



Initial Establishment Case Efiling Code List

Filing Description: If you are required to specify the party in the filing description, please use their title from the caption – Petitioner or Respondent. DO NOT use the party’s actual name.

Only E-Serving? Then you must complete and efile an Affidavit of E-Service.

E-Serving and E-Filing at the same time? Then you do NOT need an Affidavit of Service because there is an electronic record for the service created.

Type of Document - Court E-Filing Code	Our Documents to be Attached to This E-Filing Code
Summons (Public)	Summons and Blank Request for Hearing
Complaint - Family (Public)	Complaint
Notice of Intervention as a Matter of Right (Public)	Notice of Intervention
Other Document (Public)	Order Appointing Guardian ad Litem only (must be signed by court). If multiple orders, file separately.
Supporting Affidavit of Child Support Officer (Public)	Supporting Affidavit, Child Support Worksheets, Financial Statements, Child Care Verification, Parent’s School Verification, Health Care Expense Verification (if not from an employer), Pregnancy and Confinement Expense Verification, Employment Statistics or Salary Survey, Immigration Documents, Important Statement of Rights, Your Privacy Rights (Redact all SSNs, FEIN, all Account Numbers, Immigration/Alien ID numbers) (Repaginate # 1, 2, 3, etc.)
Recognition of Parentage (Public) <i>(TylerHost notes: if ROPD screen, put “ROP details screen”)</i>	ROPD screen, actual copy of ROP or AOP (Redact all SSNs and Control ID number) (Paginate # 1, 2, 3, etc.)
Proof of Identity – for the Birth Certificate/Record (Public)	Copy of Child(ren)’s Birth Record or Birth Certificate (Redact all SSNs and Control ID number) (Paginate # 1, 2, 3, etc.)
Notice of Department of Employment and Economic Development (Public)	DEED/wage history for parents NCQW/CPQW, NCUI/CPUi (if any) (Paginate #1, 2, 3, etc.)

Verification or Acknowledgment (Public)	Employment Verification Response (Redact all SSNs, FEINs, insurance policy numbers) (Repaginate # 1, 2, 3, etc.)
Affidavit-Other (Public)	Establishment Affidavit signed by a party / Parenting Arrangements Affidavit (new) (Redact all SSNs and Account Numbers)
Petition - Other (Public)	Uniform Support Petition (Redact all SSNs and Account Numbers) (Repaginate - add page numbers MN1, MN2, MN3...)
Affidavit - Other (Public)	General Testimony for use with Uniform Support Petition
Affidavit - Other (Public)	Paternity Affidavit for use with Uniform Support Petition
Affidavit - Other (Public)	Power of Attorney
Affidavit - Other (Public)	Written Waiver of Past Support
Cover Sheet for Non-Public Documents (Confidential Information Form 11.2) (Public)	Notice of Non-Public Documents – cover page only (pursuant to Rule 11.03 - known as Form 11.2)
Financial Source Document (Confidential)	Paystubs, Tax Returns or W-2 forms, Financial Institution/Bank Statements (Redact all SSNs, Federal EINs and all Account Numbers) (Repaginate #1, 2, 3, etc.)
Medical Records (Confidential)	Medical Records (Repaginate #1, 2, 3, etc.)
Confidential Information 11.2 Attachments (Confidential)	Any other confidential documents not listed above as a Financial Source Document or Medical Record. (Redact all SSNs and all Financial Account Numbers) (Repaginate #1, 2, 3, etc.)
Confidential Information Form 11.1 personal information (Confidential)	Form 11.1 only
Affidavit of Service **REDACT CONFIDENTIAL ADDRESSES (Public)	File each Affidavit of Service for each party or parties <i>separately</i> and indicate which party in the Filing Description. (Personal Service)
Admission of Service **REDACT CONFIDENTIAL ADDRESSES (Public)	File each Admission of Service for each party or parties <i>separately</i> and indicate which party in the Filing Description.
Affidavit of Mailing **REDACT CONFIDENTIAL ADDRESSES (Public)	File each Affidavit of Service by Mail for each party or parties <i>separately</i> and indicate which party in the Filing Description. File any Consent to Personal Service by US Mail with the affidavit of service for that party.
Certify Personal Service **REDACT CONFIDENTIAL ADDRESSES (Public)	File each Certificate of Service (from law enforcement) for each party or parties separately and indicate which party in the filing description.
Request for Hearing (Public)	Request for Hearing signed by a party (completed, not blank)

