

# ATTORNEY CIVIL EVENTS LIST

[Updated 1-15-21]

## INITIAL PLEADINGS & SERVICE

### Complaints and Other Initiating Documents

Amended Complaint  
Counterclaim  
Crossclaim  
Intervenor Complaint  
Stipulated Agreement of Support and Admission of Paternity  
Third Party Complaint

### Service of Process

Acknowledgment of Service  
Affidavit of Service  
Certificate of Service  
Proof of Summons by Publication  
Request for Waiver of Service  
Rule 81 Summons Returned Executed  
Rule 81 Summons Returned Unexecuted  
Show Cause Order Returned Executed  
Subpoena Returned Executed  
Subpoena Returned Unexecuted  
Summons by Publication  
Summons Returned Executed  
Summons Returned Unexecuted  
Waiver of Process and Joinder  
Waiver of Service (Non Party)  
Waiver of Service Returned  
Waiver of Service Unexecuted  
Warrant Returned  
Writ Returned

### Answers to Complaints

#### Other Answers

Affidavit in Opposition  
Affidavit in Support  
Amended Answer to Complaint  
Answer to Writ of Garnishment

Claim  
Objection  
Objections to Report and Recommendations  
Withdrawal of Claim

## MOTIONS AND RELATED FILINGS

### Motions

1 - Ex parte Docket Entry AND document - use ONLY with other selection  
1 - Ex parte Document - use ONLY with other selection  
Alter Judgment  
Amend/Correct  
Appeal in Forma Pauperis  
Appear  
Application for Clerks Entry of Default  
Appoint Counsel  
Appoint Custodian  
Appoint Expert  
Appoint Guardian/Attorney ad Litem  
Appoint Receiver  
Approval and Authorization of Payment of GAL Fees and/or Expenses  
Approve Accounting  
Approve Consent Judgment  
Attorney Fees  
Authority to Settle Minors Claims  
Authority to Withdraw Funds  
Bifurcate  
Bill of Costs  
Bond  
Certificate of Appealability  
Clerks Entry of Defaulter  
Clerks Motion to Dismiss  
Compel  
Consolidate Cases  
Contempt

Continue  
Declaration of Mistrial  
Declaratory Judgment  
Default Judgment  
Deposit Funds  
Determine Heirs  
Directed Verdict  
Disbursement of Funds  
Disclosure  
Discovery  
Dismiss  
Dismiss Case as Frivolous  
Dismiss/Lack of Jurisdiction  
Dismiss/Lack of Prosecution  
Disqualify Counsel  
Disqualify Judge  
Disqualify Juror  
Enforce IRS Summons  
Enforce Judgment  
Exclude  
Expedite  
Extension of Time to Amend  
Extension of Time to Complete Discovery  
Extension of Time to File Answer  
Extension of Time to File Document  
Extension of Time to File Response/Reply  
Extension of Time to Serve Defendant  
File Excess Pages  
Forfeiture of Property  
Hearing  
In Limine  
Intervene  
Issuance of Warrant in rem  
Judgment as a Matter of Law  
Judgment Based on ADR Settlement  
Judgment Debtor Exam  
Judgment NOV  
Judgment of Forfeiture  
Judgment on Partial Findings

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Judgment on the Pleadings  
Judgment Under Rule 54(b)  
Leave to Appeal  
Leave to File Document  
Letters Rogatory  
Limited Admission  
More Definite Statement  
Motion (Miscellaneous)  
Motion to Approve Conservator  
Plan  
Motion to Approve Guardian Plan  
Motion to Approve Well Being  
Report  
Motion to Close Conservatorship  
Motion to Close Estate  
Motion to Close Guardianship  
Motion to File Amicus Curiae Brief  
New Trial  
Order of Sale  
Partial Summary Judgment  
Permanent Injunction  
Preliminary Injunction  
Proceed in Forma Pauperis  
Produce  
Protective Order  
Quash  
Reassign Case  
Reconsideration  
Recusal  
Release of Bond Obligation  
Release of Funds  
Reopen Case  
Return of Property  
Sanctions  
Seal  
Seal Case  
Seal Document  
Sealed Motion  
Service by Publication  
Set Aside  
Set Aside Default  
Set Aside Forfeiture  
Set Aside Judgment  
Set Aside Verdict

Settlement  
Sever  
Show Cause  
Stay  
Strike  
Substitute Attorney  
Substitute Party  
Summary Judgment  
Suppress  
Take Deposition  
Taxation of Costs  
Temporary Relief  
Temporary Restraining Order  
Transfer Venue  
Trial Setting  
Unseal Case  
Unseal Document  
Vacate  
Waive Accounting  
Withdraw  
Withdraw as Attorney  
Withdraw Reference  
Writ  
Writ of Garnishment  
Writ of Mandamus

