

MULTNOMAH COUNTY CIRCUIT COURT  
**EFILING RECOMMENDED BEST PRACTICES FOR CIVIL CASES**

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This recommended best practices guide is based on trends from numerous types of submissions that have been handled by Multnomah Civil department. Currently, the two ways you can submit documents are either by clicking on “New Case” or entering a case number:



As a result, this guide has been divided in two main sections: “**Initial Filings**” and “**Subsequent Filings**.” Initial Filings covers filings that start a new case, while Subsequent Filings cover documents submitted to be filed into an existing one. “**General Tips**” and “**Common Filings Codes**” are sections that may refer to either type of filing. The contents are outlined below. The material presented is a focus on certain key areas and not designed to be an exhaustive approach to all types of filings.

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## INITIAL FILINGS



*NOTE: This is for starting a NEW CASE. For additional filings in to an existing case, you will need to enter a case number (this will be furthered covered in the next section).*

### Case Information

👉 **Case Types** – Select best descriptive type. Clarification on certain case types:

- Tort - Medical Malpractice: Use this when medical negligence is involved.
- Document Recording: Such as registration of a foreign judgment.
- Property - General: Matters such as Quiet Title, Partition of Property; NOT for foreclosure.
- Property - Foreclosure: Matters such as foreclosing on a deed of trust; NOT for lien foreclosures (use Contract instead).
- CONVENTIONALLY FILE: Foreign Subpoenas, Petition for Writ of Review, additional types under SLR 2.501, or anything requiring approval or scheduling before filed.

*NOTE: If you are filing an additional document into an existing case, and you see this section – STOP and check your envelope, as this section is not available in subsequent filing envelopes.*

### Parties Section

The ONLY required fields are: Party Type, First Name, and Last Name (If an entity: Business Name)

👉 **Party Type** – Select only Plaintiff and Defendant.

*NOTE: These configured party types generate the case caption on civil cases.*

👉 **Party Name** – Just the name. If it is a minor, enter the minor's name / pseudonym.

- DO NOT include aliases such as AKAs, DBAs, FKAs, etc. The court staff will add it once the document is accepted into the case register.
- DO NOT include descriptors such as: an Oregon Corporation, a division of Major Co., Inc.

*NOTE: Aliases such as AKAs and DBAs will be added by the court after acceptance into the case register. Names should NOT include additional description about the person or entity unless it is actually part of the name (i.e., the name you could conduct a search for the individual or a business). Party names with descriptors will likely be REJECTED.*

👉 **Party Addresses** – If represented an attorney, address is NOT NECESSARY.

- If pro se, less than 65 characters in each address line.
- DO NOT include special characters such as: “C/O” or “R/A.”

*NOTE: Adding above 65 characters or adding a “C/O” results in a technical error. The submission will be REJECTED for the filer to make corrections to the address. In reference to adding an attorney, in the Parties section, relate the attorney to the party. (This step might include creating service contacts, this is not done by the court, see your firm's practices.)*

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## Filing Section

👉 **Select a Filing Code** – The first filing code should be for the starting instrument such as complaint or petition.

- Complaints with a prayer amount, select: Complaint - CM (\$0.00)
- If NO prayer amount is sought, select other filings codes have built in filing fee or one filing fees are selected under “Optional Services.”
- If there are additional filings, add them afterwards in the same envelope.
- IF you change the filing code and had a filing fee selected, REMOVE the filing fee before changing the code. Otherwise, start a new envelope.

*NOTE: The first document in the envelope should be the starting instrument (i.e., complaint, petition, etc.). Once accepted, that document will then be the first event in the case register. Application for fee waiver or deferrals will be REJECTED. Submissions with overpayment or underpayment of the filing fee will be REJECTED.*

👉 **Case Parties** – Associate ONLY the plaintiff(s).

