

## Commonly Filed Civil Case Documents

(Note: this list does not include all possible filing codes; many more options are available and are listed on eFS)

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

Filing Code Title	Additional Filing Comments/Document Security Setting
Affidavit of No Answer, ID, Non-Military Status and Amount Due	
Affidavit of Identification	
Affidavit of Service	What was served - i.e. "of notice of motion on plaintiff"
Affidavit-Other	Specify: Affidavit of _____
Amended Motion	What motion is being amended - i.e. "for summary judgment"
Answer	Indicate party or parties
Briefs	Include description of document
Certificate of Representation	Indicate if filed by Plaintiff or Defendant
Confidential Information Form 11.1 (Personal Information)	Select document security of confidential
Confidential Information Form 11.2 (Sealed Financial Information)	Select document security of public
Confidential Information Form 11.2 Attachments	Select document security of confidential; Describe attached documents
Correspondence	Include what correspondence is in regard to
Exhibit List	Indicate if filed by Plaintiff or Defendant
Civil Cover Sheet	Indicate if filed by Plaintiff or Defendant; If a jury or court trial is requested
Memorandum	Include title of memorandum
Motion	Specify type of motion
Notice of Motion and Motion	Describe motion
Notice-Other	Type of notice - i.e. "for hearing"
Other Document	Specify document name, <b>only use when no specific filing code available</b>
Petition-Other	Type of petition - i.e. "for minor settlement"
Proposed Order or Document	Type of document - i.e. "proposed order for summary judgment"
Request for Emergency Judge Assignment	
Request for Hearing	Specify reason for request – i.e. “for attorney fees”
Stipulation	Specify reason – i.e. “Stipulation for/to _____”

Summons and Complaint	
Witness List	Indicate if filed by Plaintiff or Defendant