

Welcome to eFlex - The Kansas Courts Web-Based  
electronic Filing system

## Kansas Courts **Civil Appellate Electronic Filing**

Only lawyers in good standing who are licensed in Kansas  
may use Kansas Courts e-Filing



# Before you Request an e-Flex Account

<https://filer.kscourts.org/>

- **Make sure that your Kansas Attorney Registration is up to date.** Only lawyers in good standing who are licensed in Kansas may use Kansas Courts e-Filing
- If your Kansas Attorney Registration Information needs updating, visit 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.
- **Questions?** Send emails to [efilingadministrator@kscourts.org](mailto:efilingadministrator@kscourts.org)

# E-filing System Log In Screen

<https://filer.kscourts.org/>

**JUDICIAL BRANCH**  
*electronic filing*

**efiling**  
powered by eFlex from Tybera

**Home Page for eFiling  
Log In or to Request an  
Account**

**Welcome to the Kansas Judicial Branch e-filing website.**  
File new cases and subsequent documents

**Log In**  
Enter your User Name and Password.  
User Name:   
Password:   
[Log In](#) [Forgot Your Password?](#)  
[Forgot Your User Name?](#)

**Request an Account** → [Request Account](#)

# Requesting a User Account

## User Agreement

1. Only Lawyers in good standing who are licensed in Kansas may use the Kansas Courts e-Filing System
2. Read the Terms of Use (Very Important)
3. Accept User Agreement Terms
4. Select User Role
5. Select New or Existing Firm
6. Complete Request and Submit

Note: Primary e-mail address must match the e-mail address on file with Attorney Registration

# User Agreement Acceptance

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User Agreement

User Agreement

**User Agreement**

In order to register for an account with EFlex, you must accept the terms of the user agreement as explained below. Failure to accept these terms will take you back to the login screen.

The terms of the user agreement are found on the [Terms of Use](#) page

I have read the applicable Administrative Order(s) and/or Local Rules that govern e-Filing and I accept the terms of the user agreement.

I do not accept the terms of the user agreement

Please Read Thoroughly

# Terms of Use

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Log In

TERMS OF USE

Please Read Thoroughly

## Terms of Use

In order to register for an account with the Kansas Courts Electronic Filing (Kansas Courts e-Filing) system, you must accept the terms of use as listed below. This serves as your agreement with the Kansas Supreme Court Office of Judicial Administration, acting through the e-Filing System Administrator, for the purpose of electronically filing court case documents using the electronic filing (e-filing) system and will remain in effect as long as you are enrolled as an active Filing User with an assigned login identification (user ID) and password, as defined in the Technical Standards Governing Electronic Filing and Transmission of Court Documents, Kansas Supreme Court Administrative Order No. 268. Failure to accept these Terms of Use will result in denial of access to the Kansas Courts e-Filing system.

### A. Filing User Terms and Conditions:

A Filing User accepts and agrees to comply with the following terms and conditions:

- Be bound by and follow the Technical Standards Governing Electronic Filing and Transmission of Court Documents as set forth in Administrative Order No. 268, found [here](#).
- Provide accurate and complete information during the account registration process, as required by the Kansas state appellate and trial courts (Kansas state courts).
- Promptly notify the e-Filing System Administrator of any status change of a member's standing with the state of Kansas bar.
- For active members of the Kansas bar, use the attorney's Kansas bar number as the Filing User ID.
- Do not use or attempt to use identification for Filing User that is obscene, offensive, potentially libelous, or deceptive. A deceptive Filing User ID includes but is not limited to a user ID that could be construed to give a false or misleading impression of the individual owner's identify or association with any other legal entity.
- Be responsible for the security and use of Filing User's ID and password. An initial password will be assigned to a Filing User, which the Filing User will be able to change using the "Change Password" functionality of the Kansas Courts e-Filing system. Any e-filing or other interaction with the Kansas Courts e-Filing system using a Filing User ID and password shall be deemed to be made by that Filing User or with that Filing User's express authorization.
- Immediately notify the Office of the Clerk of the Kansas state court where a document is being filed of any breach of user security, including any use of a Filing User ID and password by an individual not expressly authorized to do so by Filing User.
- If an individual will cease using an assigned User ID and password, notify the e-Filing System Administrator immediately to terminate use of the Filing User ID and password.
- Agree to suspension of Filing User's account by the e-Filing System Administrator if it is determined that the account is being misused, abused, or fraudulently used. Service shall also be suspended if any information provided during the account registration process is false or fraudulent.
- Understand that misuse, abuse or fraud may also result in civil liability, criminal prosecution, a grievance being filed with the appropriate licensing agency or any combination thereof.
- Cooperate with the e-Filing System Administrator and law enforcement during investigations into misuse, abuse or fraud.
- Use software for document production and access to the Kansas Courts e-Filing system compliant with the Technical Standards Governing Electronic Filing and Transmission of Court Documents, as set forth in Administrative Order No. 268.
- Assume all risk and waive any claim for damages resulting from use of the Kansas Courts e-Filing system.

