

CHIPS 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.
6. **Courtesy Copies:** Judicial Officers request that all documents file through EFS include a courtesy copy to the assigned Judicial Officer’s chambers.

Filing Code	Instructions
Acceptance of Tribal Court	
Acknowledgement of Rights	Filing Description: Name of person/s who is acknowledging rights.
Admission of Service	Filing Description: Name of Person/s admitting Service
Affidavit - Other	Filing Description: Name of Affiant
Affidavit and Order for Dismissal	
Affidavit and Order for Publication or Alternate Service	Filing Description: “Urgent” and Name of person/s to be served by publication Filing Comments: Identify Special handling Instructions and date of hearing

Affidavit for Proceeding In Forma Pauperis	Filing Description: Name of filer; Proof of income attached.
Affidavit of Non Service	Filing Description: Name of person/s not served.
Affidavit of Prejudice	
Affidavit of Publication	Filing Description: Name of person/s served by publication
Affidavit of Service	Filing Description: Name of person/s served
Agreement	Filing Description: Title of Agreement
Amended Motion	Filing Description: Identify Date of Motion to be Amended
Amended Petition	Filing Description: Date of Petition to be Amended
Appellate Court Order	
Application for Court Appointed Attorney	Filing Description: Name of Applicant
Assessment/Evaluation Report	Filing Description: Name of Party assessed/evaluated
Birth Certificate	Filing Description: Name child/ren
Briefs	
Cancel Interpreter	Filing Description: Type of Interpreter and Date of Hearing
Case Plan - Out of Home Placement	Filing Description: Name child/ren
Case Plan-Protective Services	Filing Description: Name child/ren
Certificate of Receipt of Transcript-Appellate Court	Filing Description: Date of Hearing
Certificate of Representation	Filing Description: Name of Attorney and Client
Certificate on Notice of Removal/Affidavit of Prejudice	Filing Description: "Urgent" and Name Judicial Officer

Certified Copy of Divorce Decree	
Change of Venue From	Filing Description: Name of County From
CHIPS Adjudication Order	Filing Description: Name of Child/ren
Confidential Information Form 11.1 personal information	Filing Description: Name of Party with Conf Info
Consent to Adopt	Filing Description: Name of Consenting Party
Consent to Adopt Findings and Order-CHIPS	Filing Description: Name of Child/ren and Parent/s
Correspondence	
Counter Motion	Filing Description: Name of filer
Custody and Guardianship to Human Services Order-CHIPS	Filing Description: Name of Child/ren
Death Certificate	Filing Description: Name of Person deceased
Demand for Judge	Filing Description: Name of Filer
Discovery Disclosure	Filing Description: Name of filer
Exhibit List	Filing Description: Name of filer
ExParte Motion	Filing Description: Name of filer
ExParte Order	Filing Description: Urgent EPC, if applicable Filing Comments: Special Handling Instructions
Findings and Order	Filing Description: Date of Hearing
Findings of Fact or Order to Transfer Custody	Filing Description: Date of Hearing
Findings of Fact, Conclusions of Law and Order	Filing Description: Date of Hearing
Foster Care Specified Period Time Findings and Order-CHIPS	Filing Description: Name of Child/ren
Genetic Test Report	Filing Description: Name of Person in report

ICWA Eligibility or Enrollment-CHIPS	Filing Description: Name of Child/ren and Tribe
Interstate Compact Order-CHIPS	Filing Description: Name of Child/ren
Law Enforcement Information Sheet--Service	Filing Description: Name of subject
Memorandum	Filing Description: Name of filer
Motion	Filing Description: Name of filer
Motion and Affidavit	Filing Description: Name of filer
Motion for Discovery	
Motion to Amend	Filing Description: Name of filer
Motion to Dismiss	Filing Description: Name of filer
Motion to Intervene	Filing Description: Name of filer
Motion to Intervene as a Party	Filing Description: Name of filer
Notice - Other	Filing Description: Name of filer and title of document
Notice and Acknowledgment of Service	Filing Description: Name of Party Acknowledging Service
Notice of Appeal	Filing Description: Name of filer
Notice of Appearance	Filing Description: Name of Attorney and Client
Notice of Change of Address	Filing Description: Name of party with change of address
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	Filing Description: Date of Hearing and person served by publication

Notice of Intervention as a Matter of Right	Filing Description: Name of filer
Notice of Motion and Affidavit	Filing Description: Name of filer and nature of motion
Notice of Motion and Motion	Filing Description: Name of filer
Notice of Post-Permanency Placement Disruption-CHIPS	Filing Description: Name of Child/ren
Notice of Trial Home Visit Revocation-CHIPS	Filing Description: Name of Child/ren
Notice of Withdrawal of Counsel	Filing Description: Name of Attorney and Former Client
Notice to Indian Tribe by Social Services Agency	Filing Description: Name of Tribe
Notice to Parent Following Termination of Rights-CHIPS	
Notice to Remove	Filing Description: Name of filer and name of Judicial Officer to be removed
Order – Other [Use for signed Pick Up Order and Request for Court Order]	Filing Description: “Urgent” when applicable and Title of Order, Name of Child/ren and Date of Hearing, if applicable
Order Approving Child in Voluntary Foster Care for Treatment	
Order Approving Voluntary Placement Until 21 Agreement	Filing Description: Date of Hearing, if applicable
Order Denying Child in Voluntary Foster Care for Treatment	Filing Description: Date of Hearing, if applicable
Order Denying Court Appointed Attorney	Filing Description: Name of Party Denied Attorney
Order Denying Hearing	
Order Denying In Forma Pauperis Petition	Filing Description: Name of filer denied IFP

