



Children's Law Center eFiling Guide for Juvenile

1. **Specific Code:** Always use most descriptive filing code possible when filing documents, refrain from using general codes such as Other Document, Affidavit – Other, Petition – Other, Order – Other. These should only be used when a more specific filing code is not available.
2. **Urgency:** If urgent, type “urgent” in filing description and special handling instructions in filing comments.
3. **Proposed Orders:** If the uploaded document contains an Unsigned or Proposed Order the filing code must be “Proposed Document” with the Filing Description: “Urgent” when applicable (ie. Request for Court Order) and the **Title of the Document**, ie. Order for Continuance.
- this direction also applies if the document is 2-part and contains an affidavit along with a proposed order, ie. Affidavit of Diligent Efforts and Order for Publication.
4. **Separate Documents:** For each event, you must enter a lead document. The attachment document should only be used for exhibits to the lead document.
5. **Multiple Case Numbers.** Filings with multiple case numbers must be filed in each case.
6. **Courtesy Copies:** Judicial Officers request that all documents file through EFS include a courtesy copy to the assigned Judicial Officer's chambers.

	Filing Code	Filing Description
Attorney	Certificate of Representation [Add Attorney to Party]	Filing Description: Name of Client
	Substitution of Counsel	Filing Description: Name of Client
	Notice of Withdrawal of Counsel	Filing Description: Name of Attorney and Former Client
Motion	Notice of Motion & Motion	Filing Description: Name of filer (CLC)
	Affidavit - Other	Filing Description: Name of Affiant
	Motion to Dismiss	Filing Description: Name of filer
	Responsive Motion	Filing Description: Name of filer, Date of Applicable Motion
Notice	Notice of Change of Address	Filing Description: Name of party with change of address
	Notice-Other	Filing Description: Name of filer (CLC) and Title of Document
Petition	Petition-Child in Need of Protection or Services	
	Permanency Petition: Transfer Permanent Legal & Phys Custody	
	Permanency Petition: Termination of Parental Rights	
	Amended Petition	Filing Description: Date of Petition to

		be Amended
Proposed Order [Any document requiring a Judicial Officer's signature]	Proposed Document	Urgency, if applicable and Title of Document
Request	Request for Continuance	Filing Description: Name of filer
	Request for Interpreter	Filing Description: Name of person needing interpreter, language needed and date of hearing.
	Cancel Interpreter	Filing Description: Type of Interpreter and Date of Hearing
Trial	Discovery Disclosure	Filing Description: Name of filer (CLC)
	Memorandum	Filing Description: Name of filer (CLC)
	Briefs	
	Subpoena	
	Witness List	Filing Description: Name of Filer (CLC)
	Exhibit List	Filing Description: Name of Filer (CLC)