

## Family Violence Intervention Order Application (Form)

### INFORMATION SHEET for SUPPORT SERVICES

- FVIO Online Application (Form) has been developed to make it safer and easier to submit an FVIO application without the need for applicants to make an appointment with the court to complete their application.
- The FVIO Online Application can only be completed in English.
- Only Applicants over the age of 18 years of age can apply online.
- Creating a (user) profile is highly recommended. It enables applicants to save their application and come back later to complete it before submitting it.
- If a user profile is not created the information in the application may be lost as the online form times-out after 8 minutes of inactivity.
- Due to safety risks applicants will not be sent an email confirming submission. Applicants will receive a reference number and message that their application has been successfully submitted to the court in accordance with the postcode.
- There is a quick exit button (for safety) in the top right-hand corner of the online application form that will take you to a weather page.
- You cannot print out an online application from the MCV website. A registrar at the court will be able to print out your application and provide you with a copy.
- Online applications can be accessed and submitted on a computer, tablet or mobile phone.
- If an applicant forgets their password, they can contact their local magistrates court who will be able to reset their password. Applicants will need to identify themselves usually with their username for court staff to reset their password.
- It is recommended that an applicant (user profile) username and password is unique and one they have not used before and would not be known by the respondent.
- If an applicant has not heard back from court staff within 3 to 5 business days regarding application, they should contact their local magistrates' court.
- On average an online application takes about an hour to complete.
- A current residential address and postcode is needed for processing online applications so that it is sent to the appropriate court for processing.
- No information contained in the application will be seen by any other person until the court documents are served on the person the applicant is seeking an order against (the respondent).
- The online application will need to be declared by ticking the Declaration of Truth at the end of the application before it can be submitted to the court.
- A reference number will be provided to the applicant once the application has been submitted to the court.
- Further questions please email [FVIOOnline@courts.vic.gov.au](mailto:FVIOOnline@courts.vic.gov.au) and a response will be sent to you.