



Civil Commitment: Filing Code List

Title of Document*	Additional Filing Comments
6-Month Report	<i>Please refer to the 6-Month Report filing guide found below.</i>
60-90 Day Commitment Report	<i>Please refer to the 60-90 Day Report filing guide found below.</i>
Acceptance and Oath	
Admission of Service	
Affidavit for Proceeding In Forma Pauperis	Specify: The Party seeking IFP Status <i>Only used for Appellate cases.</i> Filed with a security level of 'Confidential'.
Affidavit of Mailing	
Affidavit of No Service	
Affidavit of Service	Specify document served
Affidavit-Other	Specify: Affidavit of _____
Amended Petition	Specify: Date of original petition
Certificate of Representation	
Certificate of Notice of Removal/Affidavit of Prejudice	
Change of Status Report	Specify: End date of the provisional discharge. <i>Ensure this document is signed.</i> Filed with a security level of 'Confidential'.
Competency Report	Filed with a security level of 'Confidential'.
Correspondence	
Examiner's Report	<i>Use this only for the 1st and 2nd Reports of Examiners.</i> Filed with a security level of 'Confidential'.
Examiner's Report in Support of Petition for Commitment	<i>Please refer to the Case Initiation filing guide found below.</i>
Exhibit List	
Harhut Report	Filed with a security level of 'Confidential'.
Memorandum	Specify: Describe document
Miscellaneous Supporting Documentation	<i>Check the filing guides below for more information.</i>
Motion	

Motion for Discovery	
Motion for Production of Medical Records	<i>Please refer to the Investigation Filing guide found below.</i>
Motion for Review	
Motion to Amend	Specify: the nature of the amendment sought
Motion to Dismiss	Specify: the nature of the dismissal
Motion to Seal – Commitment	File with a security level of ‘Sealed’
Motion to Vacate Stay	
Notice and Request for Approval of Electronic Testimony	
Notice of Intent to Revoke Provisional Discharge	
Notice of Motion and Motion	Specify: nature of motion and relief sought
Notice of Withdrawal of Counsel	
Notice to Remove	Remove Judge _____
Notice – Other	Specify: nature of notice
Other Document	Specify: nature of document <i>Receipts from Treatment Facilities/Hospitals should use this code.</i>
Petition for Approval of Medical Treatment	Filed with a security level of ‘Confidential’.
Petition for Authorization to Impose Treatment Neuroleptic Meds	<i>Please refer to the Case Initiation filing guide found below.</i>
Petition for Authorization to Impose Treatment ECT	<i>Please refer to the Case Initiation filing guide found below.</i>
Petition for Judicial Commitment	
Petition for Recommitment	
Petition – Other	Specify: type of Petition
Pre-Petition Screening Report	<i>Please refer to the Case Initiation filing guide found below.</i>
Proof of Service	
Proposed Document	Specify: nature of proposed document/order <i>All unsigned orders should be submitted using this code.</i>
Provisional Discharge	Filed with a security level of ‘Confidential’.
Psychological Evaluation Report	Filed with a security level of ‘Confidential’. <i>Used for reports filed by treatment facilities. Do not use this for the 1st and 2nd Reports of Examiners.</i>
Report – Other	Specify: nature of report Filed with a security level of ‘Confidential’.
Request for Change of Venue	
Request for Transcript	
Request Order to Hold	
Request to Apprehend and Hold	

Request – Judicial Officer Removal	
Stipulation	Specify: Stipulation to/for _____
Subpoena	Specify: name of party/subject of subpoena
Substitution of Counsel	Specify: party
Transcript	Specify: judge name, hearing type, date of hearing
Treatment Report	Filed with a security level of 'Confidential'.
Waiver	Specify: Type of Waiver
Warrant Returned	

*Note: Each document must be filed as a **lead document** with a SEPARATE filing code; do not attach one document to another.

Add information in the Additional Filing comments that helps describes the document filed.

Filing Guides

The Second Judicial District provides filing guides to assist you. The guides will identify the documents to be filed, the document description to use for each document, the comments to add to the filing description, the standard document security and the organization of the filing. Please format your submission as outlined below.

All filings should be lead documents. Do not use the attachment feature.

Filing Guide – Case Initiation

New filings may be configured using templates in E-File and Serve.

