

Kansas Judicial Branch Electronic Filing Overview September 18, 2014

- I. Project history and current status
- II. What does the system look like?
- III. How will the system function?
- IV. Future plans
- V. Questions/Answers

Project History

- Supreme Court Electronic Filing Committee formed in May 2009
- State Purchasing (RFI/RFP)
- Vendor Selection, Tybera Development Group, Inc. -- Contract signed December 2011
- System Development and Integration (January - October 2012)

Current Status

Pilot Courts

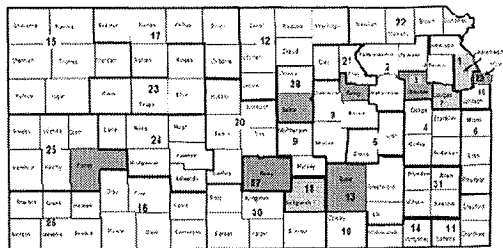
- Appellate Courts - December 3, 2012
- Leavenworth County District Court - January 2013
- Douglas County District Court - March 2013
- Sedgwick County District Court - April 2013

Statewide Implementation

- Wyandotte County District Court - January 2014
- Butler County District Court - January 2014
- Reno County District Court - January 2014
- Finney County District Court - February 2014
- Saline County District Court - February 2014
- Geary County District Court - February 2014
- Shawnee County District Court - May 2014

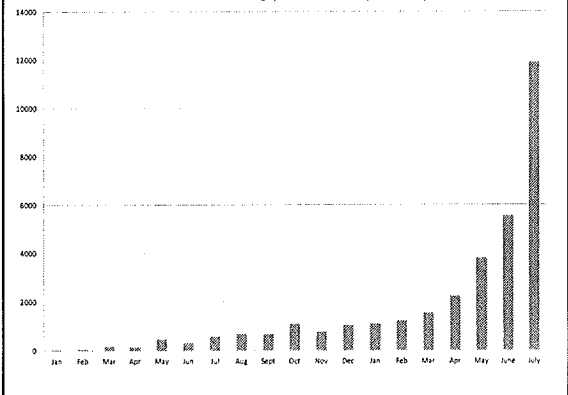
Kansas Judicial Branch Electronic Filing

Pilot District Courts and Appellate Courts, FY14 Installs, Johnson County JIMS

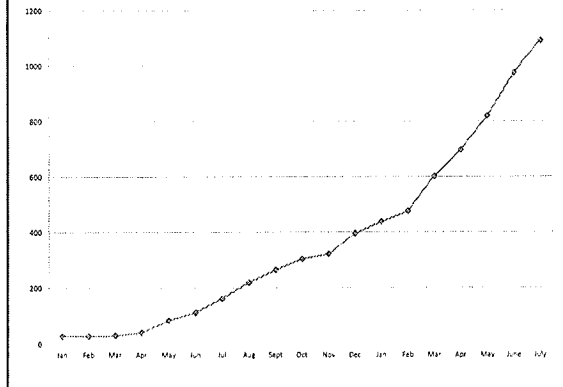


Legend:
 [Shaded Box] Pilot District Courts and Appellate Courts
 [Unshaded Box] FY14 District Courts Implementation
 [Dotted Box] Johnson County JIMS

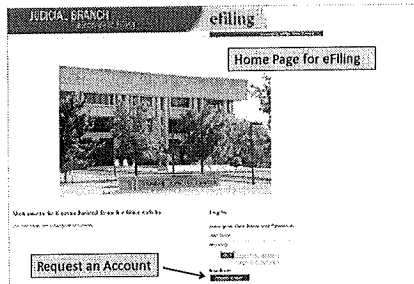
District Courts Electronic Filings per Month January 2013 - July 2014



Cumulative Number of Attorney Accounts December 2012 - July 2014



E-filing System Log In Screen

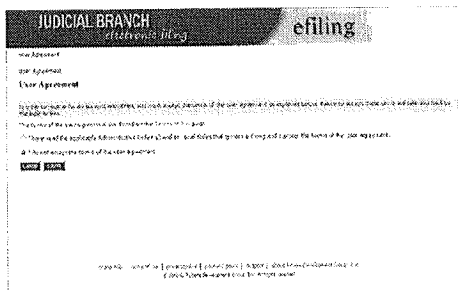


Requesting a User Account

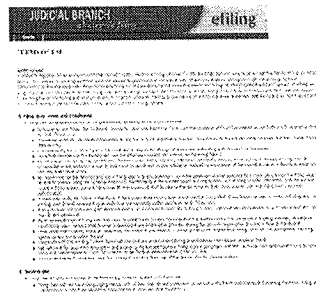
1. User Agreement Acceptance
2. Terms of Use
3. Select User Role
 1. Attorney
 2. Attorney/Financial Administrator
4. Select New or Existing Firm
5. Complete Request and Submit

Note: Primary e-mail address must match the e-mail address on file with Attorney Registration. All active attorneys in Kansas are required to have an e-mail address on file with Attorney Registration.

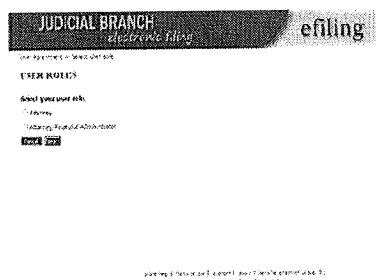
User Agreement Acceptance



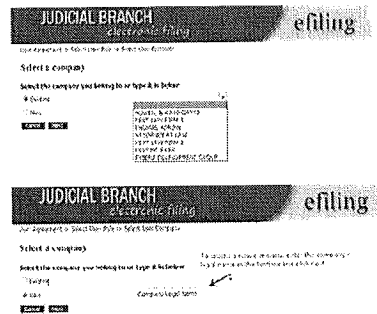
Terms of Use



Select User Role (Attorney)



Select New or Existing Company



Complete Request and Submit

The screenshot shows a form with several fields. Callouts point to the 'Kansas Atty Bar Number (5 digits)' field, the 'Attorney Email' field with the note 'The attorney email MUST be the same email on file with Attorney Registration', and the 'Email' field with the note 'Recommended for Office Staff or a generic email address for your company'.

Notifications

The screenshot shows a 'Notifications' page. Callouts explain that 'Courtesy Notifications These notifications do NOT contain copies of filed documents.' and 'These notifications inform you of the eFlex filing progress; if you make the decision to check any of these boxes, we recommend you always receive the "rejected filings" and "rejected filings" notifications.'

E-filing System Features

- New Case
- Existing Case
- My Filings
- My Cases
- Notifications to a registered Filing User

E-filing Home Page

The screenshot shows the 'E-filing Home Page' with a navigation menu containing 'New Case', 'Existing Case', 'My Filings', and 'My Cases'.

