

Commonly Filed Civil Case Documents

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

Title of Document	Filing Code to Use	Suggested "Text" to include in Additional Filing Description
Affidavit of No Answer, ID, Non-Military, Costs and Disbursements	Affidavit of No Answer, ID, Non-Military Status and Amount Due	"and costs and disbursements"
Affidavit of Service **	Affidavit of Service	what was served - i.e. "of notice of motion on plaintiff"
Affidavit of XXXXXX	Affidavit-Other	who the affidavit is of- i.e. "of John Smith"
Amended Motion	Amended Motion	what motion is being amended - i.e. "for summary judgment"
Answer	Answer	
Briefs	Briefs	what type of brief or on what - i.e. "Reply"
Certificate of Representation and Parties	Certificate of Representation	
Exhibit List	Exhibit List	
Informational Statement	Informational Statement	If a jury or court trial is requested - i.e. "Jury"
Letter	Correspondence	from who to who and date - i.e. "from John Smith to Judge Jones dated 11-11-10"
Memorandum	Memorandum	type of memo - i.e. "in reply to plaintiff's motion for summary judgment"
Motion	Motion	type of motion - i.e. "in limine"
Not specifically listed	Other Document	type of document - i.e. "
Notice of Motion and Motion	Notice of Motion and Motion	type of motion - i.e. "for summary judgment"
Notice of XXXXX	Notice-Other	type of notice - i.e. "for hearing"
Petition for XXXXX	Petition-Other	type of petition - i.e. "for minor settlement"
Proposed Order	Proposed Document	type of document - i.e. "proposed order for summary judgment"
Request for Emergency Judge Assignment	Request for Emergency Judge Assignment	
Stipulation and Unsigned Order to Dismiss	Other Document	"stipulation and unsigned Order"
Summons & Complaint	Summons and Complaint	"and affidavit of service" if included
Witness List	Witness List	

**If filed separately from document being served. If being filed with served document, include as last page.