Fulton - Atlanta, Mountain - Clarkesville, Ocmulg.	. 10/28/21	
TestAttorney1	Test	Attorney1		Attorney	Coweta - Carroliton	10/13/21	
TestAttorney/1	Test	Attorney11		Attorney	Dublin Hub - Dekalb, Dublin Hub - Fulton	10/13/21	
TestAltorney2	Test	Attorney2	Jr.	Attorney	Mountain - Clarkesville, Northeastern - Gainesville	10/28/21	
TestAttorney22	Test	Attorney22		Attorney	Mountain - Clarkesville	10/13/21	
grgovlink@gmail.com	Attorney	PeachCourt		Attorney	PeachCourt, South Georgia - Camilla	10/27/21	
AgentPeachCourt.govink@gmail.com	Agent	PeachCourt		Agent	PeachCourt, South Georgia - Camilla	10/20/21	
peachcourt	PeachCourt	System User		internal	Peach Court, PeachCourt		
Test	Chester	Tester		internal	121G Office	10/27/21	
testtest.govlink@gmail.com	Test	Tester		Agent	121G Office, Coweta - Carrollton		
govlink.manager@gmail.com	Admin	User		Admin	Georgia Fire Safety Insurance, Mountain - Clarkesville	10/28/21	
staffuser1.govlink@gmail.com	Staff	User1		Attorney	121G Office, Albany Hub Intake Center, Coweta - Carroliton, Mountain -	10/28/21	
staffuser2.goviirk@gmail.com	Dtaff	User2		Agent	Mountain - Clarkesville, Northeastern - Gainesville	10/28/21	
attorneyuser2	Attorney	User2	Jr.	Attorney	Mountain - Clarkesville, Northeastern - Gainesville	10/13/21	
tostusor2.govlink@gmail.com	test	user2		Agent	Coweta - Carrollton	10/28/21	
D						items per page: 25 🛛 👻 1 - 21 of 21	

EDIT A USER

- To edit a user, click the row containing the user's name to open that user's Settings page.
- The Profile 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 Allard SETTINGS						×
Profile	PROFILE USERNAME *							
Locations	attyAllard.govlink@gmail.cor	n						
Notifications	FIRST NAME *	MIDDLE NAME		LAST NAME *			SUFFIX	
Permissions	Amanda	Middle Name		Allard			Suffix	-
reimaaiona	ROLE *	BAR NUN	BAR NUMBER *					
Signature	Attorney		- 2544	254441655				
	STREET ADDRESS Street Address City City PHONE NUMBER Phone Number		State	e	*	ZIP CODE Zip Code		
	USER TYPE * Standard		-					
	Set User To Inactive							Save

• The Locations tab captures the locations that are associated with the user. Add or remove a location by checking or unchecking the corresponding box.



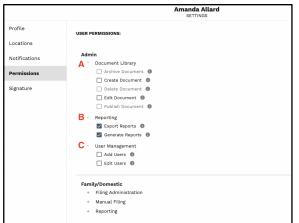


Profile	CURRENTLY SELECTED (1):	AVAILABLE LOCATI	ONS (14):
Locations	LOCATION	SELECT ALL	LOCATION
Notifications	Dist 1 - Laramie		Dist 1 - Laramie
Permissions		-	Dist 2 - Albany Carbon
Signature			Dist 3 - Sweetwater Uinta Lincoln
		0	Dist 4 - Johnson
			Dist 4 - Sheridan
			Dist 5 - Big Horn
			Dist 5 - Park
			Dist 5 - Washakie Hot Springs
			Dist 6 - Campbell
			Dist 6 - Crook
			Dist 6 - Weston
			Dist 7 - Natrona
			Dist 8 - Converse Platte Goshen Niobrara

• **The Notifications 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).

		nda Allard 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			

• The Permissions tab - ADMIN: captures the decisions regarding the user's ability to perform certain actions within GovLink:



• **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.



- 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.
- The Permissions tab FAMILY/DOMESTIC:

	Amanda Allard SETTINGS	×
Profile	USER PERMISSIONS:	
Locations		
Notifications	Admin + Document Library	
Permissions	+ Reporting	
Signature	+ User Management	
	Family/Domestic A Filing Administration © Deter Filing ● € 2 stigs] • J.4. attyliking dowlind granulicom has been delegated "On Behalf Of" permission by the following user(d): attyviking regulation B Manual Filing ●	
	C - Reporting Export Reports Generate Reports	

- Filing Administration:
 - 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.



- Manual Filing:
 - Accept Filing: Allows user to manually accept filings that are manually submitted.
 - **Manual File to Court:** This permission gives the user the ability to download and manually file with the appropriate court at locations. This permission is only given to Attorneys unless there is a special circumstance approved by the admin.
 - **Reject Filing:** Allows user to manually Reject filings that are manually submitted.
- **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.



- 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.

CREATE A NEW USER

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

• To add a new user, click "New User"

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Always search for the user's email

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