This spreadsheet was created as a reference for both e-filers and clerks to enable them to more easily determine the appropriate event codes to use when filing. It contains suggestions on both what to do and what not to do. Also included are recommendations for the information that would be most helpful in the extra description field. There are several examples for most events; however, these are not all inclusive and there may be possibilities that are listed as specific examples. These descriptions are not required and you are free to enter your own descriptions--they are intended to be a helpful guide.

	Filing Code	Additional Filing Description Example		Fee
AFF – Affidavit				0
Affidavit		of John Jones	enter name of affiant	
Affidavit		of Proof		
Affidavit		of ID		
DO NOT FILE AFF	IDAVIT OF SERVICE (USE S	SERVICE DOCUMENT or SERVICE OF MOTION	ON)	
ARJ – Affidavit of	Renewal of Judgment	(Credit Collections, Inc)	name of creditor	0
CLAF - Claim Affic	davit			10
	Claim Affidavit		any character or description	
ANS – Answer				
Answer		of John Jones	name of defendant	50
Answer		to Interrogatories		0
DO NOT USE FOR	RESPONSES TO MOTION	IS (USE RESPONSE)		
ASC-Answer for S	imall Claims			0
	Answer for Small Claims	•	any character or description	
	Answer for Small Claims	and Counter Claim		
APP – Application	<u></u>			
Application	I	for Post Conviction Relief		0
DO NOT USE FOR	MOTIONS (USE MOTION	1)		
ASN – Assignmen	it	of Judgment		0
BRI – Brief				
Brief		in Support of Motion to	include the specific	0
Brief		Opposing Motion to	motion the brief is	
Brief		in Response to Motion to	addressing	
Brief		Pre Trial		
Brief		Post Trial Argument		
USE FOR BRIEF, N	IEMORANDUM IN SUPPO	ORT OF, RESPONSE TO MOTION, ETC.		
PLEASE DESCRIBE	IN DETAIL THE MOTION	YOU ARE REFERRING TO (TYPE OF MOTIO	N, DOCKET NUMBER, ETC.)	
CER – Certificate		of Birth		0
		of Death		
		of Attendance		
DO NOT FILE CER	TIFICATE OF SERVICE (US	E SERVICE DOCUMENT or SERVICE OF MO	TION)	
CIF – Confidentia	I Information Form	•	any character or description	0
COM – Complain	t			80
Complaint			any character or description	
Complaint		and Demand for Jury Trial		
Complaint		(Amended)		
CONS – Consent				0
DO NOT USE FOR	STIPULATIONS OR AGRE	EMENTS (USE STIPULATION/AGREEMENT)	
CVF – Civil Filing			•	NULL
U	Civil Filing	Demand for Jury Trial	if not contained in another	
	-	Release of Claim	document	
		Discharge of Debtor		
		Verdict Form (Proposed)		
ONLY USED WHE	N NO OTHER FILING COD			
	or Change of Judge			0
DEIVI – Demano I				0
	mand for Change of Judge	(Doe)	name of judge demanded against	

Filing Co	de Additional Filing Description Example		Fee
DEP – Deposition			0
	Deposition of Jane Doe	name of deponent	
EXH – Exhibit	Exhibit A (Credit Card Contract)	number or letter with short description	0
INS – Instructions	Instructions Jury Instructions (Proposed)	choose proposed as document security type	0
INT – Interrogatories	Interrogatories to Frank Smith, Amended, 2nd, etc.	enter short description	0
LET – Letter Letter	from xxx dated xx/xx/xx	enter short description	0
MOT – Motion USE MOTION FOR APPLICAT	Motion for Summary Judgment Motion for Default Judgment FIONS OR A REQUEST FOR A RULING FROM THE COURT	enter short description	0
PLEASE FOLLOW DETAILED	RULES FOR ASBESTOS CASES IF OUTLINED IN SCHEDULIN	IG ORDER	
NEJ – Notice of Entry of Jud	gment .	any character or description	0
NOH – Notice of Hearing No	tice of Hearing (Order to Show Cause)	enter short description	0
NOT – Notice	Notice of Motion	(if not filed w/Motion) include short description of Motion	0
	Notice of Settlement		
DO NOT USE FOR NOTICE O	F ENTRY OF JUDGMENT		
OSC - Order to Show Cause Order to Show Cause	for Failure to Respond to Interrogatories		0
FOR COURT USE ONLY			
PET - Petition	to Waive Filing Fees for Change of Name for Disorderly Conduct Restraining Order		80
PF - Proposed Findings Pro	of Fact, Conclusions of Law, and Order for posed Findings Judgment	choose proposed as document security type	0
N.D.R.Ct. 3.5(a)(7) "A party description field"	who electronically files a proposed order must identify t	he filing party in the Odyssey filing	
PJ - Proposed Judgment Proposed Judgment	See N.D.R.Ct. 3.5(a)(7)	choose proposed as document security type	0
N.D.R.Ct. 3.5(a)(7) "A party description field"	who electronically files a proposed order must identify t		

