

## Sparks Justice Court - Electronic Filing

**Documents submitted for filing must be legible, aligned and unblemished.**

Below is a list of Filing Codes to assist you in your electronic filing of new cases. Use this guide for the minimal requirement, as you may have additional documents. Filing Codes require an attached lead document.

### Filing Code Requirements – Initial Entries

<p><b>Small Claims</b></p> <ul style="list-style-type: none"> <li>• *Small Claims \$ Amount</li> <li>• Application Filed</li> <li>• *Affidavit Filed and Order Issued</li> </ul> <p>*Same document.</p>	<p><b>Motion for Informa Pauperis</b> (Fee Waiver)</p> <ul style="list-style-type: none"> <li>• Motion To Proceed Informa Pauperis Filed.</li> <li>• Specific filing document</li> <li>• Civil Cover Sheet (Eviction &amp; Civil Only)</li> </ul>
<p><b>Civil Complaint</b></p> <ul style="list-style-type: none"> <li>• Civil Cover Sheet</li> <li>• Civil Complaint \$ amount</li> <li>• Summons Requested</li> </ul>	<p><a href="http://www.efilen.v.com">www.efilen.v.com</a></p>
<p><b>Eviction-Non-Payment of Rent Notice Only</b></p> <ul style="list-style-type: none"> <li>• Civil Cover Sheet</li> <li>• Notice of Eviction for Non-Payment of Rent Filed</li> </ul>	<p><b>Eviction – Non-Payment Lock-Out</b></p> <ul style="list-style-type: none"> <li>• Civil Cover Sheet</li> <li>• *Affidavit of Landlord Filed</li> <li>• Notice of Eviction for Non-Payment of Rent Filed</li> <li>• Affidavit of Service Filed</li> <li>• Eviction Order Requested</li> </ul> <p>*Include: Lease/Rental Agreement</p>
<p><b>Eviction – Unlawful Detainer Notice Only</b></p> <ul style="list-style-type: none"> <li>• Civil Cover Sheet</li> <li>• *Notice of Unlawful Detainer for: 3-Day Nuisance Filed OR Breach of Contract Filed OR With Cause Filed OR Without Cause Filed</li> </ul> <p>*Include: Unlawful Detainer Notice along with the first notice and its Affidavit of Service</p>	<p><b>Eviction – Unlawful Detainer Lock-Out</b></p> <ul style="list-style-type: none"> <li>• Civil Cover sheet</li> <li>• *Affidavit of Landlord Filed</li> <li>• **Notice of Unlawful Detainer for: 3-Day Nuisance Filed OR Breach of Contract Filed OR With Cause Filed OR Without Cause Filed</li> <li>• Affidavit of Service Filed</li> <li>• Eviction Order Requested</li> </ul> <p>* Include: Lease/Rental Agreement **Include: Unlawful Detainer Notice along with the first notice and its Affidavit of Service</p>
<p><b>Eviction – Affidavit of Tenant</b></p> <ul style="list-style-type: none"> <li>• Civil Cover Sheet</li> <li>• *Affidavit of Tenant Filed</li> </ul> <p>*Include: Eviction Notice</p>	<p><a href="http://www.efilen.v.com">www.efilen.v.com</a></p>

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Below is a list of Filing Codes to assist you in your electronic filing of subsequent documents. Use this guide as the minimal requirement as you may have additional documentation

### Filing Code Requirements – Subsequent Entries

<p><b>Eviction - Lock-Out Requested Notice previously filed with court</b></p> <ul style="list-style-type: none"> <li>• *Affidavit of Landlord Filed</li> <li>• Affidavit of Service Filed</li> <li>• Eviction Order Requested</li> </ul> <p>*Include: Lease/Rental Agreement</p>	<p><b>Small Claims – Execution</b></p> <ul style="list-style-type: none"> <li>• Execution Requested</li> <li>• Memorandum of Costs Filed</li> <li>• *Request Filed</li> </ul> <p>*Request for Execution Form</p>
<p><b>Eviction - Affidavit of Tenant Notice previously filed with court</b></p> <ul style="list-style-type: none"> <li>• *Affidavit of Tenant Filed</li> </ul> <p>*Include: Eviction Notice</p>	<p><b>Civil – Execution</b></p> <ul style="list-style-type: none"> <li>• Execution Requested</li> <li>• Memorandum of Costs Filed</li> </ul>
<p><b>Civil-Default Judgment Requested</b></p> <ul style="list-style-type: none"> <li>• Default Filed</li> <li>• Affidavit in Support of Default Judgment Filed</li> <li>• Affidavit in Support of Attorney’s Fees Filed</li> <li>• Memorandum of Cost and Disbursements Filed</li> <li>• Default Judgment Submitted</li> </ul>	<p><b>Civil - Answer-Motion-Counterclaim-Services-Miscellaneous</b></p> <p>As there are a wide range of possibilities, use the most applicable ‘Filing Code’ for the document you are filing.</p> <p><b>Civil – Summons Returned</b></p> <ul style="list-style-type: none"> <li>• *Summons Returned and Filed</li> </ul> <p>*Include: Affidavit of Service</p>

Go to [www.efilenv.com](http://www.efilenv.com) to register and for information about Web Training Sessions, Training Videos, User Guides and FAQs. If you have any concerns or questions please feel free to contact the Civil Division of Sparks Justice Court at 775-353-7600.