

Preferred Order for eFiling in the Probate and Family Court

When eFiling a new case, the complaint and petition must always be filed first. There is then a requested preferred order for the additional filings to follow. If eFiling into an existing case (subsequent filings), there is no preferred order, except for the Annual Rogers Review. The preferred order for filings can be found at: <https://www.mass.gov/guides/preferred-order-for-eFiling-in-the-probate-and-family-court>

Estates and Administration

1. Petition (MPC 150/MPC 160/MPC 161/MPC 961)
2. Death Certificate
3. Will (if applicable)
4. Codicil (if applicable)
5. Surviving Spouse, Children, Heirs at Law (MPC 162)
6. Devisees (MPC 163)
7. Bond (MPC 801)
8. Assent and Waiver(s) (MPC 455)
9. Military Affidavit (TC 002)
10. Return of Service on Notice of Informal (MPC 550)
11. Motions
12. Affidavits
13. Proposed Order/Decree (MPC 750/MPC 755/MPC 757)

Custody, Support, Parenting Time

1. Complaint (CJD 109)
2. Birth Certificate / Acknowledgment of Parentage
3. Affidavit of Care and Custody (OCAJ-1 TRCIV)
4. Military Affidavit (TC 002)
5. Motions
6. Affidavits
7. Financial Statements (CJD 301S/CJD 301L)
8. Child Support Guidelines (CJD 304)

Divorce 1B

1. Complaint (CJD 304)
2. Marriage Certificate
3. Report of Absolute Divorce (R 408)
4. Affidavit of Care and Custody (OCAJ-1 TRCIV)
5. Military Affidavit (TC 002)
6. Motions
7. Affidavits
8. Financial Statements (CJD 301S/CJD 301L)
9. Child Support Guidelines (CJD 304)

Joint Petition for Divorce 1A

1. Joint Petition (CJD 101A)
2. Marriage Certificate
3. Report of Absolute Divorce (R 408)
4. Affidavit of Care and Custody (OCAJ-1 TRCIV)
5. Affidavit of Irretrievable Breakdown
6. Separation Agreement
7. Motions
8. Affidavits
9. Financial Statements (CJD 301S/CJD 301L)
10. Child Support Guidelines (CJD 304)

Guardianship of Incapacitated

1. Petition (MPC 120)
2. Medical Certificate or Clinical Team Report (MPC 400/MPC 402)
3. Bond (MPC 801)
4. Verified Motion (MPC 320)
5. Motions
6. Affidavits

Annual Rogers Review:

1. Motion to Extend/Amend Treatment Plan (MPC 826)
2. Motion to Waive Appearance of Respondent (MPC 391)
3. Clinician's Affidavit and Report for Extension and/or Amendment (MPC 823)
4. (Proposed) Treatment Plan (MPC 825)
5. Report of Monitor (MPC 404)
6. Guardian's Care Plan/Report (MPC 821)
7. Representation of Respondent's Counsel (MPC 512)
8. (Proposed) Review Order Antipsychotic Med (MPC 827)
9. Motions (for fee, etc.)

Change of Name:

1. Petition to Change Name (Adult CJP 27) (Minor CJP 25)
2. Certificate of Birth
3. Certificate of Marriage
4. Certified doc of prior name change
5. Affidavit of Care and Custody (OCAJ-1 TRCIV)
6. Motion to Waive (CJD 400)
7. Assent (CJP 30)
8. Motions
9. Affidavits
10. Proposed CARI Release Request (CJP 34)

Conservator:

1. Petition for Appointment of Conservator (MPC 130)
2. Confidential Medical Certificate/Affidavit/Report (MPC 400/MPC 402/MPC 403)
3. Military Affidavit (TC 002)
4. Bond (MPC 801)
5. Verified Motion for Appointment of Temporary Conservator (MPC 330)
6. Assents
7. Motions
8. Affidavits
9. Proposed Orders/Decree (MPC 630/MPC 632/MPC 730)

Establish Paternity

1. Complaint to Establish Paternity (CJD 106)
2. Birth Certificate / Acknowledgment of Parentage
3. Affidavit of Care and Custody (OCAJ-1 TRCIV)
4. Military Affidavit (TC 002)
5. Motions
6. Affidavits
7. Financial Statements (CJD 301S/CJD 301L)

8. Child Support Guidelines (CJD 304)

Guardianship of Minor

1. Petition (MPC 140)
2. Affidavit of Care and Custody (OCAJ-1 TRCIV)
3. Bond (MPC 801)
4. Verified Motion (MPC 340)
5. Notarized Waiver and Consent to Petition (MPC 330)
6. Notarized and Verified Consent to Nomination by Minor (MPC 441)
7. Motions
8. Affidavits