

Commonly Filed Documents from Defense

Documents Commonly Filed Subsequent to Case Initiation:

Each document must be filed with a separate filing code; do not combine documents into one large document

Filing Code	Documents to be Attached	Document Security	Always Courtesy Copy
Affidavit of Service	Affidavit of Service	Public	
Briefs	Submissions	Public	✓ cc Judge who requested the submission
Certificate of Representation	Certificate of Representation	Public	
Chemical Dependency Evaluation Report	Evaluation Report	Confidential	✓ cc Judge who requested the report
Demand/Request for Discovery	Demand or Request for Discovery	Public	
Discovery Disclosure	defendants disclosure pursuant to states request (Rule 9)	Public	
Memorandum	Memorandum ✓ Filing Description: of law ...	Public	✓ cc Judge if typical practice
Motion	Motion ✓ Filing Description: for	Public	✓ cc Judge if typical practice
Motion and Proposed Order	Motion and Proposed order ✓ Filing Description: for	Public	✓ cc Judge if typical practice
Notice of Defense and Defense Witnesses	Notice	Public	✓ cc Judge if typical practice
Notice of Intent to Impeach	Notice ✓ Filing Description: add description of witness ,	Public	✓ cc Judge if typical practice

	victim or evidence		
Notice of Motion and Motion	Notice and Motion ✓ Filing Description: for	Public	✓ cc Judge if typical practice
Notice to Remove	Notice ✓ Filing Description: Name of Judge Removal is filed on	Public	
Other Document	To be used when filing description cannot be found ✓ Filing Description: title of document being filed	Public	
Proposed Document	Add any proposed document ✓ Filing Description: what the proposed order is regarding	Public	✓ cc Judge if typical practice
Request/Motion for Expungement	Request/Petition for Expungement	Public	
Stipulation	Add document with stipulation ✓ Filing Description: what the stipulation is regarding	Public	✓ cc Judge if typical practice
Subpoena with Service	Subpoena with service	Public	
Treatment Report	Any report of completing or attending treatment program. ✓ Filing Description: of completion/attendance	Confidential	✓ cc Judge who requested the report
Witness List	Witness List	Public	✓ cc Judge if typical practice