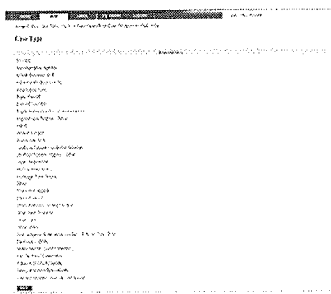
New Case Initiation

The screenshot shows the 'New Case Initiation' page with a 'New Case' button and a list of case categories.

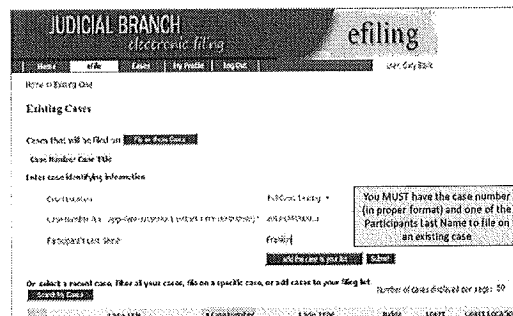
Case Categories

The screenshot shows the 'Case Categories' page. A callout states: 'Filing thru eFlex provides the information needed on the Cover Sheet that was previously required to be filed with each new case.'

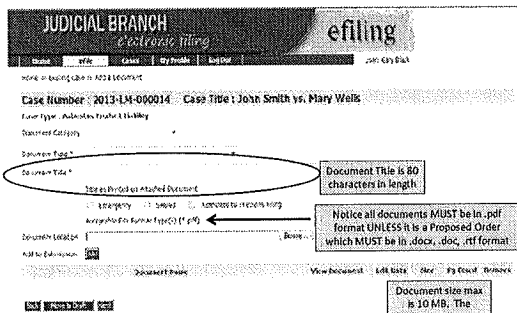
Detailed Case Types



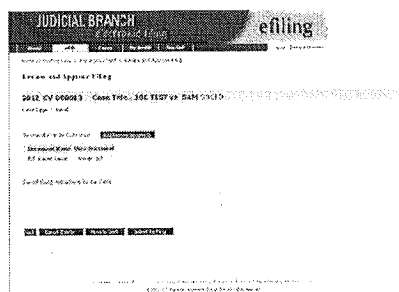
Retrieve an Existing Case



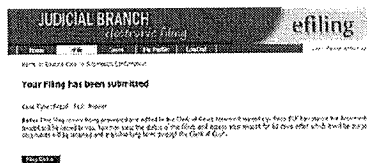
Document Upload Interface



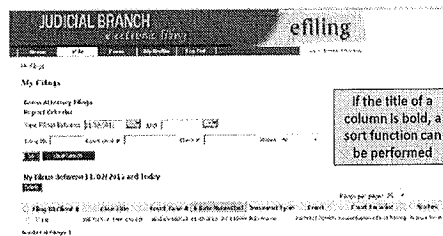
Document Submission Window



Submission Response Window



My Filings Report



Filing Status Definitions

- **Package Pending** – The submission is being prepared for clerk review but not yet sent
- **Packaged** – The submission is prepared and sent for clerk review
- **Received** – The submission has received a time stamp and will be processed further
- **Awaiting Approval** – The submission is awaiting further processing
- **Filed** – The submission has been approved and is being processed. No further action is required. The filer should look at their case history or receipt of the submission to download signed documents
- **Receipt Pending** – There is an error with the submission
- **Filed-Presented to Judge** – The submission has been sent to the judge for review and further action
- **Resubmitted** – The original submission has been resubmitted
- **Rejected** – The submission has been denied

Submitting Documents

- Documents may be submitted at time of case initiation or by selecting a case from either "My Cases" or "Existing Cases"
- Documents to be filed with the court are submitted in .pdf format
- Proposed Orders are submitted as editable text documents (.doc, .docx, .rtf)
- When filing a Motion and a Proposed Order, they MUST be two separate documents.

Service of Process

- All Service will be sent back to the attorney for forwarding to the desired serving entity, including payments if necessary.
- All process will need a Return of Service document attached to the process.
- Courts may have local court rules regarding certain documents for process, such as bench warrants, etc.
- In the Kansas Courts e-Filing system, a registered Filing User consents to electronic service when entering an appearance in a case. Administrative Order No. 268, K, and K.S.A. 60-206(b)(2)(E).
- In **Johnson County e-Filing system**, an attorney must continue to serve documents to meet service requirements of K.S.A. 60-205.

Signatures

- Signature block must provide required information. K.S.A. 60-211; Supreme Court Rule 111.
- For electronic signature, type "/s/[Name of Filing User." Administrative Order 268, E.2.(a).
- Clerk can use electronic signature. K.S.A. 20-365; Administrative Order No. 268, E.2.(c).
- Multiple signatures – Physical signatures by all parties then scanned and submitted, or one attorney attests for the other counsel on the case.

Notarized Documents

- Document may be notarized and then scanned, and filed electronically. K.S.A. 53-501, *et seq.*
- Document may be e-filed using unsworn declaration under K.S.A. 53-601, *et seq.*

Notice of Electronic Filing (NEF)



Courtesy Email Delivery

Notice User Profile

Name: [Redacted]

Address: [Redacted]

Phone: [Redacted]

Email: [Redacted]

Organization: [Redacted]

Position: [Redacted]

State: [Redacted]

County: [Redacted]

City: [Redacted]

Zip: [Redacted]

Notes:

- Do not email the clerk unless the clerk is the filer.
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Notice of Appearance

JUDICIAL BRANCH *Electronic Filing* **efiling**

Case Number: 2013-LM-000013 **Case Title:** Frank Franklin vs. Ray's Thriftway

Case Type: [Redacted]

Document Type: [Redacted]

Document Status: [Redacted]

Document Location: [Redacted]

Download: [Redacted]

View Document: [Redacted]

Print: [Redacted]

Close: [Redacted]

Back: [Redacted]

Home: [Redacted]

Logout: [Redacted]

Help: [Redacted]

Notice: [Redacted]

The filing of an Answer or Entry of Appearance will give the filer the rights to view the documents within the entire case.


Need to Know

- E-filed document is deemed received in clerk's office when the electronic transmission ends. Administrative Order 268, H.3.
- Filing User is required to retain a record of the transmission and is required to produce the document if requested by the court or a party. K.S.A. 60-234; Administrative Order 268, J.
- Certified copies cannot be obtained through e-filing system
- Civil Summons and Alias Summons will be generated by the E-filing system.

