

Handout – Expedited Process Child Support Filing Codes Index



Last Revised: 4/8/2024

Introduction

This index applies to external filings from parties in the Expedited Child Support Process only. It is intended to provide guidance to court partners who file high volumes of documents. It is not intended to prescribe or require the filing of certain documents or to direct the order in which they are filed. Expedited Process case processing is complex due to federal reporting needs and specific codes are necessary for tracking purposes. Use of these filing codes will help court staff quickly and accurately process filings.

Affidavit Filing Codes

Use event code “Affidavit-Other” for documents not listed here or in the Service section. Supporting documents may be filed attached to affidavits as a single document unless they contain confidential information. Refer to the [Registered User Filing Guide](#).

Document	Filing Code	Filing Notes
Affidavit of CSO	Supporting Affidavit of Child Support Officer	None
Affidavit for Genetic Testing	Affidavit-Other	Enter “for genetic testing” in Filing Description
Affidavit of Default for Petitioner	Affidavit of Default-Petitioner	Replaces Affidavit of Default for Expedited Process cases
Affidavit of Default for Respondent	Affidavit of Default-Respondent	Replaces Affidavit of Default for Expedited Process cases
Affidavit of Identification	Affidavit of Identification	None
Affidavit of Identification of Judgment Debtor	Affidavit of Identification of Judgment Debtor	None
Affidavit of Paralegal	Affidavit-Other	Enter “of paralegal” in Filing Description
Amended Supporting Affidavit (of CSO)	Supporting Affidavit of Child Support Officer	Enter “Amended” in Filing Description
Financial Affidavit for Child Support	Financial Affidavit for Child Support	See form FAM102 available on courts website

Service Filing Codes

Document	Filing Code	Filing Notes
Admission of Service	Admission of Service	Specify party in Filing Description
Affidavit of Service by Mail	Affidavit of Mailing	Specify which party served in Filing Description; file each affidavit as a separate document
Affidavit of Non-Service	Affidavit of No Service	None
Affidavit of Service	Affidavit of Service	Specify which party served in Filing Description; file each affidavit as a separate document
Certificate of Service (from law enforcement)	Certify Personal Service	Specify which party served in Filing Description
Certify Unserved Process	Certify Unserved Process	Specify party in Filing Description

Motion Filing Codes

Use event code “Motion” for motion documents not listed below. Do not use “Notice of Motion and Motion” except for Confidential Address motions as noted below or as directed by court administration staff.

Document	Filing Code	Filing Notes
Amended Motion (any type)	Amended Motion	Specify subject in Filing Description
Combined Motion for Review and Clerical Correction	Combined Motion	Only use this code if this is a combined motion; otherwise use specific codes below
Ex Parte Motion	ExParte Motion	Specify subject in Filing Description
Motion for Clerical Correction	Motion for Clerical Correction-Child Support	None
Motion for Contempt	Motion	Specify subject in Filing Description; do not use “Motion-Contempt” code
Motion for Review	Motion for Review-Magistrate Order	None
Motion to Dismiss	Motion to Dismiss	None

Motion Filing Codes (Continued)

Documents	Filing Code	Filing Notes
Motion to Establish	Motion to Establish	None
Motion for Modification	Motion for Modification of Child Support	None
Motion for Genetic Testing	Motion	Specify subject in Filing Description
Motion to Reinstate DL	Motion	Specify subject in Filing Description
Motion to Reinstate Recreational License	Motion	Specify subject in Filing Description
Notice of Motion and Motion	Motion	Specify subject in Filing Description
Notice of Motion and Counter Motion	Counter Motion	Specify subject in Filing Description
Motion for Confidential Address	Notice of Motion and Motion	Only use this code if the confidential address motion is not incorporated into another motion listed above

Notice Filing Codes

Use event code “Notice by Attorney or Party” for notice documents not listed below.

Document	Filing Code	Filing Notes
Notice of Cost of Living Adjustment (COLA)	Notice of Cost of Living Adjustment	
Notice of Cancelled Hearing	Notice by Attorney or Party	
Notice of Hearing	Notice of Hearing by Party	
Notice of Hearing for Enforcement	Notice of Hearing for Enforcement	
Notice of Imposition of Motor Vehicle Lien	Notice of Hearing for Enforcement	Specify subject in Filing Description
Notice of Intent to Suspend Driver’s License	Notice of Hearing for Enforcement	Specify subject in Filing Description
Notice of Intent to Suspend Occupational License	Notice of Hearing for Enforcement	Specify subject in Filing Description

Notice Filing Codes (Continued)

Documents	Filing Code	Filing Notes
Notice of Intention to Enter and Docket Judgment	Notice of Intention to Proceed to Judgment	None
Notice of Intervention	Notice of Intervention as a Matter of Right	None
Notice of Judgment Renewal	Notice of Judgment Renewal	None
Notice of Paternity Hearing	Notice of Hearing by Party	None
Notice of Rescheduled Hearing	Notice of Hearing by Party	None
Notice of Voluntary Dismissal	Dismissal of Petition	None
Notice to Obligor	Notice to Child Support Obligor	None
Notice to Obligor of Medical Support Enforcement	Notice to Obligor of Medical Support Enforcement	None
Notice to Withdraw Motion	Withdraw or Cancel Child Support Issue	None
Notice to Withdraw Response	Notice by Attorney or Party	None
Notice to Withdraw Summons and Complaint	Withdraw or Cancel Child Support Issue	None

