|  |  |  |
| --- | --- | --- |
| **Filing Code** | **Filing Description** | **Special Instructions** |
| Acknowledgement of Rights |  |  |
| Admission of Service |  |  |
| Affidavit for Expungement |  |  |
| Affidavit for Proceeding In Forma Pauperis | Identify Filer |  |
| Affidavit for Restitution | [Victim Initials] |  |
| Affidavit of Mailing |  |  |
| Affidavit of Non-Service | Name of Subject & agency (reason) |  |
| Affidavit of Prejudice |  |  |
| Affidavit of Service | Name of Subject & agency (date of service) |  |
| Affidavit - Other |  |  |
| Agreement to Suspend Prosecution |  |  |
| Amended Motion |  |  |
| Amended Order |  |  |
| Amended Petition | Include brief description of Amendment |  |
| Application for Public Defender |  |  |
| Assessment/Evaluation Report | **Diagnostic Assessment** |  |
| Booking Process Completed |  |  |
| Briefs | Urgency, if applicable; Identify Filer |  |
| Cash Bond Ordered Applied to Fine and Refund |  |  |
| Cash Bond Ordered Refunded |  |  |
| Certificate of Receipt of Transcript-Appellate Court |  |  |
| Certificate of Representation |  |  |
| Certificate on Notice of Removal/Affidavit of Prejudice |  |  |
| Certification Study | Urgency, if applicable | cc: Judge’s chambers and eserve parties |
| Change of Venue Not Accepted |  |  |
| Citation |  |  |
| Community Work Service Report |  |  |
| Correspondence | Nature of Correspondence; or if restitution letter: Obligation Letter to Juv or Victim Notification Letter |  |
| Conditional Release Violation Report | Urgency, if applicable | cc: Parties |
| Confidential Information Form 11.1 personal information |  |  |
| Demand/Request for Discovery | Identify Filer |  |
| Demand for Judge | Urgency, if applicable; Identify Filer |  |
| Demand for Jury Trial |  |  |
| Demand for Speedy Trial |  |  |
| Detention Report |  |  |
| Discovery Disclosure | Identify Filer |  |
| Exhibit List | Identify Filer |  |
| ExParte Motion | Identify Filer |  |
| ExParte Order |  |  |
| Expungement Order |  |  |
| Extradition Document | Urgency, if applicable; |  |
| Findings and Order | Date of Hearing |  |
| Findings and Order for Discovery  |  |  |
| Findings of Fact, Conclusions of Law and Order | Date of Hearing |  |
| Hammergren Warning Documentation |  |  |
| Juvenile Payable Offense Guilty Plea and Waiver of Rights | Identify Filer |  |
| Jury Instructions Document | Date of Hearing |  |
| Memorandum | Urgency, if applicable; Identify Filer | cc: Judge’s chambers if under advisement |
| Motion | Urgency, if applicable; Identify Filer and Nature of Motion;or Special Request | cc: Judge’s chambers if set for trial |
| Motion for Adult Certification - Non Presumptive | Urgency, if applicable; Identify Filer | cc: Judge’s chambers if set for trial |
| Motion for Adult Certification-Presumptive | Urgency, if applicable; Identify Filer | cc: Judge’s chambers if set for trial |
| Motion for Discovery |  |  |
| Motion for EJJ | Urgency, if applicable; Identify Filer | cc: Judge’s chambers if set for trial |
| Motion to Amend |  |  |
| Motion to Dismiss | Urgency, if applicable; Identify Filer | cc: Judge’s chambers if set for trial |
| No Contact Order |  |  |
| Notice of Appeal | Identify Filer |  |
| Notice of Appearance |  |  |
| Notice of Case Assignment |  |  |
| Notice of Change of Address |  |  |
| Notice of Child's Location/Placement |  |  |
| Notice of Defense and Defense Witnesses | Identify Filer |  |
| Notice of Deficiency |  |  |
| Notice of Evidence and Identification Procedures | Identify Filer |  |
| Notice of Evidence of Addl Offenses to be Offrd at Trial-Pros | Identify Filer |  |
| Notice of Filing of Order |  |  |
| Notice of Hearing |  |  |
| Notice of Intent to Impeach  | Identify Filer |  |
| Notice of Intent to Prosecute | Identify Filer |  |
| Notice of Motion and Motion | Urgency, if applicable; Identify Filer and Nature of Motion | cc: Judge’s chambers if set for trial |
| Notice of Withdrawal of Counsel |  |  |
| Notice to Remove | Urgency, if applicable; Identify Filer |  |
| Notice - Other | Nature of Notice |  |
| Notice - Pay or Appear |  |  |
| Notice - Rights of Victims in Juvenile Court |  |  |
| Order-Change of Venue | Date of Hearing |  |
| Order – Evaluation for Competency to Proceed (Rule 20.01) | Date of Hearing |  |
| Order Denying Probation Discharge  | Date of Hearing |  |
| Order – Evaluation for Mental Deficiency/Illness (Rule 20.02) | Date of Hearing |  |