### B. System Use:

A Filing User accepts and agrees to the following provisions related to System Use:

- Filing User will use the e-filing login process with a Filing User ID and password, as set out in the Technical Standards Governing Electronic Filing and Transmission of Court Documents in Administrative Order No. 268, found [here](#)

# Select User Role

(Attorney or Attorney/Financial Administrator)

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User Agreement ⇒ Select User Role

## USER ROLES

Each law firm **MUST** have one user account that has a role of Attorney/Financial Administrator. This user will have the ability to set up wallet accounts for the firm and to assign which users within the firm have access to which wallet accounts. Wallet accounts are the only means of paying court fees for district court filings incurring a fee when a fee waiver is not appropriate. Without a payment method, filings incurring court fees cannot be submitted to district courts. Please watch the instructional video on setting up wallet accounts that is included in your account approval packet.

**Select your user role:**

Attorney ← Select a role

Attorney/Financial Administrator

Cancel **Next**

# Select New or Existing Company

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User Agreement ⇒ Select User Role ⇒ Select User Company

**Select a company**

Select the company you belong to or type it in below:

Existing  
 New

Cancel Next

HOWELL & ASSOCIATES  
TEST LAW FIRM 1  
THOMAS ADRIAN  
ATTORNEY AT LAW  
TEST LAW FIRM 2  
TESTING FILER  
TYBERA DEVELOPMENT GROUP

Search the drop down list for your company. If you do not see your company listed in the drop down list, select New to create the new company.

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User Agreement ⇒ Select User Role ⇒ Select User Company

**Select a company**

Select the company you belong to or type it in below:

Existing  
 New

Cancel Next

Company Legal Name

To create a new company, enter the company's legal name in the textbox and click next.



# Complete Request and Submit

## Request a User Account

Company Name: NEW COMPANY

User Name: \* 77797

Password: \* \*\*\*\*\*

Confirm Password: \* \*\*\*\*\*

Title:

First Name: \* Tim

Middle Name:

Last Name: \* Timmons

Suffix Name:

Bar Number: \* 77797

Phone: 785-444-4444

Email: \* testing@testing.org

Confirm Email: \* testing@testing.org

1st Alternate Email: testing2@testing.org

2nd Alternate Email: testing3@testing.org

Use My Company's Address

Use My Address

Address Line 1: \* 8797 North Shore Road

Address Line 2:

Address Line 3:

City: \* Topeka State: Kansas

Postal Code: \* 66612 Country: United States

Cancel Submit

Enter your Kansas Attorney Bar Number. If your bar number is 4 digits, please add a leading zero to the number.

All attorney information entered MUST match the information on file with Attorney Registration

Enter your Kansas Attorney Bar Number. If your bar number is 4 digits, please add a leading zero to the number.

Alternative Email fields are recommended for Office Staff or a generic email address for your company

Company address MUST match the information on file with Attorney Registration.

# Request Confirmation

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User Account Requested

## User Account Requested

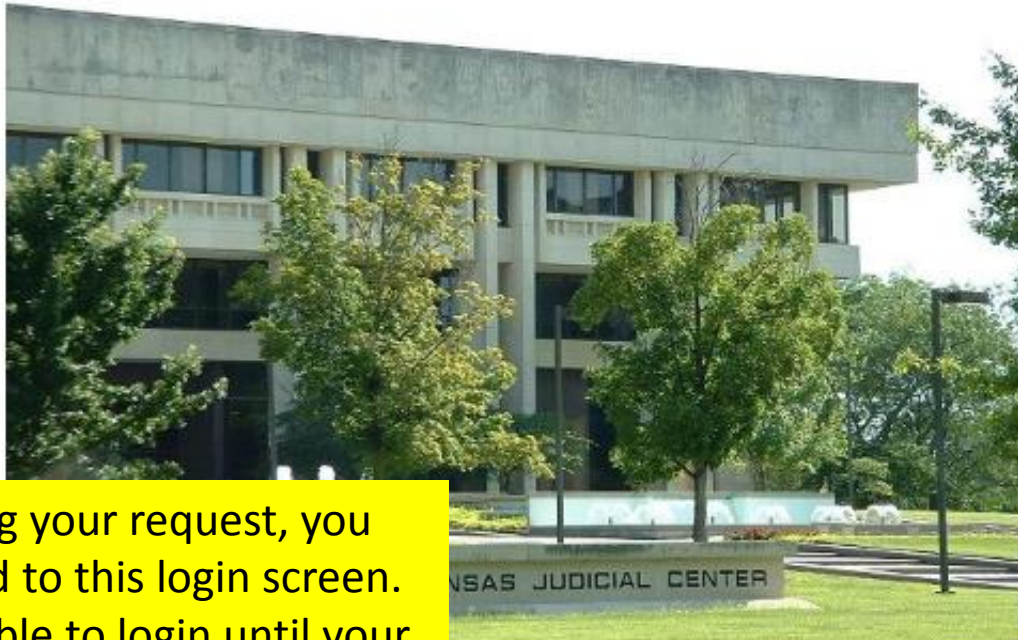
Your request to be registered as a user of the eFlex System has been processed. Once your administrator has approved your request you will be able to login under the below username with the password you requested.

