



INSTRUCTIONAL E-FILING GUIDE

Subsequent E-Filing Codes as Lead Documents

Note: Any document filed with an attachment will be returned for correction.

Subsequent E-filing Code	Subsequent E-filing Code
Affidavit Of Indigency {Affidavit of Inability to Pay}	Lead Document Use the Filing Description for the pleading title
Amended Filing	Lead Document Use the Filing Description for the pleading title Optional Services: All requests with related fees
Answer/Response	Lead Document Use the Filing Description for the pleading title Optional Services: All requests with related fees
Bond <i>(\$3 Bond approval fee required)</i>	Lead Document Use the Filing Description for the pleading title Optional Services: All requests with related fees
Counter Claim/Cross Action/Interpleader/Intervention/Third Party <i>(\$65 filing fee for each pleading)</i>	Lead Document Use the Filing Description for the pleading title Optional Services: All requests with related fees
Contest	Lead Document Use the Filing Description for the pleading title



Filing of Action other than Original
(LGC 118.054)
(Motion for Turnover fee \$45.00)

Lead Document

Use the Filing Description for the pleading title

Optional Services:

All requests with related fees

Motion (No Fee)

Lead Document

Use the Filing Description for the pleading title

Motion for Contempt

Lead Document

Use the Filing Description for the pleading title

Optional Services:

All requests with related fees

Motion for New Trial

Lead Document

Use the Filing Description for the pleading title

Motion to Modify

Lead Document

Use the Filing Description for the pleading title

Motion to Reinstate

Lead Document

Use the Filing Description for the pleading title

Motion to Transfer

Lead Document

Use the Filing Description for the pleading title

Notice

Lead Document

Use the Filing Description for the pleading title

Optional Services

All requests with related fees



Notice of Appeal

Lead Document

Use the Filing Description for the pleading title

No Fee Documents

(Use for all other pleadings not listed as an e-filing code)

Lead Document

Use the Filing Description for the pleading title

Optional Services:

All requests with related fees

Proposed Order

Lead Document

Use the Filing Description for the pleading title

Request

Lead Document

Use the Filing Description for the pleading title

Optional Services:

All requests with related fees