

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.

E - FILING DOCUMENT CODES - CIVIL

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 AFFIDAVIT OF SERVICE (USE SERVICE DOCUMENT or SERVICE OF MOTION)		
ARJ – Affidavit of Renewal of Judgment	(Credit Collections, Inc)	0
		name of creditor
CLAF - Claim Affidavit		10
	Claim Affidavit .	any character or description
ANS – Answer		
Answer	of John Jones	name of defendant
Answer	to Interrogatories	
		50
		0
DO NOT USE FOR RESPONSES TO MOTIONS (USE RESPONSE)		
ASC-Answer for Small Claims		0
	Answer for Small Claims .	any character or description
	Answer for Small Claims and Counter Claim	
APP – Application		
Application	for Post Conviction Relief	
		0
DO NOT USE FOR MOTIONS (USE MOTION)		
ASN – Assignment	of Judgment	0
BRI – Brief		
Brief	in Support of Motion to ...	include the specific
Brief	Opposing Motion to ...	motion the brief is
Brief	in Response to Motion to ...	addressing
Brief	Pre Trial	
Brief	Post Trial Argument	
		0
USE FOR BRIEF, MEMORANDUM IN SUPPORT OF, RESPONSE TO MOTION, ETC.		
PLEASE DESCRIBE IN DETAIL THE MOTION YOU ARE REFERRING TO (TYPE OF MOTION, DOCKET NUMBER, ETC.)		
CER – Certificate	of Birth	0
	of Death	
	of Attendance	
DO NOT FILE CERTIFICATE OF SERVICE (USE SERVICE DOCUMENT or SERVICE OF MOTION)		
CIF – Confidential Information Form	.	0
		any character or description
COM – Complaint		80
Complaint	.	any character or description
Complaint	and Demand for Jury Trial	
Complaint	(Amended)	
CONS – Consent		0
DO NOT USE FOR STIPULATIONS OR AGREEMENTS (USE STIPULATION/AGREEMENT)		
CVF – Civil Filing		NULL
	Civil Filing Demand for Jury Trial	if not contained in another
	Civil Filing Release of Claim	document
	Civil Filing Discharge of Debtor	
	Civil Filing Verdict Form (Proposed)	
ONLY USED WHEN NO OTHER FILING CODE IS APPROPRIATE		
DEM – Demand for Change of Judge		0
	Demand for Change of Judge (Doe)	name of judge demanded against

E - FILING DOCUMENT CODES - CIVIL

Filing Code	Additional Filing Description Example	Fee
DEP – Deposition	Deposition of Jane Doe name of deponent	0
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	Motion for Summary Judgment Motion for Default Judgment enter short description	0
USE MOTION FOR APPLICATIONS OR A REQUEST FOR A RULING FROM THE COURT PLEASE FOLLOW DETAILED RULES FOR ASBESTOS CASES IF OUTLINED IN SCHEDULING ORDER		
NEJ – Notice of Entry of Judgment	. any character or description	0
NOH – Notice of Hearing	Notice of Hearing (Order to Show Cause) enter short description	0
NOT – Notice	Notice of Motion Notice of Settlement (if not filed w/Motion) include short description of Motion	0
DO NOT USE FOR NOTICE OF 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	of Fact, Conclusions of Law, and Order for Proposed Findings Judgment choose proposed as document security type	0
N.D.R.Ct. 3.5(a)(7) "A party who electronically files a proposed order must identify the filing party in the Odyssey filing description field"		
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 who electronically files a proposed order must identify the filing party in the Odyssey filing description field"		

