

ACCURATELY CODING E-FILINGS

Avoid the “Miscellaneous Document” Code!

Codes for Motions

- ▣ When e-filing a motion, use a motion-specific code, NOT the “Miscellaneous Document” code
 - There are codes for almost every motion, including:
 - ▣ Motion for Default Judgment
 - ▣ Motion to Compel Discovery
 - ▣ Motion for Show Cause
 - ▣ Motion for Summary Disposition
 - ▣ Motion to Adjourn
 - ▣ Plus several others...

Codes for Responses

- ▣ When e-filing a response to a motion, use “Answer/Response to Motion”

Accurate Codes Matter

- ▣ Filings are listed in the Court's register of actions (Odyssey) using the filer's code
- ▣ Judges and Court Staff have a difficult time locating your motions and responses when they are filed as miscellaneous documents, especially without the availability of Judge's copies of motions/responses

Thank you in advance for using accurate motion/response codes!

- ▣ PLEASE SHARE CODING INFORMATION WITH LAW FIRM STAFF
- ▣ If you have any questions regarding filing codes, please contact Judge Fresard's law clerk, Fran, at 313-224-5173.