

Helmer Document for CCMS Courts

10/30/2024

Document Category/Document Type	Document Code	*This document will route to the queue specified AUTOMATICALLY:	Odyssey Functionality (needs to be done manually)	Additional Information
AFFIDAVIT				
AFF: Affidavit (Generic)	AFFIG			
AFF: Amended Probable Cause/Arrest Report	AFFAPC		Confidential Document	
AFF: Poverty	AFFPOV			
AFF: Probable Cause/Arrest Report	AFFPCAR		Confidential Document	
AFF: Revoke Probation (JO Only)	AFFRPJO	Judicial Review		
AFF: Witness Affidavit	AFFWIT			
APPEAL				
APP: Addition to Record	APPADD			
APP: Admitted Exhibits	APPAEX			
APP: Appellate Order to Consolidate	APPOTC			
APP: Civil Interlocutory Appeal Granted	APPCIAG			
APP: Court Docketing Notice	APPDOC			This document type once approved will update the case status to Appellate Appeal.
APP: Court Docketing Notice Interlocutory	APPDOCI			This document type once approved will update the case status to Appellate Appeal.
APP: Mandate	APPMAT	Judicial Review		
APP: Notice of Appeal from District Magistrate Judge (CR, TR, FG, JV, JC)	APPDMJCR			This document type will be filed within an existing case, no new docket fee is assessed.
APP: Notice of Appeal from District Magistrate Judge (CV, LM, DM, PR, SC)	APPDMJ			This will be filed as a new CV case and the corresponding docket fee will be assessed. The filer should use the Civil case type and the Other Civil Appeals subtype.
APP: Notice of Appeal to Appellate Court	APPNOAA			
APP: Notice of Interlocutory Appeal	APPNIA			
APP: Notice of Pre-Dispo. Interloc. Appeal from DMJ to DJ	APPNPDIA			
APP: Order for Records	APPOFR			
APP: Volume	APPV			

Helmer Document for CCMS Courts

10/30/2024

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BOND				
BON: Appearance	BONAPP			
BON: Bond (Generic)	BONG			
BON: Bond Setting/Custody Slip (JO Only)	BONBSCS	Proposed Orders		
DISCOVERY				
DIS: Discovery (Generic)	DISG			
DIS: Subpoena - Clerk Signed	PROP_DISSUB	Clerk's Signature		
DIS: Subpoena - Judge Signed	PROP_DISJSUB	Proposed Orders		
DIS: Transcript	INFTRAN			
DIS: Transcript Request	DISTR	Court Reporters		
INFORMATION				
INF: Accounting - Annual	INFACTA	Judicial Review		If the court requires the Annual Accounting to be signed by a judge, have the filer use the document type of "PRO: Administrative Review" so that it will be routed to the judge queue.
INF: Adoption Tracking Tool	INFATT		Confidential	If used the document comes into eFiling as Confidential and the Clerk will have to change the document security manually to Social File in the CCMS.
INF: Annual Report	INFANR	Judicial Review		If the court requires the Annual Report to be signed by a judge, have the filer use the document type of "PRO: Administrative Review" so that it will be routed to the judge queue.
INF: Brief	INFBRI	Judicial Review		
INF: CCO Assignment	INFCCO			Community Corrections officers should use this as their request to be added to the case as a participant.
INF: Certificate	INFCER			
INF: Certificate of Oral Notice of Temporary Custody Hearing	COMP131			
INF: Child Support Worksheet - No Judge Signature Requested	CSWNJS			
INF: CINC Information Form	INFCINC		Confidential Document	

Helmer Document for CCMS Courts

10/30/2024

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INF: Confidential Address Form	PPPETCON		Confidential Document	Only configured for PFA/PFS case types. When the submission is approved, there will be no Event created or image stored in the CCMS.
INF: Confidential Report/Evaluation	INFCR		Confidential Document	
INF: Consent to Appointment of Permanent Custodian	COMP184			
INF: Correspondence	INFCORS	Judicial Review		
INF: Court Administration	INFCTADMIN			Only Clerks and Judges can file this document type. It is strictly used to eFile something on a case to make it viewable through the Filing Report on the clerk side of eFiling. When the submission is approved, there will be no Event created or image stored in the CCMS.
INF: CSO Assignment	INFCSOA			Court Service Officers should use this as their request to be added to the case as a participant.
INF: CSO Change of Address	INFCSO		Confidential Document	
INF: CSO Condition Program Form	INFCSOF		Confidential Document	
INF: Detention Hearing Waiver	INFDHW			
INF: Discharge from IIP Successful	INFDIIP			
INF: Diversion Agreement	INFDIV			When the submission is approved, Clerks must go into the CCMS Events tab and select ALL charges to be added to the Event.
INF: Diversion Application Received	INFДАР			This document type is used by Johnson County to notify the judge a diversion application has been received. Once submitted by the filer it will automatically be approved; an event will be created in the CCMS but no document is required.
INF: Eminent Domain - Report of Appraisers	INFEDRA			
INF: Entry of Appearance	INFEOA			This document will add the filer as the attorney of record to the case in the CCMS for unsealed cases. For sealed

