

# Handout – Criminal and Delinquency Filing Codes Index



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## Introduction

There are many filing codes available for criminal and delinquency cases. These tables list the majority of codes available to filers in eFS. The first two tables list codes that are used in certain unique circumstances. The last table lists the more commonly used codes. These tables are searchable and arranged by codes for sealed documents, codes for juvenile delinquency cases only, and codes available in both adult criminal and juvenile delinquency cases.

## Codes for Sealed Documents

Filing Code Title	Security
Affidavit or Proof Regarding Firearms	Sealed
Affidavit Supporting Application for Services 611.21	Sealed
Application for Services Other Than Counsel 611.21	Sealed
Document Supporting Application for Services 611.21	Sealed
Indictment - Sealed	Sealed
Proposed Order Regarding Application for Services MS 611.21	Sealed
Rule 9.03 Sealed Motion for In Camera Proceedings	Sealed
Rule 9.03 Sealed Order - In Camera Review	Sealed
Rule 9.03 Sealed Pleading - In Camera Proceedings	Sealed
Rule 9.03 Sealed Proposed Order - In Camera Proceedings	Sealed
Transcript Grand Jury	Sealed

## Codes for Juvenile Delinquency Cases Only

Filing Code Title	Security
Appl to Enter a Guilty Plea in Juvenile Delinquency Cases	Public
Application for Court Appointed Attorney	Confidential
Application for Guardian Ad Litem fee waiver	Confidential
Case Plan - Out of Home Placement - Delinquency	Confidential
Certification Study	Confidential

<b>Filing Code Title</b>	<b>Security</b>
<b>Dismissal of Petition</b>	Public
<b>EJJ Study</b>	Confidential
<b>EJJ Withdrawn</b>	Public
<b>Juvenile Payable Offense Guilty Plea and Waiver of Rights</b>	Confidential
<b>Motion for Adult Certification-Non-Presumptive</b>	Public
<b>Motion for Adult Certification-Presumptive</b>	Public
<b>Motion for EJJ</b>	Public
<b>Placement Recommendation Report</b>	<b>Confidential</b>
<b>Predisposition Investigation Report</b>	<b>Confidential</b>
<b>Proposed DANCO Order - Juvenile</b>	<b>Public</b>
<b>Report from Program - Delinquency</b>	<b>Confidential</b>
<b>Report of Guardian Ad Litem</b>	<b>Confidential</b>
<b>Request for Detention</b>	<b>Public</b>
<b>Sentencing Worksheet-EJJ</b>	<b>Confidential</b>
<b>Waiver of Right to Trial - Juvenile</b>	<b>Public</b>

## Codes for Adult Criminal and Juvenile Delinquency Cases

<b>Filing Code Title</b>	<b>Security</b>
Admission of Facts in Support of an Aggravated Sentence	Public
Admission of Service	Public
Filing Description: What was served on whom, e.g., "of notice of motion on plaintiff"	Not Applicable
Affidavit for Expungement	Public
Affidavit for Proceeding In Forma Pauperis	Confidential
Affidavit for Restitution	Confidential
Affidavit in Lieu of Form Packet Fees	Confidential
Affidavit in Support of Order to Show Cause	Public
Affidavit of Mailing	Public
Affidavit of No Service	Public
Affidavit of Service	Public

Filing Code Title	Security
Filing Description: If multiple, identify who was served	Not Applicable
Affidavit of Warrantless Arrest	Public
Affidavit-Other	Public
Filing Description: Specify type of Affidavit	Not Applicable
Agreement to Suspend Prosecution	Public
Alford Plea	Public
Amended Citation	Public
Amended Criminal Complaint	Public
Amended Petition/Application	Public
Application - Extension Determination Prob Cause to Detain	Public
Application for Clemency	Public
Application for Public Defender	Confidential
Application for Reimbursement of Witness Expenses	Confidential
Application/Agreement for Deferred Payment	Confidential
Bail Bond Advisory Notice	Public
Bail or Release Report	Confidential
Bankruptcy Document	Public
Booking Process Completed	Public
Briefs	Public
Certificate of Attendance-class	Public
Certificate of Commutation	Public
Certificate of Pardon	Public
Certificate of Representation	Public
Certify Personal Service	Public
Certify Unserved Process	Public
Chemical Dependency Evaluation Report	Confidential
Community Work Service Agreement	Public
Community Work Service Report	Confidential
Conditional Release Violation Report	Confidential

