



RCCHSD 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.

Case Type	Filing Code	Instructions
CHIPS	Notice of Child's Location/Placement	Filing Description: Name child/ren and Change/Return Home/Adopted
	Case Plan - Out of Home Placement	Filing Description: Name child/ren
	Case Plan-Protective Services	Filing Description: Name child/ren
Adoptions	Social Services Affidavit to Support and Finalize Adoption	