*NOTE: The party field in File & Serve is only for plaintiffs.*

👉 **Payment** – Select the filing party under “Party Responsible for Fees”

*NOTE: Any payment being made will go to the party selected in this field. It is NOT for the party you think should pay for the fees (i.e. the opposing party).*

👉 **Claim Amount** – Enter the claim amount.

- “0.00” is not an amount. If no prayer amount is sought, see above “Select a Filing Code.”

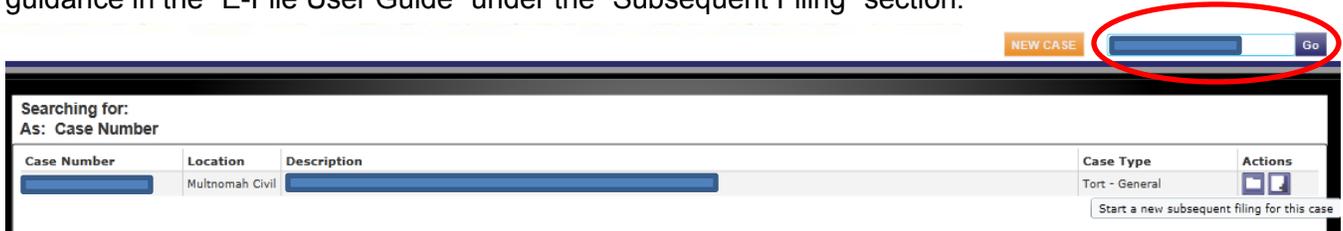
*Note: If there is no prayer amount, this field will not be available. Entering the claims amount will properly update the filing fee for the complaint.*

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## SUBSEQUENT FILINGS

Filing additional documents in to an existing case begins with the user entering the case number in the field next to “New Case” and clicking **Go** (see below).

Clicking on the folder icon  starts an envelope. If you do not go through this step, you may be in the New Case filing setting. On the main page of File & Serve, under LEARN area, you can find further guidance in the “E-File User Guide” under the “Subsequent Filing” section.



*NOTE: ALL subsequent filings go into ONE queue that is shared with other departments in Multnomah, such as Domestic Relations, Small Claims and Landlord-Tenant (FED). Envelope submissions may be filtered by the court for specific filing codes to expedite processing time.*

### 1<sup>st</sup> Appearance

DESCRIPTION	RECOMMENDED
1 <sup>st</sup> Appearance: Answers, motions, etc.	<p>Defendants for cases <u>WITH</u> a prayer amount - Select the appropriate filing fee that starts with: “<b>Defendant Filing Action-Amount...</b>”</p> <p>Defendants for cases <u>WITHOUT</u> a prayer amount - Select the appropriate filing fee (available with various answer codes) such as: First appearance by a party (Default/Declaratory)(\$252), Appearance Complaint for Partition of Real Property (\$252).</p>
1 <sup>st</sup> Appearance by 3rd-party defendants	<p>Select the appropriate filing fee that starts with: “<b>Defendant 3<sup>rd</sup> Party Complaint-Amount...</b>” Codes that have that filing fee option:</p> <ul style="list-style-type: none"> <li>• <b>Answer-3<sup>rd</sup> Party Complaint-AN3P</b></li> <li>• <b>Answer-AN</b></li> </ul>
Answers with 3rd-party complaints	<p>Answers and 3<sup>rd</sup>-party complaint should be filed as separate document. Both the third-party complaint and answer filing fee cannot be charged under one filing code.</p> <p>However, you can select both filing fees by submitting a notice of representation in the same envelope. Click on <b>Add Another Filing</b> and select the filing code: <b>Notice – Representation – NORP</b>. This code contains options for 1<sup>st</sup> appearance filing fees.</p> <p>The <b>Answer-3<sup>rd</sup> Party Complaint-AN3P</b> code is NOT for an answer WITH a 3<sup>rd</sup>-party complaint, it is an answer TO a 3<sup>rd</sup>-party complaint. If this code used for other than that purpose, it will be REJECTED.</p>
Parties	<p>In the Parties section: select the appropriate attorney for the appearing party. In the Filing section: Associate the defendant(s).</p> <p><i>NOTE: Associating the defendant(s) will update tracking for that party in the court system.</i></p>

