

eFileIL Configuration Codes

Version 1.1

Released December, 2017

1 INTRODUCTION

Purpose: The purpose of this document is to outline a proposed standardized eFiling code-set for the State of Illinois.

1.1 VERSIONS

Version	Action	Release Date
1.0	Initial Draft	July, 2016
1.0	First Version Released – Civil Case Types	January, 2017
1.1	Second Version Released - Criminal and Juvenile Case Types	December, 2017

2 EFILE FILING CONFIGURATIONS

Below are the standard filing configurations to be used in the eFiling system. This list of filing configurations must be accepted in each court. Clerks may not add to this configuration, but may eliminate codes if not needed in a particular jurisdiction.

It is important to note that these standards only apply to the electronic filing system which is a delivery system and are NOT standards for a county case management or document management system.

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SECTION 3.0 – CASE CATEGORIES AND CASE TYPE CODES

3.1 CIVIL CASES

3.1.1 CASE CATEGORIES/TYPES

Case Category Code	Case Type Codes
AR – Arbitration*	<ul style="list-style-type: none"> – Arbitration - \$5,000.00 up to \$10,000.00 – Arbitration - \$10,000.01 up to \$15,000.00 – Arbitration - \$15,000.01 up to \$50,000.00

*This case type is limited to counties that have an approved Mandatory Arbitration program.

Case Category Code	Case Type Codes
CH - Chancery	<ul style="list-style-type: none"> – Construction of Inter Vivos Trust – Construction of Testamentary Trust – Contract Actions – Equitable Lien – Exhume a Body – Foreclosure (Commercial) – Foreclosure (Residential) Tier #1 – Foreclosure (Residential) Tier #2 – Foreclosure (Residential) Tier #3 – Foreclosure of Security Interest in Personal Property – Injunction (Except in Tax and Dissolution cases) – Interpleader – Mechanic's Lien Foreclosure – Partition – Partnership Dissolution – Quiet Title – Rescission of Contract – Restraining Order – Specific Performance – Structured Settlement, Original Action to Assign – Trust Administration

Case Category Code	Case Type Codes
ED - Eminent Domain	<ul style="list-style-type: none"> – Eminent Domain

Case Category Code	Case Type Codes
L - Law: Damages over \$50,000	<ul style="list-style-type: none"> – Arbitration and Award – Contract - Money Damages (over \$50,000.00) – Confession of Judgment (over \$50,000.00) – Detinue (over \$50,000.00) – Distress for Rent – Ejectment – Eviction/Forcible Entry/Detainer-Possess/Rent over \$50K – Replevin (over \$50,000.00) – Statutory action by a state or political subdivision to recover support or contribution – Tort - Money Damages (over \$50,000.00) – Trover – Wrongful Death (over \$50,000.00)

Case Category Code	Case Type Codes
<p>LM - Law Magistrate: Damages over \$10,000 and up to \$50,000</p>	<ul style="list-style-type: none"> – Arbitration and Award – Contract - Money Damages (\$10,000.01 to \$15,000.00) – Contract – Money Damages (\$15,000.01 to \$50,000.00) – Confession of Judgment (\$10,000.01 to \$15,000.00) – Confession of Judgment (\$15,000.01 to \$50,000.00) – Detinue (up to \$15,000.00) – Detinue (\$15,000.01 up to \$50,000.00) – Distress for Rent – Ejectment – Eviction/Forcible Entry/Detainer-Possess/Rent up to \$15K – Eviction/Forcible Entry/Detainer-Possess/Rent \$15,000.01 to \$50K – Replevin – Up to \$15,000.00 – Replevin - \$15,000.01 to \$50,000.00 – Statutory action by state/political subdivision – Tort - Money Damages (\$10,000.01 to \$15,000.00) – Tort – Money Damages (\$15,000.01 to \$50,000.00) – Trover – Wrongful Death (up to \$5,000.00) – Wrongful Death (\$5,000.01 to \$50,000.00)

Case Category Code	Case Type Codes
<p>MR - Miscellaneous Remedy</p>	<ul style="list-style-type: none"> – Abatement of Nuisance – Administrative Subpoena – Application for Order-Eavesdropping – Application for Order-Electronic Criminal Surveillance – Appointment of Receiver – Attachment (Original action) – Building Code Violation – Burnt Records – Certificate of Innocence – Certiorari – Change of Name – Contagious Disease – Corporation Dissolution – Declaratory Judgment – Demolition – Election Contest – Escheat – Extradition – Fictitious Vital Record – Foreign Judgment – Forfeiture of Seized Property – Habeas Corpus (Civil or criminal) – Interstate or Intrastate Probationer Transfer – Lost Goods or Money (Estray) – Mandamus – Ne Exeat (Original action) – Peace Bond Complaint (Fugitive from Justice) – Petition for Discovery or to Depose – Petition to Expunge – Prohibition

	<ul style="list-style-type: none"> – Quo Warranto – Rendition – Review of Administrative Proceedings – Search Warrant – Sexually Transmissible Disease Control Proceeding – Sexually Violent Person Commitment Proceeding – Statewide Grand Jury Proceedings – Statutory Summary Suspension (If no DT case is filed)
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Case Category Code	Case Type Codes
MC - Municipal Corporation	<ul style="list-style-type: none"> – Petition for the Creation of a Drainage District – Petition of Annexation for Election – Petition to Organize Municipal Corporation – Other Routine Matters of Municipal Corporations

Case Category Code	Case Type Codes
OP - Order of Protection	<ul style="list-style-type: none"> – Civil No Contact Order – Order of Protection – Stalking No Contact Order

Case Category Code	Case Type Codes
SC - Small Claims: Damages \$10,000 or Less	<ul style="list-style-type: none"> – Confession of Judgment - up to \$1,500.00 – Confession of Judgment - \$1,500.01 to \$10,000.00 – Contract - Money Damages up to \$10,000.00 Small Claims - Up to \$250.00 – Small Claims - \$250.01 to \$500.00 – Small Claims - \$500.01 to \$2,500.00 – Small Claims - \$2,500.01 to \$10,000.00 – Tax Collection – up to \$250.00 – Tax Collection - \$250.01 to \$500.00 – Tax Collection - \$500.01 to \$2,500.00 – Tax Collection \$2,500.01 to \$10,000.00 – Tort – Money Damages – up to \$250.00 – Tort – Money Damages - \$250.01 to \$500.00 – Tort – Money Damages - \$500.01 to \$2,500.00 – Tort - Money Damages \$2,500.01 to \$10,000.00