E - FILING DOCUMENT CODES - CIVIL

Filing Code	Additional Filing Description Example	Fee
PO - Proposed Order	Proposed Order Compelling Answers to Interrogatories Proposed Order for Judgment	0
<p align="center">N.D.R.Ct. 3.5(a)(7) "A party who electronically files a proposed order must identify the filing party in the Odyssey filing description field"</p>		
PSCD - Proposed Statement of Costs and Disbursements	Proposed Statement of Costs and Disbursements <i>See N.D.R.Ct. 3.5(a)(7)</i>	0
<p align="center">N.D.R.Ct. 3.5(a)(7) "A party who electronically files a proposed order must identify the filing party in the Odyssey filing description field"</p>		
RCC - Request for Contempt Citation	against John Jones	0
<p align="center">enter name of person to be cited</p>		
RECT - Receipt		0
<p align="center">DO NOT USE FOR RETURN RECEIPT CARD (USE SERVICE DOCUMENT)</p>		
REI - Release of Information	Release of Information signed by John Jones	0
<p align="center">enter name of person signing release</p>		
REP - Report	Report Witness List, Exhibit List, etc	0
<p align="center">DO NOT USE FOR REPORTS THAT WOULD BE AN EXHIBIT (USE EXHIBIT)</p>		
REQ - Request	Request for Production of Documents Request to Appear Telephonically Request For Extension of Time Request for Expanded Media	0
<p align="center">DO NOT USE FOR A HEARING (USE REQUEST FOR HEARING)</p>		
RFH - Request for Hearing	Request for Hearing (Rule 16, etc.)	0
<p align="center">enter short description</p>		
RES - Response	Response to Motion xxx	0
<p align="center">enter short description</p>		
<p align="center">DO NOT USE FOR AN ANSWER (USE ANSWER)</p>		
SAT - Satisfaction of Judgment	Against John Doe Against John Doe (partial)	0
<p align="center">enter name of debtor enter name of debtor</p>		
SCJO - Supreme Court Judgment/Opinion		0
<p align="center">FOR COURT USE ONLY</p>		
SDNF - Service Document - Defendant not Found	Service Document-Defendant not Found (John Doe)	0
<p align="center">enter name of defendant</p>		
<p align="center">USE FOR RETURNED CERTIFIED MAIL, SHERIFF'S RETURNS, AFFIDAVITS OF MAILING, ETC.</p>		
SER - Service Document	Service Document (John Doe)	0
<p align="center">enter name of person served</p>		
<p align="center">USE FOR RETURNED CERTIFIED MAIL, SHERIFF'S RETURNS, AFFIDAVITS OF MAILING, ETC.</p>		
<p align="center">DO NOT USE FOR SMALL CLAIMS ACTIONS</p>		

E - FILING DOCUMENT CODES - CIVIL

Filing Code	Additional Filing Description Example	Fee
SCS - Small Claims Served	Small Claims Served (Frank Jones)	0
SOA - Substitution of Attorneys	Substitution of Attorneys (xxx to substitute for yyy)	0
SOM - Service of Motion	Service of Motion to Amend Complaint mm/dd/yy	0
IT IS IMPORTANT TO USE THIS FILING CODE AS IT SETS TIME STANDARDS		
STA - Statement	of Claim	0
STAG - Stipulation / Agreement	Stipulation/Agreement for Order for Judgment	0
SUB - Subpoena	Subpoena of Jason Jones Subpoena Duces Tecum	0
SUM - Summons	Summons .	0
TRA - Transcript	Transcript of John Jones mm/dd/yy Transcript of Preliminary Hearing mm/dd/yy	0
WAI - Waiver	Waiver of Hearing Waiver of Jury Trial	0
WRT - Writ	Writ of Attachment Writ Execution	0

E - FILING DOCUMENT CODES - FAMILY

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

E - FILING DOCUMENT CODES - FAMILY

Filing Code	Additional Filing Description Example	Fee
CSF - Child Support Filing	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 .	any character or description
CVF - Civil Filing	Civil Filing Parenting Plan Civil Filing Demand for Jury Trial Civil Filing Verdict Form (Proposed) Civil Filing xxxxxx	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	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 No Agreement)	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 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	Letter from John Doe dated xx/xx/xx	enter short description

