

QUICK REFERENCE TO EFILING DOCUMENT TYPES IN DISTRICT COURT: CRIMINAL EFILING

1. Documents that require special processing by court staff must be filed by document name.
2. Choosing the correct document name will expedite your filing and facilitate management of your case.
3. If the document you are filing is not on this list, it should be filed as Other in a PDF format.

| Document | Format Required | |
|--|-----------------|--|
| Affidavit and Application for Waiver of Court Fees | PDF | <p>What You Should Know About Formatting PDF Documents</p> <p>PDF documents should be "searchable" A searchable PDF document is created by saving or printing a document to the PDF format. A document that is scanned as a PDF is not searchable.</p> |
| Affidavit of Attorney Fees and Costs | PDF | |
| Affidavit/Declaration | PDF | |
| Amended Information | PDF | |
| Appearance of Counsel/Notice of Limited Appearance | PDF | |
| Application for Writ of Garnishment | PDF | |
| Correspondence | PDF | |
| Criminal Stalking Injunction (Proposed) | RTF | |
| Demand for Jury -Criminal | PDF | |
| Exhibit List | PDF | |
| Expungement Petition | PDF | <p>What You Should Know About Formatting RTF Documents</p> <p>RTF is an abbreviation for Rich Text Format. You must file any document the court will sign as an RTF formatted document. You can save any document as an RTF document by doing a Save As and selecting Rich Text Format.</p> <p>Formatting an RTF document to be submitted for signature can be tricky. Please see http://www.utcourts.gov/efiling/docs/RTF_Pointers_Sheet.pdf for help in formatting your documents for electronic court signature.</p> |
| Filing by Non-Party | PDF | |
| Findings of Fact/Conclusions of Law (Proposed) | RTF | |
| Information/Indictment | PDF | |
| Judgment-Criminal (Proposed) | RTF | |
| Judgment Information Statement - Criminal <i>(Classified sealed when filed)</i> | PDF | |
| Memorandum Overlength (Proposed) | PDF | |
| Memorandum | PDF | |
| Motion | PDF | |
| Motion (Hearing Requested) | PDF | |
| Motion in Limine | PDF | |
| Motion to Classify | PDF | |
| Motion to Disqualify/Recuse | PDF | |
| Notice of Appeal - Criminal (not Interlocutory) | PDF | |
| Notice of Hearing | PDF | |
| Objection to | PDF | |
| Order (Proposed) | RTF | |
| Order to Show Cause (Proposed) | RTF | |
| Other | PDF | |
| Petition for Removal from Offender Registry | PDF | |
| Petition for Writ of Habeas Corpus | PDF | |

| Document | Format Required | |
|---|-----------------|---|
| Pre Sentence Investigative Report (PSI)(Private) | PDF | |
| Prob Progress/Violation Report: <i>To efile, attach the Probation Progress/Violation Report to the Affidavit accompanying the appropriate Motion (Motion to Terminate Probation, for example)</i> | NA | |
| Probation/Treatment | PDF | |
| Proof of | PDF | |
| Psych/Med/Assessment Record (Private) | PDF | |
| Request for Data Correction | PDF | When to Efile a Request for Data Correction Electronically file a Request for Data Correction if you become aware of a problem in the data you electronically submitted to the court. This form and other efileing resources can be found at www.utcourts.gov/efiling/ |
| Request for Discovery | PDF | |
| Request for Hearing | PDF | |
| Request for Interpreter | PDF | |
| Request to Link Cases | PDF | |
| Request/Notice to Submit | PDF | |
| Return of Service | PDF | |
| Return of Service - Unserved | PDF | |
| Satisfaction of Judgment | PDF | |
| Sentence, Judgment and Commitment (Proposed) | RTF | |
| Subpoena - To issue (Proposed) | RTF | |
| Substitution of Counsel | PDF | |
| Summons - To issue (Proposed) | RTF | |
| Summons on Return | PDF | |
| Temporary Restraining Order (Proposed) | RTF | |
| Trial Brief | PDF | |
| Victim Impact Statement | PDF | |
| Warrant of Arrest (Proposed) | RTF | |
| Writ of Continuing Garnishment (Proposed) | RTF | |
| Writ of Garnishment - Non Wage (Proposed) | RTF | |

If the document you are filing is not on the list, file it as Other in a PDF format.