

Handout – Criminal and Delinquency Filing Codes Index



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Introduction

There are many filing codes available for criminal and delinquency cases. These tables list the majority of codes available to filers in eFS. The first two tables list codes that are used in certain unique circumstances. The last table lists the more commonly used codes. These tables are searchable and arranged by codes for sealed documents, codes for juvenile delinquency cases only, and codes available in both adult criminal and juvenile delinquency cases.

Codes for Sealed Documents

| Filing Code Title | Security |
|---|----------|
| Affidavit or Proof Regarding Firearms | Sealed |
| Affidavit Supporting Application for Services 611.21 | Sealed |
| Application for Services Other Than Counsel 611.21 | Sealed |
| Document Supporting Application for Services 611.21 | Sealed |
| Indictment - Sealed | Sealed |
| Proposed Order Regarding Application for Services MS 611.21 | Sealed |
| Rule 9.03 Sealed Motion for In Camera Proceedings | Sealed |
| Rule 9.03 Sealed Order - In Camera Review | Sealed |
| Rule 9.03 Sealed Pleading - In Camera Proceedings | Sealed |
| Rule 9.03 Sealed Proposed Order - In Camera Proceedings | Sealed |
| Transcript Grand Jury | Sealed |

Codes for Juvenile Delinquency Cases Only

| Filing Code Title | Security |
|---|--------------|
| Appl to Enter a Guilty Plea in Juvenile Delinquency Cases | Public |
| Application for Court Appointed Attorney | Confidential |
| Application for Guardian Ad Litem fee waiver | Confidential |
| Case Plan - Out of Home Placement - Delinquency | Confidential |
| Certification Study | Confidential |

| Filing Code Title | Security |
|---|--------------|
| Dismissal of Petition | Public |
| EJJ Study | Confidential |
| EJJ Withdrawn | Public |
| Juvenile Payable Offense Guilty Plea and Waiver of Rights | Confidential |
| Motion for Adult Certification-Non-Presumptive | Public |
| Motion for Adult Certification-Presumptive | Public |
| Motion for EJJ | Public |
| Placement Recommendation Report | Confidential |
| Predisposition Investigation Report | Confidential |
| Proposed DANCO Order - Juvenile | Public |
| Report from Program - Delinquency | Confidential |
| Report of Guardian Ad Litem | Confidential |
| Request for Detention | Public |
| Sentencing Worksheet-EJJ | Confidential |
| Waiver of Right to Trial - Juvenile | Public |

Codes for Adult Criminal and Juvenile Delinquency Cases

| Filing Code Title | Security |
|---|----------------|
| Admission of Facts in Support of an Aggravated Sentence | Public |
| Admission of Service | Public |
| Filing Description: What was served on whom, e.g., "of notice of motion on plaintiff" | Not Applicable |
| Affidavit for Expungement | Public |
| Affidavit for Proceeding In Forma Pauperis | Confidential |
| Affidavit for Restitution | Confidential |
| Affidavit in Lieu of Form Packet Fees | Confidential |
| Affidavit in Support of Order to Show Cause | Public |
| Affidavit of Mailing | Public |
| Affidavit of No Service | Public |
| Affidavit of Service | Public |

| Filing Code Title | Security |
|--|----------------|
| Filing Description: If multiple, identify who was served | Not Applicable |
| Affidavit of Warrantless Arrest | Public |
| Affidavit-Other | Public |
| Filing Description: Specify type of Affidavit | Not Applicable |
| Agreement to Suspend Prosecution | Public |
| Alford Plea | Public |
| Amended Citation | Public |
| Amended Criminal Complaint | Public |
| Amended Petition/Application | Public |
| Application - Extension Determination Prob Cause to Detain | Public |
| Application for Pardon Extraordinary | Confidential |
| Application for Public Defender | Confidential |
| Application for Reimbursement of Witness Expenses | Confidential |
| Application/Agreement for Deferred Payment | Confidential |
| Bail Bond Advisory Notice | Public |
| Bail or Release Report | Confidential |
| Bankruptcy Document | Public |
| Booking Process Completed | Public |
| Briefs | Public |
| Certificate of Attendance-class | Public |
| Certificate of Pardon Extraordinary | Public |
| Certificate of Representation | Public |
| Certify Personal Service | Public |
| Certify Unserved Process | Public |
| Chemical Dependency Evaluation Report | Confidential |
| Community Work Service Agreement | Public |
| Community Work Service Report | Confidential |
| Conditional Release Violation Report | Confidential |
| Cover Sheet for Non-Public Documents Form 11.2 | Public |