Future Plans for Electronic Filing

- Web-based training videos
<http://efilingtraining.kscourts.org/Training.html>
- Continued statewide rollout
- Electronic Court (eCourt)
- Future initiative to implement a centralized case management system

Kansas Judicial Branch Electronic Filing



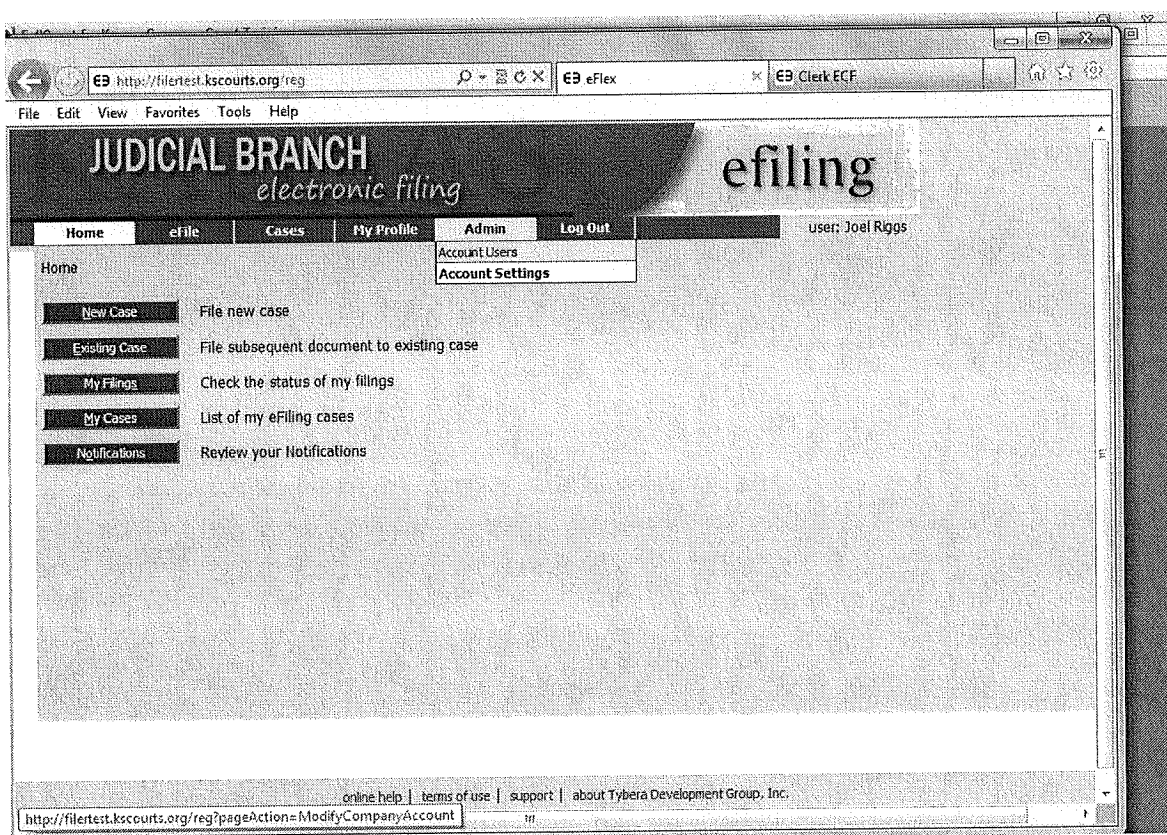
Questions? – send emails to efilingadministrator@kscourts.org

Creating Wallet Accounts

Financial Attorney

You **MUST** have one financial administrator for each Organization

When/after the attorney requests an account, the System Admin should verify the role of Attorney/Financial Administrator is selected for at least one user within each Organization. The attorney can select the role of Attorney or Attorney/Financial Administrator when requesting an account.

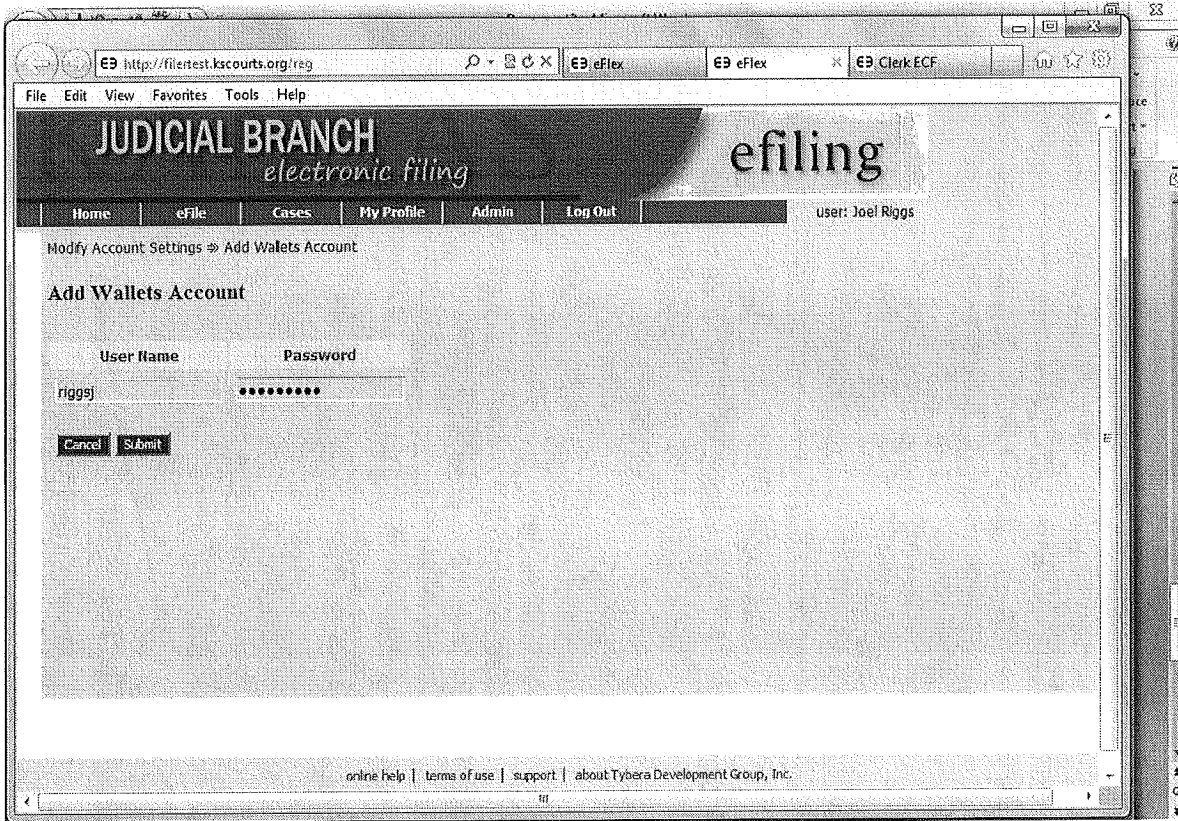


When signed in as the attorney, go to Admin, Account Settings to find the Wallet to be set up for this organization.