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**Arbitration**

DESCRIPTION	RECOMMENDED
Notice of Selection of Arbitrator and Setting of Hearing	If within the timeframe: <b>Notice - Arbitration Hearing Date - HGAR</b> Require Approval: <b>Order - Proposed - PPOR</b> <i>NOTE: DO NOT use Arbitration - Stipulation to - ABSP</i>

**Complaints: Amended**

DESCRIPTION	RECOMMENDED
Renaming Defendants	Add new party. <i>NOTE: Names of original parties to the case cannot be changed by the public.</i>
Associating Parties	Do NOT select any party. <i>NOTE: The party field for this event is NOT for filing party.</i>

**Complaints: Third-Party**

DESCRIPTION	RECOMMENDED
Answer-3 <sup>rd</sup> Party Complaint-AN3P	Use: <b>Complaint - Third Party - CM3P</b> <i>NOTE: AN3P code is NOT designed for third-party complaints. As you will note is the 1<sup>st</sup> Appearance section, it is a code for an ANSWER TO a 3<sup>rd</sup> party complaint. Since the CM3P code will require a claim amount to be entered, if AN3P is used, it will be REJECTED.</i>
Parties	Add all the names of the 3 <sup>rd</sup> party defendants to the submission. Select party type: <b>3<sup>rd</sup> Party Defendant.</b> <i>NOTE: Defendant(s) filing the 3<sup>rd</sup> party complaint will be later updated with the additional role as 3<sup>rd</sup> party plaintiff(s) after the document is accepted into the case register. This will keep the financial record under the same party.</i>
Party Responsible for Fees	Select the filing party (with the defendant role). <i>NOTE: Any payment will be applied to the party selected in this field.</i>
Claim Amount	Enter the claim amount; this will update the filing fee to the appropriate amount. <i>NOTE: 3<sup>rd</sup> party complaints without a claim amount will be REJECTED.</i>
Associating Parties	Do NOT select any party. <i>NOTE: The party field for this event is NOT for filing party.</i>

**Proposed Orders/Judgments**

Some ex parte matters can be handled through File & Serve. EXCEPTIONS under SLR 2.051, note: any document that will be served simultaneously with a document listed in this rule must be presented and filed conventionally.

DESCRIPTION	RECOMMENDED
Orders - Proposed - PPOR	If the order is for a particular judge, note the name on the signatory line.
Judgments - Proposed - PPJG	Identify in the caption – Limited, General or Supplemental.

*NOTE: STIPULATED orders / judgments – DO NOT USE Stipulation – SP code; this, and any other code other than PPOR or PPJG, for these types of documents will be REJECTED.*

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**Rule 7 Proofs of Service**

Associate the served defendant(s) with the proof of service. If there are multiple proofs of service, they should be filed as separate filings and placed in the same envelope (when possible).

If a proof of service filing has accompanying it a summons, please place the summons AFTER the proof of filing. The court typically does NOT review for service information in documents filed under the code **Summons – SM**.

The following are common filing codes associated with Rule 7 proof of service. Court clerks conduct searches based on these filing codes to review these types of filings timely.

 RECOMMENDED CODES	DESCRIPTION
Proof of Service - Substitute - PSSE	Substitute Service ONLY.
Affidavit - Mailing - AFMA	Mailing ONLY (inclusive of affidavits of due diligence with mailing).
Affidavit - Publication - AFPU	Publication ONLY.
Proof - Service - PRSV	All rest (acceptance of service, personal service, substitute with follow-up mailing; multiple defendants where one of them had been personally served).
Return - Service/Not Served - RSNO	Return of attempted service ONLY. Follow-up mailing, etc. should be filed as an AFMA. Court does not update service tracking based on this filing code.

