Hennepin County District Court
Electronic File and Serve Training Materials
Adult Court

Commonly Filed Documents from Prosecution

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	Courtesy Copy Requirements
Affidavit of Mailing	Affidavit of Mailing	Public	
Affidavit of Service	Affidavit of Service	Public	
Amended Criminal Complaint	Amended Criminal Complaint ✓ May only be eFiled if original complaint *WAS NOT* filed via eCharging	Public	*cc Judge if typical practice*
Briefs	Submissions	Public	*cc Judge if typical practice*
Dismissal by Prosecuting Authority Pursuant to Rule 30.01	Rule 30.01 Filing	Public	✓ *if in custody at the Jail* always *cc Sheriff.psfcomplaints@co.hennepin.mn.us*
Ex Parte Motion	Ex Parte Motion ✓ Filing Description: for…	Public	*cc Judge if typical practice*
Memorandum	Memorandum ✓ Filing Description: of law…	Public	*cc Judge if typical practice*
Memorandum and Affidavit	Memorandum and Affidavit ✓ 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 Alleged Violation	Notices regarding Failure to comply ✓ Filing Description: failure to comply with Continuance for dismissal, stay of adjudication, stay of imposition etc.	Public	

Notice of Evidence and Identification Procedures	Rule 7.01 Filing	Public	
Notice of Evidence and Addl Offenses to be Offrd at Trial- Pros	Rule 7.02 Filing	Public	
Notice of Intent to Impeach	Notice ✓ Filing Description: Add description of witness, victim or evidence	Public	*cc Judge if typical practice*
Notice of Intent to Prosecute	-Certificate of Intent to Prosecute -Notice of Intent to Prosecute	Public	
Notice of Motion and Motion	Notice and Motion ✓ Filing Description: for ……	Public	*cc Judge if typical practice*
Notice to Remove	Notice of Removal	Public	*cc Judge if typical practice*
Other Document	To be used when filing description cannot be found ✓ Filing Description: title of document being filed	Public	*cc Judge if typical practice*
Other Document	Minn. Stat. §634.15 Filing ✓ Filing Description: Minn. Stat. §634.15 Notice	Public	
Petition to Enter Guilty Plea	-Petition to Enter Plea of Guilty Felony or Gross Misdemeanor -Petition to Enter a Plea of Guilty-Misdemeanor	Public	
Proposed Document	Add any proposed document ✓ Filing Description: what the proposed order is regarding	Public	*cc Judge if typical practice*
Request for Disclosure	Rule 9 Filing	Public	
Report Other	Report ✓ Filing Description: Title of document being filed	Public	*cc Judge who requested report*
Subpoena with Service	Subpoena with service	Public	
Witness List	Witness List	Public	*cc Judge if typical practice*
Witness List	State's List of Potential Witnesses ✓ Filing Description: Proposed	Public	*cc Judge if typical practice*

****Note**: Providing a filing description is required when using eFile & Serve. Because filing descriptions automatically become part of the official court record for each case, please refrain from including confidential information within the filing description field.