

TWELFTH JUDICIAL DISTRICT
OF THE STATE OF KANSAS

FILED
CLERK OF COURT
CLERK OF
CLERK OF

ADMINISTRATIVE ORDER
NO. 351

2016 MAY 6 PM 1 31

1. *Mandatory E-Filing:* Effective July 1, 2016, all licensed attorneys must file all new cases and documents within new or existing cases within the District Courts of the 12th Judicial District, utilizing the Kansas Courts Electronic Filing system. Attorneys utilizing the system must follow Kansas Supreme Court Administrative Order 268, and all 12th Judicial District Local Rules and Administrative Orders.
2. *Designation of K.S.A. Chapter In Petitions:* All pleadings initiating a case, such as a petition, shall immediately follow the title of the pleading with designation of the chapter of the Kansas Statutes under which the case is to be filed, as shown in the following example:

IN THE DISTRICT COURT OF WASHINGTON COUNTY, KANSAS

JOHN DOE, Plaintiff,

vs.

Case No.

JAMES ROE, Defendant.

PETITION
(Pursuant to K.S.A. Chapter 61)

3. *Signature Block:* On any journal entries, writs, orders or other documents requiring the signature of a judge or clerk, the signature block shall appear in the following format:

Electronically Signed by
Kim W. Cudney
District Judge of the 12th Judicial District

The electronic signature will appear on a cover page generated by the e-filing system.

4. *Date Language:* Prior to the advent of e-filing, many attorneys or parties included, in the first and/or last lines of proposed orders or other documents language similar to the following: "Dated this ____ day of _____, 2015."

Pleadings filed using the e-filing system should now have a first line which begins: "At this time.". The final line of the order or similar document shall include a line substantially in compliance with the following: "This Order is effective as of the date and time shown on the electronic file stamp." Language in an order or journal entry indicating when a hearing or trial actually occurred shall be stated in the order, journal entry or similar document.

5. *Court Appointed Attorney Vouchers:* Appointed counsel should deliver vouchers directly to the judge presiding over the case. Counsel should not e-file the vouchers.
6. *Attachments to E-filed Documents:* When possible attorneys filing pleadings with documents attached should file the attachments as part of the original documents to which they are attached. If the document is too large to file with the documents attached, the attorney should e-file the attachments separately and should clearly label or title as an attachment to the main document.
7. *Original Documents:* When a party files a petition to admit a will to probate, the party should attach a copy of the will to the petition. The party should also file the original of the will with the Clerk of the District Court. Any and all relinquishments of parental rights shall be electronically filed and the original relinquishment shall also be filed with the Clerk of the District Court.
8. *Service of Pleadings Through Kansas E-flex E-filing System:* Pursuant to K.S.A. 60-205(b)(2)(F) service of any document or pleading listed in K.S.A. 60-205(a)(1) is authorized to be made to any attorney registered as a user of the Kansas E-flex electronic filing system.

A Certificate of Service shall be included as the last page of the document as follows:

CERTIFICATE OF SERVICE

The undersigned hereby certifies that on the 1st day of July, 2016, I presented the foregoing to the clerk of the court for filing and uploading to the e-flex electronic court filing system and provided a copy by email (identify method of service) to the following counsel of record:

Name of Attorney
Law Office
Address
Phone
Email
Attorney for Plaintiff John Doe

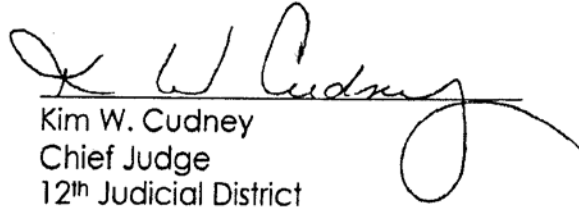
Name of Attorney
Law Office
Address
Phone
Email
Attorney for Defendant James Roe

and that a copy was served by United States Mail, properly addressed and postage prepaid on July 1, 2016, to:

Jane Doe
Address
Pro Se Defendant

/s/ Attorney Filing
Attorney name
Attorney for Defendant XYZ

IT IS SO ORDERED this 3rd day of May, 2016.


Kim W. Cudney
Chief Judge
12th Judicial District