Filing Code	Additional Filing Description Example		Fee
PO - Proposed Order			0
Proposed	Order Compelling Answers to Interrogatories	choose proposed as document security type	
Proposed	Order for Judgment		
N.D.R.Ct. 3.5(a)(7) "A party who ele	ctronically files a proposed order must identify	the filing party in the Odyssey filing	
description field"			
PSCD - Proposed Statement of Costs	s and Disbursements		C
Proposed Statement of Cos	sts and See N.D.R.Ct. 3.5(a)(7)	choose proposed as document	
Disburse	ements	security type	
	ctronically files a proposed order must identify	the filing party in the Odyssey filing	
description field"			
RCC - Request for Contempt Citation			C
	against John Jones	enter name of person to be cited	
RECT - Receipt			(
DO NOT USE FOR RETURN RECEIPT (CARD (USE SERVICE DOCUMENT)		
REI - Release of Information			(
Release of Inform	nation signed by John Jones	enter name of person signing	
DED Deport		release	
REP - Report	Report Witness List, Exhibit List, etc		(
DO NOT USE FOR REPORTS THAT W	•		
REQ - Request			(
•	equest for Production of Documents	enter short description	
	equest to Appear Telephonically		
	equest For Extension of Time		
	equest for Expanded Media		
DO NOT USE FOR A HEARING (USE R			
RFH - Request for Hearing			(
Request for Hearing	(Rule 16, etc.)	enter short description	
RES - Response		· · · · · · · · · · · · · · · · · · ·	(
Res	sponse to Motion xxx	enter short description	
DO NOT USE FOR AN ANSWER (USE	ANSWER)		
SAT - Satisfaction of Judgment			(
	Against John Doe	enter name of debtor	
	Against John Doe (partial)	enter name of debtor	
SCJO - Supreme Court Judgment/Op	binion		(
FOR COURT USE ONLY			
SDNF - Service Document - Defenda			(
Service Document-Defenda		enter name of defendant	
	Found	ETC	
SER - Service Document	L, SHERIFF'S RETURNS, AFFIDAVITS OF MAILING	, EIC.	(
	ument (John Doe)	enter name of person served	Ĺ
	L, SHERIFF'S RETURNS, AFFIDAVITS OF MAILING	-	
DO NOT USE FOR SMALL CLAIMS AC		y = 1 ~ .	
DO NOT USE FUR SIVIALL CLAIIVIS AC			

Filing Code	Additional Filing Description Example		Fee
SCS-Small Claims Served			0
Small Claims S	erved (Frank Jones)	name of party served	
SOA - Substitution of Attorneys			0
Substitution of Atto	rneys (xxx to substitute for yyy)		
SOM - Service of Motion			0
Service of M	lotion to Amend Complaint mm/dd/yy	enter description of motion	
IT IS IMPORTANT TO USE THIS FILING	G CODE AS IT SETS TIME STANDARDS		
STA - Statement			0
	of Claim	enter short description	
STAG - Stipulation / Agreement			0
Stipulation/Agree	ment for Order for Judgment	enter short description	
SUB - Subpoena			0
Subp	poena of Jason Jones	enter short description	
Subp	ooena Duces Tecum		
SUM - Summons			0
Sum	mons .	any character or description	
TRA - Transcript			0
		enter specific witness name or	
Tran	script of John Jones mm/dd/yy	date if partial transcript	
Tran	script of Preliminary Hearing mm/dd/yy	enter specific hearing and date	
WAI - Waiver			0
W	/aiver of Hearing	enter short description	
N	/aiver of Jury Trial		
WRT - Writ			
	Writ of Attachment	enter short description	0
	Writ Execution		

Filing Code	Additional Filing Description Example		Fee
AADS - App for Indigent Defense	e Services		
FOR COURT USE ONLY			
AFF - Affidavit			
	Affidavit of John Jones	enter name of affiant	
DO NOT FILE AFFIDAVIT OF SERV	/ICE (USE SERVICE DOCUMENT or SERVICE OF MOT	fion)	
AMMO – Answer to Motion to N	Modify an Order		30
Answer to Motion to	Modify an		
	Order of Custody, of Support, or Visitation	enter short description	
ANS - Answer			50
	Answer of John Jones	name of defendant	
DO NOT USE FOR RESPONSES TO	D MOTIONS (USE RESPONSE)		
APP - Application			
А	pplication for Order to Show Cause	enter short description	
A	pplication for ExParte Order		
DO NOT USE FOR MOTIONS (US	E MOTION)		
ASN - Assignment			
A	ssignment of Guardian ad Litem (Jane Jones)	enter name of GAL	
A	ssignment Release of Assignment		
FOR COURT USE ONLY			
BRI - Brief			
	Brief in Support of Motion to	include the specific	0
	Brief Opposing Motion to	motion the brief is	
	Brief in Response to Motion to	addressing	
	Brief Pre Trial		
	Brief Post Trial Argument		
USE FOR BRIEF, MEMORANDUM	I IN SUPPORT OF, RESPONSE TO MOTION, ETC.		
PLEASE DESCRIBE IN DETAIL THE	MOTION YOU ARE REFERRING TO (TYPE OF MOTI	ON, DOCKET NUMBER, ETC.)	
CER – Certificate			0
	Certificate of Birth		
	Certificate of Adoption		
	Certificate of Death		
	Certificate of Attendance		
DO NOT FILE CERTIFICATE OF SE	RVICE (USE SERVICE DOCUMENT or SERVICE OF MO	OTION)	
CIF - Confidential Information Fo	orm .	any character or description	
COM - Complaint			80
	Complaint .	any character or description	
	Complaint and Demand for Jury Trial		
	Complaint (Amended)		
CONS - Consent			
	Consent to Adoption		
DO NOT USE FOR STIPULATIONS	OR AGREEMENTS (USE STIPULATION/AGREEMEN	Т)	

