

Mandatory E-Filing Document Order:

**If you are filing a single document, please disregard the below document filing order.*

New Cases:

<p>Civil Law</p> <ol style="list-style-type: none"> 1. Case Information Coversheet 2. Summons and Complaint (<i>Combine into one document</i>) 3. Any additional document(s) 	<p>Restoration of Firearm Rights</p> <ol style="list-style-type: none"> 1. Case Information Cover Sheet 2. Confidential Information Form 3. Petition to Restore Firearms Rights 4. Notice of Hearing
<p>Family Law/Domestic (<i>Dissolution, Legal Separation, Invalidity</i>)</p> <ol style="list-style-type: none"> 1. Case Information Coversheet 2. Confidential Information Form 3. Summons and Petition (<i>Combine into one document</i>) 4. Any additional document(s) 	<p>Family Law/Domestic (<i>Parenting Plans, Child Support</i>)</p> <ol style="list-style-type: none"> 1. Case Information Coversheet 2. Confidential Information Form 3. Summons and Petition (<i>Combine into one document</i>) 4. Sealed Birth Certificate 5. Any additional document(s)
<p>Guardianship (<i>Adults</i>)</p> <ol style="list-style-type: none"> 1. Case Information Coversheet 2. Confidential Information Form 3. Petition Appointing Guardian, Conservator, or Other Protective Arrangement 4. Notice of Petition for Guardianship/Conservatorship or Other Protective Arrangement 5. Any additional document(s) 	<p>Guardianship (<i>Minors</i>)</p> <ol style="list-style-type: none"> 1. Case Information Coversheet 2. Confidential Information Form 3. Summons 4. Petition to Appoint Minor Guardian 5. Declaration explaining reasons for Minor Guardianship <p>Any additional document(s)</p>

Filing a Motion in an existing case:

1. Motion
2. Supporting Document(s)
3. Notice of Hearing/Note for Motion Docket