Case Category Code	Case Type Codes
TX - Tax	<ul style="list-style-type: none"> – Annual Tax Sale – Drainage Assessment – Foreclosure of Lien for Special Assessment – Petition for Tax Deed – Retailer's Occupation Tax – Sale in Error – Scavenger Tax Sale – Special Assessment – Suit to Restrain Collection or Change Special Assessment – Tax Commission, Review of Decision – Tax Foreclosure – Tax Injunction – Tax Objection – Tax Refund Tax Petition - Additional Parcels

3.1.2 CIVIL FILING TYPES

New Case	Subsequent Filings	
<p> Affidavit Amended Complaint Application Complaint Motion Notice Petition Proposed Order Request Stipulation Summons Take Notice Waiver z – Other Document Not listed </p>	<ul style="list-style-type: none"> • Acknowledgment • Addendum • Affidavit • Agreement • Alias • Amended Filing • Answer/Response • Appearance • Appearance (Limited Scope) • Appearance (No fee) • Application • Appointment • Bond • Brief • Certificate • Change • Claim • Consent • Contempt of Court-Direct Civil • Contempt of Court-Indirect Civil • Contempt of Court-Direct Criminal • Contempt of Court-Indirect Criminal • Correspondence • Counter Petition/Counter Complaint • Demand • Denial • Deposition • Designation • Detainer • Dismissal • Discovery • Entry of Appearance • Exhibit • Hearing • Interpleader • Interrogatories • Inventory • Judgment • Jury Demand • Jury Instructions • Leave • Letters • Lien • List • Mandate • Memorandum • Motion 	<ul style="list-style-type: none"> • Motion to Modify • Motion to Vacate • Notice • Notice of Appeal • Notice of Hearing • Oath • Objection • Offer • Order • Other Document Not Listed • Petition • Petition No Contact Order • Petition No Stalking Order • Petition for Order of Protection • Position • Proof of Service/Certificate of Service • Property Settlement • Proposed Order • Quash • Receipt • Release • Reply • Report • Response • Response (No fee) • Return • Request • Sale • Satisfaction of Judgment • Service • Statement • Stipulation • Summons • Subpoena • Substitution • Summary Judgment • Supplemental • Terminate • Third Party Complaint • Transcript • Transfer • Verdict • Verification • Waiver • Withdrawal

3.2 FAMILY CASES

3.2.1 CASE CATEGORIES/TYPES

Case Category Code	Case Type Codes
AD - Adoption	<ul style="list-style-type: none"> • Adoption

Case Category Code	Case Type Codes
D – Dissolution (Divorce)	<ul style="list-style-type: none"> • Dissolution • Dissolution of Civil Union • Invalidity • Legal Separation

Case Category Code	Case Type Codes
F - Family	<ul style="list-style-type: none"> • Abandoned Baby • Child of Assisted Reproduction • Civil Actions to Compel Support • Delayed record of Birth • Emancipation of Minor • Gestational Surrogacy • Notice to Putative Father Under the Adoption Act • Notice to Putative Father Under the Juvenile Court Act • Parentage • Petition for Confidential Intermediary • Petition for Custody • Petition Under the Parental Notification of Abortion Act • Petition for Order to Issue Marriage License • Petition for Parental Responsibility (Visitation) • Registration of Foreign Child-custody Determination • Registration of Foreign Support Order

3.2.2 FAMILY FILING TYPES

New Case	Subsequent Filings
Affidavit	<ul style="list-style-type: none"> • Affidavit
Amended Complaint	<ul style="list-style-type: none"> • Agreement
Application	<ul style="list-style-type: none"> • Alias
Complaint	<ul style="list-style-type: none"> • Amended Filing
Motion	<ul style="list-style-type: none"> • Answer/Response
Notice	<ul style="list-style-type: none"> • Appearance
Petition	<ul style="list-style-type: none"> • Application
Proposed Order	<ul style="list-style-type: none"> • Appointment
Request	<ul style="list-style-type: none"> • Bond
Stipulation	<ul style="list-style-type: none"> • Brief
Summons	<ul style="list-style-type: none"> • Certificate
Waiver	<ul style="list-style-type: none"> • Change
z - Other Document Not Listed	<ul style="list-style-type: none"> • Consent • Contempt of Court-Direct Civil • Contempt of Court-Indirect Civil • Contempt of Court-Direct Criminal • Contempt of Court-Indirect Criminal • Correspondence
	<ul style="list-style-type: none"> • Notice • Notice of Appeal • Notice of Hearing • Oath • Objection • Offer • Order • Other Document Not Listed • Petition • Petition No Contact Order • Petition No Stalking Order • Petition for Order of Protection • Physicians Report • Praecipe • Proof • Proof of Service/Certificate of Service • Property Settlement • Proposed Order • Quash

	<ul style="list-style-type: none"> • Counter Petition/Counter Claim • Demand • Denial • Deposition • Designation • Detainer • Dismissal • Discovery • Entry of Appearance • Exhibit • Hearing • Interpleader • Interrogatories • Inventory • Judgment • Jury Demand • Jury Instructions • Leave • Letters • Lien • List • Mandate • Memorandum • Motion • Motion to Modify • Motion to Modify (No fee) • Motion to Vacate • Motion to Vacate (No fee) 	<ul style="list-style-type: none"> • Receipt • Release • Reply • Report • Return • Request • Sale • Satisfaction • Service • Statement • Stipulation • Summons • Subpoena • Substitution • Summary Judgment • Supplemental • Terminate • Third Party Complaint • Transcript • Transfer • Verdict • Verification • Waiver • Withdrawal
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3.3 PROBATE OR MENTAL HEALTH CASES

3.3.1 CASE CATEGORIES/TYPES

Case Category Code	Case Type Codes
MH - Mental Health	<ul style="list-style-type: none"> – Petition for Discharge – Petition for Hospitalization – Petition for Restoration – Petition to Administer Treatment

