

Adoption eFiling Code Guide

1. **Specific Code:** Always use most descriptive filing code possible when filing documents, refrain from using general codes such as Other Document, Affidavit – Other, Petition – Other, Order – Other. These should only be used when a more specific filing code is not available.
2. **Urgency:** If urgent, type “urgent” in filing description and special handling instructions in filing comments.
3. **Proposed Orders:** If the uploaded document contains an Unsigned or Proposed Order the filing code must be “Proposed Document” with the Filing Description: “Urgent” when applicable (ie. Request for Court Order) and the **Title of the Document**, ie. Order for Continuance.
 - this direction also applies if the document is 2-part and contains an affidavit along with a proposed order, ie. Affidavit of Diligent Efforts and Order for Publication.
4. **Separate Documents:** For each event, you must enter a lead document. The attachment document should only be used for exhibits to the lead document.
5. **Multiple Case Numbers.** Filings with multiple case numbers must be filed in each case.

Filing Code	Instructions
Acknowledgement of Rights	Filing Description: Name of Person/s Acknowledging Rights.
Admission of Service	Filing Description: Name of Person/s Admitting Service
Adoptee's List of Assets	
Adoption Communication or Contact Order	
Adoption Petition - Adult Adoption	
Adoption Petition - County Social Services Agency	Filing Description: Name of Social Worker
Adoption Petition - Direct Placement Adoption If urgent, contact court administration 651-266-5115	Filing Description: Urgent, when applicable Comments: Indicate Special Handling Instructions
Adoption Petition - Intercountry Adoption	Filing Description: Indicate if IR-3 or IR-4 Visa
Adoption Petition - Private Agency Adoption	Filing Description: Name of Agency
Adoption Petition - Relative	
Adoption Petition - Step-Parent Adoption	
Adoption Placement Agreement	
Adoption Statement of Expenses	
Adoption Study Report (Homestudy)	Filing Description: Name of Child/ren and Name of Agency Reporting

Affidavit – Other	Filing Description: Name of Affiant
Affidavit and Order for Dismissal	
Affidavit and Order for Publication or Alternate Service	Filing Description: Urgent, when applicable Comments: Indicate Special Handling Instructions
Affidavit for Proceeding In Forma Pauperis	Filing Description: Name of Filer; Proof of Income Attached.
Affidavit if Post-Placement Assessment Waived-Adoption	
Affidavit of Adoptive Parent	
Affidavit of Birth Parent-Adoption	
Affidavit of No Service	
Affidavit of Prejudice	
Affidavit of Publication	
Affidavit of Service	
Affidavit to Waive Post-Placement Assessment-Adoption	
Agreement	Filing Description: Title of Agreement
Amended Motion	Filing Description: Identify date of Motion Amended
Amended Petition	Filing Description: Identify date of Petition Amended
Birth Certificate	Filing Description: Name Child/ren and Note if Foreign
Briefs	Filing Description: Name of Filer
Certificate of Representation	Filing Description: Name of Attorney and Name of Client
Certificate on Notice of Removal/Affidavit of Prejudice	Filing Description: Name Judicial Officer
Certified Copy of Divorce Decree	
Certified Copy of Foreign Decree	
Change of Venue From	Filing Description: Name of County From
Confidential Information Form 11.1 personal information	Filing Description: Name of Party with Conf Info
Consent of Adult-Adult Adoption	Filing Description: Name of Consenting Party
Consent of Child Over Age 14	Filing Description: Name of Consenting Party
Consent of Commissioner	
Consent to Adopt-Parent	Filing Description: Name of Consenting Party
Copy of Foreign Adoption Decree	Filing Description: Name Child/ren
Copy of Passport-Adoption	Filing Description: Name of Child/ren
Copy of Visa-Adoption	Filing Description: Name of Child/ren
Correspondence	
Death Certificate	Filing Description: Name of Person Deceased
DHS Background Check [Adam Walsh Background Check]	Filing Description: Name of Person on Background Check
Discovery Disclosure	Filing Description: Name of Filer