### Tim Timmons

User Name: 77797  
Bar Number: 77797  
Bar State:  
Phone: 785-444-4444  
Fax:  
Email: testing@testing.org  
Address: 301 SW 10th  
Topeka, KS 66612  
US

You will receive e-mail confirmation once your request has been approved or denied. You will also receive an additional email with instructional attachments regarding functionality of the e-Filing system.

OK



After submitting your request, you will be returned to this login screen. You will be unable to login until your account has been approved, and you have received e-mail confirmation.

Once you have been approved for an account, this is the login screen you will access to log into the e-Filing system.

Log In

Enter your User Name and Password.

User Name:

Password:

[Log In](#) [Forgot Your Password?](#)

[Forgot Your User Name?](#)

New Users

[Request Account](#)

# User Request Approved



The filer has the ability to modify their profile once their request has been approved. To do this, log in to eFlex and select "My Profile".

Select the "Modify User Profile" button at the bottom of the screen.

A screenshot of the "Modify User Profile" form. The form contains several sections: "User Information" with fields for User Name (09472), Title, First Name (Lawrence), Middle Name, Last Name (Test), Suffix Name, Organization (DISTRICT COURT ATTORNEY), Bar Number (09472), and User Identifier; "E-mail Information" with fields for Email (Testing@kscourts.org), Confirm Email, 1st Alternate Email, 2nd Alternate Email, and Batch Email; "E-mail Notification" with four checkboxes for status updates; "Batch Enabled Status" with a checked "Enabled" option and a note; "Address" with radio buttons for "Use My Company's Address" (Webb Street, Topeka, KS 66612, US) and "Use My Address" (Webb Street, Topeka, KS 66612, US); and "City/State/Postal Code" with dropdowns for City (Topeka), State (Kansas), and Postal Code (66612). At the bottom left, there are "Cancel" and "Submit" buttons, with a red box around the "Submit" button and a red arrow pointing to it from the right.

Modify user information as desired. If you need to have information changed that does not contain a change option within this screen, notify [efilingadministrator@kscourts.org](mailto:efilingadministrator@kscourts.org) for those changes to be made.

You must select "Submit" for the changes to be saved.

# Notification Options in User Profile

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Home | e File | Cases | **My Profile** | Admin | Log Out | user: Admin Filer

User Profile ⇒ Modify User Profile

### Modify User Profile

**Admin Filer**

Role: Attorney/Financial Administrator

User Name: Adminfiler

Organization: OJA  
Bar Number: 99999  
User Identifier:  
Phone:  Fax:   
E-mail: \*   
Confirm EMail: \*   
1st Alternate EMail:   
2nd Alternate EMail:

**E-mail Notification :**

- Do NOT email me status updates for received filings
- Do NOT email me status updates for approved filings
- Do NOT email me status updates for partially approved filings

**Batch Enabled Status:**

- Enabled

Note: To enable batch filing access, please contact your System Administrator

These notifications are courtesy only, they do NOT contain copies of the filed documents.

The Batch Enabled Status checkbox is only for attorneys who have programmed for batch filings within Shawnee county.

E-mail Notification :

- Do NOT email me status updates for received filings
- Do NOT email me status updates for approved filings
- Do NOT email me status updates for partially approved filings

Batch Enabled Status:

These courtesy notifications inform you of the eFlex filing progress. ALL notifications will be sent to the email addresses listed within the user profile.

# E-filing System Features

- New Case
- Existing Case
- My Filings - View statuses of submitted documents
- My Cases - View cases that you are an official attorney of record and a document has been electronically filed to the case.
- Notifications to a registered Filing User

# e-Filing Home Page

## New Case Initiation

The screenshot shows the e-filing home page with a navigation menu and a list of options. The 'New Case' button is highlighted with a red box, and a yellow callout box points to it with the text: 'To initiate a new case filing, select the “New Case” button.' The page header includes 'JUDICIAL BRANCH electronic filing' and 'efiling'. The navigation menu has 'Home', 'eFile', 'Cases', 'My Profile', and 'Log Out'. The main content area has a 'Home' section with the following options:

Option	Description
<a href="#">New Case</a>	File new case
<a href="#">Existing Case</a>	File subsequent document to existing case
<a href="#">My Filings</a> (1)	Check the status of my filings There are 1 filing(s) awaiting payment processing finalization that require your attention.
<a href="#">My Cases</a>	List of my eFiling cases
<a href="#">Notifications</a>	Review your Notifications

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# Case Initiation for Appellate Courts

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Home eFile Cases My Profile Admin Log Out user: Lawrence Test

Home ⇒ New Case Filing: Court

Court

	Description
<a href="#">APPELLATE COURTS</a>	
<a href="#">DISTRICT COURTS</a>	

Select Appellate Courts

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Home eFile Cases My Profile Admin Log Out user: Lawrence Test

Home ⇒ New Case Filing: Court ⇒ New Case Filing: Court

Court

	Description
<a href="#">Court of Appeals</a>	
<a href="#">Supreme Court</a>	

Select appropriate court



# Case Categories

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**eFiling**

Home | **eFile** | Cases | My Profile | Admin | Log Out | user: Lawrence Test

Home ⇒ New Case Filing: Court ⇒ New Case Filing: Court ⇒ Case Category

## Case Category

	Description
1507	
<b>CIVIL</b>	
CRIMINAL	
DISCIPLINE	
JUVENILE	
ORIGINAL	
PUBLIC UTILITY RATE CASE	
TAX APPEAL	
WORK. COMP.	