Case Category Code	Case Type Codes
P - Probate	<ul style="list-style-type: none"> – Administration of Decedent's Estate (up to \$15,000.00) – Administration of Decedent's Estate (\$15,000.01 or More) – Administration of Estate of a Ward (up to \$15,000.00) – Administration of Estate of a Ward (\$15,000.01 or More) – Construction of Testamentary Trust – Construction of Will – Domestic or Foreign Will (without administration) – Letters of Office (without administration) – Letters of Office of a Ward (Issued to Guardian) – Letters of Office of a Ward (without administration) – Petition to Sell Real Estate – Proof of Heirship – Missing Person – Will Contest – Wrongful Death / Settlement

3.3.2 PROBATE OR MENTAL HEALTH FILING TYPES

New Case	Subsequent Filings	
<p> Affidavit Amended Complaint Application Certificate Complaint Letters Motion Notice Petition Proposed Order Request Stipulation Summons Waiver z - Other Document Not Listed </p>	<ul style="list-style-type: none"> • Accounting • Alias • Affidavit • Agreement • Amended Filing • Answer/Response • Appearance • Application • Appointment • Bond • Brief • Certificate • Change • Claim • Consent • Contempt of Court-Direct Civil • Contempt of Court-Indirect Civil • Contempt of Court-Direct Criminal • Contempt of Court-Indirect Criminal • Counter Petition/Counter Claim • Demand • Denial • Deposition • Designation • Detainer • Dismissal • Discovery • Entry of Appearance • Exhibit • Final Report • Hearing • Heirship Affidavit • Interpleader • Interrogatories • Inventory • Judgment • Jury Demand • Jury Instructions • Leave • Letters • Lien • List • Mandate • Memorandum • Motion • Motion to Modify • Motion to Vacate 	<ul style="list-style-type: none"> • Notice • Notice of Appeal • Notice of Hearing • Notice to Heirs • Oath • Objection • Offer • Order • Petition • Petition No Contact Order • Petition No Stalking Order • Petition for Order of Protection • Other Document Not Listed • Petition • Proof • Physicians Report • Proof of Service/Certificate of Service • Property Settlement • Proposed Order • Quash • Receipt • Release • Reply • Report • Return • Request • Sale • Satisfaction of Judgment • Service • Statement • Stipulation • Summons • Subpoena • Substitution • Summary Judgment • Supplemental • Terminate • Third Party Complaint • Transcript • Transfer • Verdict • Verification • Waiver • Withdrawal

3.4 CRIMINAL CASES

3.4.1 CASE CATEGORIES/TYPES

Case Category Code	Case Type Codes
CC – Contempt of Court	<ul style="list-style-type: none"> – Direct Civil Contempt – Indirect Civil Contempt – Direct Criminal Contempt – Indirect Criminal Contempt

Case Category Code	Case Type Codes
CF - Criminal Felony	– Felony

Case Category Code	Case Type Codes
CM - Criminal Misdemeanor	– Misdemeanor

Case Category Code	Case Type Codes
DT - Driving Under the Influence	– Driving Under the Influence

3.4.2 CRIMINAL FILING TYPES

Subsequent Filings		
<ul style="list-style-type: none"> • Acknowledgment • Addendum • Additional Complaint • Additional Indictment • Additional Information • Additional Filing • Affidavit • Affidavit of Assets and Liabilities • Agreement • Alias • Amended Complaint • Amended Indictment • Amended Information • Amended Filing • Answer • Appearance • Application • Appointment • Arrest Fingerprint Card (DCN) • Authorization • Bail • Bond • Bond Assignment • Brief • Certificate • Change of Place of Trial • Complaint • Consent • Consolidate • Contempt of Court-Direct Civil • Contempt of Court-Indirect Civil • Contempt of Court-Direct 	<ul style="list-style-type: none"> • Evaluation • Exhibit • Expunge • Extended Media Coverage • Habeas Corpus • Hearing • Identity Theft • Impound • Indictment • Information • Interrogatories • Inventory • Judgment • Jury Demand • Jury Instructions • Leave • List • Mandate • Material Witness • Memorandum • Mistrial • Motion • Motion to Modify • Motion to Vacate • Motion to Withdraw • New Trial • Notice • Notice of Appeal • Notice of Hearing • Oath • Objection • Offer • Order 	<ul style="list-style-type: none"> • Pre-Sentence Investigation (PSI) • Proof of Service / Certificate of Service • Proposed Order • Quash • Receipt • Release • Reply • Report • Response • Return • Request • Satisfaction of Judgment • Seal • Search Warrant Issued • Search Warrant Returned • Service • Speedy Trial Demand • Statement • Statutory Summary Suspension • Stipulation • Summons • Subpoena • Substitution • Supplemental • Suppress • Terminate • Transcript • Transfer • Verdict • Verification

<ul style="list-style-type: none"> • Criminal • Contempt of Court-Indirect Criminal • Continue • Correspondence • Denial • Deposition • Detainer • Directed Verdict • Discharge • Dismissal • Discovery • Entry of Appearance 	<ul style="list-style-type: none"> • Other Document Not Listed • Petition • Petition No Contact Order • Petition No Stalking Order • Petition for Order of Protection • Plea • Post-Conviction 	<ul style="list-style-type: none"> • Waiver • Warning to Motorist • Warrant Issued • Warrant Returned • Witness
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3.5 JUVENILE CASES

3.5.1 CASE CATEGORIES/TYPES

Case Category Code	Case Type Codes
J - Juvenile	– Juvenile

Case Category Code	Case Type Codes
JA – Juvenile Abuse	– Juvenile Abuse and Neglect

Case Category Code	Case Type Codes
JD – Juvenile Delinquent	– Juvenile Delinquent

3.5.2 JUVENILE FILING TYPES

Subsequent Filings		
<ul style="list-style-type: none"> • Acknowledgment • Addendum • Additional Complaint • Additional Indictment • Additional Information • Additional Filing • Affidavit • Affidavit of Assets and Liabilities • Agreement • Alias • Amended Complaint • Amended Indictment • Amended Information • Amended Filing • Answer • Appearance • Application • Appointment • Arrest Fingerprint Card (DCN) • Authorization • Bail • Bond • Bond Assignment • Brief • Certificate • Change of Place of Trial 	<ul style="list-style-type: none"> • Evaluation • Exhibit • Expunge • Extended Media Coverage • Habeas Corpus • Hearing • Identity Theft • Impound • Indictment • Information • Interrogatories • Inventory • Judgment • Jury Demand • Jury Instructions • Leave • List • Mandate • Memorandum • Mistrial • Motion • Motion to Modify • Motion to Vacate • Motion to Withdraw • New Trial • Notice 	<ul style="list-style-type: none"> • Pre-Sentence Investigation (PSI) • Proof of Service / Certificate of Service • Proposed Order • Quash • Receipt • Release • Reply • Report • Response • Return • Request • Satisfaction of Judgment • Seal • Service • Speedy Trial Demand • Statement • Statutory Summary Suspension • Stipulation • Summons • Subpoena • Substitution • Supplemental • Suppress