E - FILING DOCUMENT CODES - FAMILY

Filing Code	Additional Filing Description Example	Fee
MMO - Motion to Modify an Order	Motion to Modify an Order Primary Residential Responsibility or Parenting Time	30
	enter short description	
MOT - Motion	Motion to Amend Complaint	0
	enter short description	
NEJ - Notice of Entry of Judgment	Notice of Entry of Judgment .	any character or description
NOH - Notice of Hearing	Notice of Hearing (Order to Show Cause)	enter short description
NOT - Notice	Notice of Motion	(if not filed w/Motion) include short description of Motion
	Notice of Settlement	
DO NOT USE FOR NOTICE OF ENTRY OF JUDGMENT		
ORD - Order		
FOR COURT USE ONLY		
OSC - Order to Show Cause	Order to Show Cause	
	for Failure to Respond to Interrogatories	
FOR COURT USE ONLY		
PET - Petition	Petition to Waive Filing Fees Petition for Adoption Petition for Termination of Parental Rights Petition for Summary Divorce	80
PF - Proposed Findings	of Fact, Conclusions of Law, and Order for Proposed Findings Judgment	choose proposed as document security type
N.D.R.Ct. 3.5(a)(7) "A party who electronically files a proposed order must identify the filing party in the Odyssey filing description field."		
PJ - Proposed Judgment	Proposed Judgment .	any character or description. choose proposed as document security type
N.D.R.Ct. 3.5(a)(7) "A party who electronically files a proposed order must identify the filing party in the Odyssey filing description field."		

E - FILING DOCUMENT CODES - FAMILY

Filing Code	Additional Filing Description Example	Fee
PO - Proposed Order	Proposed Order Compelling Answers to Interrogatories Proposed Order Interim Proposed Order for Judgment	choose proposed as document security type
N.D.R.Ct. 3.5(a)(7) "A party who electronically files a proposed order must identify the filing party in the Odyssey filing description field."		
PSCD -Proposed Stmt of Costs/Disb	Proposed Statement of Costs and Disbursements .	any character or description. choose proposed as document security type
N.D.R.Ct. 3.5(a)(7) "A party who electronically files a proposed order must identify the filing party in the Odyssey filing description field."		
RCC - Request for Contempt Citation	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 Information signed by John Jones	enter name of person signing release
REP - Report	Report Witness List, Exhibit List, etc	
DO NOT USE FOR REPORTS THAT WOULD BE AN EXHIBIT		
REQ - Request	Request for Production of Documents Request to Appear Telephonically Request For Extension of Time Request for Hearing by District Judge	enter short description
DO NOT USE FOR A HEARING (USE REQUEST FOR HEARING)		
RES - Response	Response to Motion xxx	enter short description
RFH - Request for Hearing	Request for Hearing (Rule 16, etc.)	enter short description
RLI - Reference List	USE 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

Filing Code	Additional Filing Description Example	Fee
SDNF - Service Document - Defendant not Found	Service Document-Defendant not (John Doe) Found	enter name of defendant
USE FOR RETURNED CERTIFIED MAIL, SHERIFF'S RETURNS, AFFIDAVITS OF MAILING, ETC.		
SER - Service Document	Service Document (John Doe)	enter name of person served
USE FOR RETURNED CERTIFIED MAIL, SHERIFF'S RETURNS, AFFIDAVITS OF MAILING, ETC.		
SOA - Substitution of Attorneys	Substitution of Attorneys (xxx to substitute for yyy)	
SOM - Service of Motion	Service of Motion to Amend Complaint mm/dd/yy	enter description of motion
IT IS IMPORTANT TO USE THIS FILING CODE AS IT SETS TIME STANDARDS		
STA - Statement	Statement John Smith's Financial Statement	enter name of party
STAG - Stipulation / Agreement	Stipulation/Agreement for Order for Judgment	enter short description
SUB - Subpoena	Subpoena of Jason Jones Subpoena Duces Tecum	enter short description
SUM - Summons	Summons .	any character or description
TRA - Transcript	Transcript of John Jones mm/dd/yy Transcript of Preliminary Hearing mm/dd/yy	enter specific witness name or date if partial transcript enter specific hearing and date
USP - Uniform Support Petition	Uniform Support Petition .	any character or description
WAI - Waiver	Waiver of Hearing	enter short description
WRT - Writ	Writ of Execution	enter short description
		0