Notice of Hearing by Party (Public)	Notice of Hearing
Affidavit of Mailing **REDACT CONFIDENTIAL ADDRESSES *Follow same instructions as outlined above for Affidavit of Service, Affidavit of Service by Mail, Admission of Service, and Certification of Personal Service* (Public)	File each Affidavit of Service by Mail for Notice of Hearing separately and indicate which party in the Filing Description.
Other Document – put in notes: Request for Interpreter (Public)	Request for Interpreter Form
Affidavit of Default - Petitioner Affidavit of Default - Respondent (Public) *Do not use the general “Affidavit of Default” option or “Affidavit of Non-Military Status”	Affidavit of Default and Non-Military Status (one Affidavit for each party; file separately using the selection that matches their caption designation)
Proposed Child Support Order (Public)	Proposed Order for Child Support Court File Number should be listed on the front page.
Proposed Child Support Order (Public)	Proposed Order for Continuance Court File Number should be listed on the front page.
Stipulation (Public)	Stipulation and Proposed Order (if filed <u>after or with</u> complaint/motion) File SAME document twice – once as Stipulation and once as Proposed Child Support Order. Court File Number should be listed on the front page.
Correspondence (Public)	Letter to Child Support Magistrate regarding Default Order
Notice by Attorney or Party (Public)	Notice of Cancelled Hearing (Repaginate # 1, 2, 3, etc.) **A Notice Of Cancelled Hearing <i>without</i> a Notice of Voluntary Dismissal MUST include an explanation in the filing comments (e.g. Amended pleadings or Default order to follow)
Dismissal of Petition (Public)	Notice of Voluntary Dismissal and Notice of Cancelled Hearing (Repaginate # 1, 2, 3, etc.)
Affidavit of Mailing **REDACT CONFIDENTIAL ADDRESSES *Follow same instructions as outlined above for Affidavit of Service, Affidavit of Service by Mail, Admission of Service, and Certification of Personal Service* (Public)	Affidavit of Service by Mail for the Notice of Cancelled Hearing and/or Notice of Voluntary Dismissal. File each affidavit separately and indicate which party was served.
Child Support Magistrate Post-Hearing Submissions (Public or Confidential)	Items that the County is asked to submit to the court after a hearing. <i>(If paystubs, tax returns, or medical records – submit as confidential. Most other documents are public)</i>

AMENDED PLEADINGS	
Amended Summons (Public) **if filing an Amended Summons, in the Additional Filing Description note that it is an Amended Summons.	Amended Summons and blank Request for Hearing form
Amended Complaint (Public) **if filing an Amended Complaint, in the Additional Filing Description note that it is an Amended Complaint.	Amended Complaint
Additional Attachments with Amended Pleadings **Add "Amended" in the Filing Description. (Public)	**Follow same instructions as outlined above for the document types for original pleadings.**
Confidential Address Pleadings	
Notice of Motion and Motion (Public)	Notice of Motion and Motion for Non-Disclosure (of confidential address), if separate from Complaint
Supporting Affidavit of Child Support Officer (Public)	Supporting Affidavit (for confidential address motion), if separate from CS affidavit
Confidential Address Form – Public Authority Only (Confidential)	Confidential Address Form with party's confidential address listed – File separate if more than one party.
Proposed Order or Document (Public)	Proposed Order for Confidential Address Court File Number should be listed on the front page.