E - FILING	DOCUMENT	CODES - FAMILY
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Child Support Filing Enforcement Transmittal enter short description ONLY USED WHEN NO OTHER FILING CODE IS APPROPRIATE CSIS - Child Support Info Statement Child Support Info Statement CVF - Civil Filing Civil Filing Parenting Plan Civil Filing Demand for Jury Trial Civil Filing Demand for Jury Trial Civil Filing Succox Compliance letters/enter short description ONLY USED WHEN NO OTHER FLUNG CODE IS APPROPRIATE DEM - Demand for Change of Judge Demont for Change of Judge Demont for Change of Judge Cooperation Deposition of Jane Doe name of deponent DVR - Domestic Violence Report Domestic Violence Report EXH - Exhibit Exhibit A (Credit Card Contract) No Agreement) FMC - Fam. Mediation Closing Form Fam. Mediation Closing Form Fam. Mediation Closing Form Fam. Mediation Closing Form Fam. Na Agreement) INS - Instructions Instructions Jury Instructions (Proposed) Child Statement Joint Informational Statement Joint Statement Joint Informational Statement Joint Statement Joint Informational Statement Joint Informational Statement Joint USE ONLY JUREA - JV Reguest for Farly Release FOR COURT USE ONLY JUREA - JV Reguest for Farly Release FOR COURT USE ONLY JUREA - JV Reguest for Farly Release FOR COURT USE ONLY	Filing Code	Additional Filing Description Example	Fee
ONLY USED WHEN NO OTHER FILING CODE IS APPROPRIATE CSIS - Child Support Info Statement	CSF - Child Support Filing		
CSIS - Child Support Info Statement Child Support Info Statement	Child Support Filir	g Enforcement Transmittal	enter short description
Child Support Info Statement . any character or description CVF - Civil Filing Civil Filing Parenting Plan Civil Filing Verdict Form (Proposed) compliance letters/enter short Civil Filing Xxxxxx compliance letters/enter short CBM - Demand for Change of Judge compliance letters/enter short DEM - Demand for Change of Judge (Doe) name of judge demanded against DEP - Deposition Deposition of Jane Doe DEP - Deposition name of deponent DVR - Domestic Violence Report any character or description EXH - Exhibit Exhibit A (Credit Card Contract) number or letter with short description Gescription for Change of Judge INS - Instructions Instructions Jury Instructions (Proposed) Enter the appropriate agreement reached INS - Instructions Instructions Jury Instructions (Proposed) choose proposed as document security type INT - Interrogatories to Frank Smith, Amended, 2nd, etc. enter short description IJS - Joint Informational Statement Joint Property and Debt Listing JSO - Scheduling Order FOR COURT USE ONLY ITCO - Juvenile Temporary Custody Order FOR COURT USE ONLY IVTO - Juvenile Temporary Custody Order	ONLY USED WHEN NO OTHER FILING CO	DE IS APPROPRIATE	
CVF - Civil Filing Civil Filing Parenting Plan Civil Filing Demand for Jury Trial Civil Filing Verdict Form (Proposed) Civil Filing verdict Form (Proposed) Demand for Change of Judge Demand for Change of Judge (Doe) Deposition Deposition of Jane Doe name of judge demanded against DEP - Deposition Deposition of Jane Doe name of deponent DVR - Domestic Violence Report Domestic Violence Report Domestic Violence Report EXH - Exhibit EXH - Exhibit A (Credit Card Contract) FMC - Fam. Mediation Closing Form Fam. Mediation Closing Form Fam. Mediation Closing Form Fam. Mediation Closing Form Instructions Jury Instructions (Proposed) Instructions Jury Instructions (Proposed) Choose proposed as document security type INT - Interrogatories to Frank Smith, Amended, 2nd, etc. Interrogatories to Frank Smith, Amended, 2nd, etc. INT - Interrogatories to Frank Smith, Amended, 2nd, etc. INT - Uncelling Control INT - Jure Sont Property and Debt Listing INT - Jure Sont Property Control FOR COURT USE ONLY VERER - Iv Request for Early Release FOR COURT USE ONLY LT - Letter	CSIS - Child Support Info Statement		
Civil Filing Parenting Plan Civil Filing Demand for Jury Trial Civil Filing Verdict Form (Proposed) Civil Filing xxxxx compliance letters/enter short description Civil Filing xxxxx compliance letters/enter short description Control USED WHEN NO OTHER FLUNG CODE IS APPROPRIATE DEM - Demand for Change of Judge Demand for Change of Judge (Doe) Demand for Change of Judge (Doe) DEP - Deposition Deposition of Jane Doe name of deponent DVR - Domestic Violence Report Domestic Violence Report Domestic Violence Report EXH - Exhibit Exhibit A (Credit Card Contract) Number or letter with short description FMC - Fam. Mediation Closing Form Fam. Mediation Closing Form (Full Agreement, Partial Agreement, or FAM Mediation Closing Form Fam. Mediation Closing Form (Full Agreement, Partial Agreement, or No Agreement) INS - Instructions Instructions Jury Instructions (Proposed) Choose proposed as document security type INT - Interrogatories to Frank Smith, Amended, 2nd, etc. Interrogatories to Frank Smith, Amended, 2nd, etc. Interrogatories to Frank Smith, Amended, 2nd, etc. INS - Joint Informational Statement Joint Informational Statement Joint Informational Statement So - Scheduling Order FOR COURT USE ONLY VVRER - Iv Request for Early Release FOR COURT USE ONLY VVRER - Iv Request for Early Release FOR COURT USE ONLY LET - Letter	Child Support Info Statemer	nt.	any character or description
Civil Filing Demand for Jury Trial Civil Filing Verdict Form (Proposed) Civil Filing xxxxx compliance letters/enter short description ONLY USED WHEN NO OTHER FILING CODE IS APPROPRIATE DEM - Demand for Change of Judge Demand for Change of Judge (Doe) name of judge demanded against DEP - Deposition Deposition of Jane Doe name of deponent DVR - Domestic Violence Report Domestic Violence Report any character or description EXH - Exhibit A (Credit Card Contract) number or letter with short description FMC - Fam. Mediation Closing Form Fam. Mediation Closing Form (Full Agreement, Partial Agreement, or FAG - Fam. Mediation Closing Form (Full Agreement, Partial Agreement, or FAG - Fam. Mediation Closing Form (Full Agreement, Partial Agreement, or FAG - Fam. Mediation Closing Form (Full Agreement, Partial Agreement, or FAG - Fam. Mediation Closing Form (Full Agreement, Partial Agreement, or FAG - Fam. Mediation Closing Form (Full Agreement, Partial Agreement, or FAG - Fam. Mediation Closing Form (Full Agreement, Partial Agreement, or FAG - Fam. Mediation Closing Form (Full Agreement, Partial Agreement, or Instructions Jury Instructions (Proposed) choose proposed as document security type INT - Interrogatories to Frank Smith, Amended, 2nd, etc. enter short description JIS - Joint Informational Statement Joint - Juvenile Temporary Custody Order FOR COURT USE ONLY JVRER - JV Request for Early Release FOR COURT USE ONLY	CVF - Civil Filing		
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Civil Filing xxxxx compliance letters/enter short description ONLY USED WHEN NO OTHER FILING CODE IS APPROPRIATE description DEM - Demand for Change of Judge name of judge demanded against DEP - Deposition Deposition of Jane Doe name of deponent DVR - Domestic Violence Report any character or description DVR - Domestic Violence Report any character or description EXH - Exhibit Exhibit A (Credit Card Contract) number or letter with short description FMC - Fam. Mediation Closing Form Full Agreement, Partial Agreement, or reached Enter the appropriate agreement reached INS - Instructions Instructions Jury Instructions (Proposed) choose proposed as document security type INT - Interrogatories Interrogatories to Frank Smith, Amended, 2nd, etc. enter short description JIS - Joint Informational Statement Joint Informational Statement Joint Informational Statement JSO - Scheduling Order FOR COURT USE ONLY JUCO - Juvenile Temporary Custody Order FOR COURT USE ONLY JURER - Jv Request for Early Release FOR COURT USE ONLY JVRER - Jv Request for Early Release FOR COURT USE ONLY JURER - Jv Request for Early Release	Civil Filir	g Demand for Jury Trial	
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Instructions Jury Instructions (Proposed) choose proposed as document security type INT - Interrogatories Interrogatories to Frank Smith, Amended, 2nd, etc. enter short description JIS - Joint Informational Statement Joint Informational Statement Rule 8.3 Joint Property and Debt Listing JSO - Scheduling Order FOR COURT USE ONLY JTCO - Juvenile Temporary Custody Order FOR COURT USE ONLY JVRER - Jv Request for Early Release FOR COURT USE ONLY LET - Letter	Fam. Mediation Closing For		
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Rule 8.3 Joint Property and Debt Listing JSO - Scheduling Order FOR COURT USE ONLY JTCO - Juvenile Temporary Custody Order FOR COURT USE ONLY JVRER - Jv Request for Early Release FOR COURT USE ONLY LET - Letter	JIS - Joint Informational Statement		
JSO - Scheduling Order FOR COURT USE ONLY JTCO - Juvenile Temporary Custody Order FOR COURT USE ONLY JVRER - Jv Request for Early Release FOR COURT USE ONLY LET - Letter	Joint Informational Statemer		
FOR COURT USE ONLY JTCO - Juvenile Temporary Custody Order FOR COURT USE ONLY JVRER - Jv Request for Early Release FOR COURT USE ONLY LET - Letter		Rule 8.3 Joint Property and Debt Listing	
JTCO - Juvenile Temporary Custody Order FOR COURT USE ONLY JVRER - Jv Request for Early Release FOR COURT USE ONLY LET - Letter	JSO - Scheduling Order		
FOR COURT USE ONLY JVRER - Jv Request for Early Release FOR COURT USE ONLY LET - Letter	FOR COURT USE ONLY		
JVRER - Jv Request for Early Release FOR COURT USE ONLY LET - Letter		r	
FOR COURT USE ONLY LET - Letter	FOR COURT USE ONLY		
LET - Letter	JVRER - Jv Request for Early Release		
	FOR COURT USE ONLY		
Letter from John Doe dated xx/xx/xx enter short description	LET - Letter	er from John Doe dated xx/xx/xx	enter short description