E - FILING CODES - CRIMINAL

Filing Code	Additional Filing Description Example	Case Types
AADS - Application for Indigent Defense Services Application for Indigent Defense Services of/for John Doe	enter name of applicant	Juvenile Only
FOR COURT USE ONLY		
AFF - Affidavit Affidavit of John Jones	enter name of affiant	All
IF FILING AN AFFIDAVIT OF PROBABLE CAUSE, USE APC (AFFIDAVIT OF PROBABLE CAUSE) DO NOT FILE AFFIDAVIT OF SERVICE (USE SERVICE DOCUMENT or SERVICE OF MOTION)		
ANS - Answer Answer		F,M
DO NOT USE FOR RESPONSES TO MOTIONS (USE RESPONSE)		
APC - Affidavit of Probable Cause Affidavit of Probable Cause (Officer Frank Smith)	name of investigating officer	Non-Juvenile
APP - Application Application for work release		
DO NOT USE FOR APPLICATION FOR APPOINTED DEFENSE SERVICES (USE AADS)		
BRI - Brief Brief in Support of Motion to ... Brief Opposing Motion to ... Brief in Response to Motion to ... Brief Pre Trial Brief Post Trial Argument	include the specific motion the brief is addressing	ALL
USE FOR BRIEF, MEMORANDUM IN SUPPORT OF, RESPONSE TO MOTION, ETC. PLEASE DESCRIBE IN DETAIL THE MOTION YOU ARE REFERRING TO (TYPE OF MOTION, DOCKET NUMBER, ETC.)		
CER - Certificate Certificate of Completion of Community Service Certificate of Compliance if testing	include specific program completed	0
DO NOT FILE CERTIFICATE OF SERVICE (USE SERVICE DOCUMENT or SERVICE OF MOTION)		
CIF - Confidential Information Form Confidential Information Form .	any character or description	Non-Juvenile
CRF - Criminal Filing Criminal Filing Demand for Jury Trial Criminal Filing Verdict Form (Proposed)		
ONLY USED WHEN NO OTHER FILING CODE IS APPROPRIATE		
CTT - Consent to Transfer Consent to Transfer .	any character or description	
DEM - Demand for Change of Judge Demand for Change of Judge (Judge Grosz)	enter name of judge the demand is filed against	ALL
DO NOT USE TO HAVE CASE REMOVED FROM REFEREE (USE REQUEST)		
DEP - Deposition Deposition of Jane Doe mm/dd/yy	name of deponent	ALL

E - FILING CODES - CRIMINAL

Filing Code	Additional Filing Description Example	Case Types
EXH - Exhibit	Exhibit A (Credit Card Contract)	ALL
INS – Instructions	Instructions Jury Instructions (Proposed)	Non-Juvenile
IRE - Incident Report	Incident Report .	ALL
JJ - Juvenile Pick-up and Hold Issued FOR COURT USE ONLY	.	any character or description Juvenile Only
JR - Juvenile Pick-up and Hold Returned FOR COURT USE ONLY	.	any character or description Juvenile Only
JS - Juvenile Pick-up and Hold Served FOR COURT USE ONLY	.	any character or description Juvenile 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) FOR COURT USE ONLY	.	any character or description Juvenile Only
JVFFNC - JV Findings of Fact and Order for Disp. (Not in Custody) FOR COURT USE ONLY	.	any character or description Juvenile Only
JVIO - Juvenile Interim Order FOR COURT USE ONLY	.	any character or description Juvenile Only
JVND - Juvenile Notice of Detained Child	.	any character or description Juvenile Only
JVODH - Juvenile Order From Detention Hearing FOR COURT USE ONLY	.	any character or description Juvenile Only
JVOER - Juvenile Order For Early Release FOR COURT USE ONLY	.	any character or description Juvenile 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 FOR COURT USE ONLY	.	any character or description Juvenile Only
JVPSC - Juvenile Petition (Shelter Care)	.	any character or description Juvenile Only