Helmer Document for CCMS Courts

10/30/2024

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				cases, like CINC, the clerk will need to open the doc form in clerk review and select the party the filer will be representing. Once approved, the filer will be added as an attorney of record to the case in the CCMS.
INF Entry of Appearance – Defense Attorney No Doc	INFDNC			When the submission is approved, there will be no Event created or image stored in the CCMS.
INF: Entry of Appearance - New Party	INFENP			This document allows for a party to be added to a JC/JV case. It will also add the attorney of record if the filer added it. To check if the filer will be added as the attorney of record for the new party, review the "Add an Attorney for this Party" section.
INF: Entry of Appearance – Other Attorney No Doc	INFONC			When the submission is approved, there will be no Event created or image stored in the CCMS.
INF: Entry of Appearance - Prosecutor	INFEPR			When this document is filed, the clerk will need to manually make the change in the CCMS.
INF: Entry of Appearance – Prosecutor No Doc	INFPND			When the submission is approved, there will be no Event created or image stored in the CCMS.
INF: Exhibit	INFE			
INF: Exhibit List	INFEL			
INF: Garnishment - Release	POJGARR			
INF: Home Study	INFHS	Judicial Review	Confidential Document	
INF: ICWA Notice	COMP210			
INF: Income Withholding Modification/Termination 39-7,147	INFWM			This document type is used by DCF and CSE attorneys. This document is not routed to the judge for signature.
INF: Income Withholding Order 39-7,147	INFWO			This document type is used by DCF and CSE attorneys. This document is not routed to the judge for signature.
INF: Information (Generic)	INFG			

Helmer Document for CCMS Courts

10/30/2024

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INF: Interpreter Form	INFINT			
INF: Inventory and Valuation	INFINV			
INF: Judge Signed Order	INFJSO			This document type is used when the filer is submitting an order where all signatures have been secured, including the judges. The order will be file stamped when approved. A copy is not forwarded to the Proposed Orders queue since the judge has already signed it.
INF: Judge Signed PFA/PFSSAHT Temporary Order	PFSTEMP			This document type is used for the manually signed PFA/PFSSAHT Temporary Order that originated from the KSPOP interface into efilng.
INF: Jury Instructions - Proposed	INFJURI	Judicial Review		
INF: Juvenile Probation Violation Report	INFJPVR			
INF: KBI Cover Sheet for Expungement	INFKBI			When the submission is approved, there will be no Event created or image stored in the CCMS. (See KBI Cover Sheet for Expungement instructions in the Clerk's Manual on the Intranet)
INF: KDOR Filed State Tax Warrant Dismissal	INFKDOR			This document type is used by KDOR only and does not assess the docket fee.
INF: KDOR Filed State Tax Warrant Satisfaction of Judgment	KDORSOJ			This document type is used by KDOR only and does not assess the docket fee.
INF: KPC Information Sheet	CHSKPC			When the submission is approved, there will be no Event created or image stored in the CCMS. (See KPC Information Sheet instructions in the Clerk's Manual on the Intranet.)
INF: Memorandum	INFMEMS	Judicial Review		
INF: Motion Additional Pages	INFAP			This document type is the addendum to the original motion document when the original is too large and must be split into multiple documents.
INF: NCIC Information Form	INFNCIC			This document is used by the sheriff. When the submission is approved, there will be no Event created or image stored in the CCMS.

Helmer Document for CCMS Courts

10/30/2024

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INF: Notice of CINC Hearing	COMP123			
INF: Notice of Dispositional Hearing	COMP150			
INF: Notice of Hearing on Interested Party Status	COMP128			
INF: Notice of Permanency Hearing	COMP171			
INF: Notice of Post-Termination Permanency Hearing	COMP189			
INF: Notice of Temporary Custody Hearing	COMP130			
INF: Oath	INFOTH			
INF: Oath of Citizen Review Board Volunteer	COMP120			
INF: Oath of Court Appointed Special Advocate	COMP117			
INF: Parenting Class Fee - SG only	INFSGPC			This document type should only be used when filing in Sedgwick County. This document assesses the parenting class fee and does not require a document image.
INF: Parenting Class Reduced Fee - SG only	INFSGPCR			This document type should only be used when filing in Sedgwick County. This document assesses the reduced parenting class fee and does not require a document image.
INF: Parenting Plan	INFPAR			
INF: Permanency Plan	INFPERM	Judicial Review		
INF: Petition Confidential Form	PPPET		Confidential Document	
INF: Pretrial Questionnaire	INFQUE	Judicial Review		
INF: Pretrial Risk Assessment	INFPTA			
INF: PSI Report - Confidential	INFVS		Confidential Document	The Victim Statement portion of the PSI will now be filed as two separate documents. The victim statement portion should be sealed.
INF: PSI Report – Public	INFPSIN			
INF: PSI Report Juvenile Offender - Sealed	INFPSI		Confidential Document	
INF: Reintegration Plan	INFREIP	Judicial Review		
INF: Release of Lien	SLROL			
INF: Report from Foster Parents	COMP168			