	Filing Code	Additional Filing Description	n Example	Fee
MMO - Motion t	to Modify an Order			30
N	Notion to Modify an	Order Primary Residential Responsib	ility or	
		Parenting Time	enter short description	
MOT - Motion				C
	Ν	lotion to Amend Complaint	enter short description	
NEJ - Notice of E	intry of Judgment			
N	otice of Entry of Judg	gment .	any character or description	
NOH - Notice of	Hearing			
	Notice of He	earing (Order to Show Cause)	enter short description	
NOT - Notice				
	1	Notice of Motion	(if not filed w/Motion) include	
			short description of Motion	
	1	Notice of Settlement		
DO NOT USE FO	R NOTICE OF ENTRY	OF JUDGMENT		
ORD - Order				
FOR COURT USE	ONLY			
OSC - Order to S	how Cause			
	Order to Show	Cause		
		for Failure to Respond to Inter	rogatories	
FOR COURT USE	ONLY			
PET - Petition				80
	Pe	tition to Waive Filing Fees		
	Pe	tition for Adoption		
	Pe	etition for Termination of Parental Ri	ghts	
	Pe	etition for Summary Divorce		
PF - Proposed Fi	ndings			
		of Fact, Conclusions of Law, a	nd Order for choose proposed as document	
	Proposed Fir	ndings Judgment	security type	
N.D.R.Ct. 3.5(a)(7) "A party who ele	ctronically files a proposed order mu	ust identify the filing party in the Odyssey filing	3
description field	."			
PJ - Proposed Ju	dgment			
-	-		any character or description.	
			choose proposed as document	
	Proposed Judg	gment .	security type	
N.D.R.Ct. 3.5(a)(-	ist identify the filing party in the Odyssey filing	z
description field			, , , , , , , ,	-

