



Guardian Ad Litem eFiling Guide for Juvenile

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	Filing Description
Report of Guardian Ad Litem	Hearing date and Judicial Officer
Correspondence	
Proposed Document (Proposed Orders)	Urgency, if applicable and Title of Document
Notice of Motion & Motion	Filing Description: Name of filer (GAL)
Discovery Disclosure	Filing Description: Name of filer (GAL)
Memorandum	Filing Description: Name of filer (GAL)
Affidavit - Other	Of Guardian
Amended Petition	With EPC and Date of Petition to be Amended
Notice-Other	Of Objection of Guardian Ad Litem