Helmer Document for CCMS Courts

10/30/2024

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INF: Request and Service Instructions Form	INFREQ			
INF: Satisfaction of Judgment	INFSATJ			
INF: State Tax Warrant Satisfaction	INFSTWS			Filing fee is associated with this document.
INF: Stipulation or No Contest Statement	COMP142			
INF: Waiver of the Right to Counsel	INFWAIVC			
INF: Warrant Cover Letter	INFWCL			This document is used for attaching needed party detail information for the sheriff to serve. When the submission is approved, there will be no Event created or image stored in the CCMS.
INF: Witness List	INFWL			
INF: Youth Court Report	INFYCR		Confidential Document	If used the document comes into eFiling as Confidential and the Clerk will have to change the document security manually to Social File in the CCMS.
MOTION				
MOT: 28-179 - Modify Motion	CHSMOD			Filing fee is associated with this document. This is used when filing a post-divorce motion.
MOT: Aid in Execution	POJAIE			Filing fee is associated with this document.
MOT: Aid in Execution - Alias	POJAIEA			
MOT: Application for Care by Law Enforcement Officer	COMP104			
MOT: Application for Disclosure of Information	COMP124			
MOT: Application for Ex Parte Order of Protective Custody	COMP105			
MOT: Application for Secure Placement	COMP173			
MOT: Appoint	MOTAPP			
MOT: Appoint – Counsel	MOTCO			
MOT: Appoint – Counsel (Misdemeanor)	MOTACM			
MOT: Appoint - Guardian Ad Litem	MOTGAL			
MOT: Attachment Order	POJORDA			Filing fee is associated with this document.

Helmer Document for CCMS Courts

10/30/2024

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MOT: Citation Contempt/Show Cause - Alias Direct	MOTCSCAD			
MOT: Citation Contempt/Show Cause - Alias Indirect	MOTCSAI			
MOT: Citation Contempt/Show Cause - Direct	MOTCSCD			
MOT: Citation Contempt/Show Cause - Indirect	MOTCSCI			
MOT: Demand for Estimated Cost of Transcript	MOTDEM			
MOT: Detention Rehearing Request	MOTDHR			
MOT: Dispositive	MOTDISP			Filing fee is associated with this document. Applies to Chapter 60 only, HB 2005, 2015 Legis.
MOT: Ex Parte Motion to Seal Case	MOTSEAL			This document is used to automatically seal the case and should be accompanied by a proposed order.
MOT: Expungement - Criminal	MOTXPG			Filing fee is associated with this document.
MOT: Expungement - Juvenile	MOTXPJ			Filing fee is associated with this document.
MOT: Garnishment	POJGARM			Filing fee is associated with this document.
MOT: Garnishment - Computation Request	POJGARX			
MOT: Garnishment Chapter 60	POJGA60			Filing fee is associated with this document.
MOT: ICWA Motion to Intervene	COMP211			
MOT: ICWA Petition for Transfer of Jurisdiction	COMP213			
MOT: Interested Party Status	COMP126			
MOT: Motion (Generic)	MOTG			
MOT: Parental Rights - Terminate	MOTPRTM			
MOT: Pro Hac Vice	MOTPHV			Filing fee is associated with this document.
MOT: Probate Petition	PRBPET			
MOT: Rehearing Disposition	COMP160			
MOT: Request for Disclosure of Affidavit	MOTRDA			
MOT: Request for Hearing on Change in Placement	COMP163			
MOT: Response	MOTRESP			

Helmer Document for CCMS Courts

10/30/2024

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MOT: Sale (28-178)	PROSAL			Filing fee is associated with this document.
MOT: Setting Attorney Fees	MOTSF			
MOT: Summary Judgment	MOTSJ			Filing fee is associated with this document.
MOT: Summary Judgment Ch 61	MOTSJ61			
MOT: Transcript	MOTTRN			
MOT: Warrant - Bench	MOTBWA			
MOT: Warrant - Recall	MOTRWA			
MOT: Writ of Execution (28-178)	POJWRT			Filing fee is associated with this document.
MOT: Writ of Execution (28-178) – Alias	POJWRTA			
NOTICE				
NOT: Continuance – Diversion Application Received	NOTDAR			
NOT: Notice - No Sheriff Service Required	NOTNSR			
NOT: Notice - Sheriff Service Required	NOTSR			
NOT: Notice of Bankruptcy	NOTBK			When this submission is approved, a case flag of bankruptcy will be added in the CCMS.
NOT: Notice of Withdrawal	NOTWA			
NOT: Notice Requiring Clerk Signature	PROP_NOTCS	Clerk's Signature		This is used when a document requiring a clerk's signature does not already exist in the document list.
PLEADING				
PLE: Amended Complaint/Information	PLEAMC			
PLE: Amended Document (Generic)	PLEAMG			
PLE: Amended Petition	PLEAMP			This document type allows filers to enter new parties to the case. The filer will be added as the attorney for the new party.
PLE: Answer	PLEANS			This document type will add the filer as the attorney of record to the case in the CCMS. This is an automatic process.
PLE: Answer – Counter	PLEACO			
PLE: Answer - Cross Claim	PLEACC			