Filing Code	Additional Filing Description Example		Fee
PO - Proposed Order			
•	Compelling Answers to Interrogatories	choose proposed as document security type	
Proposed Order I	nterim	, ,,	
Proposed Order f			
N.D.R.Ct. 3.5(a)(7) "A party who electronica	-	he filing party in the Odyssey filing	
description field."	,,,,,,,	,	
PSCD -Proposed Stmt of Costs/Disb			
1		any character or description.	
Proposed Statement of Costs and		choose proposed as document	
Disbursements .		security type	
N.D.R.Ct. 3.5(a)(7) "A party who electronica			
RCC - Request for Contempt Citation			
• •	against John Jones	enter name of person to be cited	
RECT - Receipt			
DO NOT USE FOR RETURN RECEIPT CARD (L	JSE SERVICE DOCUMENT)		
REI - Release of Information			
Release of Information s	signed by John Jones	enter name of person signing	
Release of mormation s	served by John Johnes	release	
REP - Report		Telease	
•	Witness List, Exhibit List, etc		
DO NOT USE FOR REPORTS THAT WOULD B			
REQ - Request			
•	or Production of Documents	enter short description	
•	o Appear Telephonically		
•	For Extension of Time		
•	or Hearing by District Judge		
DO NOT USE FOR A HEARING (USE REQUES	T FOR HEARING)		
RES - Response			
Response t	o Motion xxx	enter short description	
RFH - Request for Hearing			
Request for Hearing (Rule 16, etc.)	enter short description	
RLI - Reference List			
JSE CONFIDENTIAL INFORMATION FORM			
ROWN -Referee's Order With Notice			
FOR COURT USE ONLY			
RTR - Request for Transportation			
Request for Transportation (John Doe)	name of party to be transported	
SAT - Satisfaction of Judgment			
Satisfaction of Judgment .		any character or description	
SCJO - Supreme Court Judgment/Opinion		,	
FOR COURT USE ONLY			

E - FILING DOCUMENT CODES - FAMILY			
I	Fee		
enter name of defendant			
G, ETC.			
enter name of person served			
G, ETC.			
enter description of motion			
enter name of party			
enter short description			
enter short description			
any character or description			
enter specific hearing and date			
any character or description			
enter short description			
enter short description	C		
	enter name of defendant 5, ETC. enter name of person served 5, ETC. enter description of motion enter name of party enter short description enter short description any character or description enter specific witness name or date if partial transcript enter specific hearing and date any character or description enter specific hearing and date		

Filing Code	Additional Filing Description		
Filing Code	Example		Case Types
AADS - Application for Indigent Defer	nse Services		
Application for Indigent Defer	ise		
	ces of/for John Doe	enter name of applicant	Juvenile Only
FOR COURT USE ONLY			
AFF - Affidavit			
	vit of John Jones	enter name of affiant	All
	E CAUSE, USE APC (AFFIDAVIT OF PRO		
	USE SERVICE DOCUMENT or SERVICE (OF MOTION)	
ANS – Answer			- N
Answ			F,M
DO NOT USE FOR RESPONSES TO MO APC - Affidavit of Probable Cause	TIONS (USE RESPONSE)		
Affidavit of Probable Cau	ise (Officer Frank Smith)	name of investigating officer	Non-Juvenile
APP - Application			
	on for work release	ADC)	
BRI - Brief	APPOINTED DEFENSE SERVICES (USE A	ADSJ	ALL
	ief in Support of Motion to	include the specific	ALL
		motion the brief is	
	ief Opposing Motion to		
	ief in Response to Motion to ief Pre Trial	addressing	
	ief Post Trial Argument		
	UPPORT OF, RESPONSE TO MOTION, E		
	TION YOU ARE REFERRING TO (TYPE O		
CER – Certificate		I MOTION, DOCKET NOMBER, E	0
	ate of Completion of Community Servic	e include specific program comr	
			includ in the second se
Certifica	ate of Compliance if testing		
	E (USE SERVICE DOCUMENT or SERVICI	E OF MOTION)	
CIF - Confidential Information Form			Non-Juvenile
Confidential Information Fo	rm .	any character or description	
CRF - Criminal Filing		/ /	
_	ing Demand for Jury Trial		
	ing Verdict Form (Proposed)		
ONLY USED WHEN NO OTHER FILING			
CTT - Consent to Transfer			
Consent to Trans	fer .	any character or description	
DEM - Demand for Change of Judge		· · ·	
		enter name of judge the	
Demand for Change of Jud	lge (Judge Grosz)	demand is filed against	ALL
DO NOT USE TO HAVE CASE REMOVE			
DEP - Deposition			ALL
Depositi	on of Jane Doe mm/dd/yy	name of deponent	