Select the Appropriate Case Category

# Civil Case Types

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Home eFile Cases My Profile Admin Log Out user: Nicholas Testing

Home » New Case Filing: Court » New Case Filing: Court » Case Category » Case Type

## Case Type

Description
ADMIN KS CORP COMM
ADMIN LICENSING
ADMIN OTHER
CHILD VISITATION
CHILDREN ADOPTION
CHILDREN CUSTODY
CHILDREN SUPPORT
CONSERVATORS
CONSTITUTIONAL LAW
CONTRACTS
CREDITORS & DEBTORS
DAMAGES PERSONAL INJURY
DAMAGES PROPERTY
DAMAGES PUNITIVE
DIVORCE
ELECTION CONTEST - SUPREME CRT ONLY
EMINENT DOMAIN - SUPREME CRT ONLY
EMPLOYMENT
GOVERN IMMUNITY
HABEAS K.S.A.60-1501 APPEAL DC
INSURANCE
JURISDICTION
LIBEL & SLANDER
MANDAMUS APPEAL DC
NEGLIGENCE
OIL AND GAS
PERSONAL PROPERTY
PROBATE
PROCEDURE
QUO WARRANTO APPEAL DC
REAL PROPERTY

Select appropriate Case Type.  
Case Type options will be  
dependant upon Case Category  
selected.

# Civil Case Information

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Home eFile Cases My Profile

Home » New Case Filing: Court » New Case Filing: Court » Case

**Case Initiation: PERSONAL PROPERTY**

**District Court Case Information**

**Step 1: Add District Court Information**

County Location: LEAVENWORTH  
Interlocutory:   
District Court Case Caption: Steve Jones v. Mary Smith  
Sitting Judge: KING, DAVID J  
District Court Case Number: 12CV48

**Step 2: Additional District Court Case Titles and Numbers**

District Court Case Caption:   
District Court Case Number:   
**Add**

(Repeat step 2 for each consolidated case)

Case Title	Case No.	Change

**Add Case Litigants** Add My Parties Add Other Parties

Remove	Participant Name

Back Save to Draft Next

**Step 1: Add District Court Information**

- 1) Populate County Location.
- 2) Enter District Court Judge in the Sitting Judge field.
- 3) Select the Interlocutory checkbox if applicable.
- 4) Enter the District Court Case Number.
- 5) Enter the District Court Case Caption.

**Step 2: Additional District Court Case Titles and Numbers** (if applicable) and select the Add button for each additional case.

Select "Add My Parties" and "Add Other Parties" to enter parties on the case.

Save to Draft functionality allows the filer to go back to the filing if interrupted prior to the submission being sent to the court. Go to eFile menu and select Draft Filings.

eFile	Cases
New Case	
Existing Case	
Filing Status	
<b>Draft Filings</b>	
Batch Filing	
Batch Filing Status	

# Add My Parties

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Home eFile Cases My Profile Admin Log Out user: Nicholas Testing

Home » New Case Filing: Court » New Case Filing: Court » Case Category » Case Type » Case Initiation » Litigant

**Add a Litigant: PERSONAL PROPERTY**

**Litigant**

Litigant Type: APPELLEE

First Name: Steve

Middle Name:

Last Name: \* Jones

(or Business Name)

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

Phone #:

Fax #:

E-Mail:

Confidential Address:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State:

Zip / Postal Code:

**Add an Attorney for this Party**

Last Name:

Bar ID:

Add

Back Save

Select "Save"

If there are additional attorneys (co-counsel) representing this party, add them here.

\*\*The filer is assumed to be lead counsel. If not, contact the Appellate Court Clerk's Office (785-296-3229).

Select the Litigant Type and enter litigant information.

# Add Other Parties

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Home eFile Cases My Profile Admin Log Out user: Nicholas Testing

3  
Home » New Case Filing: Court » New Case Filing: Court » Case Category » Case Type » Case Initiation » Litigant

### Add a Litigant: PERSONAL PROPERTY

**Litigant**

Party Type:

First Name:

Middle Name:

Last Name: \*  
(or Business Name)

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

Phone #:

Fax #:

E-Mail:

Confidential Address:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State:

Zip / Postal Code:

Select "Save"

### Add an Attorney for this Party

Last Name:

Bar ID:

Last Name	Bar Number	Delete
WILSON	123454	<input type="button" value="X"/>

### Add Additional Aliases

Alias Type:

First Name:

Middle Name:

Last Name: \*  
(or Business Name)

Add the Last Name or Governmental Entity in the Last Name field. Add the Bar ID number for opposing counsel or governmental entity.