E - FILING CODES - CRIMINAL

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

E - FILING CODES - CRIMINAL

Filing Code	Additional Filing Description Example	Case Types
PO - Proposed Order	Proposed Order for Transport Proposed Order for Evaluation Proposed Order for Bond Modification	ALL
<p style="color: red; margin: 0;">N.D.R.Ct. 3.5(a)(7) "A party who electronically files a proposed order must identify the filing party in the Odyssey filing description field."</p> <p style="color: red; margin: 0;">USE FOR RULE 43 SUBMISSIONS WHERE THE JUDGE NEEDS TO APPROVE</p>		
POAI - Proposed Order to Apprehend Warrant Issued	Proposed Order to Apprehend Wa .	Non-Juvenile
PODP - Proposed Order Deferring Prosecution	Proposed Order Deferring Prosecution .	non-juvenile
PSI - Pre-Sentence Investigation	Pre-Sentence Investigation .	Non-Juvenile
REI - Release of Information	Release of Information .	all
REP - Report	Report Witness List, Exhibit List, etc Report of Evaluation	all
<p style="color: red; margin: 0;">DO NOT USE FOR REPORTS THAT WOULD BE AN EXHIBIT</p>		
REQ - Request	Request for Hearing by District Judge Request State's Reciprocal Discovery Request Request to appear Telephonically Request for Sequestration of Witnesses	all
RES - Response	Response to Motion xxx Response to Discovery Request	all
RFH - Request for Hearing	Request for Hearing to Reduce Bond	all
RLNCO - Request to Lift No Contact Order	Request to Lift No Contact Order .	all
ROWN - Referee's Order With Notice	Referee's Order With Notice .	Juvenile
<p style="color: red; margin: 0;">FOR COURT USE ONLY</p>		

E - FILING CODES - CRIMINAL

Filing Code	Additional Filing Description Example	Case Types
RUL - Rule	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	all
DO NOT USE FOR RULE 3.2 MOTION OR NOTICE OF MOTION (USE MOTION OR NOTICE OF MOTION)		
RUL16-Rule 16 Discovery Request	Rule 16 Discovery Request .	all
	any character or description	
SDNF - Service Document - Defendant not Found	Service Document-Defendant not (John Doe) Found	enter name of defendant
USE FOR RETURNED CERTIFIED MAIL, SHERIFF'S RETURNS, AFFIDAVITS OF MAILING, ETC.		
SER - Service Document	Service Document (John Doe)	enter name of person served
USE FOR RETURNED CERTIFIED MAIL, SHERIFF'S RETURNS, AFFIDAVITS OF MAILING, ETC.		
SOA - Substitution of Attorneys	Substitution of Attorneys (Jane Doe for John Jones)	all
SOM - Service of Motion	Service of Motion to Amend Complaint mm/dd/yy Service of Motion	enter description of motion
IT IS IMPORTANT TO USE THIS FILING CODE AS IT SETS TIME STANDARDS		
STA - Statement	Statement of Restitution Statement Victim Impact	enter short description
STAG - Stipulation / Agreement	Stipulation/Agreement to Extend Order Stipulation/Agreement to Amend Complaint Stipulation/Agreement for Joinder of Offenses Stipulation/Agreement for Plea Agreement	enter short description
DO NOT USE FOR DEFERRED PROSECUTION USE PROPOSED ORDER DEFERRING PROSECUTION		
SUB - Subpoena	Subpoena of Jason Jones Subpoena Duces Tecum	enter short description
SUM - Summons	Summons .	any character or description
FOR COURT USE ONLY		
TCO - Juvenile Temporary Custody Order	Juvenile Temporary Custody Order .	all
	any character or description	Juvenile only
FOR COURT USE ONLY		