Helmer Document for CCMS Courts

10/30/2024

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PLE: Citation and Notice to Appear	CITNO		Confidential Document	This document should be marked Confidential due to PII.
PLE: Clerk Signed PFA/PFSSAHT Summons and Notice of Hearing	PLEPFASU			This document type is used for the manually signed Summons and Notice of Hearing that originated from the KSPOP interface into efilng.
PLE: Complaint/Information	PLECOM			
PLE: Complaint/Information – Domestic Violence	PLECOMDV			This document type is used to differentiate domestic violence cases from standard criminal case filings.
PLE: Conduct Inquiry	PLEINQ			
PLE: Coroner Report	INFCOR			
PLE: Interplead	PLEINPL			This document type allows filers to enter new parties to the case. The filer will be added as the attorney for the new party.
PLE: Limited Action Petition Prayer Amount \$0-\$500	LMPAU500			This document will be used when filing a new Limited Actions case when the prayer amount is \$0.00 - \$500.00.
PLE: Limited Action Petition Prayer Amount \$5000.01-\$25,000	LMPAO5000			Use this document when filing a new Limited Actions case when the prayer amount is \$5000.01-\$25,000.00.
PLE: Limited Action Petition Prayer Amount \$500.01-\$5,000	LMPAO500			Use this document when filing a new Limited Actions case when the prayer amount is \$500.01 - \$5000.00.
PLE: Medical Malpractice Screening Panel – Request	PLEMM			
PLE: Minor Defendant Addendum	PLEMDA			
PLE: Petition	PLEPET			
PLE: Petition – Counter	PLEPEC			This document type allows filers to enter new parties to the case. The filer will be added as the attorney for the new party.
PLE: Petition - Cross Claim	PLEPCC			This document type allows filers to enter new parties to the case. The filer will be added as the attorney for the new party.
PLE: Petition - Third Party	PLEPTP			This document type allows filers to enter new parties to the case. The filer will be added as the attorney for the new party.
PLE: Petition for Refusing to Grant Letters	PLERGL			

Helmer Document for CCMS Courts

10/30/2024

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PLE: Petition for Review of Denial or Termination of Interested Party Status	COMP129			
PLE: Petition to Elevate Will to Estate	PLEEWE			Filing fee is associated with this document. Clerks will need to refer to the Elevation of a Will and Affidavit to Decedent Estate BPD.
PLE: Pleading	PLEPLE			
PLE: Post Judgment Elevation from Chapter 61 to Chapter 60	NOT6160			
PLE: Pursuant to 23-37,209	AFF38			
PLE: Registration of Foreign Judgment	AFFJ			
PLE: Reply	PLEREP			
PLE: Response - Answer	PLERES			
PLE: Response - Counter/Cross Claim	PLECRC			
PLE: Small Claims Petition Prayer Amount \$0-\$500	SCU500			Use this document when filing a new small claims case when the prayer amount is \$0.00 - \$500.00.
PLE: Small Claims Petition Prayer Amount \$500.01-\$10,000	SCO500			Use this document when filing a new small claims case when the prayer amount is \$500.01 - \$10,000.00.
PLE: SNCO Personal Property Tax Summons	PROP_ORDSNPPT			This document is used by Shawnee County and is configured without using a webform to prevent system lag due to the number of parties on these cases.
PLE: Summons	PLESUM			Ch. 60 & Ch. 61 Summons documents are auto generated through eFiling and will be automatically placed in the Service tab of the CCMS upon Clerk Approval. The clerk's signature will be attached when the submission is approved through Clerk Review. There is no need to manually send this to the Clerk's Signature Queue.
PLE: Summons – Alias	PLEASUM			Ch. 60 & Ch. 61 Summons documents are auto generated through eFiling and will be automatically placed in the Service tab of the CCMS upon Clerk Approval. The clerk's signature will be

Helmer Document for CCMS Courts

10/30/2024

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				attached when the submission is approved through Clerk Review. There is no need to manually send this to the Clerk's Signature Queue.
PLE: Summons – Chapter 60	PLE60			CV summons documents are autogenerated through eFiling. The Clerk's signature will be attached when the submission is approved through Clerk Review, thus it is not necessary to send to the Clerk Signature Queue.
PLE: Summons – Chapter 60 – Alias	PLE60A			CV summons documents are autogenerated through eFiling. The Clerk's signature will be attached when the submission is approved through Clerk Review, thus it is not necessary to send to the Clerk Signature Queue.
PLE: Summons – Chapter 61	PLE61			LM summons documents are autogenerated through eFiling. The Clerk's signature will be attached when the submission is approved through Clerk Review, thus it is not necessary to send to the Clerk Signature Queue.
PLE: Summons – Chapter 61 – Alias	PLE61A			LM summons documents are autogenerated through eFiling. The Clerk's signature will be attached when the submission is approved through Clerk Review, thus it is not necessary to send to the Clerk Signature Queue.
PLE: Summons – Chapter 61 Eviction	PLEEVICT			LM summons documents are autogenerated through eFiling. The Clerk's signature will be attached when the submission is approved through Clerk Review, thus it is not necessary to send to the Clerk Signature Queue.
PLE: Summons – Chapter 61 Eviction – Alias	PLEEVICTA			LM summons documents are autogenerated through eFiling. The Clerk's signature will be attached when the submission is approved through Clerk Review, thus it is not necessary to send to the Clerk Signature Queue.