## Responses and Replies

1 - Exparte Docket Entry AND  
Document – use ONLY with  
other selection  
1 - Exparte Document - use ONLY  
with other selection  
Affidavit in Opposition to Motion  
Affidavit in Support of Motion  
Memorandum in Opposition  
Memorandum in Opposition to  
Motion  
Memorandum in Support  
Memorandum in Support of  
Motion  
Rebuttal  
Reply to Response to Motion  
Response  
Response in Opposition

Response in Opposition to Motion  
Response in Support  
Response in Support of Motion  
Response to Motion

## OTHER FILINGS

### ADR Documents

Consent to Arbitration  
Consent to Mediation  
Objection to Report of  
Arbitrator/Mediator  
Request for Trial De Novo

### Discovery Documents

Designation of Witness  
Notice of Receipt of Deposition  
Notice of Service of  
Interrogatories  
Notice of Service of Request for  
Admissions  
Notice of Service of Request for  
Production of Documents  
Notice of Service of Responses to  
Interrogatories  
Notice of Service of Responses to  
Request for Admissions  
Notice of Service of Responses to  
Request for Production  
Notice to Take Deposition

### Notices

Notice – Dismissal from U.S.  
Bankruptcy Court  
Notice of Acceptance with Offer of  
Judgment  
Notice of Appearance  
Notice of Application for Writ  
Notice of Cancellation of  
Judgment  
Notice of Change of Address  
Notice of Continuing  
Hospitalization  
Notice of Conventional Filing

# ATTORNEY CIVIL EVENTS LIST

[Updated 1-15-21]

Notice of Delinquency  
Notice of Hearing  
Notice of Hearing on Motion  
Notice of Income Withholding  
Notice of Lis Pendens  
Notice of Notice of Removal  
Notice of Redirection  
Notice of Settlement  
Notice of Trial  
Notice of Voluntary Dismissal  
Notice (Other) DO NOT USE FOR  
APPEALS OR DISCOVERY  
Notice to Creditors  
Notice to Taxpayers  
Proof of Publication of Notice to  
Creditors

## **Trial Documents**

Agreement for Jury Verdict  
Exhibit List  
Proposed Findings of Fact  
Proposed Jury Instructions  
Proposed Voir Dire  
Trial Brief  
Witness List

## **Appeal Documents**

Amicus Curiae Brief (Lower  
Court)  
Appeal Correspondence  
Appeal Transcript Request  
Appellants Brief (Lower Court  
Appeal)  
Appellants Reply Brief (Lower  
Court Appeal)  
Appellees Brief  
Appellees Brief (Lower Court  
Appeal)  
Bill of Exceptions  
Certificate of Compliance  
Certificate of Examination Record  
Designation of Record on Appeal  
Motion to File Amicus Curiae Brief  
(Lower Court)

Statement of Facts  
Statement of Issues  
Statement of Proposed  
Corrections

## **Other Documents**

Account Statement  
Acknowledgment  
Administrative Record  
Affidavit  
Amended Document (NOT  
motion)  
Amicus Curiae Appearance  
Amicus Brief (Lower Court)  
Annual Accounting  
Application for Clerks Entry of  
Default  
Application for Pro Hac Vice  
Application for Writ  
Bank Acknowledgment  
Bill of Costs  
Certificate of Compliance  
Certificate of Counsel  
Certificate of Discharge  
Certificate of Examining Physician  
Certificate of Fiduciary  
Child Support Information  
Sheet/Utility  
Consent  
Conservator Plan  
Contact Information Sheet  
Disclaimer  
Drug Screening/Test  
Financial Affidavit  
Guardian Plan  
ID Divorce Checklist  
Interpleader  
Inventory  
Joinder  
Jury Demand  
Last Will and Testament  
Letter (Generic)  
Miscellaneous Document  
Nomination of Successor  
Commission

Paternity Test/DNA Report  
Patient Information Sheet  
Paupers Oath  
Pre-Admission Form  
(Commitment)  
Pre-Evaluation Screening Form  
(Commitment)  
Pretrial Memorandum  
Proof of Will  
Receipt of Distribution  
Redacted Document  
Redaction Index  
Release of Probated Claim  
Report of Commissioner  
Report of Guardian Ad Litem  
Report of Special Master  
Request to Issue Subpoena  
Response to Order to Show Cause  
Rule 8.05 Disclosure  
Satisfaction of Judgment  
Sealed Document  
Settlement Agreement  
Statement of Rights  
Statement of Facts  
Status Report  
Stipulation  
Stipulation of Dismissal  
Suggestion for Writ  
Suggestion for Writ of  
Garnishment  
Suggestion of Bankruptcy  
Suggestion of Death  
Transcript Request  
Waiver (Not Service Related)  
Well Being Report  
Withdrawal of Motion  
Writ to Take Custody  
(Commitment)

# ATTORNEY CRIMINAL EVENTS LIST

[Updated 1-15-21]