Additional Filing Description			
Filing Code	Example		Case Types
EXH - Exhibit	•		ALL
Exhibit	A (Credit Card Contract)	number or letter with short	
		description	
INS – Instructions			Non-Juvenile
Instructions	Jury Instructions (Proposed)	choose proposed as document	
		security type	
IRE - Incident Report			ALL
Incident Report		any character or description	
JI-Juvenile Pick-up and Hold Issued		any character or description	Juvenile Only
FOR COURT USE ONLY			
JR-Juvenile Pick-up and Hold Returned		any character or description	Juvenile Only
FOR COURT USE ONLY			
JS-Juvenile Pick-up and Hold Served	•	any character or description	Juvenile Only
FOR COURT USE ONLY			
JSCI - Juvenile Shelter Care Intake		any character or description	Juvenile Only
JSO - Scheduling Order	•	any character or description	Juvenile Only
JVASC - Juvenile Affidavit for Shelter			
Care Hearing		any character or description	Juvenile Only
JVFFIC - JV Findings of Fact and Order			
for Disposition (In Custody)		any character or description	Juvenile Only
FOR COURT USE ONLY			
JVFFNC - JV Findings of Fact and Order			
for Disp. (Not in Custody)		any character or description	Juvenile Only
FOR COURT USE ONLY			
JVIO - Juvenile Interim Order	•	any character or description	Juvenile Only
FOR COURT USE ONLY			
JVND - Juvenile Notice of Detained			
Child		any character or description	Juvenile Only
JVODH - Juvenile Order From			
Detention Hearing	•	any character or description	Juvenile Only
FOR COURT USE ONLY			
JVOER - Juvenile Order For Early			
Release		any character or description	Juvenile Only
FOR COURT USE ONLY			
JVOSC - Juvenile Order for Shelter Care		any character or description	Juvenile Only
JVPD - Juvenile Petition (Detained)	·	any character or description	Juvenile Only
JVPNC - Juvenile Petition (Not in			
Custody)	•	any character or description	Juvenile Only
JVPO - Juvenile Permanency Order		any character or description	Juvenile Only
FOR COURT USE ONLY			
JVPSC - Juvenile Petition (Shelter Care)	•	any character or description	Juvenile Only

Additional Filing Description			
Filing Code Example		Case Types	
JVRER - Juvenile Request for Early			
Release .	any character or description	Juvenile Only	
JW-Juvenile Pick-up and Hold Withdraw .	any character or description	Juvenile Only	
FOR COURT USE ONLY			
LET - Letter			
Letter from xxx dated xx/xx/xx	enter short description		
MEM - Memorandum		Juvenile Only	
Memorandum opinion/decision	enter short description		
FOR COURT USE ONLY			
MOT - Motion		All	
Motion for Dismissal	enter short description		
NOH - Notice of Hearing	•	Juvenile Only	
Notice of Hearing	enter short description	,	
FOR COURT USE ONLY			
NOT - Notice		All	
Notice of Motion	(if not filed w/Motion) include	,	
	short description of Motion		
	short description of motion		
Notice of Appearance			
ORD - Order		All	
FOR COURT USE ONLY			
OSC - Order to Show Cause		All	
Order to Show Cause for Failure to Comply with xxxx			
FOR COURT USE ONLY			
PCRJ - Proposed Criminal Judgment		Non-Juvenile	
	choose proposed as document		
Proposed Criminal Judgment See N.D.R.Ct 3.5(a)(7)	security type		
N.D.R.Ct. 3.5(a)(7) "A party who electronically files a proposed order must		vssev filing	
description field."			
PET - Petition		Non-Juvenile	
Petition to plead Guilty			
PF - Proposed Findings		Juvenile Only	
	choose proposed as document	care inc only	
Proposed Findings See N.D.R.Ct 3.5(a)(7)	security type		
N.D.R.Ct. 3.5(a)(7) "A party who electronically files a proposed order must		vssev filing	
description field."	, the hing party in the Ou	,,	
PFR - Petition for Revocation		F,M	
Petition for Revocation .	Any character or description	1,111	
	Any character of description		

E - FILING CODES - CRIMINAL			
Filing Code Additional Filing Description Example		Case Types	
PO - Proposed Order		ALL	
Proposed Order for Transport	choose proposed as document		
Proposed Order for Evaluation	security type		
Proposed Order for Bond Modification			
N.D.R.Ct. 3.5(a)(7) "A party who electronically files a proposed order must id	entify the filing party in the Ody	/ssey filing	
description field."			
USE FOR RULE 43 SUBMISSIONS WHERE THE JUDGE NEEDS TO APPROVE			
POAI - Proposed Order to Apprehend Warrant Issued		Non-Juvenile	
Proposed Order to Apprehend Wa .	Any character or description		
PODP - Proposed Order Deferring Prosecution		non-juvenile	
Proposed Order Deferring			
Prosecution .	Any character or description		
PSI - Pre-Sentence Investigation		Non-Juvenile	
	Any character or description.		
	Choose external sealed as		
Pre-Sentence Investigation .	document security type.		
REI - Release of Information		all	
Release of Information .	Any character or description		
REP - Report	· · ·	all	
Report Witness List, Exhibit List, etc			
Report of Evaluation	If report contains medical		
	information, use confidential		
	security type		
DO NOT USE FOR REPORTS THAT WOULD BE AN EXHIBIT	, ,,		
REQ - Request		all	
Request for Hearing by District Judge	enter a short description		
Request State's Reciprocal Discovery Request	•		
Request to appear Telephonically			
Request for Sequestration of Witnesses			
RES - Response		all	
Response to Motion xxx	enter short description	G	
Response to Discovery Request			
RFH - Request for Hearing		all	
Request for Hearing to Reduce Bond	enter short description		
RLNCO - Request to Lift No Contact Order		all	
Request to Lift No Contact Order .	any character or description		
ROWN - Referee's Order With Notice		Juvenile	
Referee's Order With Notice .	any character or description		
FOR COURT USE ONLY			