| Filing Code Title | Security |
|---|----------------|
| Confidential Information Form 11.1 personal information | Confidential |
| Confidential Information Form 11.2 Attachments | Confidential |
| Filing Description: Describe attachments | Not Applicable |
| Confidential Minor Victim Info R Pub Access 4 subd 1(m) | Confidential |
| Consent to ITV | Public |
| Consent to release medical/mental health records | Confidential |
| Copy Request | Public |
| Correspondence | Public |
| Filing Description: Describe correspondence | Not Applicable |
| Correspondence for Judicial Approval | Public |
| Court Reporter Certificate as to Transcript-Appellate Court | Public |
| Court Reporter Certificate of Filing & Delivery-Appellate Crt | Public |
| Death Certificate | Confidential |
| Defendant's Request for Executed Sentence | Public |
| Demand for Evidentiary Hearing | Public |
| Demand for Judge | Public |
| Demand for Jury Trial | Public |
| Demand for Omnibus Hearing | Public |
| Demand for Refund of Bail | Public |
| Demand/Request for Discovery | Public |
| Demand-Speedy Trial | Public |
| Detainer Agreement | Public |
| Discovery Disclosure | Public |
| Dismissal by Prosecuting Attorney | Public |
| Dismissal by Prosecuting Attorney Pursuant to Rule 30.01 | Public |
| Disposition Advisor Memorandum | Confidential |
| Diversion Report | Confidential |
| Diversion Request | Public |

| Filing Code Title | Security |
|--|----------------|
| Domestic Abuse Evaluation Report | Confidential |
| Drivers License, State ID card, or Passport Image | Confidential |
| Driver's Record | Confidential |
| Exhibit List | Public |
| Exhibit Receipt or Authorization to Release or Destroy | Public |
| ExParte Motion | Public |
| Filing Description: Describe motion | Not Applicable |
| Extradition Document | Public |
| Fee Claim/Petition | Public |
| Financial Source Document | Confidential |
| Law Enforcement Bail Bond Receipt | Public |
| Law Enforcement Notice of Release and Appearance | Public |
| Medical Record | Confidential |
| Medical Report | Confidential |
| Memorandum | Public |
| Filing Description: Include title of memorandum | Not Applicable |
| Military Records in Support of Request Under 609.1056 | Confidential |
| Military Veteran Sentencing Under 609.1056 Requested | Public |
| Motion | Public |
| Filing Description: Specify type of motion | Not Applicable |
| Motion for Admission Pro Hac Vice | Public |
| Motion for Change of Venue | Public |
| Motion for Discovery | Public |
| Motion for Production of Medical Records | Public |
| Motion for Review | Public |
| Motion to Amend | Public |
| Motion to Dismiss | Public |
| Motion to Extend Time of Omnibus Hearing | Public |
| Motion to Modify Sentence | Public |

| Filing Code Title | Security |
|---|----------------|
| Motion to Review Staggered Sentence | Public |
| Norgaard Plea | Public |
| Not Guilty Letter | Public |
| Notice by Attorney or Party | Public |
| Filing Description: Specify type of notice | Not Applicable |
| Notice of Alleged Violation | Confidential |
| Notice of Appeal | Public |
| Notice of Bankruptcy Filing | Public |
| Notice of Bankruptcy Resolution | Public |
| Notice of Change of Address | Public |
| Notice of Defense and Defense Witnesses | Public |
| Notice of Evidence and Identification Procedures | Public |
| Notice of Evidence of Addl Offenses to be Offrd at Trial-Pros | Public |
| Notice of Filing of Order by Attorney or Party | Public |
| Notice of Hearing | Public |
| Filing Description: Specify type of hearing | Not Applicable |
| Notice of Intent to Impeach | Public |
| Notice of Intent to Introduce Evidence | Public |
| Notice of Intent to Present to Grand Jury - Rule 8 | Public |
| Notice of Intent to Prosecute | Public |
| Notice of Intent to Seek Aggravated Sentencing | Public |
| Notice of Motion and Motion | Public |
| Filing Description: Describe motion | Not Applicable |
| Notice of Pros. Atty of Failure to Appear Pursuant to 609.49 | Public |
| Notice of Review | Public |
| Notice of Visual or Audio Coverage | Public |
| Notice of Withdrawal of Counsel | Public |
| Notice to Remove Judicial Officer | Public |
| Notice to Victim of Offender Release | Public |

