

Attorney Document Listing

Document Category / Document Type	Fee Associated	Business Rule
AFFIDAVIT		
AFF: Affidavit (Generic)		Use this document type when the Affidavit is not covered by any other document type within this category.
AFF: Poverty		
AFF: Probable Cause/Arrest Report		
APPEAL		
APP: Addition to Record		
APP: Appeal (Generic)		Use this document type when the Appeal is not covered by any other documents type within this category.
APP: Appeal from District Magistrate Judge (CV, LM, DM, PR, SC)		This will be filed as a new CV case and the corresponding docket fee will be assessed. Use the Civil case type and the Other Civil Appeal subtype.
APP: Appeal from District Magistrate Judge (CR, TR, FG, JV, JC)		This document will be filed within the existing case, no new docket fee will be assessed.
APP: Court Docketing Notice		
APP: Mandate		
BOND		
BON: Appearance		
BON: Bond (Generic)		Use this document type when the Bond is not covered by any other document type within this category.
DISCOVERY		
DIS: Discovery (Generic)		Use this document type when the Discovery is not covered by any other document type within this category.
DIS: Subpoena		When the clerk issues a subpoena, the signature page will be the first page of the document. (same as orders)
DIS: Transcript		
DIS: Transcript Request		
INFORMATION		
INF: Accounting - Annual		
INF: Adoption Report		
INF: Annual Report		
INF: Brief		

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INF: Child Support Worksheet - No Judge Signature Requested		
INF: CINC Information Form		
INF: Confidential Report/Evaluation		
INF: Correspondence		All correspondence will be file stamped and included in the court record. Notes made from the filer through E-Flex will not be included in the record. All correspondence will be forwarded to the judge.
INF: Diversion Agreement		
INF: Eminent Domain - Report of Appraisers		
INF: Entry of Appearance		When filing on a case that you are not currently an attorney of record, this document must be filed first in order for you to view the case and associated documents through E-Flex.
INF: Entry of Appearance - Prosecutor		When the prosecutor on a criminal or juvenile case changes, this document should be used.
INF: Garnishment - Release		
INF: Home Study		
INF: Information (Generic)		Use this document type when the Information is not covered by any other document type within this category.
INF: Jury Instructions - Proposed		
INF: KPC Information Sheet		
INF: Memorandum		
INF: Parenting Plan		
INF: Permanency Plan		
INF: Petition/Confidential Form		
INF: Presentence Investigation Report		
INF: Presentence Investigation Report - Victim Statement		The Victim Statement portion of the PSI will now be filed as two separate documents to ensure that the victim statement portion is sealed.
INF: Pretrial Questionnaire		
INF: Reintegration Plan		
INF: Satisfaction of Judgment		
INF: Warrant Cover Letter		Use this document type when attaching the needed party detail information for the sheriff to serve.
MOTION		
MOT: 28-179 - Modify Motion	✓	

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MOT: Aid in Execution	✓	
MOT: Aid in Execution - Alias		
MOT: Appoint		Use this document type when the Appoint is not covered by any other document type within this category.
MOT: Appoint - Counsel		
MOT: Appoint - Guardian Ad Litem		
MOT: Attachment Order	✓	
MOT: Citation Contempt/Show Cause		
MOT: Citation Contempt/Show Cause - Alias		
MOT: Demand for Estimated Cost of Transcript		
MOT: Expungement - Criminal	✓	
MOT: Expungement - Juvenile	✓	
MOT: Garnishment	✓	
MOT: Garnishment Chapter 60	✓	
MOT: Garnishment - Computation Request		
MOT: Motion (Generic)		Use this document type when the Motion is not covered by any other document type within this category.
MOT: Parental Rights - Terminate		
MOT: Pro Hac Vice	✓	
MOT: Probate Petition		This document should be used when filing motions/petitions in probate cases.
MOT: Sale (28-178)	✓	
MOT: Summary Judgment	✓	
MOT: Summary Judgment Ch 61		
MOT: Transcript		
MOT: Warrant - Bench		
MOT: Warrant - Recall		
MOT: Writ of Execution (28-178)	✓	
MOT: Writ of Execution (28-178) - Alias		
NOTICE		
NOT: Notice - No Service Required		This document should be used when the Notice is not needing to be personally served on the parties.
NOT: Notice - Service Required		This document should be used when the Notice is needing to be personally served by the sheriff or process server.

