E-Filing Hints

\*All documents must be filed as separate PDFs, but can be filed within the same electronic envelope.

1. **NORA** – Notice and Advice of Right to Appeal (OJD form #03-45). One-page document. The caption and form must be filled out and signed by the defendant.
2. **PTGP** or **PTNC** – Petition to Plead Guilty / No Contest and Waiver of Jury or Court Trial. (OJD form #23-04). Three-page document. The caption and form must be filled out and signed by defendant and counsel.
3. **PPOR** – Proposed Order for Judgment Addendum (OJD form #03-49B). One-page document. The caption and address must be filled out, the remainder of the form will be filled out and signed by the Judge.
4. **NOLS** – Notice of License Sanction (form #735-6116). Two-page document. The caption and form must be filled out, the remainder will be filled out and signed by the Judge.
5. **AG** – Expedited DUII Plea Agreement (no current form #). One-page document. Must be signed by defendant; provide phone number.