| Filing Code Title | Security |
|--|----------------|
| Notice-Other | Public |
| Filing Description: Specify type of notice | Not Applicable |
| Notice-Probable Cause Found to Detain | Public |
| Offender Tracking Form | Public |
| Order Regarding Visual or Audio Coverage | Public |
| Other Document | Public |
| Filing Description: Specify document name. Only use when no more specific code is available. | Not Applicable |
| Other Investigation/Evaluation/Assessment Report | Confidential |
| Filing Description: Specify type of report | Not Applicable |
| Petition for Access to Confidential or Sealed File | Public |
| Petition for Discharge | Public |
| Petition for Hearing | Public |
| Petition for Restoration of Firearm Rights | Public |
| Petition for Writ of Habeas Corpus | Public |
| Petition to Enter Guilty Plea | Public |
| Petition to Proceed as ProSe Counsel | Public |
| Petition to Reinstate Cash/Surety Bond Forfeiture | Public |
| Petition-Post Conviction Relief | Public |
| Plea Agreement | Public |
| Police or Incident Report | Public |
| Predatory Offender Notification Form | Confidential |
| Pre-Plea Investigation Report | Confidential |
| Pre-Plea Worksheet | Confidential |
| Presentence Investigation Report | Confidential |
| Pretrial Agency Report | Confidential |
| Pretrial Conditional Release Agreement | Public |
| Pretrial Release Evaluation Form ¹ | Confidential |

¹ Only use with Pretrial Release Evaluation Forms approved by Judicial Council (Policy 524).

| Filing Code Title | Security |
|--|----------------|
| Probation Agreement | Confidential |
| Probation Recommendation | Confidential |
| Probation Referral Notification | Public |
| Probation Transfer of Agent | Public |
| Probation Violation Dismissed | Public |
| Probation Violation Report | Confidential |
| Probationary Sanction | Confidential |
| Progress Report - Staggered Sentence | Confidential |
| Promise to Appear | Public |
| Proof of Completion of Ordered Condition | Public |
| Proof of Driver's License | Confidential |
| Proof of Identity | Confidential |
| Proof of Insurance | Confidential |
| Proof of Service | Public |
| Proposed DANCO Order - Adult | Public |
| Proposed Jury Instructions | Public |
| Proposed No Contact Order | Public |
| Proposed Order or Document | Public |
| Filing Description: Specify type of document, e.g., Proposed discharge order | Not Applicable |
| Proposed Order to Cancel NCO or DANCO | Public |
| Proposed Probation Violation Summons/Warrant | Confidential |
| Prosecutions Recommendation for Bail | Public |
| Prosecutor's Notice/Request for Hearing | Public |
| Prosecutor's Offer | Public |
| Psychological Evaluation Report | Confidential |
| Psychosexual Evaluation Report | Confidential |
| Report-Other | Confidential |
| Filing Description: Specify report name. Only use when no more specific code is available. | Not Applicable |

| Filing Code Title | Security |
|--|--------------|
| Request for Change of Venue | Public |
| Request for Continuance | Public |
| Request for Continuance Needing Judicial Approval | Public |
| Request for Disclosure | Public |
| Request for Hearing | Public |
| Request for Interpreter | Public |
| Request for Replacement Check | Public |
| Request for Subpoena | Public |
| Request for Telephone Appearance | Public |
| Request for Telephone Appearance Needing Judicial Approval | Public |
| Request for Transcript | Public |
| Request to Extend Probation | Public |
| Request/Motion for Expungement | Public |
| Request-Formal Complaint | Public |
| Response to Expungement Request | Public |
| Response to Expungement Request-Confidential Data | Confidential |
| Response to Post Conviction Relief | Public |
| Restitution Form/Certificate | Public |
| Rule 20 Evaluation Report | Confidential |
| Rule 20 Progress Report | Confidential |
| Safe at Home Address Notice | Confidential |
| Search Warrant | Public |
| Search Warrant Inventory | Public |
| Sentencing Worksheet | Confidential |
| Sex Offender Evaluation Report | Confidential |
| Statement of Case of Appellant | Public |
| Statement of Mandatory Transcript Expenses | Public |
| Statement of Rights | Public |
| Stipulation | Public |

| Filing Code Title | Security |
|---|--------------|
| Subpoena | Public |
| Subpoena with Service | Public |
| Substitution of Counsel | Public |
| Supplemental Affidavit for Proceeding In Forma Pauperis | Confidential |
| Transcript | Public |
| Treatment Report | Confidential |
| Vehicle Record | Confidential |
| Victim or Witness Statement Re Visual or Audio Coverage | Public |
| Victim Impact Statement | Confidential |
| Victim Notification Request | Public |
| Victim/Protected Person Information Sheet | Public |
| Waiver | Public |
| Waiver of Appearance | Public |
| Waiver of Counsel | Public |
| Filing Code Title | Security |
| Waiver of Evidentiary Hearing | Public |
| Waiver of Extradition | Public |
| Waiver of Jury Trial | Public |
| Waiver of Personal Service | Public |
| Waiver of Right to Aggravated Sentencing Trial | Public |
| Waiver of Right to Contested Hearing | Public |
| Warrant Request | Public |
| Warrant Request via Correspondence | Public |
| Warrant Returned | Public |
| Withdrawal of Speedy Trial Demand | Public |
| Witness List | Public |
| Writ of Habeas Corpus | Public |