Order Denying Motion	
Order Discharging Guardian Ad Litem	
Order for Appointment of Counsel	Filing Description: Name of Child/ren Appointed Counsel
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 Disclosure	
Order for Dismissal	
Order for Genetic Testing	
Order for Hearing	
Order for Proceeding In Forma Pauperis	Filing Description: Name of Filer granted IFP
Order for Production of Medical Records	
Order for Release of Records from Confidential/Sealed File	
Order for Submissions-Under Advisement	
Order for Trial	
Order from Admit/Deny Hearing-CHIPS	Filing Description: Date of Hearing
Order from Emergency Protective Care Hearing-CHIPS	Filing Description: Date of Hearing
Order from Intermediate Disposition Hearing-CHIPS	Filing Description: Date of Hearing
Order from Motion Hearing-CHIPS	Filing Description: Date of Hearing
Order from Permanency Progress Review Hearing-CHIPS	Filing Description: Date of Hearing
Order from Post Permanency Review Hearing-CHIPS	Filing Description: Date of Hearing

Order from Pre-Trial Hearing-CHIPS	Filing Description: Date of Hearing
Order Granting Court Appointed Attorney	Filing Description: Name of Party seeking Appointment
Order Granting Motion	
Order resulting from Review Hearing	Filing Description: Date of Hearing
Order Sealing Record	
Order to Appear	
Order to eFile	
Order to Recuse	Filing Description: Name of Judicial Officer
Order to Reimburse for In Forma Pauperis	Filing Description: Name of Party to Reimburse and Amount
Order to Remove	Filing Description: "Urgent" and Name of Judicial Officer
Order to Remove Guardian Ad Litem	
Order to Show Cause	
Order-Assessment/Evaluation	
Order-Change of Venue	
Order-Contempt	
Order-Psychological Evaluation	
Other Document	Filing Description: Title of Document
Parental Consent to Termination	Filing Description: Name of Parent/s and Name of Child/ren
Permanency Petition: Permanent Custody to Agency	
Permanency Petition: Temporary Custody to Agency	
Permanency Petition: Termination of Parental	

Rights	
Permanency Petition: Termination of Parental Rights and Permanent Custody to Agency	
Permanency Petition: Termination of Parental Rights and Transfer Legal Custody	
Permanency Petition: Termination of Parental Rights, Transfer Legal Custody, and Permanent Custody to Agency	
Permanency Petition: Transfer Legal Custody and Permanent Custody to Agency	
Permanency Petition: Transfer Permanent Legal & Phys Custody	
Permanent Custody to Agency Findings and Order-CHIPS	Filing Description: Name of Child/ren
Petition - Other	Filing Description: Title of Document
Petition for Writ of Habeas Corpus	Filing Description: Name of Individual to be Writ and Date of Hearing
Petition-Child in Need of Protection or Services	Filing Description: EPC or Ed Neglect, if applicable
Petition-Permanency Review for Vol. FosterCare for Treatment	
Progress Report	
Proof of Termination of Parental Rights [Copy of TPR Order]	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

Psychological Evaluation Report	
Receipt from Appellate Court	
Recognition of Parentage	Filing Description: Name of Parent and Name of Child/ren
Redacted Version	Filing Description: Title of Document and Redaction Version
Referee Recommended Order-CHIPS	Filing Description: Title of Order
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, 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 Subpoena	
Request for Transcript	Filing Description: Date of Hearing
Request for Trial Court--Appellate Court	
Request Trial	Filing Description: Name of Filer
Responsive Motion	Filing Description: Name of filer, Date of Applicable Motion
Stipulation	

Subpoena	
Substitution of Counsel	Filing Description: 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
Termination of Parental Rights Findings and Order-CHIPS	Filing Description: Name of Child/ren and Parent/s
Transcript	Filing Description: Type of Hearing, Date of Hearing, Judicial Officer Name
Transfer of Legal Custody Findings and Order-CHIPS	Filing Description: Name of Child/ren
Treatment Report	Filing Description: Name of Person who is Subject of Report
Voluntary Foster Care for Treatment Report	
Voluntary Placement Agreement	Filing Description: Name of child/ren
Waiver of Counsel	Filing Description: Name of Person Waiving Counsel
Waiver of Personal Service	Filing Description: Name of Person Waiving Service
Witness List	Filing Description: Name of Filer
Writ of Habeas Corpus	Filing Description: Name of Person to be Writ and Date of Hearing