

WASHINGTON COUNTY COURT ADMINISTRATION

E-file & Serve: Civil Case Filing Code List

DOCUMENTS COMMONLY FILED IN CIVIL CASES (Note: this list does not include all possible event types)

Each document must be filed with a separate filing code; do not combine documents into one large document

| Title of Document* | Additional Filing Comments |
|--|-------------------------------------|
| Acceptance and Oath | |
| Admission of Service | |
| Affidavit for Proceeding In Forma Pauperis | |
| Affidavit for Rent Escrow | |
| Affidavit for Expungement | |
| Affidavit in Support of Attorney Fees | |
| Affidavit in Support of Order to Show Cause | |
| Affidavit of Identification | |
| Affidavit of Id and Unsatisfied Civil Judgment | |
| Affidavit of Identification of Judgment Debtor | |
| Affidavit of Id of Judgment Debtor/Creditor | |
| Affidavit of Mailing | |
| Affidavit of No Answer | |
| Affidavit of Not Found | |
| Aff of No Ans,ID,Non-Mil Status & Amt Due | |
| Affidavit of Non Compliance | |
| Affidavit of Not Found | |
| Affidavit of No Service | |
| Affidavit-other | Specify: Affidavit of _____ |
| Affidavit of Plaintiff | |
| Affidavit of Publication | Specify title of document published |
| Affidavit of Service by Posting | |
| Affidavit of Service ** | Specify document |
| Agreement | |
| Amended Motion | Describe Motion |
| Amended Petition | |
| Amended Summons and Complaint | |
| Annual/Periodic Accounting | |



**MINNESOTA
JUDICIAL BRANCH**
TENTH JUDICIAL DISTRICT

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| Answers (or Joint Answer) | Indicate Party or parties |
| Application | |
| Application for Discharge of Judgment | |
| Application for Name Change | |
| Arbitration Award-ADR | |
| Assignment of Judgment | |
| Bond | |
| Briefs | Include description |
| Certificate of Representation | |
| Complaint | |
| Confession of Judgment | |
| Confidential Information Form 11.1(Personal Info) | Confidential-select document security of confidential |
| Confidential Information Form 11.2(Sealed Financial Information) | Public-select document security of public |
| Consent to Criminal Background Check | |
| Counterclaim | |
| Correspondence | |
| Costs & Disbursements-Notice & Application (Use for Taxation of costs after trial) | |
| Counterclaim | |
| Creditors Objection to Exemption Claim | |
| Cross Claim | |
| Demand for judicial determination/forfeit MV MSA 169A.63 | |
| Demand for Jury Trial | |
| Demand For Removal To District Court | |
| Document – other Use event code of Other Document | |
| Exhibit List | |
| Implied Consent Petition | |
| Informational Statement | Plaintiff or Defendant |
| Joint Informational Statement | |
| Joint Statement of Case | |
| Memorandum | Describe document |



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| Motion | Specify type of Motion |
| Motion for Summary Judgment | |
| Motion to Dismiss | |
| Motion to Intervene | |
| Motion to Vacate | ie: Judgment entered _____ |
| Notice & Acknowledgment of Service | |
| Notice of Appeal | Judgment of _____ |
| Notice of Appearance | |
| Notice of Change of Address | |
| Notice of Dismissal With Prejudice | |
| Notice of Dismissal without Prejudice | |
| Notice of Filing of Order | |
| Notice of Motion and Motion | Describe: Summary Judgment |
| Notice of Withdrawal of Counsel | Include address of party |
| Notice to Remove | Remove Judge _____ |
| Notice to Remove to Federal Court (Use Event Code of Notice –Other) | Indicate removed to Federal Court |
| Notice-Other | |
| Other document | Specify document name |
| Petition - Property Tax | |
| Petition-other | Specify type of Petition |
| Petition for Hearing License Reinstatement MSA 171.19 | |
| Petition for Minor Settlement | |
| Power of Authority in Unlawful Detainer | |
| Proposed document (Orders for Judge’s consideration) | Specify: Draft Order for hearing of _____ or Stipulation & Order for Dismissal |
| Request for Hearing | Specify - i.e. attorney fees |
| Report-Other | i.e. Commissioner Report |
| Request for Change of Venue | To what county |
| Request for Continuance | |
| Request for Disclosure | |
| Request for Transcript | Transcript to _____ County |
| Request for Writ of Execution | Issue Writ for _____ County |
| Responsive Motion | Motion responding to |



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| Satisfaction of Judgment (use for Satisfactions in full) | |
| Satisfaction of Judgment Partial | |
| Statement of Claim and Summons | |
| Statement of the Case | |
| Stipulation | clarify Stipulation to/for _____ |
| Subpoena with Service | Specify on whom served |
| Substitution of Counsel | Indicate party |
| Summons | |
| Summons and Complaint | |
| Transcript of Judgment | from what county |
| Trust Document | Specify details of document |
| Witness List | |
| Writ of Execution - Returned | |
| Writ of Recovery of Premises - Returned | |
| | |
| | |
| | |
| *Note: Each document must be filed as a lead document with a <i>SEPARATE</i> filing code; do not attach one document to another. | **If filed separately from document being served. If filed with served document-include as last page and put a comment "w/service" |
| Add information in the Additional Filing comments that helps describes the document filed. | |