<ul style="list-style-type: none"> • Complaint • Consent • Consolidate • Contempt of Court-Direct Civil • Contempt of Court-Indirect Civil • Contempt of Court-Direct Criminal • Contempt of Court-Indirect Criminal • Continue • Correspondence • Denial • Deposition • Detainer • Directed Verdict • Discharge • Dismissal • Discovery • Entry of Appearance 	<ul style="list-style-type: none"> • Notice of Appeal • Notice of Hearing • Oath • Objection • Offer • Order • Other Document Not Listed • Petition • Petition No Contact Order • Petition No Stalking Order • Petition for Order of Protection • Plea • Post-Conviction 	<ul style="list-style-type: none"> • Terminate • Transcript • Transfer • Verdict • Verification • Waiver • Warning to Motorist • Warrant Issued • Warrant Returned • Witness
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4.0 ADDITIONAL SERVICES AND FEES

4.1 ADDITIONAL SERVICES AND FEES – MISC.

Additional Services and Fees – Misc.
<ul style="list-style-type: none"> o (Misc.) - Additional Docketing Statement o (Misc.) - Administrative Review o (Misc.) - Appeals - Under 100 Pages o (Misc.) - Appeals - Over 100 Pages o (Misc.) - Appeals - Over 200 Pages o (Misc.) - Certified Copy of Judgment o (Misc.) – Certified Copy of Order to Expunge Arrest Records o (Misc.) - Certified Letters o (Misc.) - Certified Mailing Fee o (Misc.) - Change of Venue (From One County to another County) o (Misc.) – Change of Venue (Fee for Preparation and Certification of Record) o (Misc.) - Citation to Discover Assets o (Misc.) - Garnishments, Wage Deductions - up to \$1,000.00 o (Misc.) - Garnishments, Wage Deductions - \$1,000.01 to \$5,000.00 o (Misc.) - Garnishments, Wage Deductions - \$5,000.01 or More o (Misc.) – Confession of Judgment o (Misc.) – Certification or Authentication with Seal o (Misc.) – Correction of Numbers (case, title, or attorney computer identification number) o (Misc.) – Counterclaim o (Misc.) - Crossclaim o (Misc.) – Electronic Computer Printout o (Misc.) – Hard Copy Printout (When Records Maintained on Automated System) o (Misc.) Issue Alias Citation o (Misc.) – Issue Citation o (Misc.) - Issue Alias Summons o (Misc.) - Issue Summons o (Misc.) – Join Third Party Defendant o (Misc.) – Jury Demand – 12 Person (Excluding SC) o (Misc.) - Jury Demand-Additional 6 Person (12 Person Jury-6 person paid) o (Misc.) - Jury Demand - 6 Person (Excluding SC)

- o (Misc.) - Mailing Fees (When clerk is required to mail)
- o (Misc.) – Non-sufficient Funds (Check, Draft, or Other Bank Instrument)
- o (Misc.) – Petition to Expunge
- o (Misc.) – Petition to Expunge (ISP Fee)
- o (Misc.) – Petition to Seal
- o (Misc.) - Petition to Vacate or Modify <or= 30 Days Case Closed
- o (Misc.) - Petition to Vacate or Modify-Case Closed >30 Days
- o (Misc.) - Petition to Vacate Order of Bond Forfeiture
- o (Misc.) - Postage(Misc.) - Publication
- o (Misc.) - Record Search
- o (Misc.) – Report of Proceedings (Transcript)
- o (Misc.) – Reproduction of Document: 1st Page (Non Certified Copy Fees)
- o (Misc.) – Reproduction of Document: Pages 2-20 (Non Certified Copy Fees)
- o (Misc.) – Reproduction of Document: 21+ Pages (Non Certified Copy Fees)
- o (Misc.) – Transfer Case (From One County to Another County - fee to follow)
- o (Misc.) - Triplicate of Certificate

4.2 *ADDITIONAL SERVICES AND FEES – CIVIL*

Additional Services and Fees – Civil

- o AR – Appearance (Case Initiation)
- o AR – Appearance (Response)
- o AR - Rejection Fee (\$30,000.00 or Less)
- o AR - Rejection Fee (Over \$30,000.00)

- o CH – Appearance(Response)
- o CH - Mediation Fee (When not paid at time of filing)

- o ED – Appearance (Case Initiation)
- o ED - Appearance (Response)
- o ED - Each Additional Lot or Tract of Land to be Condemned

- o L – Appearance (Case Initiation)
- o L - Appearance (Response)

- o LM – Appearance (Response)
- o LM - Rent \$15,000.00 or Less
- o LM - Rent More than \$15,000.00
- o LM – Eviction/Forcible Entry

- o MC - Appearance (Case Initiation)
- o MC – Appearance (Response)

- o MR - Annual Fee for Collection of Child Support / Maintenance
- o MR – Appearance (Case Initiation)
- o MR – Appearance (Response)
- o MR – Petition for Habeas Corpus
- o MR - Petition to Expunge (When no criminal case exists / only arrest)

- o OP - Annual Fee for Collection of Child Support / Maintenance

- o SC – Claim up to \$250.00 w/ Certified Mail (Case Initiation)
- o SC - Claim\$250.01 to \$500.00 w/ Certified Mail (Case Initiation)
- o SC - Claim\$500.01 to \$5,000.00 w/ Certified Mail (Case Initiation)
- o SC - Claim \$5,000.01 thru \$10,000.00 w/ Certified Mail (Case Initiation)