Document Description	Additional Filing Description
Petition for Judicial Commitment	Specify if this is a 'new filing' or a 'recommit w/expiration date of current commitment' Specify the Type of Petition (Mentally Ill, Chemically Dependent, etc.) Specify 'expiration of hold and when it was placed'. Filed with a security level of: Public
Miscellaneous Support Documentation	<i>This is used for Exhibit A (not required on a recommit)</i> Specify 'Exhibit A'

	Filed with a security level of: Confidential
Examiner's Report in Support of Petition for Commitment	Specify 'Examiner's Report' Filed with a security level of: Confidential
Pre-Petition Screening Report (possible combine with medical records) (Inconsistent with Washington; same file)	Specify 'Pre-Petition' Filed with a security level of: Confidential
Miscellaneous Support Documentation	<i>This is used for Medical Records</i> Specify 'Medical Records' Filed with a security level of: Confidential
Other Document	<i>Used for Pre-Petition Screening Time Log</i> Specify 'Pre-Petition Screening Time Log' Filed with a security level of: Confidential
Petition for Authorization to Impose Treatment Neuroleptic Meds	<i>This document is optional/conditional</i> Specify 'TNM' Filed with a security level of: Public
Affidavit-Other	<i>This document is optional/conditional</i> <i>Used for Affidavit of Medical Expert</i> Specify 'of Medical Expert' Filed with a security level of: Confidential
Petition for Authorization to Impose Treatment ECT	<i>This document is optional/conditional</i> Specify 'ECT' Filed with a security level of: Public
Other Document	<i>This document is optional/conditional</i> <i>(Mandatory if a Petition for ECT is filed)</i> Specify 'ECT Basis Note' Filed with a security level of: Confidential
Other Document	<i>Used for Review and Approval</i> Specify 'Review and Approval' Filed with a security level of: Confidential
Proposed Document	<i>Used for Hold Order</i> Specify 'Court Hold' Filed with a security level of: Public

Filing Guide – 60-90 Day Commitment Reports

60-90 Day Commitment Reports may come with a variety of support documentation. Most of this documentation may be submitted as 'Document Other' with the description of the document added to the Additional Filing Description. Some examples are included below. This does not represent an exhaustive listing. **Do not** submit documents already contained in the court file.

Document Description	Additional Filing Description
60-90 Day Commitment Report	<i>Used for 60-90 Day Report</i> Specify 'filed' Filed with a security level of: Confidential

Other Document	<i>Used for unsigned Provisional Discharge</i> Specify 'Provisional Discharge – signed/unsigned' Filed with a security level of: Confidential
Provisional Discharge	Do not resubmit this document if previously filed with the court.
Miscellaneous Supporting Documentation	<i>This document is optional/conditional</i> <i>Used for CRT Service Plan</i> Specify 'CRT Service Plan' Filed with a security level of: Confidential (?) Do not submit documents already contained in the court file.
Other Document	<i>This document is optional/conditional</i> <i>Used for Treatment Plans</i> Specify 'Treatment plan dated xx/xx/xxxx from Case Manager' Filed with a security level of: Confidential
Other Document	<i>This document is optional/conditional</i> <i>Used for Individual Community Support Plan</i> Specify 'Individual Community Support Plan' Filed with a security level of: Confidential
Other Document	<i>This document is optional/conditional</i> <i>Used for Provisional Discharge Agreement</i> Specify 'Provisional Discharge Agreement dated xx/xx/xxxx' Filed with a security level of: Confidential

Filing Guide – Six Month Cases (Extension of Commitment Requested)

Six Month Commitment Reports may come with a variety of support documentation. Most of this documentation may be submitted as 'Document Other' with the description of the document added to the Additional Filing Description. Some examples are included below. This does not represent an exhaustive listing. **Do not** submit documents already contained in the court file or unnecessary medical records.

Document Description	Additional Filing Description
6-Month Report	Specify 'Extension of Commitment Requested' Filed with a security level of: Confidential
Provisional Discharge	Specify 'Provisional Discharge Agreement dated xx/xx/xxxx' Filed with a security level of: Confidential
Miscellaneous Supporting Documentation	<i>This document is optional/conditional</i> <i>Used for Individual Community Support Plan</i> Specify 'Individual Community Support Plan'

	Security: Confidential Do not submit documents already contained in the court file or unnecessary medical records.
Miscellaneous Supporting Documentation	<i>This document is optional/conditional</i> Specify 'Treatment Plan from xxx dated xx/xx/xxxx' Filed with a security level of: Confidential
Miscellaneous Supporting Documentation	<i>This document is optional/conditional</i> <i>Used for CRT Service Plan</i> Specify 'CRT Service Plan' Filed with a security level of: Confidential

Filing Guide – Investigation Cases

Document Description	Additional Filing Description
Motion for Production of Medical Records	Specify 'name of facility that will provide information' Filed with a security level of: Public
Other Documents	<i>Used for Department of Corrections Records/Base File</i> Note: The size limit for a single document is 5MB. If a document is larger than 5MB it must be broken into multiple parts. Each part is a separate filing. DO NOT USE the attachment feature. Specify 'DOC Referral Packet' If more than one part, also specify 'part 1, part 2, etc.' Filed with a security level of: Confidential
Correspondence	Cover letter from _____, Assistant Ramsey County Attorney Filed with a security level of: Public
Affidavit – Other	Specify 'in Support of Motion for Production of Records' Filed with a security level of: Public
Affidavit of Mailing	<i>This document is used if service has been completed</i> Specify: upon _____ Filed with a security level of: Public
Proposed Document	Specify 'for Granting Release of Records' Filed with a security level of: Public