



Civil Case Filing Code List

Title of Document *	Add'l Filing Comments
Admission of Service	
Affidavit for Proceeding In Forma Pauperis	
Affidavit in Support of Attorney Fees	
Affidavit in Support of Order to Show Cause	
Affidavit of Identification	
Affidavit of Id and Unsatisfied Civil Judgment	
Affidavit of Identification of Judgment Debtor	
Affidavit of Id of Judgment Debtor/Creditor	
Affidavit of No Answer	
Aff of No Ans,ID,Non-Mil Status & Amt Due	
Affidavit of Publication	Specify title of document published
Affidavit of Non Compliance	
Affidavit of Not Found	
Affidavit of No Service	
Affidavit-other	Specify: Affidavit of _____
Affidavit of Plaintiff	
Affidavit of Service by Posting	
Affidavit of Service **	Specify document
Amended Motion	Describe Motion
Amended Petition	
Amended Summons and Complaint	
Annual/Periodic Accounting	
Answers (or Joint Answer)	Indicate party or parties
Application	
Application for Discharge of Judgment	
Application for Name Change	
Arbitration Award-ADR	
Assignment of Judgment	
Bond	
Briefs	Include description
Certificate of Representation	
Complaint	
Confession of Judgment	

Confidential Information Form 11.1(Personal Info)	Confidential-select document security of confidential
Confidential Information Form 11.2(Sealed Financial Information)	Public-select document security of public
Consent to Criminal Background Check	
Correspondence	
Costs & Disbursements-Notice & Application (Use for Taxation of costs after trial)	
Counterclaim	
Creditors Objection to Exemption Claim	
Cross Claim	
Demand for judicial detemination/forfeit MV MSA 169A.63	
Demand for Jury Trial	
Demand For Removal To District Court	
Document – other Use event code of Other Document	
Exhibit List	
Implied Consent Petition	
Informational Statement	Plaintiff or Defendant
Joint Informational Statement	
Joint Statement of Case	
Memorandum	Describe document
Motion	Specify type of Motion
Motion for Summary Judgment	
Motion to Dismiss	
Motion to Intervene	
Motion to Vacate	ie: Judgment entered_____
Notice & Acknowledgment of Service	
Notice of Appeal	Judgment of _____
Notice of Appearance	
Notice of Change of Address	
Notice of Dismissal With Prejudice	
Notice of Dismissal without Prejudice	
Notice of Filing of Order	
Notice of Motion and Motion	Describe: Summary Judgment
Notice of Withdrawal of Counsel	Include address of party
Notice to Remove	Remove Judge _____
Notice to Remove to Federal Court (Use Event Code of Notice –Other)	Indicate removed to Federal Court
Notice-Other	
Other document	

Petition - Property Tax	
Petition-other	specify type of Petition
Petition for Hearing Lic Reinstatement MSA 171.19	
Petition for Minor Settlement	
Proposed document (Orders for Judge's consideration)	Specify: Draft Order for hearing of _____ or Stipulation & Order for Dismissal
Request for Hearing	Specify - i.e. attorney fees
Report-Other	i.e. Commissioner Report
Request for Change of Venue	To what county
Request for Disclosure	
Request for Transcript	Transcript to _____ County
Request for Writ of Exeption	Issue Writ for _____ County
Responsive Motion	Motion responding to
Satisfaction of Judgment (use for Satisfactions in full)	
Satisfaction of Judgment Partial	
Statement of the Case	
Joint Statement of the Case	
Stipulation	clarify Stipulation to/for _____
Substitution of Counsel	Indicate party
Summons	
Summons and Complaint	
Transcript of Judgment	from what county
Warrant Returned (Writs of Attachment from Sheriff)	
Witness List	
Writ of Execution - Returned	

***Note:** Each document must be filed as a **lead document** with a SEPARATE filing code; do not attach one document to another.

Add information in the Additional Filing comments that helps describes the document filed.

****If** filed separately from document being served.
If filed with served document-include as last page and put a comment "w/service"

Created: 03/10/11
Updated: 07/25/12