| Order - Other | Date of Hearing |  |
| Order Appointing Standby Counsel-Juvenile |  |  |
| Order Denying Hearing |  |  |
| Order Denying In Forma Pauperis Petition |  |  |
| Order Denying Motion | Date of Hearing, if applicable |  |
| Order Denying Public Defender |  |  |
| Order Discharging Guardian Ad Litem |  |  |
| Order for Appointment of Guardian Ad Litem |  |  |
| Order for Booking |  |  |
| Order for Continuance | Urgency, if applicable; Date of Hearing |  |
| Order for Detention-Juvenile | Date of Hearing |  |
| Order for DNA Analysis | Date of Hearing |  |
| Order Forfeiting Cash Bond or Surety Bond |  |  |
| Order for Hearing |  |  |
| Order for Payment |  |  |
| Order for Proceeding In Forma Pauperis |  |  |
| Order for Release  | Date of Hearing |  |
| Order for Release of Records from Confidential/Sealed File |  |  |
| Order for Submissions-Under Advisement | Urgency, if applicable; Date of Hearing |  |
| Order Granting Motion | Date of Hearing |  |
| Order Granting Public Defender |  |  |
| Order Resulting from Review Hearing | Date of Hearing |  |
| Order Sealing Record |  |  |
| Order to Appear |  |  |
| Order to Recuse | Urgent |  |
| Order to Reimburse Court for In Forma Pauperis |  |  |
| Order Reinstating Cash/Surety Bond Forfeiture |  |  |
| Order to Remove | Urgent |  |
| Order to Transport |  |  |
| Other Document | Title of Document; or If Restitution Form: Conf [Victim Initials] |  |
| Other Investigation/Evaluation/Assessment Report |  |  |
| Payment Plan |  |  |
| Petition for Writ of Habeas Corpus | Date of Hearing |  |
| Petition - Juvenile |  |  |
| Petition – Other | Warrant, if applicable; Truancy or Runaway |  |
| Petition to Reinstate Cash/Surety Bond Forfeiture |  |  |
| Plea Agreement |  |  |
| Predatory Offender Notification Form |  |  |
| Predisposition Investigation Report | Probation Officer Report or POR | cc: Judge’s chambers and eserve parties |
| Pretrial Agency Report  |  |  |
| Probable Cause Found to Detain |  |  |
| Probation Agreement |  |  |
| Probation Recommendation | NAR |  |
| Probation Transfer of Agent |  |  |
| Probation Violation  |  | cc: Parties |
| Probation Violation Report |  | cc: Parties |
| Progress Report | Completion of Alive at 25 |  |
| Proof of Driver’s License |  |  |
| Proof of Insurance |  |  |
| Proposed Document | Urgency, if applicable; Title of Document; Identify Filer |  |
| Psychological Evaluation Report |  | cc: Judge’s chambers and eserve parties |
| Psychosexual Evaluation Report |  | cc: Judge’s chambers and eserve parties |
| Redacted Version |  |  |
| Report-Other | Urgency, if applicable; Staffing Report |  |
| Request for Change of Venue |  |  |
| Request for Continuance[along with Proposed Order] | Urgency, if applicable; Date of Hearing and Type of Hearing. | cc: Judge’s chambers on all motions to continue a trial/EJJ/Cert |
| Request for DANCO Protected Person Data for Prosecutor  |  |  |
| Request for Detention |  |  |
| Request for Disclosure |  |  |
| Request for Hearing | Urgency, if applicable; Special Request, if applicable |  |
| Request for Interpreter | Identify language, date of hearing and party requiring interpreter. |  |
| Request-Judicial Officer Removal | Urgency, if applicable; Identify Filer |  |
| Request for Subpoena |  |  |
| Request for Transcript | Date of Hearing |  |
| Request/Motion for Expungement |  |  |
| Response to Post Conviction Relief |  |  |
| Response to Expungement Request  | Identify Filer |  |
| Responsive Motion |  |  |
| Restitution Form/Certificate | Determination of Restitution |  |
| Rule 20 Evaluation Report | Urgency, if applicable. | cc: Judge’s chambers and eserve parties |
| Search Warrant |  |  |
| Sentencing Worksheet-EJJ |  |  |
| Statement of Rights |  |  |
| Stipulation |  |  |
| Subpoena |  |  |
| Subpoena with Service |  |  |
| Substitution of Counsel |  |  |
| Summons |  |  |
| Supplemental Order for Proceeding In Forma Pauperis | Identify Filer |  |
| Transcript | Date of Hearing; Type of Hearing; Judicial Officer |  |
| Treatment Report |  |  |
| Verdict |  |  |
| Victim Impact Statement |  |  |
| Waiver of Appearance |  |  |
| Waiver of Counsel |  |  |
| Waiver of Extradition |  |  |
| Waiver of Jury Trial |  |  |
| Warrant Request | Urgency, if applicable; Warrant. |  |
| Warrant Returned |  |  |
| Withdrawal of Speedy Trial Demand |  |  |
| Witness List | Identify Filer |  |
| Writ of Habeas Corpus | Urgency, if applicable; Date of Hearing |  |