Filing Code Title	Security
Cover Sheet for Non-Public Documents Form 11.2	Public
Confidential Information Form 11.1 personal information	Confidential
Confidential Information Form 11.2 Attachments	Confidential
Filing Description: Describe attachments	Not Applicable
Confidential Minor Victim Info R Pub Access 4 subd 1(m)	Confidential
Consent to ITV	Public
Consent to release medical/mental health records	Confidential
Copy Request	Public
Correspondence	Public
Filing Description: Describe correspondence	Not Applicable
Correspondence for Judicial Approval	Public
Court Reporter Certificate as to Transcript-Appellate Court	Public
Court Reporter Certificate of Filing & Delivery-Appellate Crt	Public
Death Certificate	Confidential
Defendant's Request for Executed Sentence	Public
Demand for Evidentiary Hearing	Public
Demand for Judge	Public
Demand for Jury Trial	Public
Demand for Omnibus Hearing	Public
Demand for Refund of Bail	Public
Demand/Request for Discovery	Public
Demand-Speedy Trial	Public
Detainer Agreement	Public
Discovery Disclosure	Public
Dismissal by Prosecuting Attorney	Public
Dismissal by Prosecuting Attorney Pursuant to Rule 30.01	Public
Disposition Advisor Memorandum	Confidential
Diversion Report	Confidential
Diversion Request	Public

Filing Code Title	Security
Domestic Abuse Evaluation Report	Confidential
Drivers License, State ID card, or Passport Image	Confidential
Driver's Record	Confidential
Exhibit List	Public
Exhibit Receipt or Authorization to Release or Destroy	Public
ExParte Motion	Public
Filing Description: Describe motion	Not Applicable
Extradition Document	Public
Fee Claim/Petition	Public
Financial Source Document	Confidential
Law Enforcement Bail Bond Receipt	Public
Law Enforcement Notice of Release and Appearance	Public
Medical Record	Confidential
Medical Report	Confidential
Memorandum	Public
Filing Description: Include title of memorandum	Not Applicable
Military Records in Support of Request Under 609.1056	Confidential
Military Veteran Sentencing Under 609.1056 Requested	Public
Motion	Public
Filing Description: Specify type of motion	Not Applicable
Motion for Admission Pro Hac Vice	Public
Motion for Change of Venue	Public
Motion for Discovery	Public
Motion for Production of Medical Records	Public
Motion for Review	Public
Motion to Amend	Public
Motion to Dismiss	Public
Motion to Extend Time of Omnibus Hearing	Public
Motion to Modify Sentence	Public

Filing Code Title	Security
Motion to Review Staggered Sentence	Public
Norgaard Plea	Public
Not Guilty Letter	Public
Notice by Attorney or Party	Public
Filing Description: Specify type of notice	Not Applicable
Notice of Alleged Violation	Confidential
Notice of Appeal	Public
Notice of Bankruptcy Filing	Public
Notice of Bankruptcy Resolution	Public
Notice of Change of Address	Public
Notice of Defense and Defense Witnesses	Public
Notice of Evidence and Identification Procedures	Public
Notice of Evidence of Addl Offenses to be Offrd at Trial-Pros	Public
Notice of Filing of Order by Attorney or Party	Public
Notice of Hearing	Public
Filing Description: Specify type of hearing	Not Applicable
Notice of Intent to Impeach	Public
Notice of Intent to Introduce Evidence	Public
Notice of Intent to Present to Grand Jury - Rule 8	Public
Notice of Intent to Prosecute	Public
Notice of Intent to Seek Aggravated Sentencing	Public
Notice of Motion and Motion	Public
Filing Description: Describe motion	Not Applicable
Notice of Pros. Atty of Failure to Appear Pursuant to 609.49	Public
Notice of Review	Public
Notice of Visual or Audio Coverage	Public
Notice of Withdrawal of Counsel	Public
Notice to Remove Judicial Officer	Public
Notice to Victim of Offender Release	Public