**Subsequent Filings – Others**

DESCRIPTION	 RECOMMENDED	NOT RECOMMENDED
Notice of Change of Address	Notice - NO	Address Change (ADCH) – the setting for this filing code is not appropriate for this type of notice.
Request for Admission	Request - RQ	Admission
Response to a motion*	Response - RN (Comment description)	Memorandum - Response to Motion
Reply in support of motion*	Reply - RY	Memorandum - Reply
Opposition to motion*	Response - RN (Comment description)	Memorandum - Opposing Motion
Motion to Dismiss, Compel, Summary Judgment, etc.	Please use the descriptive pre-set filing code	Motion - MO

List of some common filing codes please see **Select Common Filings Code** under **Other Tips**.

\* If the title of the document does not specify “memorandum” or the purpose was not for filing to function as a memorandum as a response or reply.

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## GENERAL TIPS

### Adding Filings in Envelopes

File all documents under separate filings codes in ONE envelope when possible. Only place in separate envelope if the total for size of all the documents is above 35 MB – place comments for clerks to be alerted about the divided documents. Lead document should be first, i.e., complaint, then declaration, etc.



Code	Type	Description	Reference
Motion - Summary Jud	EFile		
Declaration - DD	EFile		
Declaration - DD	EFile		
Declaration - DD	EFile		

*NOTE: Multiple clerks work on a single queue, such that if filings that are associated with each other are filed in separate envelopes, it is possible that a proposed order may be accepted and routed before the motion and its accompanying filings are even reviewed. Filings cannot be “re-ordered” once it is accepted into the case register.*

### Confidential Documents

For civil filings, per UTCR 21.070(3)(g), a document under official seal must be filed conventionally. To efile an image, see UTCR 21.070(3)(h) and **eFiled Images Later Conventionally Filed** below.

### eFiled Images Later Conventionally Filed

Items such as: CDs, loose pictures, tapes, large-scale documents (e.g., blue prints), and those under UTCR 21.070(3)(h). For large-scale documents, photocopy a portion of the document. To submit it to the court, include a COVER LETTER specifying the pleading as well as referencing the location of the image (i.e., Exhibit G). Documents filed under seal must be clearly marked as such and a copy of the court order allowing it must be submitted along with it, as per UTCR 5.160(4) and SLR 1.165(2).

*NOTE: If the original is submitted to the court without a cover letter, the court would not know an image of the item has been efiled already. Without proper identification, delays will occur in processing the item, or the risk of it being processed by the court as a new filing, resulting in a duplicate entry.*

### Exhibits/Divided Filings

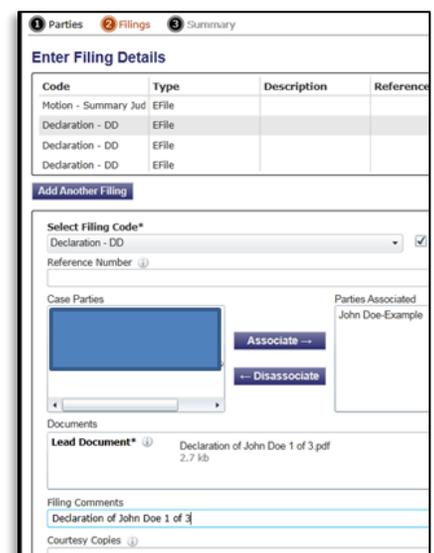
The electronic filing of a document that includes attachments or exhibits must be submitted as a single unified PDF file unless the size is greater than 25 MB per UTCR 21.040(2).\*

If the document is greater than 25 MB and must be divided, use the same filing code and make sure you add a comment such as: Declaration of XX part 2 of 2.

If the document is greater than 35 MB, reference the other envelope as well in the comments section.