E - FILING CODES - CRIMINAL

Filing Code	Additional Filing Description Example	Case Types
TRA - Transcript	Transcript of John Jones mm/dd/yy	enter specific witness name or date if partial transcript
	Transcript of Preliminary Hearing mm/dd/yy	enter specific hearing and date
	DO NOT USE FOR TRANSCRIPTS THAT ARE AN EXHIBIT DO NOT USE FOR DEPOSITIONS USE DEPOSITION (DEP)	
WAI - Waiver	Waiver of Extradition	all
	Waiver of Jury Trial	

E - FILING DOCUMENT CODES - PROBATE

Filing Code	Additional Filing Description Example	Fee
AAPR - Application for Appointment of Personal Representative	Application for Appointment of Personal Representative .	80
	any character or description	
AEA - Application for Emergency Admission	Application for Emergency Admission .	any character or description
AFF - Affidavit	Affidavit of John Jones	enter name of affiant
DO NOT FILE AFFIDAVIT OF SERVICE (USE SERVICE DOCUMENT or SERVICE OF MOTION)		
APP-Application	Application for Waiver of Hearing Application for Modification of Alternative Treatment Order	enter short description
ASA - Application for Subsequent Administration	Application for Subsequent Administration .	any character or description
		10
ASN - Assignment	Assignment of Interest Assignment of Personal Representative	enter short description
BON - Bond		
BRI - Brief	Brief Brief Brief Brief Brief	in Support of Motion to ... Opposing Motion to ... in Response to Motion to ... Pre Trial Post Trial Argument
		include the specific motion the brief is addressing
		0
USE FOR BRIEF, MEMORANDUM IN SUPPORT OF, RESPONSE TO MOTION, ETC. PLEASE DESCRIBE IN DETAIL THE MOTION YOU ARE REFERRING TO (TYPE OF MOTION, DOCKET NUMBER, ETC.)		
CER - Certificate	Certificate of Continuing Treatment Certificate of Exemplification Certificate of Death	
DO NOT FILE CERTIFICATE OF SERVICE (USE SERVICE DOCUMENT or SERVICE OF MOTION)		
CIF - Confidential Information Form	Confidential Information Form .	any character or description
CONS - Consent	Consent to Distribution Consent to Appointment of xxxxxxxxxx	enter short description
DEM - Demand for Change of Judge	Demand for Change of Judge (Doe)	name of judge demanded against
DEPR - Demand (Probate)	Demand for Notice	enter short description
DEP - Deposition	Deposition of Jane Doe	name of deponent

E - FILING DOCUMENT CODES - PROBATE

Filing Code	Additional Filing Description Example	Fee
EXH - Exhibit	Exhibit A (Credit Card Contract)	number or letter with short description
GAR-Guardian's Annual Report	Guardian's Annual Report .	any character or description
IA - Inventory & Appraisalment	Inventory & Appraisalment .	any character or description
LAS - Last Will and Testament	Last Will and Testament .	any character or description
ORIGINAL WILL MUST BE PHYSICALLY FILED WITH THE CLERK		
LET - Letter	Letter from xxx dated xx/xx/xx	enter short description
DO NOT USE FOR PROPOSED LETTERS (USE PROPOSED LETTERS)		
MHF - Mental Health Filing	Mental Health Filing Release from Warrant of Attachment Emergency Treatment Order Confidential Record	
ONLY USED WHEN NO OTHER FILING CODE IS APPROPRIATE		
MHPIC - Petition for Involuntary	Petition for Involuntary .	any character or description
MOT - Motion	Motion to Object to Personal Representative Motion to Withdraw as xxxxxxxxxxxxxx	enter short description
NOH - Notice of Hearing	Notice of Hearing .	any character or description
NOT - Notice	Notice of Emergency Detention Notice of Detention Notice of Motion	enter short description
OSC - Order to Show Cause	Order to Show Cause .	Any character or description.
FOR COURT USE ONLY		
PERS - Personal Representative's Sworn Statement to Close Estate	Personal Representative's Sworn Statement to Close Estate .	any character or description
PET - Petition	Petition for Continuing Treatment Petition for Subsequent Administration Petition for Removal of PR and Appointment of Successor	enter short description