Select the Litigant Type and enter litigant information.

Home » New Case Filing: Court » New Case Filing: Court » Case Category » Case Type » Case Initiation

## Case Initiation: PERSONAL PROPERTY

### District Court Case Information

#### Step 1: Add District Court Information

County Location

Sitting Judge

Interlocutory

District Court Case Number  
Example: 12CR10

District Court Case Caption  
Example: Steve Jones v. Mary Smith

#### Step 2: Additional District Court Case Titles and Numbers

District Court Case Caption

District Court Case Number

(Repeat step 2 for each consolidated case)

Save to Draft functionality allows the filer to go back to the filing if interrupted prior to the submission being sent to the court. Go to eFile menu and select Draft Filings.

eFile	Cases
	New Case
	Existing Case
	Filing Status
	<b>Draft Filings</b>
	Batch Filing
	Batch Filing Status

#### Add Case Litigants

Remove	Participant Name	role	Attorney(s) for Party
<input type="checkbox"/>	STEVE JONES	APPELLEE	TESTING
<input type="checkbox"/>	MARY SMITH	APPELLEE	WILSON

Once all parties have been added, Select "Next".

# Submitting Documents

- Documents may be submitted at time of case initiation or by selecting “**Existing Cases**”.
- Documents to be filed with the **Appellate Court** MUST be submitted in .pdf format.
- **Locked, Encrypted, or Form Fill-able PDFs are not allowed.** These types of documents cannot be time-stamped.
- Docketing is the **ONLY** time that multiple documents in the same submission will be accepted by the **Appellate Court**. All other submissions refer to Supreme Court Rule 5.01.

# Specified Order of Documents to be Filed Pursuant to Supreme Court Rule 2.04. Motion to Docket Out of Time

➤ MOTION TO DOCKET APPEAL OUT OF TIME

➤ DOCKET STATEMENT

➤ NOTICE OF APPEAL FILED - MOT DOC OOT

➤ JOURNAL ENTRY

OR

MEMORANDUM DECISION

OR

DISTRICT COURT DOCUMENTS (Separate document entry for each District Court

Document. These must be submitted in chronological order starting from the earliest to the most recent.)

➤ ORDER APPOINTING COUNSEL

OR

ORDER OF INDIGENCY

OR

CERTIFICATION OF INDIGENCY

OR

Nothing because no filing fee to be paid (Example: Habeas Corpus)

➤ REQUEST FOR TRANSCRIPT

OR

ORDER FOR TRANSCRIPT

OR

CERTIFICATION OF COMPLETION OF TRANSCRIPT

OR

NO TRANSCRIPT REQUESTED

All questions regarding Rule 2.04 call the Clerk of the Appellate Courts 785-296-3229



# Specified Order of Documents to be Filed Pursuant to Supreme Court Rule 2.04. Timely Docketing

➤ DOCKET STATEMENT

➤ NOTICE OF APPEAL FILED

➤ JOURNAL ENTRY

OR

MEMORANDUM DECISION

OR

DISTRICT COURT DOCUMENTS (Separate document entry for each District Court

Document. These must be submitted in chronological order starting from the earliest to the most recent.)

➤ ORDER APPOINTING COUNSEL

OR

ORDER OF INDIGENCY

OR

CERTIFICATION OF INDIGENCY

OR

Nothing because no filing fee to be paid (Example: Habeas Corpus)

➤ REQUEST FOR TRANSCRIPT

OR

ORDER FOR TRANSCRIPT

OR

CERTIFICATION OF COMPLETION OF TRANSCRIPT

OR

NO TRANSCRIPT REQUESTED

All questions regarding Rule 2.04 call the Clerk of the Appellate Courts 785-296-3229

# Specified Order of Documents to be Filed Pursuant to Supreme Court Rule 2.04. Untimely Interlocutory Docketing

- MOTION TO DOCKET APPEAL OUT OF TIME
- DOCKET STATEMENT
- INTERLOCUTORY APPEAL BY PROSECUTION
- JOURNAL ENTRY
- REQUEST FOR TRANSCRIPT  
OR  
ORDER FOR TRANSCRIPT  
OR  
CERTIFICATE OF COMPLETION OF TRANSCRIPT  
OR  
NO TRANSCRIPT REQUESTED

All questions regarding Rule 2.04 call the Clerk of the Appellate Courts 785-296-3229

# Specified Order of Documents to be Filed Pursuant to Supreme Court Rule 2.04. Timely Interlocutory Docketing

➤ DOCKET STATEMENT

➤ INTERLOCUTORY APPEAL BY PROSECUTION

➤ JOURNAL ENTRY

➤ REQUEST FOR TRANSCRIPT

OR

ORDER FOR TRANSCRIPT

OR

CERTIFICATE OF COMPLETION OF TRANSCRIPT

OR

NO TRANSCRIPT REQUESTED

All questions regarding Rule 2.04 call the Clerk of the Appellate Courts 785-296-3229