*NOTE: Since multiple clerks work one queue, it becomes important to communicate to the clerks through the comments.*

\* Affidavits and declarations should be filed under a separate filing code unless they are attachments or exhibits to a main document (see UTCR 21.040(2)(c)).



Code	Type	Description	Reference
Motion - Summary Jud	EFile		
Declaration - DD	EFile		
Declaration - DD	EFile		
Declaration - DD	EFile		

Select Filing Code\*  
Declaration - DD

Reference Number

Case Parties  
Parties Associated: John Doe-Example  
Parties Disassociated

Documents  
Lead Document\* Declaration of John Doe 1 of 3 pdf (2.7 kb)

Filing Comments  
Declaration of John Doe 1 of 3

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### Fee Wavier / Deferrals Accounts

The court is not responsible for setting up fee waiver accounts. To learn about setting up a wavier account, please refer to the “Administrator Guide” under “Manager Payment Accounts”. In the event you have any questions, contact Tyler Technologies at 800-297-5377.

Currently there is no way to set up a deferred fee account in File & Serve. However, if a filing does NOT have a filing fee associated with it, do NOT use a waiver account. If the filing code has a filing fee built into the code, you may use a waiver account and note in the comments that the party has a deferral on the case, such as: “Filing Fees Deferred for the Party.”

### Filings for Consolidated Cases

Consolidated cases, per UTCR 2.090, “are consolidated for purposes of hearing or trial only.” Thus, unless there is court order that states otherwise, if a document is to be filed for both cases, electronically file it in EACH case. If a party would like to submit a document to the case they are NOT a party to, it may be submitted through the existing party to that other case, or submit it without associating any party. Do NOT add new party(ies). New parties may be removed or the submission may be REJECTED.

### Originals to the Court

Conventionally file original documents under UTCR 21.070(3) and those presented at ex parte per SLR 2.501. Do NOT file the original with the court if the document had been electronically filed, except those under UTCR 21.070(3)(h). Please refer to retention requirements under UTCR 21.120.

### Resubmission Requests

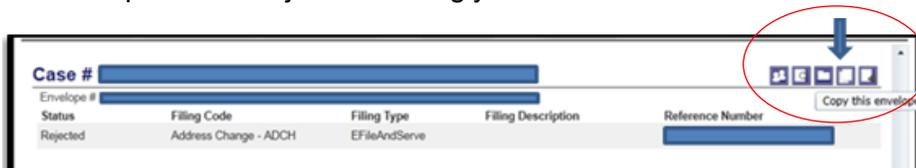
Relation-back date requests (made within 3 days of rejection), requires several elements. If one element is omitted, your request may NOT be granted. Requirement per UTCR 21.080:

1. The request noted in the comments of the envelope, such as: “RESUBMISSION OF REJECTED FILING, RELATION-BACK DATE OF FILING REQUESTED”
2. Uploaded in the same envelope as the re-submitted filing(s), a cover letter explaining the reason with the requested DATE and TIME. Use the filing code: **Cover Letter - Re-submission for Reject Filing – LT**

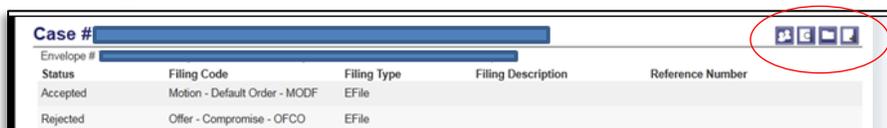
Comments UNAVAILABLE ON SEPTEMBER 30, 2014, RELATION-BACK DATE OF FILING REQUESTED

Cover Letter - Re-submission for Rejected Filing - LT  
Lead Document (Lead)  
Motion - Exclude Evidence - MOEE  
Lead Document (Lead)

When the entire envelope has been rejected, you can copy that rejected envelope. To copy an envelope, go back and locate the rejected envelope, then click on the new icon  that has appeared as noted in the screen cap below. Adjust accordingly and resubmit.