- o SC – Appearance (Response) - \$250.00 or Less
- o SC – Appearance (Response) - \$250.00 or Less w/ Certified Mail
- o SC – Appearance (Response) - \$250.01 to \$500.00
- o SC – Appearance (Response) - \$250.01 to \$500.00 w/ Certified Mail
- o SC – Appearance (Response) - \$500.01 to \$5,000.00
- o SC – Appearance (Response) - \$500.01 to \$5,000.00 w/ Certified Mail
- o SC – Appearance (Response) - \$5,000.01 thru \$10,000.00
- o SC – Appearance (Response) - \$5,000.01 thru \$10,000.00 w/ Certified Mail
- o SC - Each Additional Certified / Restricted Delivery Mailing
- o SC - Jury Demand - 6 Person
- o SC - Jury Demand - 6 Person (12 Person Jury - where 6 person paid by other party)
- o SC – Jury Demand – 12 Person

- o TX – Appearance (Response)
- o TX - Petition for Tax Deed (One Parcel)
- o TX - Petition for Tax Deed ((Each Additional Parcel)
- o TX - Sale in Error
- o TX - Tax Objection Complaint

4.3 *ADDITIONAL SERVICES AND FEES – FAMILY*

Additional Services and Fees – Family

- o AD – Appearance (Case Initiation)

- o D - Annual Fee for Collection of Child Support / Maintenance
- o D – Appearance (Case Initiation)
- o D – Appearance (Response)
- o D - Certifications to Secretary of State
- o D - Dissolution received as a Change of Venue from Another County
- o D – Fee for Parenting Education Program
- o D - Petition to Enroll Foreign Judgment
- o D - Petition to Modify - Filed After 30 Days of Entry of Judgment
- o D - Petition to Modify - Filed Within 30 Days of Entry of Judgment

- o F - Annual Fee for Collection of Child Support / Maintenance
- o F – Appearance (Case Initiation)
- o F – Appearance (Response)
- o F - Certifications to Secretary of State
- o F - Emancipation of a Minor
- o F – Fee for Parenting Education Program
- o F - Performing a Marriage in Court
- o F - Petition for a Marriage License
- o F - Petition to Enroll Foreign Judgment
- o F – Petition Under the Illinois Parentage Act
- o F – Petition Under the Juvenile Court Act

4.4 *ADDITIONAL SERVICES AND FEES – PROBATE*

Additional Services and Fees – Probate

- o P – Administration of Estate of a Ward
- o P – Administration of Estate or Missing Person
- o P - Annual Fee for Collection of Child Support / Maintenance
- o P - Appearance
- o P – Appearance (No Fee)
- o P - Certifications to Secretary of State
- o P - Certified Copies

- P - Claim, Petition, or Supplemental Proceeding (action seeking equitable relief)
- P – Collection Judgment or Settlement/Wrongful Death \$5K or Less
- P – Collection Judgment or Settlement/Wrongful Death \$5,000.01 or More
- P - Each Accounting Other Than Final Account
- P - Estate Claim - \$0.00 - \$150.00
- P - Estate Claim - \$150.01 to \$500.00
- P - Estate Claim - \$500.01 to \$10,000.00
- P - Estate Claim - \$10,000.01 or More
- P – Estate Claim – Value of Real & Personal Property \$15,000.00 or Less
- P – Exemplification
- P - Letters of Office (Estate of a Ward)
- P - Letters of Office (Guardian)
- P – Letters of Office (Without Administration of Estate)
- P – Proof of Heirship

4.5 *ADDITIONAL SERVICES AND FEES – CRIMINAL*

Additional Services and Fees – Criminal

- CF – Motion to Vacate or Amend Final Order
- CF – Motion to Vacate Bond Forfeiture Order
- CF – Motion to Vacate Failure to Appear or Comply
- CF – Motion to Vacate Judgment on Forfeiture

- CM – Motion to Vacate or Amend Final Order
- CM – Motion to Vacate Bond Forfeiture Order
- CM – Motion to Vacate Ex Parte Judgment
- CM – Motion to Vacate Failure to Appear or Comply
- CM – Motion to Vacate Judgment on Forfeiture

- DT – Motion to Vacate or Amend Final Order
- DT – Motion to Vacate Bond Forfeiture Order
- DT – Motion to Vacate Ex Parte Judgment
- DT – Motion to Vacate Failure to Appear or Comply
- DT – Motion to Vacate Judgment on Forfeiture

4.6 *ADDITIONAL SERVICES AND FEES – JUVENILE*

Additional Services and Fees – Juvenile

5.0 REQUEST FOR CORRECTION REASONS

Reasons to Return for Correction

- Rejected
- Document Not Text (PDF) Searchable
- Document Not Signed or Not Properly Signed
- Document Does Not Contain or Have Proper Certificate of Service
- Incorrect Fees
- Incorrect Venue
- Multiple Filings Submitted as One Transaction
- Single Filing Submitted as Multiple Transactions
- Case Has Been Transferred to Another Appellate Court
- Incorrect Date
- Format Error

***SECTION 6.0 – CASE CATEGORIES AND CASE TYPE CODES (*COOK COUNTY ONLY)**

6.1 CIVIL CASES (COOK COUNTY ONLY)

6.1.1 CASE CATEGORIES/TYPES

Case Category Code	Case Type Codes
<p style="text-align: center;">CV – Civil Under \$30,000.00</p>	<p><u>Civil Case A</u></p> <ul style="list-style-type: none"> – Tort Not Personal Injury – Confession of Judgment – Replevin – Detinue – Foreign Judgment (Filing out of State /Out of County) – Registration of Administrative Judgment <p><u>Civil Case B</u></p> <ul style="list-style-type: none"> – Filing an Illinois Court Judgment – Petition for Discovery <p><u>Tort /Personal Injury Cases</u></p> <ul style="list-style-type: none"> – Personal Injury Motor Vehicle – Dram Shop – Product Liability – Personal Injury Subrogation – Personal Injury Motor Vehicle Subrogation – Personal Injury Other – Tort Intentional – Property Damage <p><u>Other Litigation Cases</u></p> <ul style="list-style-type: none"> – Breach of Contract – Fraud – Consumer Fraud – Breach of Warranty – Statutory Action Complaint <p><u>Eviction / Civil Forcible and CHA Forcible</u></p> <ul style="list-style-type: none"> – Forcible (Possession Only) – Joint Action (Possession and Rent) – Distress for Rent – CHA Forcible – CHA Joint Actions – Mortgage Foreclosure Eviction – Forcible – Mortgage Foreclosure Eviction – Joint Action <p><u>Administration Review</u></p>