The screenshot shows a web browser window with the following content:

- Address bar: <http://files1.kscourts.org/reg?pageAction=ModifyCo>
- Browser tabs: eFlex, Clerk ECF
- Menu: File, Edit, View, Favorites, Tools, Help
- Company Code: KAL
- EIN (Federal Tax Number): [Empty field]
- Address Line 1: * 123 Maple Street
- Address Line 2: [Empty field]
- Address Line 3: [Empty field]
- City: * Topeka, State: Kansas (dropdown), Postal Code: * 66611, Country: United States (dropdown)
- Require User Address:
- Section: **Wallets Accounts**
- Buttons: Add
- Text: If this account represents an external filing system, you must provide this host system with the Ip address and the wrapper key public certificate of the external system.
- Buttons: Add Wrapper Public Certificate
- Text: Use Package Timestamp
- Buttons: Submit

After selecting "ADD" this screen will appear asking for the User Name and password. Select Submit.



You will then see the User Name. Select Modify. If you select Add, you will add additional accounts, not additional users.

The screenshot shows a web browser window with the URL <http://filerest.kscourts.org/reg>. The browser has three tabs: "eFlex", "eFlex", and "Clerk ECF". The page content includes a registration form with the following fields:

- Address Line 1: * 123 Maple Street
- Address Line 2:
- Address Line 3:
- City: * Topeka State: Kansas
- Postal Code: * 66611 Country: United States
- Require User Address

Below the address fields is a section titled "Wallets Accounts" with a table:

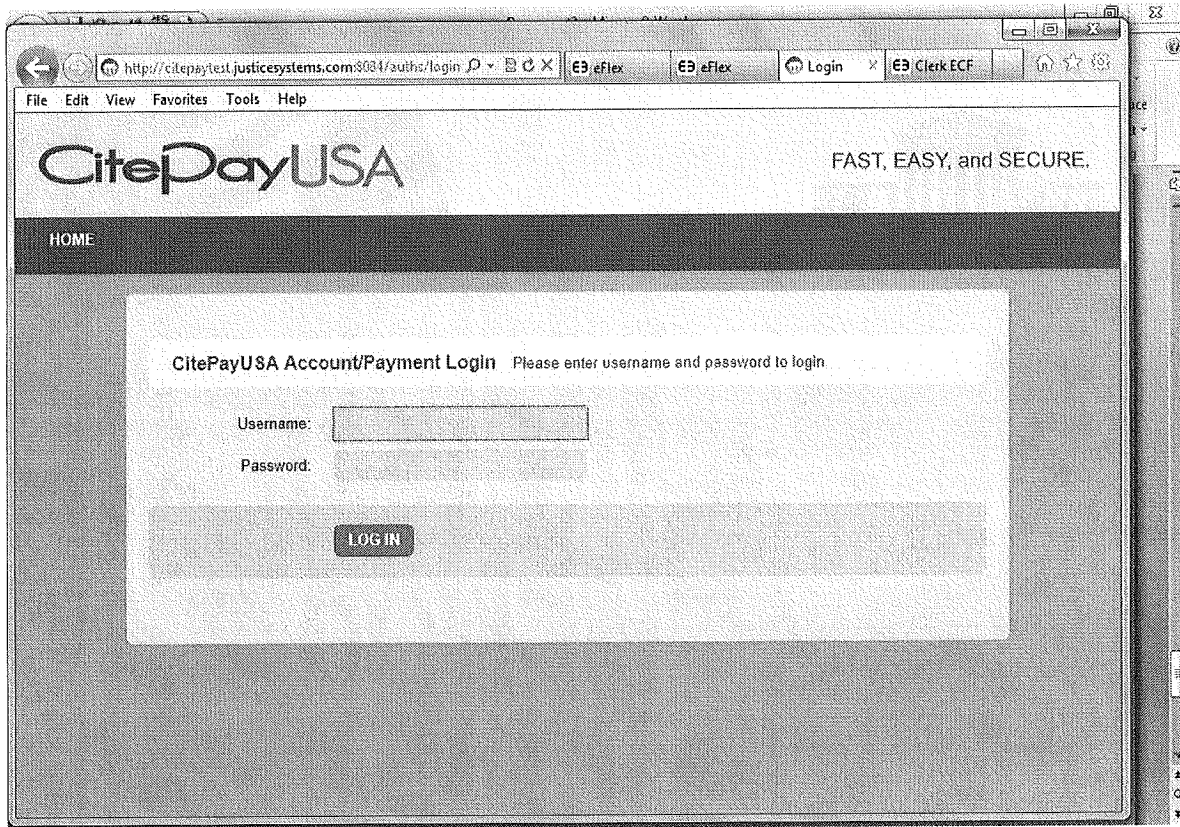
Description	Abbreviated Card No.
nggsj	

Buttons for "Modify" and "Refresh" are located to the right of the table. An "Add" button is located below the table.