*NOTE: The copy icon only appears if the entire envelope has been rejected. The icon does not appear in the example below:*



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## COMMON CIVIL FILING CODES

### New Cases (Initial Filings)

These below should be the 1<sup>st</sup> document in the envelope:

Complaint - CM (\$0.00)  
Complaint - Declaratory Judgment - CM (\$252)  
Complaint - Originally Small Claim - CM  
Confession of Judgment - CFJG  
Petition - Initiating - PTIN (*No monetary prayer*)  
Petition - Register Foreign Judgment - PTRF\*  
Petition - Relief Sex Offender Reporting - PTRX  
Petition for Review - PTRV  
Petition Judicial Review – PTJF

\*For the statement of money award use code:  
*Foreign Judgment Document - JGIM*

### 1<sup>st</sup> Appearance - Defendants

Answer - Affirmative Defense - ANAD  
Answer - AN  
Answer - Crossclaim - ANCR  
Answer - Crossclaim Counterclaim - ANCC  
Complaint - Third Party - CM3P\*  
Notice - Representation - NORP  
Notice - NO (*Can use for Notice of Removal to Federal Court.*)

\*If the document is a combination of an answer AND a third-party complaint, to be able to select the appropriate filing FEES, please file BOTH:

- Complaint - Third Party - CM3P
- Notice - Representation - NORP

### 1<sup>st</sup> Appearance - Third-Party Defendants

Answer - Affirmative Defense - ANAD  
Answer - AN  
Answer - 3rd Party Complaint - AN3P

### Arbitration

Arbitration - Amended Award - ABAM  
Arbitration - Arbitrator's Time Utilized - ABTU  
Arbitration - Award - ABAW  
Arbitration - Award Appeal - ABAP (\$150)  
Arbitration - Objection to - ABOB  
Arbitration - Response - ABRN  
Arbitration - Withdrawal of Arbitrator - ABWD  
Notice - Arbitrations Hearing Date - HGAR

### Rule 7 Service / Appearance Related

Affidavit - Mailing - AFMA  
Affidavit - Publication - AFPU  
Proof - Service - PRSV  
Proof of Service - Substitute - PSSE  
Return - Service (Not Served) - RSNO  
Motion - Allow Service by Mail - MOMA  
Motion - Continuance - MOCO  
Motion - Service by Posting - MOPG  
Motion - Service by Publication - MOSP  
Summons - SM (*Should be ONLY for summons*)

### Motions

Motion - Allow Payment on Judgment - MOPJ  
Motion - Allow Service by Mail - MOMA  
Motion - Change Venue - MOCV  
Motion - Compel Discovery - MOCD  
Motion - Compel Production - MOCP  
Motion - Consolidate Cases - MOCS  
Motion - Continuance - MOCO  
Motion - Debtor Exam - MODJ  
Motion - Designate Complex Case - MOXC  
Motion - Dismissal - MODM  
Motion - File Amended Answer - MOFA  
Motion - File Amended Complaint - MOFC  
Motion - Intervene Authorization - MOIN  
Motion - Judgment Not Withstanding Verdict - MOJN  
Motion - Default Order - MODF  
Motion - Judgment - MOJG  
Motion - Make Definite & Certain - MOMM  
Motion - Out of State Attorney - MOOA (*Pro Hac Vice*)  
Motion - Out of State Witness - MOOW  
Motion - Postponement - MOPN  
Motion - Preliminary Injunction - MOPI  
Motion - Pretrial Discovery - MOPD  
Motion - Produce Witness - MOPW  
Motion - Protective Order - MOPO  
Motion - Quash - MOQU  
Motion - Reinstate - MORI  
Motion - Relief from Judgment - MOJR  
Motion - Renewal of Judgment - MORJ  
Motion - Rule 21 - MORL  
Motion - Sanctions - MOSN  
Motion - Service by Posting - MOPG