Filing Code Title	Security
Notice-Other	Public
Filing Description: Specify type of notice	Not Applicable
Notice-Probable Cause Found to Detain	Public
Offender Tracking Form	Public
Order Regarding Visual or Audio Coverage	Public
Other Document	Public
Filing Description: Specify document name. Only use when no more specific code is available.	Not Applicable
Other Investigation/Evaluation/Assessment Report	Confidential
Filing Description: Specify type of report	Not Applicable
Petition for Access to Confidential or Sealed File	Public
Petition for Discharge	Public
Petition for Hearing	Public
Petition for Restoration of Firearm Rights	Public
Petition for Writ of Habeas Corpus	Public
Petition to Enter Guilty Plea	Public
Petition to Proceed as ProSe Counsel	Public
Petition to Reinstate Cash/Surety Bond Forfeiture	Public
Petition-Post Conviction Relief	Public
Plea Agreement	Public
Police or Incident Report	Public
Predatory Offender Notification Form	Confidential
Pre-Plea Investigation Report	Confidential
Pre-Plea Worksheet	Confidential
Presentence Investigation Report	Confidential
Pretrial Agency Report	Confidential
Pretrial Conditional Release Agreement	Public
Pretrial Release Evaluation Form <sup>1</sup>	Confidential

<sup>1</sup> Only use with Pretrial Release Evaluation Forms approved by Judicial Council (Policy 524).

Filing Code Title	Security
Probation Agreement	Confidential
Probation Recommendation	Confidential
Probation Referral Notification	Public
Probation Transfer of Agent	Public
Probation Violation Dismissed	Public
Probation Violation Report	Confidential
Probationary Sanction	Confidential
Progress Report - Staggered Sentence	Confidential
Promise to Appear	Public
Proof of Completion of Ordered Condition	Public
Proof of Driver's License	Confidential
Proof of Identity	Confidential
Proof of Insurance	Confidential
Proof of Service	Public
Proposed DANCO Order - Adult	Public
Proposed Jury Instructions	Public
Proposed No Contact Order	Public
Proposed Order or Document	Public
Filing Description: Specify type of document, e.g., Proposed discharge order	Not Applicable
Proposed Order to Cancel NCO or DANCO	Public
Proposed Probation Violation Summons/Warrant	Confidential
Prosecutions Recommendation for Bail	Public
Prosecutor's Notice/Request for Hearing	Public
Prosecutor's Offer	Public
Psychological Evaluation Report	Confidential
Psychosexual Evaluation Report	Confidential
Report-Other	Confidential
Filing Description: Specify report name. Only use when no more specific code is available.	Not Applicable



Filing Code Title	Security
Request for Change of Venue	Public
Request for Continuance	Public
Request for Continuance Needing Judicial Approval	Public
Request for Disclosure	Public
Request for Hearing	Public
Request for Interpreter	Public
Request for Replacement Check	Public
Request for Subpoena	Public
Request for Telephone Appearance	Public
Request for Telephone Appearance Needing Judicial Approval	Public
Request for Transcript	Public
Request to Extend Probation	Public
Request/Motion for Expungement	Public
Request-Formal Complaint	Public
Response to Expungement Request	Public
Response to Expungement Request-Confidential Data	Confidential
Response to Post Conviction Relief	Public
Restitution Form/Certificate	Public
Rule 20 Evaluation Report	Confidential
Rule 20 Progress Report	Confidential
Safe at Home Address Notice	Confidential
Search Warrant	Public
Search Warrant Inventory	Public
Sentencing Worksheet	Confidential
Sex Offender Evaluation Report	Confidential
Statement of Case of Appellant	Public
Statement of Mandatory Transcript Expenses	Public
Statement of Rights	Public
Stipulation	Public

Filing Code Title	Security
Subpoena	Public
Subpoena with Service	Public
Substitution of Counsel	Public
Supplemental Affidavit for Proceeding In Forma Pauperis	Confidential
Transcript	Public
Treatment Report	Confidential
Vehicle Record	Confidential
Victim or Witness Statement Re Visual or Audio Coverage	Public
Victim Impact Statement	Confidential
Victim Notification Request	Public
Victim/Protected Person Information Sheet	Public
Waiver	Public
Waiver of Appearance	Public
Waiver of Counsel	Public
Filing Code Title	Security
Waiver of Evidentiary Hearing	Public
Waiver of Extradition	Public
Waiver of Jury Trial	Public
Waiver of Personal Service	Public
Waiver of Right to Aggravated Sentencing Trial	Public
Waiver of Right to Contested Hearing	Public
Warrant Request	Public
Warrant Request via Correspondence	Public
Warrant Returned	Public
Withdrawal of Speedy Trial Demand	Public
Witness List	Public
Writ of Habeas Corpus	Public