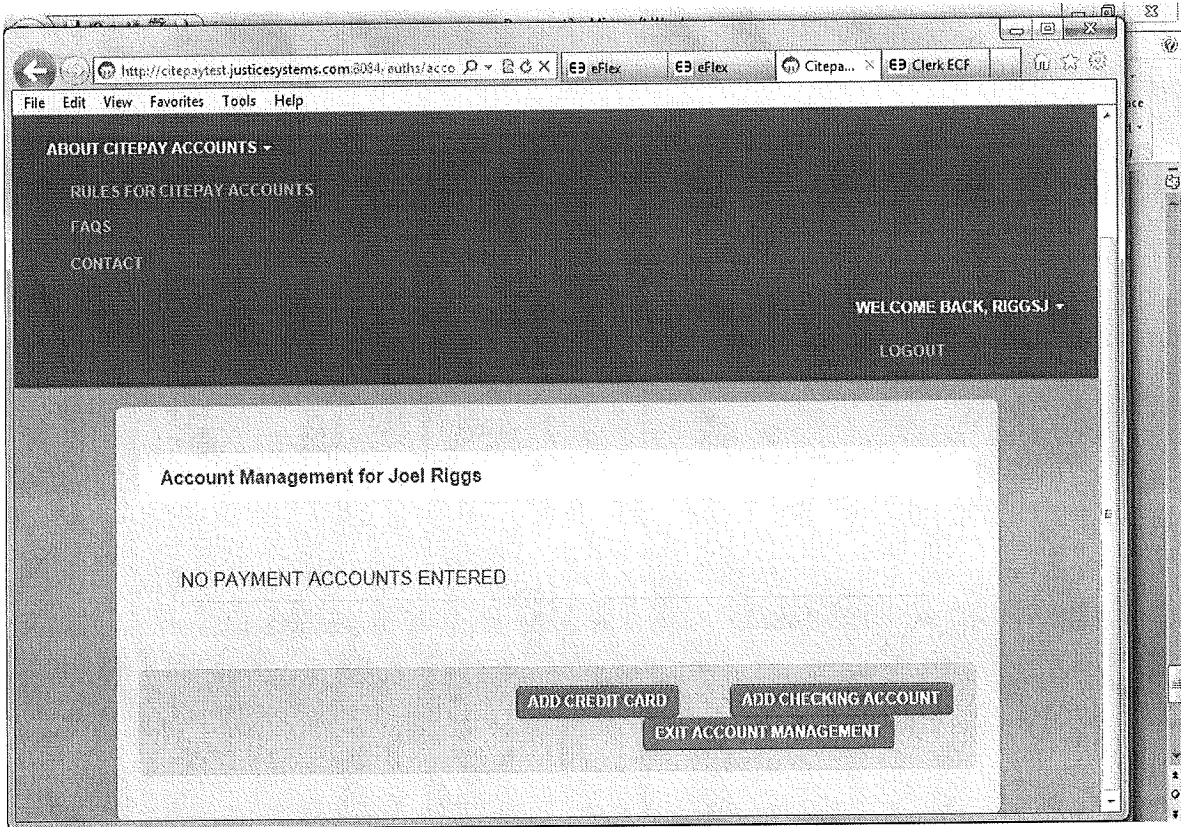
Below the table is a note: "If this account represents an external filing system, you must provide this host system with the ip address and the wrapper key public certificate of the external system." Below this note is an "Add Wrapper Public Certificate" button.

At the bottom of the form, there are fields for "Use Package" (with a checkbox) and "Timestamp", followed by a "Submit" button.

Upon selecting Modify this will take you directly to the CitePayUSA account page. Here you will again sign in with your User Name and Password.



Select Add Credit Card



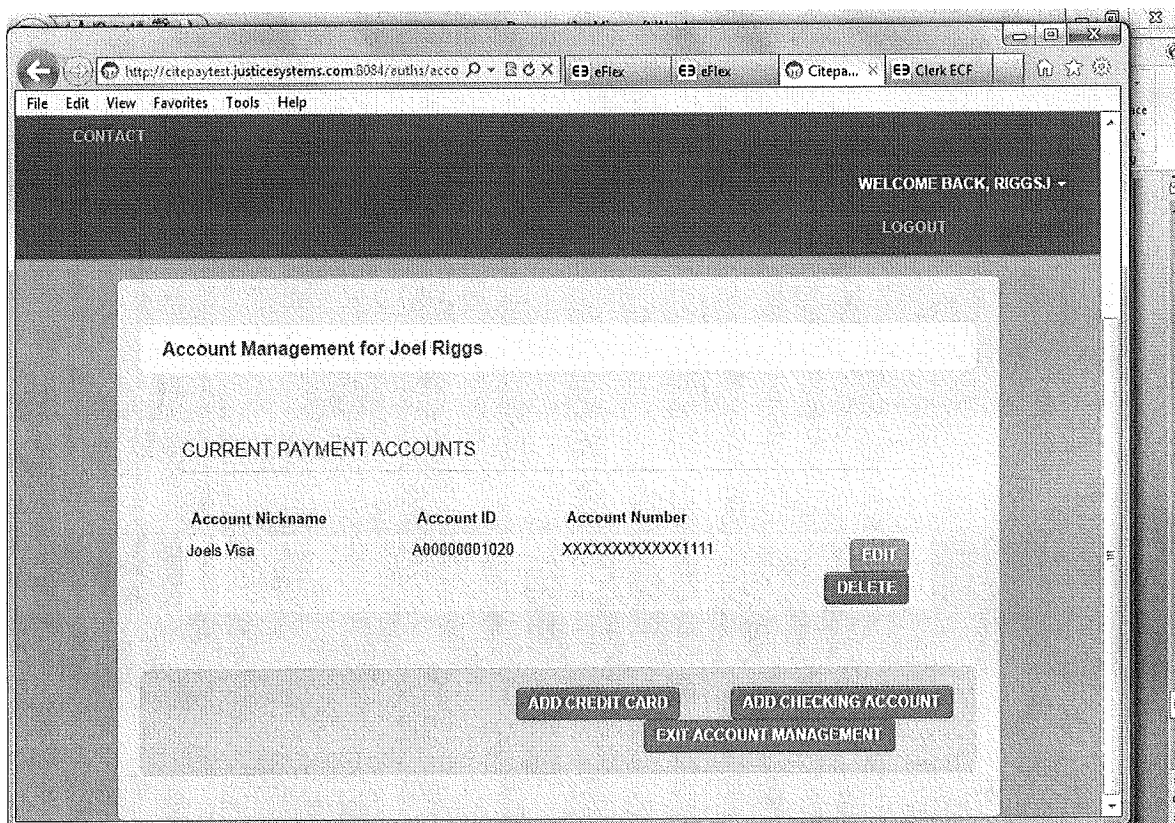
Currently (5/17/2013) you cannot put any punctuation in the Account Nickname. Enter your card type, card number, expiration month and year. Save Changes

The screenshot shows a web browser window with the URL <http://citepaytest.justicesystems.com:8084/auths/acco>. The browser has several tabs open, including 'eFlex', 'Add/E...', and 'Clerk ECF'. The page content includes a dark header with navigation links: 'RULES FOR CITEPAY ACCOUNTS', 'FAQS', and 'CONTACT'. On the right side of the header, it says 'WELCOME BACK, RIGGSJ' and 'LOGOUT'. The main content area is titled 'Add/Edit a Payment Account' and contains the following form fields:

