

Commonly Filed Documents in a Family Case

Documents listed here are commonly filed in the following family case types: Dissolution with Child, Dissolution without Child, Summary Dissolutions, Annulments, Legal Separation, Separate Maintenance, Custody, Transfer of Legal Custody and Family – Other.

Documents Commonly Filed at Case Initiation:

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

Type of Document	Documents to be Attached to e-Filing Code
Summons and Petition	Summons and Petition for Dissolution of Marriage; Summons and Petition to Establish Custody and Parenting Time; Summons and Petition for Third Party Custody
Admission of Service	
Affidavit for Proceeding In Forma Pauperis	
Affidavit of Service	
Affidavit of Default	
Affidavit of Non-Military Service	
Affidavit – Other	Affidavit in Support of Emergency Filing; Affidavit of a Person
Answer and Counter petition	
Certificate of Representation	
Confidential Information Form 11.1 Personal Information	
Default Scheduling Request	Default Scheduling Request – Hearing Requested
Financial Affidavit for Child Support	
Joint Petition, Agreement and Verifications	
Joint Petition - Dissolution	
Marital Termination Agreement	
Order for Proceeding In Forma Pauperis	Signed* Order for Proceeding In Forma Pauperis
Order – Other	Signed* Order Granting or Denying Emergency Filing
Request for Administrative Review – Dissolution	Default Scheduling Request – No Hearing Requested

*Orders must be signed by a Judicial Officer before being filed.

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**

Type of Document	Documents to be Attached to e- Filing Code
Affidavit of Mailing	
Affidavit – Other	
Answer	
Application	Application for an Order for Service by Alternate Means
Certificate of Attendance – Class	
Certify Personal Service	Certificate of Service – Party Served
Confidential Information Form 11.2 Sealed Financial Info	
Correspondence	
Exhibit List	
ExParte Motion	
ExParte Order	Signed* ExParte Order
Initial Case Management Statements	Informational Statement
Memorandum	
Notice of Filing of Order	
Notice of Filing of Order, Judgment and Decree – Dissolution	
Notice of Motion and Affidavit	Notice of Motion and Motion and Supporting Affidavit attached
Notice of Withdrawal of Counsel	
Notice to County Support and Collections	
Other Document	
Parenting/Financial Disclosure Statements	Pre-Hearing Statement
Proposed Document	
Recognition of Parentage	
Responsive Motion	
Stipulation	
Substitution of Counsel	
Summons and Complaint	
Waiver of Counsel	
Witness List	

*Orders must be signed by a Judicial Officer before being filed.