

CARROLL COUNTY E-FILE ORDER OF UPLOADING DOCUMENTS

When filing a new case please upload your documents in the following order:
(these documents go directly to docket - if you DO NOT upload in the correct order – YOUR FILING WILL BE REJECTED – UNTIL “YOU” GET IT CORRECT)

CIVIL CASES:

- COMPLAINT WITH EXHIBITS – IS ONE DOCUMENT
- NEXT ANY MOTIONS YOU MAY BE FILING – UNDER THE SPOT WHERE YOU UPLOAD THE MOTION – **THERE IS A SPOT TO UPLOAD A “PROPOSED ORDER” – DO NOT UPLOAD THE PROPOSED ORDER AS A “NEW DOCUMENT”- UPLOAD IT UNDER THE SECTION WHERE YOU UPLOAD THE MOTON.**
- NEXT INSTRUCTIONS FOR SERVICE.
- DESIGNATION FORM

DOMESTIC RELATIONS CASE:

- COMPLAINT OR PETITION
- PRAECIPE FOR PERSONAL IDENTIFIERS
 - Submit the personal identifiers – under “confidential order” if you do not it will be viewable to the public
- ANY MOTIONS (SEE ABOVE REGARDING THE **“PROPOSED ORDERS”**)
- AFFIDAVITS (IT IS VERY IMPORTANT YOU USE THE CORRECT CODE WHEN UPLOADING THE AFFIDAVITS – THESE ARE CONFIDENTIAL AND IF **YOU** USE THE WRONG CODE “THEY WILL” BE VIEWABLE TO THE PUBLIC” AND THAT’S YOUR PROBLEM **“NOT MINE!”**)
 - **THE CODES TO USE ARE:**
 - INCOME AFF
 - PROP AFFI
 - HEALTH AFF
 - PARENTING
- INSTRUCTIONS FOR SERVICE
- DESIGNATION FORM

FORECLOSURES:

- **FORECLOSURE COMPLAINT WITH EXHIBITS (AS ONE DOCUMENT)**
- **PRELIMINARY JUDICIAL**
- **INSTRUCTIONS FOR SERVICE**

PJ MOTIONS:

- **MOTION**
- **NOTICE OF APPEARANCE**
- **ANY AFFIDAVITS (USE CORRECT CODE) OR THEY WILL BE REJECTED**
- **INSTRUCTIONS FOR SERVICE**

SUBSEQUENT FILINGS:

If just entering the case:

- Notice of Appearance
- Then whatever other documents you are filing (ex)
 - Answer/Counterclaim
 - Affidavits
 - Instructions for service

WHEN FILING SUBSEQUENT FILINGS AND THERE IS A JURY DEMAND ENDORSED, CHECK THE BOX (LOCATED IN THE LEFT CORNER UNDER WHERE YOU UPLOAD THE DOCUMENT) THAT SAYS JURY DEMAND SO THE FEE FOR THE JURY DEMAND WILL BE ADDED "IF YOU DO NOT CHECK THE BOX AND DO NOT PAY THE JURY DEMAND FEE, YOUR FILING "WILL BE REJECTED"

Uploaded on 08/25/2022