

EIGHTH JUDICIAL DISTRICT

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**ADMINISTRATIVE POLICY NUMBER 30  
ORGANIZATION OF COURT FILES**

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The following is adopted for the organization of court files in the thirteen counties of the Eighth Judicial District.

**Inside the file folder**

**Right Side**

- 1. Filings numbered in sequence
- 2. Not guilty plea or denial in writing
- 3. Tickets will be stapled to full size sheet of paper

**Left Side**

- 1. Correspondence
- 2. Calendar notices
- 3. All inaccessible documents - preferably in an envelope with the contents listed on the outside. Included could be 45's, criminal histories, pre-trial bail point list, PSI, Affidavit of Indigency, etc.
- 4. Judges Notes and Law Clerk Notes (should these notes be in the file in the first place - they should decide).

**IAC T** - Should be used for court activity on contested criminal and civil cases or when the judge needs the file. Filing numbers should be placed on the first page of each filing and entered on the activity printout. The location of IAC T in the file should be county specific.

**Flags** - Flag all Motions and Orders that the judge needs to be aware of - Use Green tag for Summons and Complaint, Complaint, Ticket or citation or Petition. Use Orange tag for Answer. Use Blue tag for Motions. Use Red tag for all Orders. County choice on whether to flag other items in the file. This will be done by court administration staff.

**Outside cover of the file folder**

**Trial Court Case Timing Objectives** - use the 90%, 97%, 99% dates

**Child Support Timing Objectives**-use 75%, 90% dates

**Outside of the file (minimum):**

- 1. Case Title
- 2. Judge ID
- 3. County ID - either label or sticker (county specific)
- 4. Case type

Dated: September 27, 1999.

/s/ Gerald J. Seibel  
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 Gerald J. Seibel  
 Chief Judge  
 Eighth Judicial District