# 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 – Electronic signatures by all parties 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 use electronic notarization if requirements are met. K.S.A. 16-1611 and K.A.R. 7-43-1, *et seq.*
- Document may be e-filed using unsworn declaration under K.S.A. 53-601, *et seq.*

# Add Documents

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Home eFile Cases My Profile Admin Log Out user: Nicholas Te

Home ⇒ New Case Filing: Court ⇒ New Case Filing: Court ⇒ Case Category ⇒ Case Type ⇒ Case Initiation ⇒ Add a Document

Case Type : PERSONAL PROPERTY

Document Category  
Document Type \*  
Document Title \*  
Title as Printed on Attached Document

Select the appropriate Document Category. (This will narrow the selections for Document Type.)

Then select the appropriate Document Type.

Then type the Document Title, which is the exact title of the document you are attaching. Document title is 80 characters in length maximum.

Case Type : PERSONAL PROPERTY

Document Category Docketing

Document Type \*  
Document Title \*  
Document Location  
Add to Submission  
Case Data  
Back Move to Draft

ADMINISTRATIVE HEARING DOCUMENTS  
ANSWER  
APP. FOR INTERLOCUTORY APPEAL  
CERT. OF COMPLETION OF TRANSCRIPT  
CSR NOTICE  
DEMAND FOR PAYMENT ISSUED  
DISTRICT COURT DOCUMENTS  
DOCKETING STATEMENT  
DOCKETING STATEMENT ANSWER  
JOURNAL ENTRY  
LETTER DECISION  
MEMORANDUM DECISION  
MOT. TO REINSTATE APPEAL/DISTRICT COURT  
MOTION TO DOCKET APPEAL OUT OF TIME  
MUNICIPAL COURT DOCUMENTS  
NO TRANSCRIPT REQUESTED  
NOTICE OF APPEAL FILED  
NOTICE OF APPEAL FILED - MOT DOC OOT  
NOTICE OF CROSS APPEAL  
ORDER APPOINTING COUNSEL  
ORDER FOR TRANSCRIPT  
ORDER OF INDIGENCY  
RENEWED MOTION TO DOC OOT  
REQUEST FOR TRANSCRIPT

Case Type : PERSONAL PROPERTY

Document Category Docketing

Document Type \* DOCKETING STATEMENT

Document Title \* This is the exact title of your document  
Title as Printed on Attached Document

# Add Documents Continued

Case Type : PERSONAL PROPERTY

Document Category:

Document Type \*:

Document Title \*:

Title as Printed on Attached Document  
 Emergency

Acceptable File Format Type(s) (\*.pdf)

Document Location:

Add to Submission:

Select the "Browse" button to locate the document you wish to upload. Notice all documents MUST be in .pdf format. Document size maximum is 10 MB. The total submission size is 30 MB.

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data	<a href="#">form.xml</a>		0.01 MB		
Total Size: 0.0 MB					

You MUST select the "Add" button to add the document into e-flex.

Case Type : PERSONAL PROPERTY

Document Category:

Document Type \*:

Document Title \*:

Title as Printed on Attached Document  
 Emergency

Acceptable File Format Type(s) (\*.pdf)

Document Location:

Add to Submission:

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data	<a href="#">form.xml</a>		0.01 MB		
DOCKETING STATEMENT This is the exact title of your document	<a href="#">Docketing Statement.pdf</a>		0.06 MB	1	
Total Size: 0.06 MB					

11/2/2015

Once all documents have been added, select "Next".

# Submission Response Window

This is the last chance to modify your submission before it is transmitted to the court.

**Review and Approve Filing**

**Case Type : PERSONAL PROPERTY**

Payment Method:

Charge: \$155.00

Credit Card (Kansas.gov fee: \$3.88)

eCheck (Kansas.gov fee: \$1.50)

Total: 158.88

Waiver: Order of Appointment

Generated XML Data: [Change Filing Info](#)

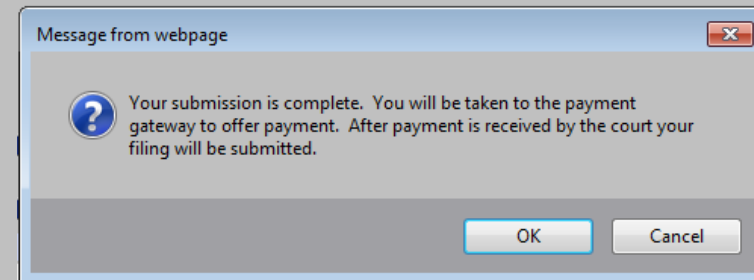
Document(s) to be Submitted: [Add/Remove Documents](#)

Document Name	View Document
DOCKETING STATEMENT This is the exact title of your document	<a href="#">Docketing Statement.pdf</a>
JOURNAL ENTRY:Journal Entry	<a href="#">Journal Entry .pdf</a>
NOTICE OF APPEAL FILED Notice of Appeal Filed	<a href="#">Notice of Appeal.pdf</a>

Special Filing Instructions for the Clerk:

[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit the Filing](#)

If filing fee is assessed, the filer will need to enter payment information. Payment information will be entered for each filing submission that requires a fee.



