

## **Before You Start an Online Guide & File Interview, You Will Need:**

### **Time**

- Each interview takes a different amount of time to complete – some are 45 minutes, and some take over 1 hour
- After creating an account, you can come back to an interview at any time and from any location to complete it

### **Access to a computer**

- A home computer is best, as you can take your time and know your information is kept private
- Using a public computer (at the library or other public location) means you'll need to take all of the required information with you and use their public printer
- Going to a court to use their public kiosk is considered a “public” computer

### **An email account**

- An email account is required to register for a Guide & File account
- If you do not have an email account yet, you can get one for free by going to one of the following websites:
  - Google: <https://www.google.com/gmail/>
  - Outlook: <https://outlook.live.com/>
  - Yahoo: <https://overview.mail.yahoo.com>
- If you will be using the Court kiosk to access the online interviews, you must have an email account first – you will not be able to create an email account from the Court kiosk

### **Access to a printer**

- All of the forms created by the interviews must be printed out for filing at the Court in person
- Using a public printer (at the library, at the Court, or other public location) may have a cost per page

### **Your personal information**

- Lists of the required information are available from the right side bar – both on the home page of Guide & File and within the interviews