



Harassment Restraining Order Filing Code List

- Please do not use the “attach document” functionality for Harassment Restraining Order filings.
- Do not file multiple filings as one lead document. Each document should be listed as a lead document with it’s own event code.
- Filing comments should be used to express urgency of the filing only, unless otherwise noted below. If you indicate a filing is urgent or time sensitive please follow up with a phone call to our office. 651-266-5130
- If you cannot find a filing code that matches the document you are filing, please choose “Other Document” and court staff will make the correction to the court record.
- Pursuant to a standing order regarding IFP applications verification of income or the lack of income is required. Proof can be added to the Affidavit for Proceeding IFP
- **Filing Description:** May become part of the court record and accessible to the public
- **Filing Comments:** Intended for court staff only

Title of Document*	Add'l Filing Comments
Affidavit and Order for Dismissal	
Affidavit and Order for Publication or Alternate Service	
Affidavit for Proceeding In Forma Pauperis	Add “proof attached” in the filing description
Affidavit of Mailing	
Affidavit of Service	
Affidavit - Other	
Certificate of Representation	
Certificate of Receipt of Transcript - Appellate Court	
Certify Personal Service	**For law enforcement only (includes hot sheets)
Certify Unserved Process	**For law enforcement only
Correspondence	

Demand for Judge	
Exhibit List	
Law Enforcement Information Sheet	
Motion and Affidavit	
Notice of Appeal	
Notice of Change of Address	
Notice of Filing of Order	Indicate date order issued in Filing description
Notice of Hearing by Publication	
Notice of Motion and Motion	
Notice of Withdrawal of Counsel	
Notice to Remove	
Other Document	Only use if no other filing code applies
Petition for Harassment Restraining Order	
Petitioner's Information Sheet	Always confidential
Proposed Document	Use for all proposed orders
Request for Continuance	Indicate the date of the scheduled hearing in the filing description
Request for Hearing	
Request for Transcript	
Request for Trial Court Record - Appellate Court	
Responsive Motion	
Stipulation	
Subpoena	
Subpoena with Service	
Supplemental Affidavit for Proceeding In Forma Pauperis	
Transcript	Enter date of hearing in filing description