Select OK to continue to the KanPay portal.

Select the Submit the Filing button to send submission to the court. **You will be charged when payment information has been entered at the KanPay portal.**



## Payment Information for Test Application

\* Indicates a required field.

### Name and Address

\* Name:

(as shown on credit card)

\* Address:

Secondary Address:

\* City:

\* State/Province:

\* Zip Code:

(i.e. 00000-0000)

\* Country:

Visa, Master Card,  
Discover, and  
American Express  
are accepted.

### Account Information

Card Type:

\* Card Number:

\* Expiration Date:

### Contact Information

\* Phone Number:

(i.e. 000-000-0000)

\* E-mail Address:



## Payment Information for Test Application

Payment is NOT complete until you select "I Agree/Submit Payment" at the bottom of this page.

Please review the information below. If there are changes you need to make, select the "Make Changes" button to edit the information. After verifying all the information is correct, select the "I Agree / Submit Payment" button to proceed.

Your reference number is b565a961ba62201

### Name and Address

Name: Testing Attorney  
(as shown on credit card)  
Address: 123 4th Street  
City: Topeka  
State/Province: Kansas  
Zip Code: 66601-1234  
Country: United States

For KanPay  
questions, call  
1(800) 452-6727

### Account Information

Card Type: Visa Card  
Card Number: \*\*\*\* \*1111  
Expiration Date: 01/2020

### Contact Information

Phone Number: 785-123-4567  
E-mail Address: testing@attorney.com

[Make changes](#)

### Cost Information

SKU	ID	Description	Quantity
EFILE	10057_F	PERSONAL PROPERTY	1

Total Order Amount: \$168.88

I understand that the above amount will be charged to my credit card, and that my credit card billing statement will show this amount as paid to "Kansas.gov KanPay Pmt". Kansas.gov reserves the right to assess you a \$15 service fee for all chargebacks and returns.

Please be patient once you have hit the "I Agree / Submit Payment" button, it may take up to 90 seconds before your order is completed. Upon completion you will be returned to the "Test Application".

Your reference number is b565a961ba62201

[I Agree / Submit Payment](#)

[I Disagree / Cancel Order](#)

# Submission Response Window

The screenshot shows a web interface for the Judicial Branch eFiling system. At the top, there is a header with 'JUDICIAL BRANCH' and 'electronic filing' on the left, and 'efiling' on the right. Below the header is a navigation menu with 'Home', 'eFile', 'Cases', 'My Profile', 'Admin', and 'Log Out'. The user is identified as 'user: Nicholas Testing'. The main content area is titled 'Submission Confirmation' and displays the message 'Your Filing has been submitted'. Below this, it shows 'Case Type: PERSONAL PROPERTY -' and a note: 'Note: This filing is now being processed and added to the Clerk of Court document repository. Once ECF has stored the documents associated with your filing, a receipt will be issued to you. You may view the status of this filing, and access your receipt for 60 days, after which it will be purged from this system. The documents will be retained and available long term through the Clerk of Court.' A table follows, listing the filing details. A 'Filing Status' button is visible, and a text box explains that the filing status will be explained later in the presentation. A yellow callout box provides additional information about the 60-day access period.

Case Title	My Case #	Court Case #	Description	Date	Account	Authorization Code	Fees	Convenience Fee	Total Charge
New Case			DOCKETING STATEMENT	2015-07-17 14:15:41.232		13691660	\$158.88	\$0.00	\$158.88

Filing status will be explained later in the presentation.

The submission will appear in the My Filings for 60 days. You can still access the document in the My Cases as long as you are attorney of record.