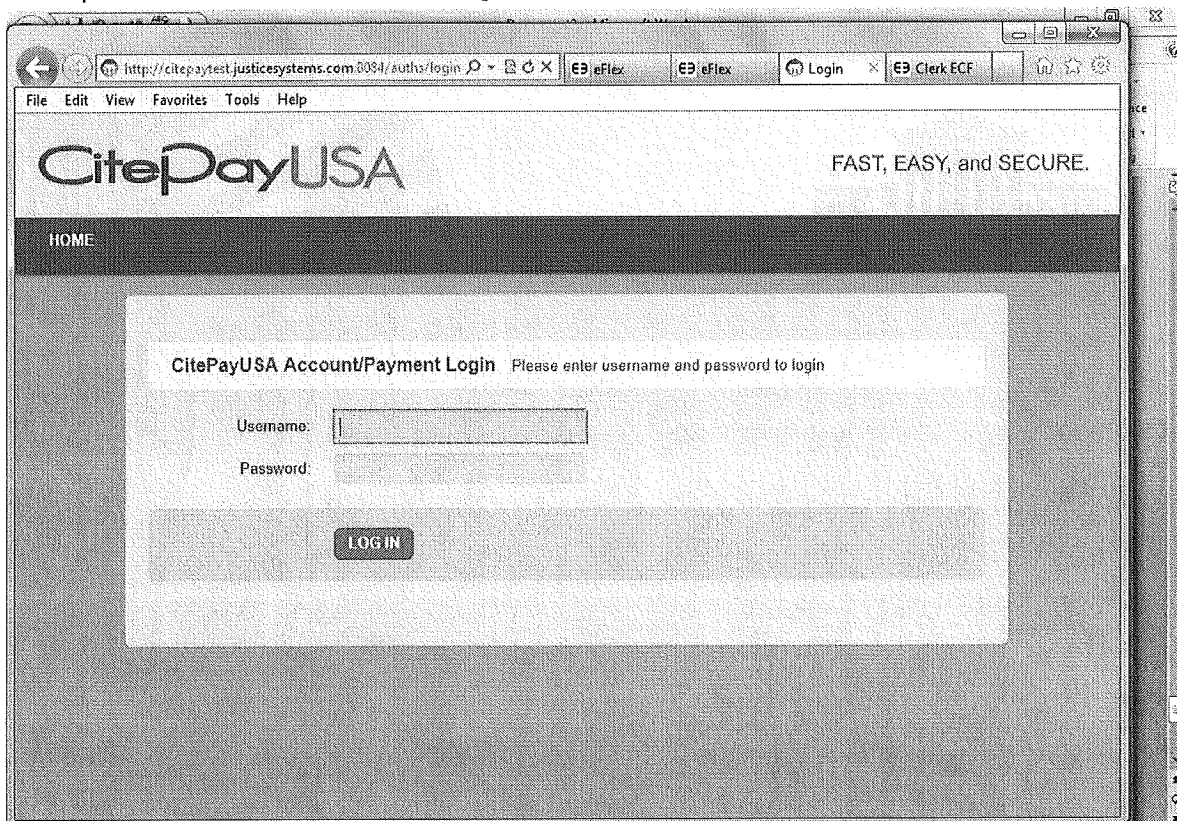
- Account Nickname:
- Card Type: Card Number:
- Expiration Month: Expiration Year:

At the bottom of the form, there are two buttons: 'CANCEL' and 'SAVE CHANGES'.

Verify the information you have entered to the best of your ability. Exit Account Management



At this point we were taken back to the Login.



Once back in EFlex, you need to "refresh" to be able to see the added wallet.

The screenshot shows a web browser window with the address bar displaying `http://filetest.kscourts.org/reg`. The browser has three tabs open: "eFlex", "eFlex", and "Clerk ECF". The page content includes a registration form with the following fields:

- Address Line 1: * 123 Maple Street
- Address Line 2: (empty)
- Address Line 3: (empty)
- City: * Topeka
- State: Kansas (dropdown menu)
- Postal Code: * 66611
- Country: United States (dropdown menu)
- Require User Address:

Below the address fields is a section titled "Wallets Accounts" with a table header:

Description	Abbreviated Card No.
riggs	[Mon AM] Refresh

An "Add" button is located below the table. Below the table, there is a note: "If this account represents an external filing system, you must provide this host system with the ip address and the wrapper key public certificate of the external system." Below this note is a text input field labeled "Add Wrapper Public Certificate:". At the bottom of the form, there are two checkboxes: "Use Package" and "Timestamp", both of which are unchecked. A "Submit" button is located at the bottom of the form.

Once the account is visible, you must Assign the attorneys that are able to use this credit card account.

Address Line 3:

City: * Topeka State: Kansas

Postal Code: * 66611 Country: United States

Require User Address

Wallets Accounts

Description	Abbreviated Card No.	
riggs		Modify Refresh
Joels Visa	*1111	Assign

[Add](#)

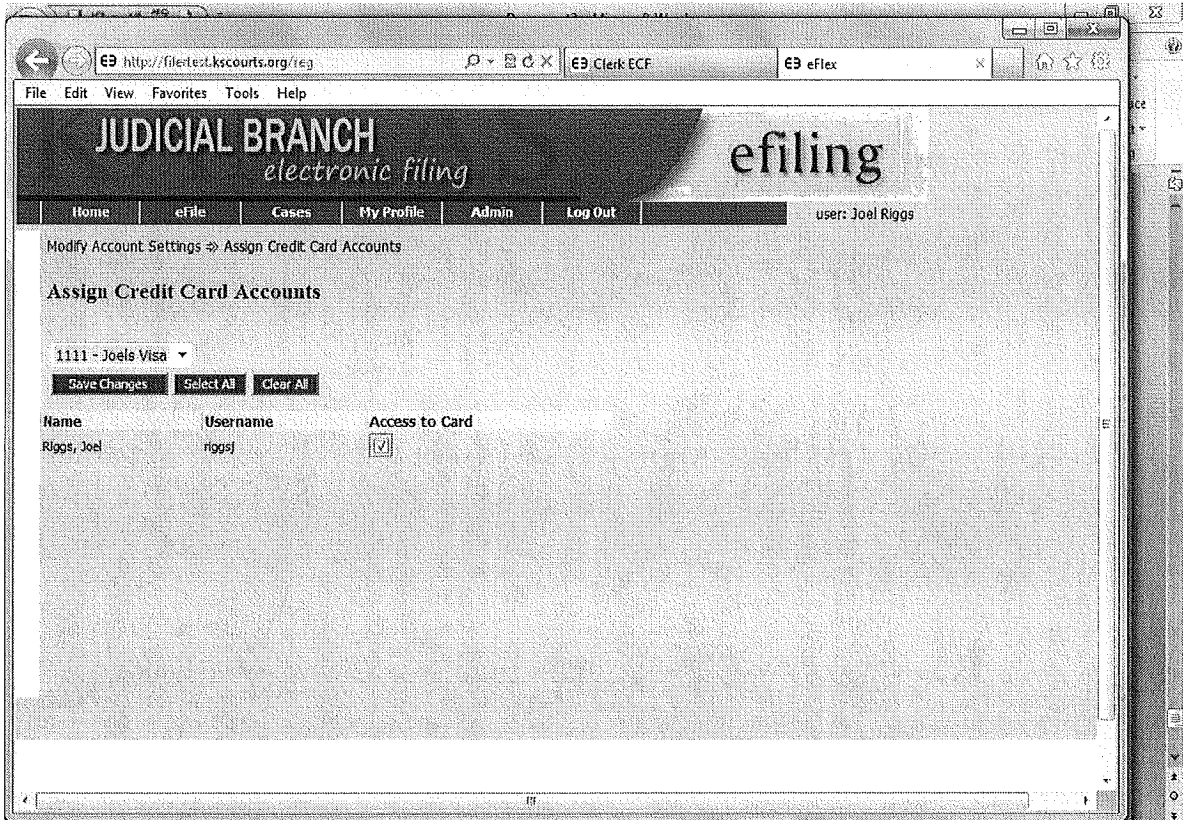
If this account represents an external filing system, you must provide this host system with the ip address and the wrapper key public certificate of the external system.