## CHARGING INSTRUMENTS AND PLEAS

### Plea-Related Documents

Petition to Enter Guilty Plea  
Plea Agreement

## MOTIONS AND RELATED FILINGS

### Motions

Acquittal  
Alter Judgment  
Amend/Correct  
Appeal In Forma Pauperis  
Appear  
Appoint Counsel  
Appoint Expert  
Bifurcate  
Bill of Particulars  
Bond  
Brady Materials  
Certificate of Appealability  
Change Venue  
Compel  
Consolidate Cases  
Continue  
Declaration of Mistrial  
Directed Verdict  
Disclosure  
Discovery  
Dismiss  
Dismiss/Lack of Jurisdiction  
Dismiss/Speedy Trial  
Disqualify Counsel  
Disqualify Judge  
Disqualify Juror  
Exclude  
Expedite  
Extension of Time to File  
Document  
Extension of Time to File  
Response/Reply  
File Amicus Brief

File Excess Pages  
Forfeiture of Property  
General  
Handwriting Exemplars  
Hearing  
In Limine  
Inspect  
Issuance of Warrant in rem  
Judgment NOV  
Leave to Appeal  
Leave to File Document  
Medical Exam  
Medical Treatment  
Mental Examination  
Miscellaneous Relief  
Modify Conditions of Release  
Motion to Reduce Bond  
New Trial  
Order of Competency to Stand  
Trial  
Produce  
Protective Order  
Quash  
Quash Indictment/Information  
Reconsideration  
Recusal  
Reduce Sentence  
Release Bond Obligation  
Release from Custody  
Release of Funds  
Remand  
Return of Property/Post Trial  
Return of Property/PreTrial  
Return of Surety  
Revoke  
Sanctions  
Seal  
Seal Case  
Seal Document  
Sealed Motion  
Separate Trial on Counts  
Set Aside Forfeiture  
Set Aside Judgment  
Set Aside Sentence  
Set Aside Verdict  
Sever Defendant

Show Cause  
Show Cause re Revocation of  
Probation  
Show Cause re Revocation of  
Supervised Release  
Speedy Trial  
Strike  
Substitute Attorney  
Suppress  
Take Deposition  
Travel  
Unseal Case  
Unseal Document  
Vacate  
Victim Rights  
Warrant  
Withdraw as Attorney  
Withdraw Document  
Withdraw Plea of Guilty  
Withdraw Plea of Nolo  
Contendere  
Writ

### Responses and Replies

Affidavit in Opposition to Motion  
Affidavit in Support of Motion  
Reply to Response  
Response  
Response in Opposition  
Response in Support  
Response to Motion

## OTHER FILINGS

### Discovery Documents

Demand/Request for Alibi Witness  
Demand/Request for Notice of  
Alibi  
Demand/Request for Public  
Authority Witness  
Discovery Receipt  
Discovery Response  
Discovery Response and  
Demand/Request for notice of  
Alibi  
Notice of Alibi

# ATTORNEY CRIMINAL EVENTS LIST

[Updated 1-15-21]

Notice of Alibi Witness  
Notice of Error or Defect  
Notice of Insanity Defense  
Notice of Insanity Witness  
Notice of Intent to Use Evidence  
Notice of Public Authority Defense  
Notice of Public Authority  
Opposition Witness

Withdrawal of Alibi  
Withdrawal of Insanity Defense  
Withdrawal of Insanity Witness  
Withdrawal of Public Authority  
Defense

## Waivers

Waiver of Arraignment and Entry  
of Plea  
Waiver of Counsel  
Waiver of Minimum Time to Trial  
Waiver of Preliminary Examination  
or Hearing  
Waiver of Presence at  
Arraignment  
Waiver of Presentence  
Investigation Report  
Waiver of Speedy Trial  
Waiver of Trial by Jury

## Service of Process

Certificate of Service  
Subpoena Returned Executed  
Subpoena Returned Unexecuted  
Summons Returned Executed  
Summons Returned Unexecuted

## Notices

Nolle Prosequi  
Notice of Attorney Appearance  
Notice of Conventional Filing  
Notice of Intent to Seek Death  
Penalty  
Notice (Other)  
Notice to Resume Prosecution  
Remand

## Trial Documents

Exhibit List

Proposed Jury Instructions  
Proposed Voir Dire  
Request for Special Findings of  
Fact  
Stipulation to Jury  
Trial Brief  
Witness List

## Appeal Documents

Appeal Correspondence  
Certificate of Compliance  
Defendant Brief  
Defendant Reply Brief  
Designation of Record on Appeal  
Government Brief  
Government Reply Brief  
Transcript Request – Appeal

## Other Documents

Affidavit  
Affidavit of Indigency  
Certificate of Compliance  
Commitment Order  
Criminal Satisfaction  
Drug Screening/Test  
Financial Affidavit  
Letter  
MDOC Affidavit  
Miscellaneous Document  
Objection to Presentence  
Investigation Report  
Objection to Report and  
Recommendations  
Presentence Investigation Report  
Pretrial Memorandum  
Redacted Document  
Redaction Index  
Response to Order to Show Cause  
Sentencing Memorandum  
Status Report  
Transcript Request  
Waiver (Not Service Related)  
Withdrawal of Motion