

Commonly Filed Family Case Documents

(Note: this list does not include all possible filing codes; many more options are available and are listed on eFS)

Each document must be filed with a separate filing code; do not combine documents into one large document

Filing Code Title	Additional Filing Comments/Document Security Setting
Admission of Service	
Affidavit for Proceeding In Forma Pauperis	
Affidavit of Service	What was served - i.e. "of notice of motion on plaintiff"
Affidavit of Default	
Affidavit of Identification	
Affidavit of Non-Military Service	
Affidavit-Other	Specify: Affidavit of _____
Amended Motion	State what motion is being amended
Answer and Counter petition	
Certificate of Attendance – Class	
Certificate of Representation	
Confidential Information Form 11.1 (Personal Information)	Select document security of confidential
Confidential Information Form 11.2 (Sealed Financial Information)	Select document security of public
Confidential Information Form 11.2 Attachments	Select document security of confidential
Correspondence	Include what correspondence is in regard to
Default Scheduling Request	Specify whether “hearing requested” or “no hearing requested”
Exhibit List	
ExParte Motion	
Financial Affidavit for Child Support	
Joint Petition, Agreement and Verifications	Note: if one Joint Petition filing fee has been paid, additional fee is not required.
Joint Petition - Dissolution	
Marital Termination Agreement	
Memorandum	Include title of memorandum
Notice-Other	Type of notice - i.e. "for hearing"
Notice to County Support and Collections	

Other Document	Specify document name, only use when no specific filing code available
Parenting/Financial Disclosure Statements	
Proposed Order or Document	Type of document - i.e. "proposed order for summary judgment"
Recognition of Parentage	
Request for Administrative Review – Dissolution	
Stipulation	Specify reason – i.e. “Stipulation for/to _____”
Summons and Petition	Dissolution
Summons and Complaint	Paternity and Support
Witness List	