

QUICK REFERENCE TO AVAILABLE EFILING DOCUMENT TYPES: CIVIL CASES

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.
4. [For e-filing document types in domestic, probate and criminal cases, go to www.utcourts.gov/efiling.](http://www.utcourts.gov/efiling)

Document Type	Required Format	Default Classification Upon Filing
Abstract of Judgment - To Issue (Proposed)	RTF	Public
Acceptance of Service	PDF	Public
Affidavit/Declaration	PDF	Public
Affidavit of Attorney Fees and Costs	PDF	Public
Amended Answer	PDF	Public
Amended Complaint	PDF	Public
Amended Petition	PDF	Public
Application for Court Approval of Transfer of Structured Settlement Payment Rights (Petition)	PDF	Public
Answer and Counterclaim	PDF	Public
Answer	PDF	Public
Appearance of Counsel/Notice of Limited Appearance	PDF	Public
Application for Writ of Garnishment	PDF	Public
Bankruptcy (Including Notice of Filing, Discharge, etc)	PDF	Public
Certificate of Readiness	PDF	Public
Civil Bench Warrant (Proposed)	RTF	Public
Complaint	PDF	Public
Correspondence	PDF	Public
Counterclaim	PDF	Public
Crossclaim	PDF	Public
Demand for Jury Trial – Civil	PDF	Public
Default Certificate (Proposed)	RTF	Public
Default Judgment (Proposed)	RTF	Public
Ex Parte Order (Proposed)	RTF	Public
Ex Parte Temporary Order (Proposed)	RTF	Public
Exhibit List	PDF	Public
Filing by Non-Party	PDF	Public
Findings of Fact/Conclusions of Law (Proposed)	RTF	Public
Garnishee Order (Proposed)	RTF	Public
Judgment (Proposed)	RTF	Public
Judgment - Amended (Proposed)	RTF	Public
Judgment Information Statement	PDF	Private
Judgment Renewal (Proposed)	RTF	Public
Jury Instructions	PDF	Public
Memorandum-Overlength (Proposed)	PDF	Public
Memorandum of Costs	PDF	Public
Memorandum	PDF	Public
Military Service Aff/Declaration	PDF	Public

Document Type	Required Format	Default Classification Upon Filing
Motion	PDF	Public
Motion (Hearing Requested)	PDF	Public
Motion for Temporary Order	PDF	Public
Motion for Trial de Novo	PDF	Public
Motion in Limine	PDF	Public
Motion Pro Hac Vice	PDF	Public
Motion to Classify	PDF	Public
Motion to Disqualify/Recuse	PDF	Public
Motion to Intervene/Join	PDF	Public
Motion to Renew Judgment	PDF	Public
Motion to Waive Fees (formerly: Affidavit & Application for)	PDF	Private
Motion to Withdraw	PDF	Public
Non-Public Information	PDF	Private
Notice of Appeal – Civil (not Interlocutory)	PDF	Public
Notice of Bond	PDF	Public
Notice of Dismissal	PDF	Public
Notice of Hearing	PDF	Public
Notice of Removal to District Court	PDF	Public
Notice of Withdrawal	PDF	Public
Objection to	PDF	Public
Opposition to	PDF	Public
Order (Proposed)	RTF	Public
Order of Restitution (Proposed)	RTF	Public
Order to Show Cause (Proposed)	RTF	Public
Order to Waive Fees (Proposed)	RTF	Public
Other	PDF	Public
Petition for Declaratory Relief	PDF	Public
Petition for Determination of Competency in Criminal Case	PDF	Public
Petition for Removal from Gun Registry	PDF	Public
Preliminary Injunction (Proposed)	RTF	Public
Psych/Med/Assessment Record	PDF	Private
Release of Garnishment	PDF	Public
Reply	PDF	Public
Request for Data Correction	PDF	Public
Request for Hearing	PDF	Public
Request for Interpreter	PDF	Public
Request/Notice to Submit	PDF	Public
Return of Service – Garnishment	PDF	Public
Return of Service – Unserved	PDF	Public
Return of Service	PDF	Public
Satisfaction of Judgment	PDF	Public
Statement in Support of Motion to Waive Fees	PDF	Public
Stipulated Payment Plan	PDF	Public
Subpoena - To Issue (Proposed)	RTF	Public
Substitution of Counsel	PDF	Public
Summons- to Issue (Proposed)	RTF	Public
Summons on Return	PDF	Public
Supplemental Order (Proposed)	RTF	Public
Temporary Restraining Order (Proposed)	RTF	Public
Third Party Complaint	PDF	Public

Document Type	Required Format	Default Classification Upon Filing
Trial Brief	PDF	Public
Writ of Assistance (Proposed)	RTF	Public
Writ of Attachment (Proposed)	RTF	Public
Writ of Continuing Garnishment (Proposed)	RTF	Public
Writ of Execution (Proposed)	RTF	Public
Writ of Garnishment - Non Wage (Proposed)	RTF	Public
Writ of Habeas Corpus (Proposed)	RTF	Public
Writ of Replevin (Proposed)	RTF	Public
Writ of Restitution (Proposed)	RTF	Public

Formatting PDF Documents

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.

Formatting RTF Documents

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. 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.