E - FILING CODES - CRIMINAL			
Filing Code Additional Filing Description Example		Case Types	
RUL - Rule		all	
For Rule 16 discovery requests use RUL16			
For Rule 20 consolidation of cases and consent to transfer requests use	Consent to Transfer Event (CTT)		
For Rule 21 transfer of trial use Motion			
For Rule 43 Waiver of Appearance use Proposed Order			
For other filings related to rules use Criminal Filing			
DO NOT USE FOR RULE 3.2 MOTION OR NOTICE OF MOTION (USE MOTION O	OR NOTICE OF MOTION)		
RUL16-Rule 16 Discovery Request		all	
Rule 16 Discovery Request .	any character or description		
SDNF - Service Document - Defendant not Found	<i>.</i>		
Service Document-Defendant not (John Doe)	enter name of defendant		
Found			
USE FOR RETURNED CERTIFIED MAIL, SHERIFF'S RETURNS, AFFIDAVITS OF M	AILING, ETC.		
SER - Service Document			
Service Document (John Doe)	enter name of person served		
USE FOR RETURNED CERTIFIED MAIL, SHERIFF'S RETURNS, AFFIDAVITS OF M	•		
SOA - Substitution of Attorneys		all	
Substitution of Attorneys (Jane Doe for John Jones)			
SOM - Service of Motion			
Service of Motion to Amend Complaint mm/dd/yy	enter description of motion		
Service of Motion	·		
IT IS IMPORTANT TO USE THIS FILING CODE AS IT SETS TIME STANDARDS			
STA - Statement		all	
Statement of Restitution	enter short description		
Statement Victim Impact			
STAG - Stipulation / Agreement		all	
Stipulation/Agreement to Extend Order	enter short description		
Stipulation/Agreement to Amend Complaint	·		
Stipulation/Agreement for Joinder of Offenses			
Stipulation/Agreement for Plea Agreement			
DO NOT USE FOR DEFERRED PROSECUTION USE PROPOSED ORDER DEFERRIN	NG PROSECUTION		
SUB - Subpoena			
Subpoena of Jason Jones	enter short description		
Subpoena Duces Tecum	·		
SUM - Summons		Juvenile only	
Summons .	any character or description	,	
FOR COURT USE ONLY			
TCO - Juvenile Temporary Custody Order		Juvenile only	
Juvenile Temporary Custody Order .	any character or description		
FOR COURT USE ONLY			

	E - FILING CODES - CRIMIN	AL	
Filing Code	Additional Filing Description		Case Types
I IIIIg Couc	Example		case rypes
TRA - Transcript			
		enter specific witness name or	
	Transcript of John Jones mm/dd/yy	date if partial transcript	
	Transcript of Preliminary Hearing mm/dd/yy	enter specific hearing and date	
DO NOT USE FOR TRANSCRIF	PTS THAT ARE AN EXHIBIT		
DO NOT USE FOR DEPOSITIO	NS USE DEPOSITION (DEP)		
WAI - Waiver			all
	Waiver of Extradition		
	Waiver of Jury Trial		

Filing	Code	Additional Filing Description Example		Fee
AAPR - Application for A	ppointment of Pe	ersonal Representative		80
Application for	or Appointment of	F		
Persor	nal Representative	2.	any character or description	
AEA - Application for Em				
Application for Eme	ergency Admissior	۱.	any character or description	
AFF - Affidavit				
		t of John Jones	enter name of affiant	
	OF SERVICE (USE	SERVICE DOCUMENT or SERVICE OF MOT	ION)	
APP-Application				
		for Waiver of Hearing	enter short description	
		for Modification of Alternative Treatmen	t Order	
ASA - Application for Su	•			
Applicati	on for Subsequent			
	Administratior	l .	any character or description	10
ASN - Assignment	A e e i a a a a e e e	of Interest		
	-	t of Interest	enter short description	
BON - Bond	Assignment	of Personal Representative		
BON - Bond BRI - Brief				
		in Support of Mation to	include the creatific	0
Brief Brief		in Support of Motion to	include the specific motion the brief is	0
Brief		Opposing Motion to in Response to Motion to		
Brief		Pre Trial	addressing	
Brief		Post Trial Argument		
		ORT OF, RESPONSE TO MOTION, ETC.		
		YOU ARE REFERRING TO (TYPE OF MOTIO		
CER - Certificate			SN, DOCKET NOMBER, ETC.)	
	Certificate	e of Continuing Treatment		
		of Exemplification		
	Certificate	•		
DO NOT FILE CERTIFICAT		SE SERVICE DOCUMENT or SERVICE OF MC)TION)	
CIF - Confidential Inform				
Confidential	Information Form	ı.	any character or description	
CONS - Consent				
	Consent	to Distribution	enter short description	
	Consent	to Appointment of xxxxxxxxxx		
DEM - Demand for Chan				
Demand fo	or Change of Judge	e (Doe)	name of judge demanded against	
DEPR - Demand (Probate	-			
	Demand	l for Notice	enter short description	
DEP - Deposition	Depositior	of Jane Doe	name of deponent	

