

Outline of Document Types

ABSTRACT OF JUDGMENT
✓ An <i>initial filing fee</i> is required.
AFFIDAVIT
✓ ADDITIONAL DOCKET TEXT: <i>OF (affiant)</i> .
AMENDED COMPLAINT
✓ Use when a party is amending an original <i>Complaint/Petition</i> .
✓ ADDITIONAL DOCKET TEXT: <i>OF (party filing) (document being amended)</i> .
AMENDED PETITION
✓ ADDITIONAL DOCKET TEXT: <i>OF (plaintiff or defendant)</i> .
ANSWER
✓ Use when party is answering a <i>Complaint</i> or <i>Petition</i> filed against them.
✓ ADDITIONAL DOCKET TEXT: <i>OF (party filing) TO COMPLAINT/PETITION</i> .
ANSWER and COUNTER-COMPLAINT
✓ Use when a deft is answering and countering against the pltf.
✓ ADDITIONAL DOCKET TEXT: <i>OF (party filing) AGAINST (party they are countering)</i> .
ANSWER and COUNTER PETITION
✓ Use when a deft is answering and countering (a Petition) against the pltf.
✓ ADDITIONAL DOCKET TEXT: <i>OF (party filing) AGAINST (party they are countering)</i> .
ANSWER and CROSS-COMPLAINT
✓ Use when a deft answers and files cross-complaint against another deft.
✓ ADDITIONAL DOCKET TEXT: <i>OF (party answering) AGAINST (party "cross" against)</i> .
ANSWER and 3RD PARTY COMPLAINTS
✓ Use when a deft answers and files a <i>Complaint</i> against a party not already listed in the original <i>Complaint</i> .
ANSWER and 3RD PARTY COMPLAINT TO A CATEGORY 1 CASE
ANSWER and 3RD PARTY COMPLAINT TO A CATEGORY 2 CASE
ANSWER and 3RD PARTY COMPLAINT TO A CATEGORY 3 CASE
ANSWER TO A COUNTER COMPLAINT
✓ Use when a party (<i>usually pltf</i>) is answering a <i>Counter-Complaint</i> .
✓ ADDITIONAL DOCKET TEXT: <i>OF (party answering)</i> .
ANSWERS TO INTERROGATORIES
✓ ADDITIONAL DOCKET TEXT: <i>OF (party answering Interrogatories)</i> .

APPEARANCE LETTER

- ✓ Use when an atty files a letter entering in his/her appearance for a party. If it is a pleading called a *Notice*, it will be a **NAP**.
- ✓ ADDITIONAL DOCKET TEXT: *(atty name) FOR (party s/he is representing)*.

ASSIGNMENT OF JUDGMENT

- ✓ Use when a judgment is transferred for collection.

BILL OF PARTICULARS

- ✓ ADDITIONAL DOCKET TEXT: *OF (party filing)*.

BRIEF

- ✓ ADDITIONAL DOCKET TEXT: *(what type) OF (party filing)*.

CERTIFICATE OF GOOD FAITH

- ✓ Filed on **medical malpractice** cases.
- ✓ ADDITIONAL DOCKET TEXT: *OF (plaintiff or defendant)*.

CERTIFICATE OF READINESS

- ✓ ADDITIONAL DOCKET TEXT: *(which party's atty is submitting) and (length of trial time)*.

CHILD SUPPORT STATISTICAL INFO

- ✓ ADDITIONAL DOCKET TEXT: **ENTER** thru – **NO COMMENT NEEDED**.

CLAIMS OF EXEMPTION

COST BOND

- ✓ ADDITIONAL DOCKET TEXT: *(atty name), SURETY FOR (party signing as surety)*.
- ✓ Type **SURETY** to **add attorney** as surety on case.

COUNTER COMPLAINT

- ✓ Use when a **defendant** is filing a *Complaint* against a plaintiff.
- ✓ ADDITIONAL DOCKET TEXT: *OF (party filing) AGAINST (party being filed against)*.

CROSS COMPLAINT

- ✓ Use when a **defendant** is filing a *Complaint* against another named deft.
- ✓ ADDITIONAL DOCKET TEXT: *OF (party filing) AGAINST (party being filed against)*.