Case Category Code	Case Type Codes
<p style="text-align: center;">Small Claims – Damages \$10,000.00 or Less</p>	<ul style="list-style-type: none"> – Contract - Money Damages up to \$10,000.00 – Small Claims - Up to \$250.00 – Small Claims - \$250.01 to \$500.00 – Small Claims - \$500.01 to \$2,500.00 – Small Claims - \$2,500. 01 to \$10,000.00 – Tort - Money Damages up to \$10,000.00

Case Category Code	Case Type Codes
CH - Chancery	<ul style="list-style-type: none"> - Accounting - Administrative Reviews - Appointment of Trustees - Arbitration - Certiorari except under the Workers' Compensation Act - Class Actions - Contributions, complaints for Creditors' Rights - Declarations of Trusts and Wills - Declaratory Judgment - Dissolution of Partnerships etc. - Equitable Liens - Interpleader - Mandamus - Mechanic's Liens - Foreclosure (Commercial) - Foreclosure (Residential) Tier #1 - Foreclosure (Residential) Tier #2 - Foreclosure (Residential) Tier #3 - Ne Exeat - Partition - Quiet Title and the Setting Aside of Deeds - Quo Warranto - Receiverships - Redemption Rights - Rescission and Reformation of Contracts - Specific Performance - Statutory Review - Subpoena, Action Out of State, Compliance in Illinois - Temporary Restraining Order - Uniform Gifts to Minor Act

Case Category Code	Case Type Codes
L – Law: Damages over \$30,000	<ul style="list-style-type: none"> - Administrative Review Action - Asbestos - Breach of Contract - Breach of Warranty - Condemnation - Confession of Judgment - Construction Injuries - Consumer Fraud - Detinue - Dram Shop - Fen-Phen/Redux Litigation - Fraud - Intentional Tort - Issuance of Out of State Subpoena - Legal Malpractice - Libel/Slander - Medical Malpractice - Motor Vehicle

	<ul style="list-style-type: none"> – Pediatric Lead Exposure – Petition to Register Foreign Judgment – Petitions for Discovery – Petitions for Qualified Orders – Petitions To Issue Subpoena – Premises Liability – Product Liability – Professional Malpractice – Property Damage – Replevin – Retaliatory Discharge – Silicone Implant – Statutory Action – Tax – Unemployment Compensation – Workers Compensation Review – Railroad / FELA – Miscellaneous Statutory Action Tax – Foreign Transcript – All Other Extraordinary Remedies – Other Commercial Litigation
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Case Category Code	Case Type Codes
County	<ul style="list-style-type: none"> – Abandoned Baby – Action in Debt – Adoption – Related – Adoption – Unrelated – Adoption – Adult – Annexation – Annual Tax Sale – Certificate of Error – Child of Assisted Reproduction – Civil Asset Forfeiture – Delayed Record of Birth – Disconnection – Drainage District – Election Contest – Review Actions of Electoral Board – Confirmation & Appointment of Election Judges – Appoint Member of Electoral Board – Emancipation of Minor – Estate Tax – Estray – Expunge Redemption – Father Identification – Gestational Surrogacy – Habeas Corpus – Indemnity – Judicial Bypass/Parental Notification – Marriage of a Minor – Mechanic's Lien – Mental Health - Involuntary Commitment – Mental Health - Involuntary Treatment

	<ul style="list-style-type: none"> – Mental Health - Out Patient Commitment – Mental Health – Writ – Mental Health - Developmental Disability – Miscellaneous – Petition for Confidential Intermediary – Petition for Name Change – Property Tax Appeal Board (PTAB) – Real Estate Tax Refund – Relief After Tax Purchase – Request for Records – School Dispute – Special Assessment – Tax Deed – Tax Objection – Termination of Parental Rights – Treatment/Contagious Disease – Unpaid Tax Bid – Vacate Tax Sale
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6.1.2 CIVIL FILING TYPES

New Case	Subsequent Filings	
Affidavit Amended Complaint Application Complaint Motion Notice Petition Proposed Order Request Stipulation Summons Take Notice Waiver z – Other Document Not listed	<ul style="list-style-type: none"> ● Acknowledgment ● Addendum ● Affidavit ● Agreement ● Alias ● Amended Filing ● Answer/Response ● Appearance ● Appearance (No fee) ● Application ● Appointment ● Arbitration ● Bond ● Brief ● Certificate ● Change ● Claim ● Consent ● Contempt of Court-Direct Civil ● Contempt of Court-Indirect Civil ● Contempt of Court-Direct Criminal ● Contempt of Court-Indirect Criminal ● Correspondence ● Counter Petition/Counter Complaint ● Demand ● Denial ● Deposition ● Designation 	<ul style="list-style-type: none"> ● Motion to Modify ● Motion to Vacate ● Notice ● Notice of Appeal ● Notice of Hearing ● Oath ● Objection ● Offer ● Order ● Other Document Not Listed ● Petition ● Petition No Contact Order ● Petition No Stalking Order ● Petition for Order of Protection ● Position ● Proof of Service/Certificate of Service ● Property Settlement ● Proposed Order ● Quash ● Receipt ● Rejection of Award ● Release ● Reply ● Report ● Response ● Response (No fee) ● Return ● Request ● Sale ● Satisfaction of Judgment ● Service

	<ul style="list-style-type: none"> • Detainer • Dismissal • Discovery • Entry of Appearance • Exhibit • Hearing • Interpleader • Interrogatories • Inventory • Judgment • Jury Demand • Jury Instructions • Leave • Letters • Lien • List • Mandate • Memorandum • Motion 	<ul style="list-style-type: none"> • Statement • Stipulation • Summons • Subpoena • Substitution • Summary Judgment • Supplemental • Terminate • Third Party Complaint • Transcript • Transfer • Verdict • Verification • Waiver • Withdrawal
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6.2 FAMILY CASES (COOK COUNTY ONLY)