Exhibit A (Credit Card Contract)	number or letter with short description	
l Report .	any character or description	
isement .	any character or description	
stament .	any character or description	
ALLY FILED WITH THE CLERK		
	enter short description	
ERS (USE PROPOSED LETTERS)		
0		
NG CODE IS APPROPRIATE		
oluntary	any character or description	
-	enter short description	
Motion to Withdraw as xxxxxxxxxxxxx		
Hearing .	any character or description	
	enter short description	
NOTICE OF MIOTION		
uu Courso	Any observator or description	
w cause .	Any character or description.	
Sworn Statement to Close Estate		
	any character or description	
		80
Petition for Continuing Treatment	enter short description	80
-	enter short description	
Petition for Removal of PR and Appointment of S		
	Il Report . iisement . iisement . Stament . XLLY FILED WITH THE CLERK from xxx dated xx/xx/xx TERS (USE PROPOSED LETTERS) Ith Filing Release from Warrant of Attachment Emergency Treatment Order Confidential Record NG CODE IS APPROPRIATE oluntary Motion to Object to Personal Representative Motion to Withdraw as xxxxxxxxxx Hearing . Notice of Emergency Detention Notice of Detention Notice of Detention Notice of Motion w Cause . Sworn Statement to Close Estate 's Sworn se Estate . Petition for Continuing Treatment Petition for Subsequent Administration	description any character or description isement . any character or description stament . from xxx dated xx/xx/xx enter short description ERS (USE PROPOSED LETTERS) Ith Filing Release from Warrant of Attachment Emergency Treatment Order Confidential Record NG CODE IS APPROPRIATE oluntary . any character or description Motion to Object to Personal Representative Motion to Withdraw as xxxxxxxxxxx Hearing . any character or description Notice of Emergency Detention Notice of Detention Notice of Motion w Cause . Any character or description. Sworn Statement to Close Estate 's Sworn se Estate . any character or description Petition for Continuing Treatment Petition for Subsequent Administration

Filing Code	Additional Filing Description Example		Fee
•	d Findings <i>See N.D.R.Ct. 3.5(a)(7)</i> electronically files a proposed order must identify	Choose proposed as document security type. the filing party in the Odyssey filing	
-	Judgment See N.D.R.Ct. 3.5(a)(7) electronically files a proposed order must identify	Choose proposed as document security type. the filing party in the Odyssey filing	
	ed Letters of Administration ed Letters Testementary	add short description	
PRF - Probate Filing ONLY USED WHEN NO OTHER FI	LING CODE IS APPROPRIATE	enter short description	
RAAT - Report Assessingalt tre Report Assessingalt		any character or description	
	Receipt (John Doe) EMENT OF SERVICE (USE SERVICE DOCUMENT)	enter name of beneficiary	
REI - Release of Information Release of In	formation .	Any character or description	
REP - Report	Report Final Report and Account Report Guardian ad Litem/Physician	enter short description	
REQ - Request	Request for Hearing on Application Request for Treatment with Medication Request for Expedited Hearing	enter short description	
	Response to Motion xxx Response Objecting to Distribution	enter short description	
RFH - Request for Hearing Request for Hearing	(Rule 16, etc.)	enter short description	
RLI - Reference List	ORMATION (USE CONFIDENTIAL INFORMATION FC		
ROE - Report of Examination Report of Exa RTR - Request for Transportation	amination .	any character or description	
Request for Trans	portation for Emergency Detention		
SAPR - Statement of Appointme USE PROPOSED ORDER	nt of a Personal Representative		

Filing Cod	e Additional Filing Description Examp	ble	Fee
SDNF - Service Document - D	efendant not Found		
Service Document-D	Defendant not (John Doe)	enter name of defendant	
Found			
USE FOR RETURNED CERTIFIE	ED MAIL, SHERIFF'S RETURNS, AFFIDAVITS OF MAIL	ING, ETC.	
SER - Service Document			
Servi	ice Document (John Doe)	enter name of person served	
USE FOR RETURNED CERTIFIE	ED MAIL, SHERIFF'S RETURNS, AFFIDAVITS OF MAIL	ING, ETC.	
SOA - Substitution of Attorne	eys		
Substitutior	n of Attorneys (xxx to substitute for yyy)		
SOM - Service of Motion			
Serv	ice of Motion to Amend Complaint mm/dd/yy	enter description of motion	
IT IS IMPORTANT TO USE TH	IS FILING CODE AS IT SETS TIME STANDARDS		
STAG - Stipulation / Agreeme	ent		
Stipulatio	n/Agreement for Order for Judgment	enter short description	
SUB - Subpoena			
	Subpoena of Jason Jones	enter short description	
	Subpoena Duces Tecum		
SUM - Summons			
	Summons .	any character or description	
TRA - Transcript			
	Transcript of John Jones mm/dd/yy	enter specific witness name or	
	Transcript of Preliminary Hearing mm/dd/yy	enter specific hearing and date	
WAI - Waiver			
	Waiver of Inventory and Appraisement	enter short description	
	Waiver of Right to Appointment		
	Waiver of Hearing		