

E-Filing Code Guide for Attorneys and In Pro Per Filers

Filing Codes to use for popular Filings

Filing Action	Filing Description to Use
Case Initiation/Filing a new case	Case Filing Fee – Paid (\$175.00)
Jury Demand	Jury Demand Filed & Fee Paid (\$85.00)
Case Initiation/Filing and Jury Demand at same time	Case Filing and Jury Trial Fee – Paid (\$260.00)
Answer to Complaint and Jury Demand at same time	Answer to Complaint-with Jury Demand, Filed (\$85.00)
Submitting Affidavit for Notice of Entry of Foreign Judgment	Proposed Afft and Notice of Entry of Forgn Judgmt Submitted (\$175.00)
Submitting a Proposed Order for Judge Review (<u>except for extending summons</u>)	Order accepted-waiting for judge's signature
Submitting an Order to Extend Summons	Order to Extend Summons
Submitting a Proposed Judgment	Judgment accepted-waiting for judge's signature
Submitting a 7-Day Order	1. Notice of Presentment 2. 7-Day Order for Entry, Filed (See instructions below)
Objecting to 7-Day Order	Objection to 7-Day Order, Filed
Filing a Subpoena	Subpoena received-waiting for judge's signature
Filing a Writ	1. Writ, Filed 2. Writ of Garnishment, Filed 3. Writ of Execution Issued

Other Information to Know:

- When filing an Emergency Motion, add: *****Emergency Motion***** in the filing comments field in the Filing section and also call the courtroom to advise them that the emergency motion was filed.
- After an order to Extend the Summons has been granted, signed and filed, the Summons will be available for you to print from the eSummons screen on the Third Circuit Court Website. If the date of the Summons does not update to the new Summons Expiration date after a few days after the order was signed, contact the Judge's courtroom.
- When a filing is showing Accepted, you can go to the "Viewed Stamped Document" link under the "View Details" icon on the case to see the accepted

documents and any additional signatures or annotations that the Court may have made on them.

Motions

- When filing a motion, use the motion code that has the payment amount of \$20.00 listed at the end of the filing description (example: Miscellaneous Motion, Filed (\$20.00)) unless you have a court order waiving the motion fee.
 - When filing a motion where the Motion Fee is waived, use the appropriate motion filing description with the letters “WVD” at the end (example: Miscellaneous Motion, Filed-WVD).
- There are times when the motion fee is automatically waived:
 - When you file a motion at the time of case initiation, you only pay the Case Filing fee and the motion fee is waived.
 - If you are filing multiple motions that will be heard on the same day, you only pay the \$20.00 motion fee once and the fee is waived for the other separate motion(s).
 - When you file a Jury Demand and a motion at the same time, the motion fee is waived.

Submitting a 7-Day Order

- When submitting a 7-Day Order:
 1. Select the Filing Description “Notice of Presentment.”
 - a. Add the Notice of Presentment, 7-Day Order, Notice of Hearing and Proof of Service as one PDF as the Lead Document.
 - b. Make sure the Service Option on this filing is selected so that a copy is served to all the appropriate parties.
 2. Add a second filing with the Filing Description of “7-Day Order for Entry, Filed”.
 - a. Add the 7-Day Order as the Lead Document on this filing (in other words, you’ll be adding the 7-Day Order twice, once to each filing).
- The first lead document will be accepted by the Clerk’s office starting the running of the 7 day period. MCR 2.602(B)(3). The second lead document will be sent to the courtroom. If no objections are filed in the 7 day period, the clerk will forward the order to the judge for signature.