[Add Wrapper Public Certificate](#)

Use Package Timestamp

[Submit](#)

After selecting Assign, you need to check the box on each attorney that has the rights to this credit card. Save changes.



Document Category / Document Type	Business Rule
AFFIDAVIT	
AFF: Affidavit (Generic)	Use this document type when the Affidavit is not covered by any other document type within this category.
AFF: Poverty	
AFF: Probable Cause/Arrest Report	
APPEAL	
APP: Addition to Record	Use this document type when the Appeal is not covered by any other documents type within this category.
APP: Appeal (Generic)	This will be filed as a new CV case and the corresponding docket fee will be assessed.
APP: Appeal from District Magistrate Judge (CV, LM, DM, PR, SC)	Use the Civil case type and the Other Civil Appeal subtype.
APP: Appeal from District Magistrate Judge (CR, TR, FG, JV, JC)	This document will be filed within the existing case, no new docket fee will be assessed.
APP: Court Docketing Notice	
APP: Mandate	
BOND	
BON: Appearance	
BON: Bond (Generic)	Use this document type when the Bond is not covered by any other document type within this category.
DISCOVERY	
DIS: Discovery (Generic)	Use this document type when the Discovery is not covered by any other document type within this category.
DIS: Subpoena	When the clerk issues a subpoena, the signature page will be the first page of the document. (same as orders)
DIS: Transcript	
DIS: Transcript Request	
INFORMATION	
INF: Accounting - Annual	
INF: Adoption Report	
INF: Annual Report	
INF: Brief	
INF: CINC Information Form	
INF: Confidential Report/Evaluation	

	All correspondence will be file stamped and included in the court record. Notes made from the filer through E-Flex will not be included in the record. All correspondence will be forwarded to the judge.
INF: Correspondence	
INF: Diversion Agreement	
INF: Eminent Domain - Report of Appraisers	
	When filing on a case that you are not currently an attorney of record, this document must be filed first in order for you to view the case and associated documents through E-Flex.
INF: Entry of Appearance	
INF: Garnishment - Release	
INF: Home Study	
	Use this document type when the Information is not covered by any other document type within this category.
INF: Information (Generic)	
INF: Jury Instructions - Proposed	
INF: KPC Information Sheet	
INF: Memorandum	
INF: Parenting Plan	
INF: Permanency Plan	
INF: Petition/Confidential Form	
INF: Presentence Investigation Report	
	The Victim Statement portion of the PSI will now be filed as two separate documents to ensure that the victim statement portion is sealed.
INF: Presentence Investigation Report - Victim Statement	
INF: Pretrial Questionnaire	
INF: Reintegration Plan	
INF: Satisfaction of Judgment	
MOTION	
MOT: 28-179 - Modify Motion	
MOT: Aid in Execution	
MOT: Aid in Execution - Alias	
	Use this document type when the Appoint is not covered by any other document type within this category.
MOT: Appoint	
MOT: Appoint - Counsel	
MOT: Appoint - Guardian Ad Litem	
MOT: Attachment Order	
MOT: Citation Contempt/Show Cause	
MOT: Citation Contempt/Show Cause - Alias	
MOT: Demand for Estimated Cost of Transcript	
MOT: Expungement - Criminal	

MOT: Expungement - Juvenile	
MOT: Garnishment	
MOT: Garnishment Chapter 60	
MOT: Garnishment - Computation Request	
MOT: Motion (Generic)	Use this document type when the Motion is not covered by any other document type within this category.
MOT: Parental Rights - Terminate	
MOT: Pro Hac Vice	
MOT: Probate Petition	This document should be used when filing motions/petitions in probate cases.
MOT: Sale (28-178)	
MOT: Summary Judgment	
MOT: Writ of Execution (28-178)	
MOT: Writ of Execution (28-178) - Alias	
NOTICE	
NOT: Notice - No Service Required	
NOT: Notice - Service Required	
PROPOSED ORDER	
PRO: 28-179 - Modify Order	
PRO: Adjudication	
PRO: Administrative Review	
PRO: Aid of Execution - Appear for Hearing	
PRO: Appoint	
PRO: Appoint - Counsel	
PRO: Arraignment	
PRO: Attachment	
PRO: Citation Contempt/Show Cause	
PRO: Clerk's Extension	This will be handled similar to orders due to the requirement of the clerks signature.
PRO: Commitment	
PRO: Consolidate	
PRO: Custody/Placement	
PRO: Decree	
PRO: Default Judgment	
PRO: Descent	
PRO: Dismiss	
PRO: Disposition	

PRO: Diversion	
PRO: Ex Parte	
PRO: Expungement	
PRO: Final Order Extension	
PRO: Final Settlement	
PRO: First Appearance	
PRO: Garnishment	
PRO: Guardian Ad Litem	
PRO: Guardian/Conservator/Trustee	
PRO: Judgment	
PRO: Judgment - Set Aside	
PRO: Letters	
PRO: New Trial	
PRO: No Run Warning	
PRO: Order - No Service Required	Use this document type when the Order, no service is required, is not covered by any other document type within this category.
PRO: Order - Service Required	Use this document type when the Order, service is required, is not covered by any other document type within this category.
PRO: PFA/PFS Protection Order	
PRO: Parental Rights - Terminate	
PRO: Payout	
PRO: Permanency Hearing	
PRO: Plea	
PRO: Recuse	
PRO: Refusing to Grant Letters	
PRO: Restitution	
PRO: Restraining	
PRO: Sale (28-178)	
PRO: Sentencing	
PRO: Sheriff Sale	
PRO: Summary Judgment	
PRO: Temporary	
PRO: Transport	
PRO: Treatment	
PRO: Venue Change	
PRO: Warrant - Arrest	
PRO: Warrant - Bench	
PRO: Warrant - Recall	