Pleading Filing Codes

Documents	Filing Code	Filing Notes
Amended Complaint	Amended Complaint	None
Amended Summons	Amended Summons	None
Answer	Answer	None
Summons	Summons	Do not use “Summons and Complaint”
Uniform Support Petition	Petition-Other	None

Notice or Pleading of Intervention (by county or agency)	Notice of Intervention as a Matter of Right	None
---	--	------

Proposed Order Filing Codes

Proposed orders not listed that establish or modify child support: Proposed Child Support Order. All other proposed orders not listed: Proposed Order or Document; specify subject in Filing Description.

Document	Filing Code	Filing Notes
Proposed Judgment of Paternity	Proposed Order or Document	Specify subject in Filing Description
Proposed Order for Child Support	Proposed Child Support Order	None
Proposed Order for Continuance	Proposed Order or Document	Specify subject in Filing Description
Proposed Order Granting a Confidential Address Request	Proposed Order or Document	Specify subject in Filing Description
Agreement/Stipulation and Proposed Order (if filed before or without motion/pleadings)	Agreement	This is a dual-purpose filing and should be filed twice: once with code Agreement and once with code Proposed Child Support Order
Agreement/Stipulation and Proposed Order (if filed after motion/pleadings)	Stipulation	This is a dual-purpose filing and should be filed twice: once with code Stipulation and once with code Proposed Child Support Order
Amended Agreement/Stipulation and Proposed Order (if filed before or without motion/pleadings)	Amended Agreement	This is a dual-purpose filing and should be filed twice: once with code Amended Agreement and once with code Proposed Child Support Order
Amended Agreement/Stipulation and Proposed Order (if filed after motion/pleadings)	Amended Stipulation	This is a dual-purpose filing and should be filed twice: once with code Amended Stipulation and once with code Proposed Child Support Order

Confidential Information Filing Codes

Document	Filing Code	Filing Notes
Genetic Test Results	Genetic Test Report	Defaults to confidential
Medical Record	Medical Records	Defaults to confidential
Financial Documents	Financial Source Document	Defaults to confidential
Confidential Address Form-Public Authority Only	Confidential Address Form-Public Authority Only	Defaults to confidential

Confidential Information Filing Codes (Continued)

Document	Filing Code	Filing Notes
Confidential Information Form 11.1	Confidential Information Form 11.1 personal information	None
Cover Sheet for Non-Public Documents Form 11.2	Cover Sheet for Non Public Documents Form 11.2	New form updated as of 1/1/21
Non-public documents	Confidential Information Form 11.2 Attachments	To be used for all types of non-public documents where there is no specific confidential code available (per rule update effective 1/1/21)

Other Supporting Document Filing Codes

Use these codes if filing these documents separately. It is not necessary to file these as separate documents if it is your current practice to file them as attachments to an affidavit or as a packet unless they contain confidential information. Refer to the [Registered User Filing Guide](#).

Document	Filing Code	Filing Notes
Case Information Sheet (F505500003)	DHS Case Summary-Child Support	None
Case Financial Summary (PRISM)	DHS Case Summary-Child Support	None
Hearing Fact Sheet	DHS Case Summary-Child Support	None
Notice of Department of Employment and Economic Development Information	Notice of Department of Employment and Economic Development	File notice and DEED Wage Summary/UI Summary as a single packet
Employment Verification Response	Verification and or Acknowledgement	None
Financial Statement (FMIN0001)	Other Document	None
Child Support Guidelines Worksheets and Supplements	Other Document	None

Miscellaneous Filing Codes

Document	Filing Code	Filing Notes
Application for Guardian ad Litem	Proposed Order or Document	None
Certificate of Adjudication	Proposed Certificate of Adjudication	Sections 1, 3, and 5 of the form must be completed before filing

Handout – Expedited Process Child Support Filing Code Index

Document	Filing Code	Filing Notes
Certificate of Representation	Certificate of Representation	None
Certified copy of out-of-state order	Certified Copy of Foreign Decree	None
Continuance Request	Request for Continuance	None
Memorandum of Law	Memorandum	None
Genetic Test Results	Genetic Test Report	None
Items that parties are requested to submit to the court after a hearing	Child Support Magistrate Post-Hearing Submissions	None
Power of Attorney	Affidavit-Other	None
Registration Statement	Registration Statement	None
Request for Hearing	Request for Hearing	None
Request for Transcript	Request for Transcript	None
Satisfaction of Judgment	Satisfaction of Judgment	None
Satisfaction of Judgment (Partial)	Satisfaction of Judgment - Partial	None
Statement to Forgive Child Support Arrears	Statement to Forgive Child Support Arrears	None
Stipulation (If filed <i>before</i> or without motion/pleadings)	Agreement	See Proposed Order section if includes proposed order
Stipulation (If filed <i>after</i> motion/pleadings)	Stipulation	See Proposed Order section if includes proposed order
Waiver of Personal Service	Waiver of Personal Service	Specify party in Filing Description