Helmer Document for CCMS Courts

10/30/2024

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PLE: Summons - Criminal/Juvenile Clerk Signed	PROP_ORDSUMC	Clerk's Signature		This document type should be used when the county requires Criminal and Juvenile Summons documents to be signed by the clerk. This document automatically routes to the Clerk's Signature Queue. Once approved the Clerk will need to manually update the Service tab in the CCMS.
PLE: Summons - Criminal/Juvenile Judge Signed	PROP_ORDCRSUM	Proposed Orders		This document type should be used when the county requires Criminal and Juvenile Summons documents to be signed by the judge. This document automatically routes to the Proposed Orders Queue. Once approved, the Clerk will need to manually update the Service tab in the CCMS.
PLE: Summons - Filer Drafted	PROP_ORD3SUM	Clerk's Signature		This document type can be used when a filer creates a summons, for example a Civil Third Party or Out of State Summons. This document automatically routes to the Clerk's Signature Queue. Once approved the Clerk will need to manually update the Service tab in the CCMS.
PLE: Summons – Insurance Summons	PROP_ORDPLEINS	Clerk's Signature		This document type can be used when a filer creates a summons for a Chapter 60 insurance case.
PLE: Summons and Notice of Hearing	PLESUMNH			
PLE: Summons Return	PLESUMR			Once approved the Clerk will need to manually update the Service tab in the CCMS.
PLE: Tax Warrant	PLETAX			
PLE: Transfer LM to CV Petition Prayer Amount \$0-\$500	TRLMPAU500			Use this document when transferring a Limited Actions case to a Civil case pre-judgment and the prayer amount is \$0.00 - \$500.00.
PLE: Transfer LM to CV Petition Prayer Amount \$500.01-\$5,000	TRLMPAO500			Use this document when transferring a Limited Actions case to a Civil case pre-

Helmer Document for CCMS Courts

10/30/2024

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				judgment and the prayer amount is \$500.01 - \$5,000.00.
PLE: Transfer LM to CV Petition Prayer Amount \$5,000.01 - \$25,000				Use this document when transferring a Limited Actions case to a Civil case pre-judgment and the prayer amount is \$5,000.01 -\$25,000.
PROPOSED ORDERS				
PRO: 28-179 - Modify Order	PROP_CSHMOR	Proposed Orders		This is used when filing a post-divorce motion. Should be filed with the "MOT: 28-179 - Modify Order" to assess the fee.
PRO: Accepting Waiver of Detention Hearing and Order for Detention	PROP_ORDAWDH	Proposed Orders		
PRO: Adjudication	PROP_ORDADJ	Proposed Orders		
PRO: Administrative Review	PROP_ORDADRE	Proposed Orders		
PRO: Aid of Execution - Appear for Hearing	PROP_ORDAIEH	Proposed Orders		If not an Alias Aid of Execution, should be filed with the "MOT: Aid in Execution" to assess the fee.
PRO: Allowing Discovery	PROP_COMP136	Proposed Orders		
PRO: Appoint	PROP_ORDAPT	Proposed Orders		
PRO: Appoint - Counsel	PROP_ORDAPTC	Proposed Orders		
PRO: Appoint – Counsel (Misdemeanor)	PROP_ORDACM	Proposed Orders		
PRO: Appoint Attorney for Absent or Unknown Parent	PROP_COMP182	Proposed Orders		
PRO: Appoint Attorney for Child	PROP_COMP113	Proposed Orders		
PROP: Appoint Attorney for Interested Party	PROP_COMP115	Proposed Orders		
PRO: Appoint Attorney for Parent	PROP_COMP114	Proposed Orders		
PRO: Appoint Guardian Ad Litem	PROP_ORDLIT	Proposed Orders		
PRO: Appoint Multi-Disciplinary team	PROP_COMP116	Proposed Orders		
PRO: Appoint Permanent Custodian	PROP_COMP186	Proposed Orders		
PRO: Appoint Special Advocate	PROP_COMP118	Proposed Orders		
PRO: Arraignment	PROP_ORDARN	Proposed Orders		
PRO: Attachment	PROP_ORDATT	Proposed Orders		Should be filed with the "MOT: Attachment Order" to assess the fee.
PRO: Attorney Voucher	PROP_ATTYVOU	Proposed Orders		

