

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 (see Motion to Waive Fees)	PDF	What You Should Know About 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.
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	
Filing by Non-Party	PDF	
Findings of Fact/Conclusions of Law (Proposed)	RTF	What You Should Know About 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.
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	
*** Motion to Waive Fees (formerly Affidavit and Application for Waiver)	PDF	
Notice of Appeal - Criminal (not Interlocutory)	PDF	
Notice of Hearing	PDF	
Objection to	PDF	
Order (Proposed)	RTF	
Order to Show Cause (Proposed)	RTF	

Document	Format Required	
Other	PDF	
Petition for Removal from Offender Registry	PDF	
Petition for Writ of Habeas Corpus	PDF	
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 efilng 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	
Supplemental Order (Proposed)	RTF	
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	

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