DEFAULT JUDGMENT CERTIFICATE

- ✓ ADDITIONAL DOCKET TEXT: *OF (party filing)*.

DEPOSITION

- ✓ ADDITIONAL DOCKET TEXT: *OF (person deposed) TAKEN (date of deposition)*.

DETAILED ANNUAL ACCOUNTING

DISCOVERY EFFORT CERTIFICATE
✓ ADDITIONAL DOCKET TEXT: <i>OF (party filing)</i> .
EXHIBIT
INTERROGATORIES
✓ Use when one party files questions to be answered by another party.
✓ ADDITIONAL DOCKET TEXT: <i>FROM (person filing) TO (person questions directed to)</i> .
INTERVENING COMPLAINTS
✓ Use when party not named in <i>Complaint</i> intervenes to protect their interest.
✓ ADDITIONAL DOCKET TEXT: <i>OF (party intervening)</i> .
INTERVENING CIVIL COMPLAINT
INTERVENING COMPLAINT CERTIORI & SUPERSEDAS
INTERVENING DOMESTIC COMPLAINT
LIEN LIS PENDENS
MARITAL DISSOLUTION AGREEMENT
✓ Used for marital agreement between plaintiff and defendant.
✓ ADDITIONAL DOCKET TEXT (if signed by both parties): <i>OF BOTH PARTIES</i> .
✓ ADDITIONAL DOCKET TEXT (if only signed by 1 party): <i>OF (plaintiff or defendant)</i> .
MEDICAL RECORDS FILED
✓ Records subpoenaed on a case – will usually be accompanied by an <i>Affidavit</i> for fees charged for preparation.
✓ ADDITIONAL DOCKET TEXT: <i>BY (medical office that filed records) FOR (party medical records are submitted on behalf of)</i> .
MEDICAL RECORDS NO CHARGE
✓ Use when the medical office did not send a bill for copies.
✓ ADDITIONAL DOCKET TEXT: <i>FROM (medical office that filed records) FOR (party medical records are submitted on behalf of)</i> .
MEMORANDUM
✓ ADDITIONAL DOCKET TEXT: <i>OF (who filed) and (what it is pertaining to)</i> .
✓ CAUTION! If titled " <i>Memo in Opposition</i> ," it is probably a <i>Response to a Motion</i> VERY IMPORTANT that it be entered as such!
MOTION TO CONTINUE*
✓ Enter as <i>Motion</i> .
MOTION FOR DEFAULT*
✓ Enter as <i>Motion</i> .

MOTION IN LIMINE*
✓ Enter as <i>Motion</i> .
✓ ADDITIONAL DOCKET TEXT: <i>(IN LIMINE) RE: (provide a short description)</i> .
MOTION TO QUASH*
✓ Use when quashing a garnishment or execution .
MOTION TO SET*
✓ Enter as <i>Motion</i> .
MOTION FOR SLOW PAY*
✓ Use when a party wants to pay installments on judgment.
MOTION FOR SUMMARY JUDGMENT*
✓ Enter as <i>Motion</i> .
MOTION TO TERMINATE*
✓ Use when a party wishes to stop support payments.
NOTICE
✓ ADDITIONAL DOCKET TEXT: <i>OF (who filed)</i> and <i>(what kind of Notice it is)</i> .
NOTICE OF APPEARANCE
✓ ADDITIONAL DOCKET TEXT: <i>(atty's name) FOR (who s/he is representing)</i> .
✓ Don't forget to type ATTY!
NOTICE OF HEARING
✓ Use when an attorney sets or continues a <i>Motion</i> by pleading.
NOTICE OF INSURANCE COVERAGE
✓ ADDITIONAL DOCKET TEXT: <i>OF (who filed)</i> .
NOTICE OF SUBMISSION
✓ Use when any ordered funds are paid into Court. NOTE: These funds must be mailed to Clerk's Office!
OBJECTION
✓ Used when an atty objects to contents of <i>Order</i> filed by 1 of other parties in case.
OFFER OF JUDGMENT
✓ ADDITIONAL DOCKET TEXT: <i>OF (who is filing) FOR (amount of offer)</i> .
PARENTING PLAN
✓ ADDITIONAL DOCKET TEXT: <i>OF (who is filing)</i> .
PETITION
✓ Civil cases: <i>Petitions of Contempt</i> .