Helmer Document for CCMS Courts

10/30/2024

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PRO: Authorize Secure Placement for Violation of Valid Court Order to Remain in Placement	PROP_COMP174.2	Proposed Orders		
PRO: Bond Setting/Custody Slip (JO ONLY)	PROP_BONBSCS	Proposed Orders		
PRO: Change in Placement Findings	PROP_COMP164	Proposed Orders		
PRO: Child Support Worksheet – Signed by Judge	PROP_CSWJSR	Proposed Orders		
PRO: Citation Contempt/Show Cause - Direct	PROP_ORDCSCD	Proposed Orders		
PRO: Citation Contempt/Show Cause - Indirect	PROP_ORDCSCI	Proposed Orders		
PRO: Citizen Review Board Referral	PROP_COMP121	Proposed Orders		
PRO: Clerk's Extension	PROP_ORDCEXT	Clerk's Signature		Excludes Limited Action
PRO: Closing Files to Public Inspection	PROP_ORDCFPI	Proposed Orders		
PRO: Commitment	PROP_ORDCMT	Proposed Orders		
PRO: Consolidate	PROP_ORDDTE	Proposed Orders		
PRO: Continuance and Informal Supervision	PROP_COMP133	Proposed Orders		
PRO: Custody/Placement	PROP_ORDODY	Proposed Orders		
PRO: Decree	PROP_ORDDCR	Proposed Orders		
PRO: Default Judgment	PROP_ORDJUDG	Proposed Orders		
PRO: Descent	PROP_ORDDDES	Proposed Orders		
PRO: Detention Hearing Journal Entry	PROP_ORDDHJE	Proposed Orders		
PRO: Detention Rehearing Journal Entry	PROP_ORDDRJE	Proposed Orders		
PRO: Determining Interested Party Status	PROP_COMP127	Proposed Orders		
PRO: Discharging CASA	PROP_COMP119	Proposed Orders		
PRO: Dismiss	PROP_ORDMIS	Proposed Orders		
PRO: Disposition	PROP_ORDDISPO	Proposed Orders		
PRO: Diversion	PROP_ORDDIV	Proposed Orders		When the submission is approved, Clerks must go into the CCMS Events tab and select ALL charges to be added to the Event.
PRO: Emergency Change of Placement Findings	PROP_COMP166	Proposed Orders		
PRO: Ex Parte	PROP_ORDXPA	Proposed Orders		
PRO: Ex Parte Order of Protective Custody	PROP_EXPC	Proposed Orders		
PRO: Ex Parte Order of Protective Custody of Indian Child	PROP_COMP207	Proposed Orders		

Helmer Document for CCMS Courts

10/30/2024

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PRO: Exceptional Order	PROP_EXCORD	Proposed Orders		
PRO: Expungement	PROP_ORXPG	Proposed Orders		When the Order is filed, refer to the Expungement BPDs for proper processing in the CCMS.
PRO: Final Order Extension	PROP_PFASORD	Proposed Orders		
PRO: Final Settlement	PROP_ORDTLE	Proposed Orders		
PRO: First Appearance	PROP_ORDFAP	Proposed Orders		
PRO: Garnishment	PROP_ORDGRN	Clerk's Signature		Should be filed with the "MOT: Garnishment" or "MOT: Garnishment Chapter 60" to assess the fee.
PRO: Guardian/Conservator/Trustee	PROP_ORDGCT	Proposed Orders		
PRO: ICWA JE and Order of Adjudication	PROP_COMP215	Proposed Orders		
PRO: ICWA JE and Order of Adjudication and Disposition	PROP_COMP216	Proposed Orders		
PRO: ICWA JE and Order of Disposition	PROP_COMP217	Proposed Orders		
PRO: ICWA JE and Order of Rehearing of Disposition	PROP_COMP218	Proposed Orders		
PRO: ICWA Order Transferring Jurisdiction, Release Child from Custody, Terminate Jurisdiction	PROP_COMP214	Proposed Orders		
PRO: ICWA Order Granting Motion to Intervene	PROP_COMP212	Proposed Orders		
PRO: ICWA Parental Rights - Terminate	PROP_COMP220	Proposed Orders		
PRO: ICWA Permanency Hearing Order Based on CRB Hearing for APPLA	PROP_COMP219.4	Proposed Orders		
PRO: ICWA Permanency Hearing Order for CINC Post-Termination	PROP_COMP221.1	Proposed Orders		
PRO: ICWA Permanency Hearing Order Based on the CRB Recommendation Post-Termination	PROP_COMP221.2	Proposed Orders		
PRO: ICWA Permanency Hearing Order for CINC Post-Termination for APPLA	PROP_COMP221.3	Proposed Orders		
PRO: ICWA Permanency Hearing Order Post-Termination based on CRB Hearing for APPLA	PROP_COMP221.4	Proposed Orders		
PRO: ICWA Permanency Hearing JE and Order	PROP_COMP219.1	Proposed Orders		
PRO: ICWA Permanency Hearing JE and Order for APPLA	PROP_COMP219.3	Proposed Orders		
PRO: ICWA Permanency Hearing Order After CRB Hearing	PROP_COMP219.2	Proposed Orders		