E - FILING DOCUMENT CODES - PROBATE

Filing Code	Additional Filing Description Example	Fee
PF - Proposed Findings	Proposed Findings <i>See N.D.R.Ct. 3.5(a)(7)</i>	Choose proposed as document security type.
N.D.R.Ct 3.5 (a)(7) "A party who electronically files a proposed order must identify the filing party in the Odyssey filing description field."		
PJ - Proposed Judgment	Proposed Judgment <i>See N.D.R.Ct. 3.5(a)(7)</i>	Choose proposed as document security type.
N.D.R.Ct 3.5 (a)(7) "A party who electronically files a proposed order must identify the filing party in the Odyssey filing description field."		
PL-Proposed Letters	Proposed Letters of Administration Proposed Letters Testamentary	add short description
PRF - Probate Filing		enter short description
ONLY USED WHEN NO OTHER FILING CODE IS APPROPRIATE		
RAAT - Report Assessing....alt treatment	Report Assessing....alt treatment .	any character or description
RECT - Receipt	Receipt (John Doe)	enter name of beneficiary
DO NOT USE FOR ACKNOWLEDGEMENT OF SERVICE (USE SERVICE DOCUMENT)		
REI - Release of Information	Release of Information .	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
RES - Response	Response to Motion xxx Response Objecting to Distribution	enter short description
DO NOT USE FOR AN ANSWER (USE ANSWER)		
RFH - Request for Hearing	Request for Hearing (Rule 16, etc.)	enter short description
RLI - Reference List	DO NOT FOR CONFIDENTIAL INFORMATION (USE CONFIDENTIAL INFORMATION FORM)	
ROE - Report of Examination	Report of Examination .	any character or description
RTR - Request for Transportation	Request for Transportation for Emergency Detention	
SAPR - Statement of Appointment of a Personal Representative	USE PROPOSED ORDER	

E - FILING DOCUMENT CODES - PROBATE

Filing Code	Additional Filing Description Example	Fee
SDNF - Service Document - Defendant not Found	Service Document-Defendant not (John Doe) Found	enter name of defendant
USE FOR RETURNED CERTIFIED MAIL, SHERIFF'S RETURNS, AFFIDAVITS OF MAILING, ETC.		
SER - Service Document	Service Document (John Doe)	enter name of person served
USE FOR RETURNED CERTIFIED MAIL, SHERIFF'S RETURNS, AFFIDAVITS OF MAILING, ETC.		
SOA - Substitution of Attorneys	Substitution of Attorneys (xxx to substitute for yyy)	
SOM - Service of Motion	Service of Motion to Amend Complaint mm/dd/yy	enter description of motion
IT IS IMPORTANT TO USE THIS FILING CODE AS IT SETS TIME STANDARDS		
STAG - Stipulation / Agreement	Stipulation/Agreement for Order for Judgment	enter short description
SUB - Subpoena	Subpoena of Jason Jones Subpoena Duces Tecum	enter short description
SUM - Summons	Summons .	any character or description
TRA - Transcript	Transcript of John Jones mm/dd/yy Transcript of Preliminary Hearing mm/dd/yy	enter specific witness name or enter specific hearing and date
WAI - Waiver	Waiver of Inventory and Appraisement Waiver of Right to Appointment Waiver of Hearing	enter short description