PRO: Warrant - Search	
PRO: Withdraw	
PRO: Writ	Use this document type when the Writ is not covered by any other document type within this category. If the Writ needs served and is not a Writ of Execution, use the PRO: Order - Service Required document.
PRO: Writ of Execution (28-178)	
PRO: Writ of Execution (28-178) - Alias	
PLEADING	
PLE: Amended Complaint/Information	
PLE: Amended Petition	
PLE: Answer	
PLE: Answer - Counter	
PLE: Answer - Cross Claim	
PLE: Complaint/Information	
PLE: Conduct Inquiry	
PLE: Coroner Report	
PLE: Post Judgment Elevation from Chapter 61 to Chapter 60	This will be the Certified copy of the Limited Journal Entry. This will be filed as a Civil case with the Post Judgment Elevation Limited Ch 61 to Civil Ch 60 subtype. Must be filed as a new CV case for the docket fee.
PLE: Interplead	
PLE: Medical Malpractice Screening Panel - Request	
PLE: Petition	
PLE: Petition - Counter	
PLE: Petition - Cross Claim	
PLE: Pursuant to 23-37,209	
PLE: Registration of Foreign Judgment	
PLE: Response - Answer	
PLE: Response - Counter/Cross Claim	
PLE: Summons	
PLE: Summons - Criminal/Juvenile	
PLE: Summons - Alias	
PLE: Tax Warrant	
RETURNS	
RET: Return of Service	
RET: Return of Service - Arrest/Bench Warrant	
RET: Return of Service - Search Warrant	
RET: Return of Service - Tax Warrant	

10 MB Per Document Size Limit
30 MB limit on the total size of the submission.

Business Rules:
Post Judgment Elevation from Ch 61 to Ch 60
Pre Judgment Elevation from Ch 61 to Ch 60
Entry of Appearance

Data Entry Rules for Attorneys – Civil Parties

(Plaintiff, Defendant, Subject, Other Party)

Plaintiff

Company Person

Party Type:

First Name:

Middle Name:

Last Name: *
(or Business Name):

Name Suffix:
(Jr, Sr, ...):

EIN:

SSN: (xxx-xx-xxxx)

DOB: (mm/dd/yyyy)

Phone #:

Fax #:

Email:

Mailing Address:

City:

State:

Zip / Postal Code:

Common Abbreviations	
Abbr.	Word
Ave	Avenue
Blvd	Boulevard
Ctr	Center
Cir	Circle
Ct	Court
Dr	Drive
Expy	Expressway
Hts	Highlands
Hwy	Highway
Is	Island
Jct	Junction
Lk	Lake
Ln	Lane
Mtn	Mountain
Pkwy	Parkway
Pl	Place
Plz	Plaza
Rdg	Ridge
Rd	Road
Sq	Square
St	Street
Sta	Station
Ter	Terrace
Trl	Trail
Tpke	Turnpike
Vly	Valley
Way	Way
#	for Apt, Sto, Rm, Bldg, etc.
N	North
E	East
S	South
W	West
NE	Northwest
NW	Northwest
SE	Southeast
SW	Southwest

Company/Person – Select whether the party is a company or a person.

Party Type – Select the party type from the drop down options.

First Name – Enter the first name with the first letter as a capitol.

Middle Name – Enter the middle name, if known. If initial only, do not use a . (period).

Last Name – Type the name exactly how it is.

- For hyphenated names: use hyphens (no spaces). Example: Zeta-Jones
- If multiple last names separated by a space (but no hyphen) use space only. Be sure to use only one space between each name. Example: Kennedy Onassis
- For names with apostrophe: use apostrophe (no spaces) Example: O'Malley

Name Suffix – Enter the suffix using no punctuation

- Juniors, Seniors should be Jr or Sr (no period)
- I, II, III, use capitol I's. No numbers such as 2, 3 or 2nd, 3rd.

EIN – Employee Information Number, this is not stored in FullCourt. Example: 12-3456789

SSN – Enter the social security number using hyphens as shown in the example above.

DOB – Enter the Date of Birth using slashes as shown in the example above.

Phone # -- Enter the phone number with area code first and then the number. No punctuation. Example: 7852964855

Fax # -- Same format as phone number. This is not stored in FullCourt.

Email – Enter parties email address if known.

Address Line 1 – Party mailing address. If Post Office is required, enter PO Box, with no punctuation. Numbered streets should be all lowercase letters with no punctuation. Example: 10th St

City – Mailing address City.

State – Mailing address State.

Zip – Mailing address Zip Code. Use hyphen if adding the plus 4. Example: 66605-1111

Information submitted with your e-filing account request must match the information on file with the Attorney Registration Office.

If your Attorney Registration Information needs updating, please do so by visiting the Kansas CLE Commission website at <https://www.kscle.org/lawyer/addressChange.asp> and complete the change of address form. Once completed, it will automatically be sent to the Kansas CLE Commission, U.S. District Court, and the Attorney Registration Office.

When you apply for an account:

Your username is your Kansas Attorney Bar number.

For your convenience, please visit the following link for e-Filing training videos

<http://efilingtraining.kscourts.org/Training.html> . You will find the following instructional videos:

1. **Requesting an Account**
2. **Navigation**
3. **Accessing User Information**
4. **Case Initiation**
5. **Existing Case**
6. **Establishing Wallet Accounts (District Court)**
7. **Draft Filings**
8. **Accessing Case information (Case History)**
9. **Notifications**

Please note: **The alternate email fields are established for convenience of the attorney and his or her staff.** Any email address entered in the alternate fields will receive the same email notifications as the attorney does, with the exception of an email sent for a password reset request and an email that we generate notifying you of updates or modifications to the Kansas Courts e-Filing system. Many attorneys use these fields for a paralegal, secretary, or a docketing department. You will need to communicate password resets and update notifications to the alternate email(s) manually.

Again welcome to the Kansas Courts Electronic Filing System. If you have questions please contact us at efilingadministrator@kscourts.org.

9/18/2014

Shawnee County Case Number Conversion Table

Use the chart below to determine the Case Number Format when E-Filing on Existing Cases
(If the Case Number format is not listed below, then it has not changed.)

Old Case Number	New Case Number
Coroner Inquest – CR	MR
Fugitive/Extradition – CR	MR
Adoption – A	AD
Care & Treatment – T	CT
Civil – C	CV
Domestic – D	DM
Limited – L	LM
Misc Other – U	MV
Probate – P	PR
Reciprocal – R	RC
Statutory Lien – LN	SL