

## Attorney Document Listing

Document Category / Document Type	Fee Associated	Business Rule
<b>AFFIDAVIT</b>		
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		
<b>APPEAL</b>		
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		
<b>BOND</b>		
BON: Appearance		
BON: Bond (Generic)		Use this document type when the Bond is not covered by any other document type within this category.
<b>DISCOVERY</b>		
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		
<b>INFORMATION</b>		
INF: Accounting - Annual		
INF: Adoption Report		
INF: Annual Report		
INF: Brief		
INF: Child Support Worksheet - No Judge Signature Requested		

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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: Judge Signed Order		This document type is used when filing an order where all signatures have been secured, including the judges. This can be scanned and uploaded as a pdf document. It will be file stamped when approved by the clerk through e-filing.
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		

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INF: Warrant Cover Letter		Use this document type when attaching the needed party detail information for the sheriff to serve.
<b>MOTION</b>		
MOT: 28-179 - Modify Motion	✓	
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: Dispositive	✓	Use this document type when filing a Dispositive Motion as outlined in HB 2005, passed in 2015 Legislation.
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		

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<b>NOTICE</b>		
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.
NOT: Notice Requiring Clerk Signature		This document should be used when a Notice is required to have a clerk's signature. (Not used for clerk's extensions, subpoenas, or garnishments.)
<b>PROPOSED ORDER</b>		
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		

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PRO: First Appearance		
PRO: Garnishment		
PRO: Guardian Ad Litem		
PRO: Guardian/Conservator/Trustee		
PRO: Income Withholding		
PRO: Judgment		
PRO: Judgment - Set Aside		
PRO: Letters		
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		

## Attorney Document Listing

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PRO: Warrant - Recall		
PRO: Warrant - Search		
PRO: Withdraw		
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		
<b>PLEADING</b>		
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: Petition for Refusing to Grant Letters	✓	Use this document when filing the petition within the existing probate case.
PLE: Petition to Elevate Will to Estate	✓	Use this document when filing the petition within the existing probate case.
PLE: Pursuant to 23-37,209		
PLE: Registration of Foreign Judgment		

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PLE: Reply		
PLE: Response - Answer		
PLE: Response - Counter/Cross Claim		
PLE: Summons		
PLE: Summons - Criminal/Juvenile		
PLE: Summons - Civil Third Party		
PLE: Summons - Alias		
PLE: Tax Warrant		
<b>RETURNS</b>		
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.**