PETITION TO ENCROACH
✓ Used when party is trying to withdraw judgment money previously awarded to a minor who is now of age .
✓ Usually titled <i>Petition to Encroach</i> <u>or</u> <i>for Settlement of Minor's Funds</i> .
PROOF OF CERTIFICATE OF SERVICE
✓ ADDITIONAL DOCKET TEXT: <i>OF (who filed)</i> .
RECORDS FILED
✓ Use when non-medical records are filed (i.e., <i>telephone, financial, etc.</i>).
✓ ADDITIONAL DOCKET TEXT: <i>FROM (who records are from) FOR (who rcrds pertain to)</i>
REPLY
✓ ADDITIONAL DOCKET TEXT: <i>OF (who filed) TO (describe what they are replying to)</i> .
REPORT
REQUEST
✓ ADDITIONAL DOCKET TEXT: <i>OF (who filed) FOR (what request is for)</i> .
RESPONSE
✓ Use when responding to anything except: (<i>Motion or Complaint for Divorce use Answer code</i>).
✓ ADDITIONAL DOCKET TEXT: <i>OF (who filed) TO (what is being responded to)</i> .
RESPONSE TO MOTION
✓ ADDITIONAL DOCKET TEXT: <i>OF (who filed) TO (what is being responded to)</i> .
SATISFACTION OF JUDGMENT (should be filed as a NOTICE)
✓ Use when party notifies us that a judgment in our Court has been satisfied .
SEMINAR FOR DIVORCING PARENTS
✓ Use when verification received that a party has attended a seminar class for divorcing parents – either by copy of their <i>Certificate</i> <u>or</u> a <i>List</i> .
✓ ADDITIONAL DOCKET TEXT: <i>(name of party who attended) (date of attendance)</i> .
STATEMENT
✓ ADDITIONAL DOCKET TEXT: <i>OF (who filed) and (describe the type of statement)</i> .
STATISTICAL DATA FORM
✓ Use for worker's compensation cases (should be placed UNDER SEAL).
STATISTICAL INFORMATION
✓ Use for Statistical Sheet filed with new divorces or child support <i>Orders</i> .
✓ ADDITIONAL DOCKET TEXT: ENTER thru – NO COMMENT NEEDED

STIPULATION
✓ ADDITIONAL DOCKET TEXT: <i>OF (party/ies filing) RE: (what stipulation is).</i>
TEMPORARY INJUNCTION
✓ ADDITIONAL DOCKET TEXT: <i>OF (party filing).</i>
THIRD PARTY COMPLAINT
✓ Use when deft files <i>Complaint</i> against someone not yet a party to suit.
✓ ADDITIONAL DOCKET TEXT: <i>OF (party filing) AGAINST (name of new defendant).</i>
✓ A <i>Summons</i> to party(ies) being added is required .
THIRD PARTY COMPLAINT FOR A CATEGORY 1 CASE
THIRD PARTY COMPLAINT FOR A CATEGORY 2 CASE
THIRD PARTY COMPLAINT FOR DIVORCE W/MINOR CHILDREN
THIRD PARTY COMPLAINT FOR DIVORCE W/NO MINOR CHILDREN
THIRD PARTY COMPLAINT FOR DOMESTIC PETITION
TRANSCRIPT
✓ ADDITIONAL DOCKET TEXT: <i>OF (party/ies filing) RE: (transcript details).</i>
WAIVER OF
✓ Could be anything – but usually regarding service .
✓ ADDITIONAL DOCKET TEXT: <i>(item being waived) OF (party who is waiving it).</i>
WITNESS & EXHIBIT
✓ Use when attorney files witness and/or exhibit list for trial/hearing.
✓ ADDITIONAL DOCKET TEXT (if witness list only): <i>WITNESS ONLY OF (party filing).</i>
✓ ADDITIONAL DOCKET TEXT (if exhibit list only): <i>EXHIBIT ONLY OF (party filing).</i>

*** Motion Entries**

- ❖ All *Motions* **must** comply with the *2-week Rule*!
- ❖ *Motions for Summary Judgment* **must** comply with the *37-day Rule*.