6.2.1 CASE CATEGORIES/TYPES

Case Category Code	Case Type Codes
DR – Domestic Relations	<ul style="list-style-type: none"> – Petition for Dissolution (Civil Union) – Petition for Dissolution of Marriage – Petition to Declare Invalidity of Marriage – Petition for Legal Separation – Petition for Legal Separation or/Alternate Dissolution – Petition for Declaration of Invalidity – Petition for Declaration of Invalidity or/Alternative Dissolution – Joint Petition for Simplified Dissolution of Marriage – Petition for Allocation of Parental Responsibilities – Petition for Custody (Hague Convention) – Petition for Visitation (Non-parent) – Praecipe for Dissolution of Marriage – Praecipe for Legal Separation – Mandamus Complaint Filed – Petition Transferred from Foreign Jurisdiction – Petition to Issue Subpoena – Article X-Petition to establish child support – Petition to Register Foreign Judgment <p><u>SUPPORT ENFORCEMENT PROCEEDINGS</u></p> <ul style="list-style-type: none"> – Petition to Establish Parentage (Non IV-D) – Petition to Establish Parentage –DHFS – Petition to Establish Non-Support – DHFS – UIFSA Petition (Non IV-D) – UIFSA Petition – DHFS – Petition for Administrative Declaration of Parentage – Petition to Establish Non Support – Petition for Judicial Enforcement of Administrative Order – Registration of Administrative Child Support Order (IV-D)

– Registration of Administrative Child Support Order DHFS (Private Atty/Pro Se)

Case Category Code	Case Type Codes
DV - Domestic Violence	<ul style="list-style-type: none"> – Petition for Stalking no contact Order – Petition for civil no contact Order – Petition to register foreign judgment – Petition for Independent Order of Protection – Petition for Criminal Order Of Protection – Petition for Workplace Violence

Case Category Code	Case Type Codes
P – Child Protection	<ul style="list-style-type: none"> – Petition for Adjudication of Wardship (Abuse & Neglect) – Petition for Domestic Violence Order of Protection – Supplemental Petition/Adjudication/Wardship (Abuse & Neglect) – Second Supplemental Petition/Adjudication/Wardship (Abuse & Neglect) – Third Supplemental Petition/Adjudication/Wardship (Abuse & Neglect) – Neglect – Drug Exposed Infant – Injurious Environment – Abuse Charge – Substantial Risk/Physical Injury – Sexual Abuse – Torture Charge – Excessive Corporal Punishment – Dependent Charge – Home Alone Charge – Paternity Petition

6.2.2 FAMILY FILING TYPES

New Case	Subsequent Filings	
Affidavit Amended Complaint Application Complaint Motion Notice Petition Proposed Order Request Stipulation Summons Waiver z – Other Document Not listed	<ul style="list-style-type: none"> • Affidavit • Agreement • Alias • Amended Filing • Answer/Response • Appearance • Application • Appointment • Bond • Brief • Certificate • Change • Consent • Contempt of Court-Direct Civil • Contempt of Court-Indirect Civil • Contempt of Court-Direct Criminal • Contempt of Court-Indirect Criminal • Correspondence • Counter Petition/Counter Claim 	<ul style="list-style-type: none"> • Notice • Notice of Appeal • Notice of Hearing • Oath • Objection • Offer • Order • Other Document Not Listed • Petition • Petition No Contact Order • Petition No Stalking Order • Petition for Order of Protection • Physicians Report • Proof • Proof of Service/Certificate of Service • Property Settlement • Proposed Order • Quash • Receipt • Release • Reply

	<ul style="list-style-type: none"> • Demand • Denial • Deposition • Designation • Detainer • Dismissal • Discovery • Entry of Appearance • Exhibit • Hearing • Interpleader • Interrogatories • Inventory • Judgment • Jury Demand • Jury Instructions • Leave • Letters • Lien • List • Mandate • Memorandum 	<ul style="list-style-type: none"> • Report • Return • Request • Sale • Satisfaction • Service • Statement • Stipulation • Summons • Subpoena • Substitution • Summary Judgment • Supplemental • Terminate • Third Party Complaint • Transcript • Transfer • Verdict • Verification • Waiver • Withdrawal
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6.3 PROBATE OR MENTAL HEALTH CASES (COOK COUNTY ONLY)

6.3.1 CASE CATEGORIES/TYPES

Case Category Code	Case Type Codes
EL – Elder Law	<ul style="list-style-type: none"> – Actions relating to Adult Protective Service act – Actions relating to the An Illinois power of Attorney act – Administrative Review – Petition to Register Foreign Judgment – Foreign Transcript

Case Category Code	Case Type Codes
PR - Probate	<p><u>Guardianship for Disabled Person</u></p> <ul style="list-style-type: none"> – Person – Estate – Estate and Person <p><u>Probate of Decedent Estate – Intestate</u></p> <ul style="list-style-type: none"> – Supervise Administration – Independent Administration – Summary Administration – Letters of Administration to Collect – Proof of Heirship <p><u>Guardianship of Minor</u></p> <ul style="list-style-type: none"> – Person – Estate – Estate and Person <p><u>Probate of Decedent Estate – Will</u></p> <ul style="list-style-type: none"> – Supervised Executor

	<ul style="list-style-type: none"> – Independent Executor – Summary Executor – Will Annexed – Supervised Administration – Will Annexed – Independent Administer – Structured Settlement Sale Approval – Testate <p><u>Missing Person</u></p> <ul style="list-style-type: none"> – Petition to Issue Letters on Presumption of Death of the Decedent – Will – Petition to Issue Letters on Presumption of Death of the Decedent – Intestate
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6.3.2 PROBATE OR MENTAL HEALTH FILING TYPES

New Case	Subsequent Filings	
<ul style="list-style-type: none"> Affidavit Amended Complaint Application Certificate Complaint Letters Motion Notice Petition Proposed Order Request Stipulation Summons Waiver z – Other Document Not listed 	<ul style="list-style-type: none"> • Accounting • Affidavit • Agreement • Alias • Amended Filing • Answer/Response • Appearance • Application • Appointment • Bond • Brief • Certificate • Change • Claim • Consent • Contempt of Court-Direct Civil • Contempt of Court-Indirect Civil • Contempt of Court-Direct Criminal • Contempt of Court-Indirect Criminal • Counter Petition/Counter Claim • Demand • Denial • Deposition • Designation • Detainer • Dismissal • Discovery • Entry of Appearance • Exhibit • Final Report • Hearing • Heirship Affidavit • Interpleader • Interrogatories • Inventory 	<ul style="list-style-type: none"> • Motion • Motion to Modify • Motion to Vacate • Notice • Notice of Appeal • Notice of Hearing • Notice to Heirs • Oath • Objection • Offer • Order • Other Document Not Listed • Petition • Petition No Contact Order • Petition No Stalking Order • Petition for Order of Protection • Physicians Report • Proof • Proof of Service/Certificate of Service • Property Settlement • Proposed Order • Quash • Receipt • Release • Reply • Report • Return • Request • Sale • Satisfaction of Judgment • Service • Statement • Stipulation • Summons • Subpoena • Substitution • Summary Judgment • Supplemental

