

## Conciliation Court: eFile & eServe Filing Code List

Filing Code/Title of Document*	Additional Filing Comments
Affidavit and Order for Dismissal	
Affidavit for Proceeding In Forma Pauperis	Specify: The Party seeking IFP Status (Note: The income disclosure provided should be for the Party identified above.)
Affidavit of Non-Compliance	
Affidavit of Service	Specify document
Affidavit of Mailing	
Affidavit-Other	Specify: Affidavit of _____
Affidavit to Vacate and Grant a New Hearing (Reopening)	
Application for Discharge of Judgment(s)	
Bankruptcy	
Counterclaim	
Certificate of Representation	
Change of Venue From	
Correspondence	
Cross Claim	
Death Certificate	
Demand for Limited Removal to District Court, Affidavit of Good Faith and Notice of Hearing De Novo	
Demand for Removal/Appeal	
Document-Other	Describe nature of document
Exhibits	
Notice of Change of Address	Indicate new address
Notice of Dismissal without Prejudice	
Notice of Dismissal with Prejudice	
Notice of Settlement	
Power of Authority	
<b>Proposed Document</b>	Describe nature of proposed document/order
Request for Change of Venue	
Request for Continuance	
Request for Interpreter	
Request for Subpoena	



Return Receipt for Certified Mail (Green Card)	
Satisfaction of Judgment	
Satisfaction of Judgment – Partial	
Statement of Claim and Summons	
Stipulation	clarify Stipulation to/for _____
Subpoena with Service	
Supplemental Affidavit for Proceeding In Forma Pauperis	Specify: Party seeking IFP and reason
Transcript of Judgment	

\*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.