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PROPOSED ORDER		
PRO: 28-179 - Modify Order		
PRO: Adjudication		
PRO: Administrative Review		
PRO: Aid of Execution - Appear for Hearing		
PRO: Appoint		
PRO: Appoint - Counsel		
PRO: Arraignment		
PRO: Attachment Order		
PRO: Child Support Worksheet - Judge Signature Requested		
PRO: Citation Contempt/Show Cause		
PRO: Clerk's Extension		This will be handled similar to orders due to the requirement of the clerks signature.
PRO: Commitment		
PRO: Consolidate		
PRO: Custody/Placement		
PRO: Decree		
PRO: Default Judgment		
PRO: Descent		
PRO: Dismiss		
PRO: Disposition		
PRO: Diversion		
PRO: Ex Parte		
PRO: Expungement		
PRO: Final Order Extension		
PRO: Final Settlement		
PRO: First Appearance		
PRO: Garnishment		
PRO: Guardian Ad Litem		
PRO: Guardian/Conservator/Trustee		
PRO: Judgment		
PRO: Judgment - Set Aside		
PRO: Letters		

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PRO: New Trial		
PRO: No Run Warning		
PRO: Order - No Service Required		Use this document type when the Order, no service is required, is not covered by any other document type within this category.
PRO: Order - Service Required		Use this document type when the Order, service is required, is not covered by any other document type within this category.
PRO: PFA/PFS Protection Order		
PRO: Parental Rights - Terminate		
PRO: Payout		
PRO: Permanency Hearing		
PRO: Plea		
PRO: Probable Cause		
PRO: Recuse		
PRO: Refusing to Grant Letters		
PRO: Restitution		
PRO: Restraining		
PRO: Sale (28-178)		
PRO: Sentencing		
PRO: Sheriff Sale		
PRO: Summary Judgment		
PRO: Temporary		
PRO: Transcript		
PRO: Transport		
PRO: Treatment		
PRO: Venue Change		
PRO: Warrant - Arrest		
PRO: Warrant - Bench		
PRO: Warrant - Recall		
PRO: Warrant - Search		
PRO: Withdraw		

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PRO: Writ		Use this document type when the Writ is not covered by any other document type within this category. If the Writ needs served and is not a Writ of Execution, use the PRO: Order - Service Required document.
PRO: Writ of Execution (28-178)		
PRO: Writ of Execution (28-178) - Alias		
PLEADING		
PLE: Amended Complaint/Information		
PLE: Amended Document (Generic)		
PLE: Amended Petition		
PLE: Answer		
PLE: Answer - Counter		
PLE: Answer - Cross Claim		
PLE: Complaint/Information		
PLE: Conduct Inquiry		
PLE: Coroner Report		
PLE: Post Judgment Elevation from Chapter 61 to Chapter 60		This will be the Certified copy of the Limited Journal Entry. This will be filed as a Civil case with the Post Judgment Elevation Limited Ch 61 to Civil Ch 60 subtype. Must be filed as a new CV case for the docket fee.
PLE: Interplead		
PLE: Medical Malpractice Screening Panel - Request		
PLE: Petition		
PLE: Petition - Counter		
PLE: Petition - Cross Claim		
PLE: Pursuant to 23-37,209		
PLE: Registration of Foreign Judgment		
PLE: Reply		
PLE: Response - Answer		
PLE: Response - Counter/Cross Claim		
PLE: Summons		
PLE: Summons - Criminal/Juvenile		
PLE: Summons - Civil Third Party		

Attorney Document Listing

Document Category / Document Type	Fee Associated	Business Rule
PLE: Summons - Alias		
PLE: Tax Warrant		
RETURNS		
RET: Return of Service		
RET: Return of Service - Arrest/Bench Warrant		
RET: Return of Service - Search Warrant		
RET: Return of Service - Tax Warrant		

10 MB Size Limit Per Document

30 MB Size Limit Per Submission

No limit on the number of docs filed in one transmission as long as it doesn't exceed 30 MB.