Helmer Document for CCMS Courts

10/30/2024

Document Category/Document Type	Document Code	*This document will route to the queue specified AUTOMATICALLY:	Odyssey Functionality (needs to be done manually)	Additional Information
PRO: ICWA QRTP Place Perm Hrg Ord based CRB Recom Post-Term	PROP_COMP221.6	Proposed Orders		
PRO: ICWA QRTP Place Perm Ord based CRB Hrg for another PLA	PROP_COMP219.8	Proposed Orders		
PRO: ICWA QRTP Place PH Ord PT based CRB Hrg for another PLA	PROP_COMP221.8	Proposed Orders		
PRO: ICWA QRTP Place PH Order based CRB Recomm Post-Term	PROP_COMP221.7	Proposed Orders		
PRO: ICWA QRTP Placement Perm Hrg JE and Ord for another PLA	PROP_COMP219.7	Proposed Orders		
PRO: ICWA QRTP Placement Perm Hrg JE and Order	PROP_COMP219.5	Proposed Orders		
PRO: ICWA QRTP Placement Perm Hrg Order after CRB Hrg	PROP_COMP219.6	Proposed Orders		
PRO: ICWA QRTP Placement Perm Hrg Order for CINC Post-Term	PROP_COMP221.5	Proposed Orders		
PRO: ICWA Relinquishment of Minor Child to Agency	PROP_COMP223	Proposed Orders		
PRO: Inactivity Dismissal	PROP_ORDINA	Proposed Orders		These orders are typically filed by the Court as part of the Inactivity Dismissal process.
PRO: Income Withholding Judge Signed	PROP_ORDEIWO	Proposed Orders		
PRO: Income Withholding Modification/Termination Judge Signed	PROP_ORDJSM	Proposed Orders		
PRO: Initial ICWA Order	PROP_COMP209	Proposed Orders		
PRO: Initial Order Remove Child from Parental Custody Authorizing Out of Home Placement	PROP_COMP107	Proposed Orders		
PRO: JE and Order of Adjudication	PROP_COMP140	Proposed Orders		
PRO: JE and Order of Adjudication and Disposition	PROP_COMP141	Proposed Orders		
PRO: JE and Order of Disposition	PROP_COMP151	Proposed Orders		
PRO: JE and Order of Rehearing of Disposition	PROP_COMP162	Proposed Orders		
PRO: JE and Order of Temporary Custody	PROP_COMP132	Proposed Orders		
PRO: JE and Order of Temporary Custody of Indian Child	PROP_COMP208	Proposed Orders		
PRO: JE of Review Hearing	PROP_COMP167	Proposed Orders		
PRO: JE of Permanency Hearing for CINC Post-Term for APPLA	PROP_COMP188.3	Proposed Orders		

Helmer Document for CCMS Courts

10/30/2024

Document Category/Document Type	Document Code	*This document will route to the queue specified AUTOMATICALLY:	Odyssey Functionality (needs to be done manually)	Additional Information
PRO: JE of Permanency Hearing for CINC Post-Termination	PROP_COMP188.1	Proposed Orders		
PRO: Judgment	PROP_ORDJDG	Proposed Orders		
PRO: Judgment - Set Aside	PROP_ORDJSA	Proposed Orders		
PRO: Judicial Determination on Placement in a Q RTP	PROP_COMP242	Proposed Orders		
PRO: Letters	PROP_ORDLET	Proposed Orders		
PRO: New Trial	PROP_ORDNTRL	Proposed Orders		
PRO: No Run Warning	PROP_ORDNRW	Proposed Orders		
PRO: Order (Generic)	PROP_ORDNSR	Proposed Orders		
PRO: Order - Sheriff Service Required	PROP_ORDSVR	Proposed Orders		
PRO: Order Denying Prosecution as Adult	PROP_ORDDPA	Proposed Orders		
PRO: Order Granting Prosecution as Adult	PROP_ORDGPA	Proposed Orders		
PRO: Order of Dismissal	PROP_ORDODIS	Proposed Orders		
PRO: Order Originated by Judge	PROP_JORD			This document type is used by the judge to eFile orders they generated. Generally, these are created within the proposed order queue and will appear in the Clerk Approval screen as an ORD with a signature page attached.
PRO: Parental Rights – Terminate	PROP_ORDPRTM	Proposed Orders		
PRO: Payout	PROP_ORDPOUT	Proposed Orders		
PRO: Permanency Hearing Order Post-Termination based on the CRB for APPLA	PROP_COMP188.4	Proposed Orders		
PRO: Permanency Hearing Order based on the CRB Hearing Post-Termination	PROP_COMP188.2	Proposed Orders		
PRO: Permanency Hearing	PROP_ORDPHRG	Proposed Orders		
PRO: Permanency Hearing JE and Order	PROP_COMP170.1	Proposed Orders		
PRO: Permanency Hearing JE and Order for APPLA	PROP_COMP170.3	Proposed Orders		
PRO: Permanency Hearing Order Based on CRB Hearing for APPLA	PROP_COMP170.4	Proposed Orders		
PRO: Permanency Hearing Order Based on the CRB Hearing	PROP_COMP170.2	Proposed Orders		
PRO: PFA/PFSSAHT Protection Order	PROP_ORDPFPRO	Proposed Orders		