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Motion - Service by Publication - MOSP  
Motion - Set Aside - MOAS  
Motion - Set Aside Judgment - MOSJ  
Motion - Sever - MOSV  
Motion - Sheriff's Deed - MODE  
Motion - Show Cause - MOSH  
Motion - Strike - MOSK  
Motion - Summary Judgment - MOSM  
Motion - Telephone Testimony - MOTT  
Motion - Time Extension - MOET  
Motion - Vacate - MOVA

### **Responsive Filings**

Objection - OB (*Can use for Opposition*)  
Objection - Cost Bill - OBCB\*  
Objection - Time Extension - OBET\*  
Objection - Request To Produce Discovery - OBRP\*  
Response - RN (*Can use for Opposition*)  
\* Do NOT use for 1<sup>st</sup> appearance

### **Other Subsequent Filings**

Agreement - AG  
Affidavit - Supporting Motion - AFSM  
Affidavit - Non-Military - AFNM  
Affidavit - Non-Military| Non-Minor - AFNN  
Association Counsel - ATCN  
Certificate - Foreclosure - CEFO  
Declaration - DD  
Exhibit List - EBL  
Jury Instructions - Proposed - PPJU  
Memorandum - At Law - MMLW  
Memorandum - Support Motion - MMSM  
Memorandum - Trial - MMTL  
Notice - Dismissal - NODM  
Notice - Intent Take Default - NOID  
Notice - Substitution of Attorney - NOSA  
Notice - Withdrawal of Attorney - NOWA  
Offer - Compromise - OFCO (*Can use for Offer of Judgment*)  
Request - RQ (*Use for Requests for Admission / Production*)  
Proposed Verdict Form - PPVI  
Statement - Attorney Fees - STAT  
Statement - Costs & Disbursement - STCD  
Stipulation - SP (*NOT for motions, orders/judgments*)  
Subpoena - Duces Tecum - SUDT  
Subpoena - SU  
Substitution of Attorney - SBAT

Transcript - Proceedings - TRPR  
Witness List - Proposed - PPWL

### **Default Filings**

Affidavit - Non-Military - AFNM  
Affidavit - Non-Military| Non-Minor - AFNN  
Bill - Cost - BICO  
Motion - Default Order - MODF  
Motion - Judgment - MOJG  
Notice - Intent Take Default  
Statement - Attorney Fees - STAT  
Statement - Costs & Disbursement - STCD

### **Post-Judgment**

Appeal - Pre-Disposition - ALPD  
Assignment - Judgment - ASJG  
Certificate - Extension Judgment - CEXJ  
Garnishment - Challenge - GRCH  
Motion - Allow Payment on Judgment - MOPJ  
Motion - Debtor Exam - MODJ  
Motion - Relief from Judgment - MOJR  
Motion - Renewal of Judgment - MORJ  
Motion - Set Aside Judgment - MOSJ  
Motion - Sheriff's Deed - MODE  
Motion - Show Cause - MOSH  
Notice - Appeal - NOAP  
Notice - Cross Appeal - NOCA  
Notice - Demand Payment - NODP  
Return - Sale Upon Execution - RSSE  
Return - Writ - RTWR (*Can use for garnishments*)  
Satisfaction - Attorney Lien - SAAL  
Satisfaction - Partial - SAPR  
Satisfaction - SA  
Transcript - Proof of Filing - TRPF  
Writ - Garnishment - WRGR (*Issued by attorneys*)

### **Proposed Filings**

Judgment - Proposed - PPJG  
Jury Instructions - Proposed - PPJU  
Order - Proposed - PPOR  
Proposed Verdict Form - PPVI  
Witness List - Proposed - PPWL  
Writ - Proposed - PPWR

### **Relation-Back Date Request**

Cover Letter - Re-submission for Rejected Filing - LT  
(*MUST be submitted with the rejected document(s)*)