

**WASHINGTON COUNTY COURT ADMINISTRATION**

**Criminal Court EFS Document Filing Codes**

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

Each document must be filed with a *separate* filing code; do not attach documents into one large document. The Lead Document and attachments are to be used for exhibits and attachments for individual documents only. Do not use this feature to attach multiple documents to a single filing code.

**Add information in the Additional Filing Comments that describes the document filed.**

<b>Title of Document</b>	<b>Additional Filing Comments</b>
Acknowledgement of Rights	
Admission of Facts in Support of Aggravated Sentence	
Admission of Guilt, Waiver of Rights and Payment Plan Agreement.	
Admission of Service	
Affidavit for Expungement	
Affidavit for Proceeding In Forma Pauperis	
Affidavit for Restitution	
Affidavit in Support of Order to Show Cause	
Affidavit of Mailing	Filing Description: Name of document served by mail
Affidavit of No Service	Filing Description: Name of document not served
Affidavit of Prejudice	
Affidavit of Service	Filing Description: Name of document served
Affidavit of Warrantless Arrest	
Affidavit-Other	Filing Document: description of affidavit
Agreement to Suspend Prosecution	Use this code only when the document is signed by all parties; use Proposed Document if uploading an unsigned or not finalized form.
Amended Complaint	
Amended Petition	



**MINNESOTA  
JUDICIAL BRANCH**  
TENTH JUDICIAL DISTRICT

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<b>Title of Document</b>	<b>Additional Filing Comments</b>
Application – Extension Determination Prob Cause to Detain	
Application for Public Defender	
Application for Reimbursement of Witness Expenses	Filing Description: Filed by <u>Name</u>
Application/Agreement for Deferred Payment	
Assessment/Evaluation Report	
Bail Study	
Briefs	Filing Description: Name of party submitting
Cancel of Writ of Habeas Corpus	
Certificate of Prior Convictions	
Certificate of Receipt of Transcript-Appellate Court	
Certificate of Representation	Filing Description: Name of Attorney
Certificate on Notice of Removal/Affidavit of Prejudice	
Certify Unserved Process	
Chemical Dependency Evaluation Report	
Community Work Service Report	
Confidential Information Form 11/1 Personal Information	Filing Document: indicate if confidential information form should be attached to another document (eg: affidavit for restitution)
Consent to ITV	Filing Description: Name of Party submitting
Consent to Release Medical/Mental Health Records	
Continuance Request	Filing Description: Name of party submitting request and <u>Pending Court Date</u>
Correspondence	Filing Description: From <u>Name</u>
Death Certificate	
Defendant's Request for Executed Sentence	
Demand for Evidentiary Hearing	
Demand for Jury Trial	
Demand for Omnibus Hearing	
Demand/Request for Discovery	Filing Description: Name of party submitting



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<b>Title of Document</b>	<b>Additional Filing Comments</b>
Demand-Speedy Trial	
Demand-Forfeiture of Motor Vehicle	
Demand-Forfeiture of Property	
Demand-Trial	
Departure Report	
Detainer Agreement	
Discovery Disclosure	Filing Description: Type of Discovery (such as Omnibus Notice, etc)
Dismissal by Prosecuting Attorney Pursuant to Rule 30.01	
Diversion Request	
Domestic Abuse Evaluation Report	
ExParte Motion	
Extradition Document	
Indictment	
Informational Statement	
Jury Instructions Document	Filing Description: note if they are proposed documents
Memorandum	Filing Description: Brief description of memo
Motion	Filing Description: Describe motion
Motion and Proposed Order	Filing Description: Describe motion
Motion for Change of Venue	
Motion for Discovery	
Motion for Production of Medical Records	
Motion for Review	Filing Description: Describe motion
Motion to Amend	
Motion to Dismiss	
Motion to Extend Time of Omnibus Hearing	
Motion to Modify Sentence	
Motion-Post Conviction Relief	
Not Guilty Letter	
Notice of Appeal	

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<b>Title of Document</b>	<b>Additional Filing Comments</b>
Notice of Appearance	
Notice of Defense and Defense Witnesses	
Notice of Evidence and Identification Procedures	
Notice of Evidence of Addl Offenses to be Offered at Trial-Pros	
Notice of Intent to Impeach	
Notice of Intent to Seek Aggravated Sentencing	
Notice of Motion and Motion	Filing Description: Describe motion
Notice of Review	
Notice of Withdrawal of Counsel	Filing Description: Name of attorney submitting
Notice to Victim of Offender Release	
Notice to Remove	Filing Description: Judge to be removed
Notice-Other	
Notice-Probable Cause Found to Detain	
Omnibus Hearing Waived	
Other Document	Filing Description: Include exact name of document
Other Investigation/Evaluation/Assessment Report	Filing Description: Include exact name of assessment
Petition for Discharge	
Petition for Hearing	
Petition for Review of Decision of Court of Appeals	
Petition for Writ of Habeas Corpus	
Petition to Enter Guilty Plea	
Petition to Proceed as ProSe Counsel	
Petition to Reinstate Cash/Surety Bond Forfeiture	
Plea Agreement	
Plea Petition	



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<b>Title of Document</b>	<b>Additional Filing Comments</b>
Predatory Offender Notification Form	
Predisposition Investigation Report	
Pre-Plea Worksheet	
Presentence Investigation Report	
Probation Agreement	
Probation Transfer Agent	
Probation Violation Dismissed	
Probationary Sanction	
Progress Report	
Proposed Document	
Psychological Evaluation Report	
Report-Other	Filing Description: Include exact name of report.
Request for Change of Venue	
Request for Continuance	Filing Description: Name of party submitting and <u>date of pending hearing</u>
Request for Disclosure	
Request for Hearing	
Request for Subpoena	
Request for Transcript	
Request to Extend Probation	
Request/Motion for Expungement	
Request-Formal Complaint	
Restitution Form/Certificate	
Rule 20 Evaluation Report	
Search Warrant	
Sentencing Worksheet	
Sex Offender Evaluation Report	
Stipulation	
Subpoena	

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Substitution of Counsel	
Transcript	Filing Description: Date & type of transcribed hearing
<b>Title of Document</b>	<b>Additional Filing Comments</b>
Transcript Grand Jury	
Treatment Report	
Victim Impact Statement	
Waiver	
Waiver of Appearance	
Waiver of Counsel	
Waiver of Evidentiary Hearing	
Waiver of Extradition	
Waiver of Jury Trial	
Waiver of Right to Aggravated Sentencing Trial	
Waiver of Right to Contested Hearing	
Withdrawal of Speedy Trial Demand	
Witness List	Filing Description: Defendant's or State's