	<ul style="list-style-type: none"> • Judgment • Jury Demand • Jury Instructions • Leave • Letters • Lien • List • Mandate • Memorandum 	<ul style="list-style-type: none"> • Terminate • Third Party Complaint • Transcript • Transfer • Verdict • Verification • Waiver • Withdrawal
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6.4 CRIMINAL CASES (COOK COUNTY ONLY)

6.4.1 CASE CATEGORIES/TYPES

Case Category Code	Case Type Codes
CC – Contempt of Court	<ul style="list-style-type: none"> – Direct Civil Contempt – Indirect Civil Contempt – Direct Criminal Contempt – Indirect Criminal Contempt

Case Category Code	Case Type Codes
CF - Felony	– Felony

Case Category Code	Case Type Codes
CM – Criminal Misdemeanor	– Misdemeanor

6.4.2 CRIMINAL FILING TYPES

Subsequent Filings		
<ul style="list-style-type: none"> • Acknowledgment • Addendum • Additional Complaint • Additional Indictment • Additional Information • Additional Filing • Affidavit • Affidavit of Assets and Liabilities • Agreement • Alias • Amended Complaint • Amended Indictment • Amended Information • Amended Filing • Answer • Appearance • Application • Appointment • Arrest Fingerprint Card (DCN) • Authorization • Bail • Bond • Bond Assignment • Brief • Certificate 	<ul style="list-style-type: none"> • Evaluation • Exhibit • Expunge • Extended Media Coverage • Habeas Corpus • Hearing • Identity Theft • Impound • Indictment • Information • Interrogatories • Inventory • Judgment • Jury Demand • Jury Instructions • Leave • List • Mandate • Material Witness • Memorandum • Mistrial • Motion • Motion to Modify • Motion to Vacate • Motion to Withdraw 	<ul style="list-style-type: none"> • Pre-Sentence Investigation (PSI) • Proof of Service / Certificate of Service • Proposed Order • Quash • Receipt • Release • Reply • Report • Response • Return • Request • Satisfaction of Judgment • Seal • Search Warrant Issued • Search Warrant Returned • Service • Speedy Trial Demand • Statement • Statutory Summary Suspension • Stipulation • Summons • Subpoena

<ul style="list-style-type: none"> • Change of Place of Trial • Complaint • Consent • Consolidate • Contempt of Court-Direct Civil • Contempt of Court-Indirect Civil • Contempt of Court-Direct Criminal • Contempt of Court-Indirect Criminal • Continue • Correspondence • Denial • Deposition • Detainer • Directed Verdict • Discharge • Dismissal • Discovery • Entry of Appearance 	<ul style="list-style-type: none"> • New Trial • Notice • Notice of Appeal • Notice of Hearing • Oath • Objection • Offer • Order • Other Document Not Listed • Petition • Petition No Contact Order • Petition No Stalking Order • Petition for Order of Protection • Plea • Post-Conviction 	<ul style="list-style-type: none"> • Substitution • Supplemental • Suppress • Terminate • Transcript • Transfer • Verdict • Verification • Waiver • Warning to Motorist • Warrant Issued • Warrant Returned • Witness
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6.5 CRIMINAL CASES (COOK COUNTY ONLY)

6.5.1 CASE CATEGORIES/TYPES

Case Category Code	Case Type Codes
J – Juvenile	– Juvenile

Case Category Code	Case Type Codes
J – Juvenile Abuse	– Juvenile Abuse and Neglect

Case Category Code	Case Type Codes
J – Juvenile Delinquent	– Juvenile Delinquent

6.5.2 JUVENILE FILING TYPES

Subsequent Filings		
<ul style="list-style-type: none"> • Acknowledgment • Addendum • Additional Complaint • Additional Indictment • Additional Information • Additional Filing • Affidavit • Affidavit of Assets and Liabilities • Agreement • Alias • Amended Complaint • Amended Indictment • Amended Information • Amended Filing • Answer • Appearance • Application 	<ul style="list-style-type: none"> • Evaluation • Exhibit • Expunge • Extended Media Coverage • Habeas Corpus • Hearing • Identity Theft • Impound • Indictment • Information • Interrogatories • Inventory • Judgment • Jury Demand • Jury Instructions • Leave • List 	<ul style="list-style-type: none"> • Pre-Sentence Investigation (PSI) • Proof of Service / Certificate of Service • Proposed Order • Quash • Receipt • Release • Reply • Report • Response • Return • Request • Satisfaction of Judgment • Seal • Service • Speedy Trial Demand

<ul style="list-style-type: none"> • Appointment • Arrest Fingerprint Card (DCN) • Authorization • Bail • Bond • Bond Assignment • Brief • Certificate • Change of Place of Trial • Complaint • Consent • Consolidate • Contempt of Court-Direct Civil • Contempt of Court-Indirect Civil • Contempt of Court-Direct Criminal • Contempt of Court-Indirect Criminal • Continue • Correspondence • Denial • Deposition • Detainer • Directed Verdict • Discharge • Dismissal • Discovery • Entry of Appearance 	<ul style="list-style-type: none"> • Mandate • Memorandum • Mistrial • Motion • Motion to Modify • Motion to Vacate • Motion to Withdraw • New Trial • Notice • Notice of Appeal • Notice of Hearing • Oath • Objection • Offer • Order • Other Document Not Listed • Petition • Petition No Contact Order • Petition No Stalking Order • Petition for Order of Protection • Plea • Post-Conviction 	<ul style="list-style-type: none"> • Statement • Statutory Summary • Suspension • Stipulation • Summons • Subpoena • Substitution • Supplemental • Suppress • Terminate • Transcript • Transfer • Verdict • Verification • Waiver • Warning to Motorist • Warrant Issued • Warrant Returned • Witness
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