

## Criminal eFiling Guide

1. **Complaint process:** remains the same and will change with the eCharging project.
2. **Public wi-fi access is available at all court locations.** MJB\_Guest
3. **Out of Court Documents that need judge signature:** To be emailed to the chambers email address.  

Examples: Writs, Order to Show Cause, Proposed documents/orders, and Order to Remove (except in Maplewood, would remain paper).
4. **Out of Court Documents that do not need a judge signature (subsequent filings):** To be eFiled before or after court.  

Examples: Rule 7 and 9, Affidavit of Service, Motion, and Certificate of Representation.
5. **In Court Documents that require a judge signature:** Will remain paper and continue to be signed in court.  

Examples: DANCO or cancellation, NCO or cancellation, Stay Away Orders, and Plea Petitions.
6. **In Court Documents that do not require a judge signature:** To be eFiled before or after court.  

Example: Speedy Trial Demand (made on the record, but eFiled after court)
7. **Correspondence:** Includes victim impact statements. To be eFiled with a cc to [chambers email](#).
8. **Restitution victim information:** Remains paper or emailed.
9. **Notices from court:** Will remain paper, but is subject to change in the future.
10. **Rejection Criteria:** Wrong or existing case number.
11. If submitting an ordered submission, note that in the additional filing description
12. If submitting anything related to a Rule 20, note that in the additional filing description

Examples of Commonly Used Filing Codes		
Document	Filing Code	Instructions
Affidavit of Service	Affidavit of Service	Filing Description: .
Certificate of Representation	Certificate of Representation	Filing Description: .

Correspondence	Correspondence	Filing Description: To Judge <u>Name</u> from <u>Name</u> and send a Courtesy Copy to <a href="#">chambers email address</a>
Disclosure of Witnesses	Other Document	Filing Description: Disclosure of Witnesses
Memorandum	Memorandum	Filing Description: .
Motion	Choose type of Motion that best describes your document.	Filing Description: Describe Motion
Notice of Evidence of History of Relationship	Notice - Other	Filing Description: of Evidence of History of Relationship
Notice of Intent to Impeach with Prior Convictions	Notice – Other	Filing Description: of Intent to Impeach with Prior Convictions
Notice of Motion & Motion	Notice of Motion and Motion	Filing Description: Explanation of motion (i.e. in limine)
Notice of Prosecuting Attorney of Evidence of Additional Offense(s) to be Offered at Trial Pursuant to Rule 7.02	Notice of Evidence of Addl Offenses to be Offrd at Trial-Pros	Filing Description: .
Omnibus Notice, Request for Disclosure & Motion	Discovery Disclosure	Filing Description: Omnibus Notice
Proposed Jury Instructions	Jury Instructions Document	Filing Description: Proposed
Request for Continuance	Request for Continuance	Filing Description: .
Request for Disclosure	Request for Disclosure	Filing Description: .
Request for Judicial Officer Removal	Request – Judicial Officer Removal	Filing Description: .
Rule 20 documents	Can vary depending on the document being submitted	Filing Description: Rule 20
Rule 30.01 Dismissal	Dismissal by Prosecuting Attorney Pursuant to Rule 30.01	Filing Description: .
Rule 7 & 9	Discovery Disclosure	Filing Description: .
Rule 7	Motion for Discovery	Filing Description: .
Speedy Trial Demand	Demand-Speedy Trial	Filing Description: .
Supplemental Disclosure of Witnesses	Other Document	Filing Description: Supplemental Disclosure of Witnesses
Supplemental Disclosure Pursuant to Rule 9.01	Discovery Disclosure	Filing Description: .
Witness List	Witness List	Filing Description: Defendant’s or State’s

**Specific Filing Codes.** Always use most descriptive filing code possible when filing documents, refrain from using general codes such as Other Document, Affidavit – Other, Petition – Other. These should only be used when a more specific filing code is not available.