

RCAO CHIPS Frequently Used Filing Code Guide

18+	Agreement Notice of Motion and Motion Affidavit of Service	Filing Description: 18+
All Proposed Orders All Documents Requiring Judicial Officer Signature	Proposed Document Example: Affidavit of Diligent Efforts Examples of "Urgent": Ex Parte EPC, Pick Up Orders, Request for Court Order	Filing code is used for all Proposed Orders submitted through EFS. Filing Description: "Urgent" when applicable and Title of Document and/or Appropriate Description Filing Comments: Reflect Special Handling Instructions
Amend	Amended Motion	Filing Description: Date of Motion to be Amended
	Amended Petition	Filing Description: Date of Petition to be Amended
Case Plan	Case Plan - Out of Home Placement	Filing Description: Name child/ren or all child/ren
	Case Plan-Protective Services	Filing Description: Name child/ren or all child/ren
CHIPS, EPC	Petition-Child in Need of Protection or Services	Filing Description: EPC or Ed Neglect, if applicable
EPC, General	Confidential Information Form 11.1 personal information	
General	Affidavit - Other	Filing Description: Name of

		Affiant
	Affidavit of Service	
	Genetic Test Report [DNA Test Results]	Filing Description: Name of Person in Report
	Request for Continuance	Filing Description: Name of filer (RCAO)
	Stipulation	
Motion	Motion	Filing Description: Name of filer (RCAO)
	Motion to Amend	Filing Description: Name of filer (RCAO)
	Notice of Motion and Motion	Filing Description: Name of filer (RCAO)
Notice	Notice - Other	Filing Description: Title of Notice and Name of filer (RCAO)
	Notice of Child's Location/Placement	Filing Description: Name child/ren
	Notice to Indian Tribe by Social Services Agency	Filing Description: Name of Tribe
Permanency PCTA	Permanency Petition: Permanent Custody to Agency	
Permanency TLC	Permanency Petition: Transfer Permanent Legal & Phys Custody	
Permanency TPR	Parental Consent to Termination	Filing Description: Name of Parent/s and Name of Child/ren
	Permanency Petition: Termination of Parental Rights	

	Proof of Termination of Parental Rights [Copy of TPR Order]	Filing Description: Name of child/ren
Permanency, CHIPS	Consent to Adopt	Filing Description: Name of Consenting Party
Report	Report of Social Worker	Filing Description: Name of child/ren or all child/ren and Hearing Date
Trials	Briefs	Filing Description: Name of filer (RCAO)
	Discovery Disclosure	Filing Description: Name of filer (RCAO)
	Exhibit List	Filing Description: Name of filer (RCAO)
	Memorandum	Filing Description: Name of filer (RCAO)
	Witness List	Filing Description: Name of Filer (RCAO)
VFCT	Acknowledgement of Rights	
	Petition-Permanency Review for Vol. FosterCare for Treatment	
	Voluntary Foster Care for Treatment Report	
	Voluntary Placement Agreement	
	Case Plan - Out of Home Placement	