Helmer Document for CCMS Courts

10/30/2024

Document Category/Document Type	Document Code	*This document will route to the queue specified AUTOMATICALLY:	Odyssey Functionality (needs to be done manually)	Additional Information
PRO: PFA/PFSSAHT Temporary Order	PROP_PFTEMP			This document originates from the KSPOP interface and must be printed by the Clerk to route to the judge manually. When the submission is approved, there will be no Event created or image stored in the CCMS.
PRO: Plea	PROP_ORDPLE	Proposed Orders		
PRO: Probable Cause	PROP_ORDPRBC	Proposed Orders		
PRO: QRTTP Place Perm Hrg Ord PT based on CRB Hrg another PLA	PROP_COMP188.8	Proposed Orders		
PRO: QRTTP Placement Hearing JE and Order	PROP_COMP243	Proposed Orders		
PRO: QRTTP Placement JE of Perm Hearing Post-Termination	PROP_COMP188.5	Proposed Orders		
PRO: QRTTP Placement Perm Hrg Ord based on CRB Rec Hrg PostTe	PROP_COMP188.6	Proposed Orders		
PRO: QRTTP Placement Permanency Hearing JE and Order	PROP_COMP170.5	Proposed Orders		
PRO: Recuse	PROP_ORDRECS	Proposed Orders		
PRO: Refusing to Grant Letters	PROP_ORDGLET	Proposed Orders		
PRO: Rehearing	PROP_COMP161	Proposed Orders		
PRO: Release	PROP_ORDRELS	Proposed Orders		
PRO: Relinquishment of Minor Child to Agency	PROP_COMP183	Proposed Orders		
PRO: Remain in Placement	PROP_COMP172	Proposed Orders		
PRO: Replevin Bond	PROP_ORDRPBON	Proposed Orders		
PRO: Restitution	PROP_ORDREST	Proposed Orders		
PRO: Restraining	PROP_ORDRESR	Proposed Orders		
PRO: Sale (28-178)	PROP_ORDALE	Proposed Orders		Should be filed with the "MOT: Sale (28-178)" to assess the fee.
PRO: Seal	PROP_ORDSEAL	Proposed Orders		
PRO: Sentencing	PROP_ORDSENT	Proposed Orders		
ORD: Setting Attorney Fees	PROP_ORDSF	Proposed Orders		
PRO: Sheriff Sale	PROP_ORDSFSL	Proposed Orders		
PRO: Sheriff Sale Cancellation	PROP_ORDSSCA	Proposed Orders		
PRO: Sheriff Sale Confirmation	PROP_ORDSSCO	Proposed Orders		

Helmer Document for CCMS Courts

10/30/2024

Document Category/Document Type	Document Code	*This document will route to the queue specified AUTOMATICALLY:	Odyssey Functionality (needs to be done manually)	Additional Information
PRO: Summary Judgment	PROP_ORDSJ	Proposed Orders		For Chapter 60 cases, this should be filed with the "MOT: Summary Judgment" to assess the fee.
PRO: Temporary	PROP_ORDTMP	Proposed Orders		
PRO: Temporary Orders Pending Appeal	PROP_COMP201	Proposed Orders		
PRO: Terminating Jurisdiction	PROP_COMP175	Proposed Orders		
PRO: Transcript	PROP_ORDTRN	Proposed Orders		The signed Order will be routed to the Court Reporters queue.
PRO: Transport	PROP_ORDTRS	Proposed Orders		
PRO: Treatment	PROP_ORDTREA	Proposed Orders		
PRO: Venue Change	PROP_ORDCH	Proposed Orders		
PRO: Warrant - Arrest	PROP_ORDAWA	Proposed Orders		
PRO: Warrant - Bench	PROP_ORDBWA	Proposed Orders		
PRO: Warrant - Failure to Appear Bench	PROP_ORDWFTA	Proposed Orders		
PRO: Warrant - Recall	PROP_ORDRWA	Proposed Orders		
PRO: Warrant - Search	PROP_ORDSWA	Proposed Orders		
PRO: Withdraw	PROP_ORDWDR	Proposed Orders		Clerk should not remove the attorney from the case in the CCMS until AFTER the Order has been signed by the judge, and that signed Order has been "approved" through Clerk Review.
PRO: Writ	PROP_ORDWT	Proposed Orders		
PRO: Writ of Execution (28-178)	PROP_ORDWRT	Proposed Orders		Should be filed with the "MOT: Writ of Execution (28-178)" to assess the fee.
PRO: Writ of Execution (28-178) – Alias	PROP_ORDWEOA	Proposed Orders		
RETURNS				
RET: Return of Service	RETROS			
RET: Return of Service - Arrest/Bench Warrant	RETABW			Refer to the Warrants eFiled BPD for processing.
RET: Return of Service - Garnishment	RETGARN			
RET: Return of Service - Hearing in Aid	RETHIA			
RET: Return of Service - Search Warrant	RETSWT			
RET: Return of Service - Subpoena	RETSUB			
RET: Return of Service - Summons	RETSUMM			

Helmer Document for CCMS Courts

10/30/2024

Document Category/Document Type	Document Code	*This document will route to the queue specified AUTOMATICALLY:	Odyssey Functionality (needs to be done manually)	Additional Information
RET: Return of Service - Tax Warrant	RETTW			

***Queue Descriptions**

Clerk’s Signature – This queue function is to allow the clerk to attach their signature to documents filed.

Clerk Tasks – This queue is strictly a view only queue. Once the queue entry has been viewed the “Complete” button can be selected to remove the entry from the queue.

Proposed Orders – This queue function is to allow the judge to attach their signature to documents filed.

Judicial Review – This queue is strictly a view only queue, once the queue entry has been viewed the “Complete” button can be selected to remove the entry from the queue.

Court Reporters – This queue function is to allow court reporters to view transcript requests and orders.

Quality Review Queue – This queue function is to allow Clerks to submit filings for judge review if there are questions regarding eCourt Rules violations.

When a document is set to route automatically to a queue in eFiling the queue will show on the Clerk Review screen as shown below:

Send To Queues: (optional) Update (Changing Document Type codes may change queue routing)

Document: Post Submission to: for review on: Assign to: Add

Delete	Document	Queue	For Review On	Assign To	Origination
	PRO: Order (Generic)	Proposed Orders* <input type="text" value=""/>	<input type="text" value=""/>	By Rule System	