Exhibit List	Filing Description: Name of Filer
ExParte Motion	Filing Description: Urgent, when applicable and Name of Filer
ExParte Order	Filing Description: Nature of Relief and Urgent, if applicable
Fathers' Adoption Registry Search Results [MFAR]	Filing Description: Name Child/ren
Findings, Order, and Judgment and Decree-Adoption	Filing Description: Name Child/ren
Foreign Adoption Document with Translation	
Genetic Test Report	Filing Description: Name of Person Named in Report
Information for Notice of Adoption Petition	
Memorandum	Filing Description: Name of Filer
Motion	Filing Description: Name of Filer
Motion for Discovery	Filing Description: Name of Filer
Motion to Amend	Filing Description: Name of Filer
Motion to Dismiss	Filing Description: Name of Filer
Motion to Waive Post-Placement Assessment-Adoption	
Notice - Other	
Notice of Appeal	Filing Description: Name of filer
Notice of Child's Location/Placement	Filing Description: Name Child/ren
Notice of Filing of Order	Filing Description: Date of Order
Notice of Filing of Order and Entry of Judgment	Filing Description: Date of Order
Notice of Hearing	Filing Description: Date of Hearing
Notice of Hearing by Publication	
Notice of Intent to File Adoption Petition	
Notice of Motion and Affidavit	Filing Description: Name of Filer
Notice of Motion and Motion	Filing Description: Name of Filer
Notice of Motion and Motion for Pre-Adoptive Custody	Filing Description: Urgent
Notice of Withdrawal of Counsel	Filing Description: Name of Filer
Notice to Remove	Filing Description: Name of Filer
Notice-Publication of Order	
Order - Other	Filing Description: Title of Order and Date of Hearing, if applicable
Order Denying Hearing	
Order Denying In Forma Pauperis Petition	Filing Description: Name of Filer Denied IFP
Order Denying Motion	
Order for Appointment of Guardian Ad Litem	Filing Description: Name of GAL Appointed
Order for Continuance	Filing Description: Enter Date of hearing to be Continued
Order for Intercountry Adoption [Recognition of Foreign Adoption]	Filing Description: Name of Child/ren
Order for Proceeding In Forma Pauperis	Filing Description: Name of Filer Granted IFP

Order for Release of Records from Confidential/Sealed File	
Order Granting Motion	
Order to eFile	
Order to Recuse	Filing Description: Name of Judicial Officer Recused
Order to Remove	Filing Description: "Urgent" and Name of Judicial Officer Removed
Order Waiving Post-Placement Assessment-Adoption	
Other Document	Filing Description: Title of Document
Petition - Other	Filing Description: Title of Document, Nature of Petition, and Name of Child/ren
Post Placement Assessment-Adoption	Filing Description: Name of Child/ren
Pre-Adoptive Custody Order	Filing Description: Urgent
Proof of Termination of Parental Rights	Filing Description: Name of Child/ren
Proposed Document	Use for all Proposed Orders Filing Description: "Urgent" when applicable and Title of Document Filing Comments: Reflect Special Handling Instructions
Recognition of Parentage	Filing Description: Name of Parent and Name of Child/ren
Report of Guardian Ad Litem	Filing Description: Hearing Date and Judicial Officer
Report of Social Worker	Filing Description: Name of Child/ren and Hearing Date
Report-Other	Filing Description: Title of Document, Nature of Report, Name of Child/ren and Hearing Date
Request for Change of Venue	Filing Description: Name of Filer
Request for Continuance	Filing Description: Name of Filer
Request for Disclosure	Filing Description: Name of Filer
Request for Hearing	Filing Description: Name of filer
Request for Interpreter	Filing Description: Name of Person Needing Interpreter, Language Needed and Date of Hearing.
Request for Transcript	Filing Description: Date of Hearing
Request for Trial Court Record-Appellate Court	
Responsive Motion	Filing Description: Name of Filer, Response to Date of Motion
Social and Medical History-Adoption	
Social Services Affidavit to Support and Finalize Adoption	
Stipulation	
Substitution of Counsel	Filing Description: Name of Attorney and Name of Client

Supplemental Affidavit for Proceeding In Forma Pauperis	Filing Description: Name of Filer; Proof of Income Attached.
Supplemental Order for Proceeding In Forma Pauperis	Filing Description: Name of Filer Granted IFP
Transcript	Filing Description: Type of Hearing, Date of Hearing, Judicial Officer Name
Waiver of Appearance	Filing Description: Name of Person Waiving Appearance
Waiver of Counsel	Filing Description: Name of Person Waiving Counsel