# Draft Filings

JUDICIAL BRANCH  
electronic filing

efiling

Home eFile Cases My Profile Admin Log Out user: Nicholas Teating

Draft Filings

Draft Filings

Delete

<input type="checkbox"/>	Filing ID	Client #	Court Case #	Case Title	Filing Description	Y Create Date	Court	Court Division	Court Location	Days Until Deletion
<input type="checkbox"/>	9595		180539	VICTOR FRANKENSTEIN, APPELLANT, V. STATE OF KANSAS, APPELLEE	K.S.A 80-1507	07-09-2015 12:37:09 PM	APPELLATE COURTS	Court of Appeals	Appellate Court	52
<input type="checkbox"/>	9577		180539	VICTOR FRANKENSTEIN, APPELLANT, V. STATE OF KANSAS, APPELLEE	K.S.A 80-1507	07-09-2015 12:37:34 PM	APPELLATE COURTS	Court of Appeals	Appellate Court	51
<input type="checkbox"/>	9515				Fraud	09-28-2015 09:55:13 AM	DISTRICT COURTS		Sedgewick County District Court	39
<input type="checkbox"/>	9517		2015-UM-000359	Snow White vs. John Smith	Promissory Liability	09-28-2015 09:24:16 AM	DISTRICT COURTS		FullCourt Teating	39
<input type="checkbox"/>	9503		2015-UM-001797	Sue Smith vs. Jane Rogers	Solar Plaintiff (Debt Collection)	09-24-2015 12:04:44 PM	DISTRICT COURTS		Douglas County District Court	37
<input type="checkbox"/>	9433		2015-UM-001797	Sue Smith vs. Jane Rogers	Solar Plaintiff (Debt Collection)	09-18-2015 11:02:38 AM	DISTRICT COURTS		Douglas County District Court	31
<input type="checkbox"/>	9385				CHILD VISITATION	09-17-2015 02:40:10 PM	APPELLATE COURTS	Court of Appeals	Appellate Court	30
<input type="checkbox"/>	9384				Fraud	09-17-2015 01:52:24 PM	DISTRICT COURTS		FullCourt Teating	30
<input type="checkbox"/>	9309		2015-CA-000117	Gunderson vs. Henderson	Automobile Tort	09-11-2015 01:28:55 PM	DISTRICT COURTS		FullCourt Teating	24
<input type="checkbox"/>	9307		2015-UM-001797	Sue Smith vs. Jane Rogers	Solar Plaintiff (Debt Collection)	09-11-2015 01:24:25 PM	DISTRICT COURTS		Douglas County District Court	24
<input type="checkbox"/>	9305				Fraud	09-11-2015 10:36:33 AM	DISTRICT COURTS		Douglas County District Court	24
<input type="checkbox"/>	9193		180539	VICTOR FRANKENSTEIN, APPELLANT, V. STATE OF KANSAS, APPELLEE	K.S.A 80-1507	09-01-2015 03:48:55 PM	APPELLATE COURTS	Court of Appeals	Appellate Court	14

If you saved a submission to Draft Filings or if you were timed out of the system, you can access the un-submitted filings by selecting the e File drop down from the menu bar and then selecting Draft Filings. Select the link in the Filing Description column to continue with the filing process. These submissions will remain in the Draft Filings for 60 days unless you delete the submissions from the Draft Filings. Also, when logging out of the eFiling system, you will be notified if you have Draft Filings pending.

# Filing on an Existing Case

From the Home page select the "Existing Case" button.

**JUDICIAL BRANCH**  
electronic filing

Home eFile Cases My Profile Admin Log Out user: Nicholas Testing

Home ⇒ Existing Case

### Existing Cases

Cases that will be filed on

Case Number	Case Title
Enter case identifying information	
Court	APPELLATE COURTS
Court Location	Appellate Court
Case Number (Ex: Appellate-070900001 District-YYYY-DD-000000) :	160539
Participant's Last Name :	Frankenstein
<input type="button" value="Add this case to your list"/> <input type="button" value="Submit"/>	

Or, select a recent case, filter all your cases, file on a specific case, or add cases to your filing list. Number of cases displayed per page: 50

Search My Cases

	Case Title	Case Number	Case Type	Judge	Court	Court Division	Court Location
<input type="button" value="Add"/>	IN THE MATTER OF ENTERPRISE	160105	KS1507		APPELLATE COURTS	Court of Appeals	Appellate Court
<input type="button" value="Add"/>	DALLAS POWELL V. ...	160125	MANDAMUS APPEAL DC		APPELLATE COURTS		Appellate Court

Two ways to file on an Existing case

1) Find the case in the list of cases displayed at the bottom half of the screen and select the case title.

2) Select the Court and Court Location. Enter the Case Number and a Participant Name.

You MUST have the case number (in proper format as shown in the example) and one of the Participants Last Name to file on an existing case.

Select "Submit"

**\*\*Only select the Add this case to your list button if you are filing the exact same document on multiple cases.**

Then, follow the same procedure for adding documents to new case filings.

# Entry of Appearance

**JUDICIAL BRANCH**  
*electronic filing*

**efiling**

Home | **eFile** | Cases | My Profile | Admin | Log Out | user: Nicholas Testing

Home ⇒ Existing Case ⇒ Add a Document

**Case Number : 160539 Case Title : VICTOR FRANKENSTEIN, APPELLANT, V. STATE OF KANSAS, APPELLEE.**

Case Type : K.S.A 60-1507

Document Category

Document Type \*

Document Title \*

Title as Printed on Attached Document

Emergency  Associate to Previous Filing

Acceptable File Format Type(s) (\*.pdf)

Document Location

Add to Submission

Document Name	View Document	Edit Data	Size	Pg Count	Remove
---------------	---------------	-----------	------	----------	--------

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

# Entry of Appearance, cont.

The screenshot shows the 'JUDICIAL BRANCH electronic filing' interface. The user is logged in as 'Nicholas Testing'. The breadcrumb trail is 'Home > Existing Case > Add a Document > Notice Of Appearance'. The case number is 'K.S.A 60-1507' and the case title is '160539 Case Title : VICTOR FRANKENSTEIN, APPELLANT, V. STATE OF KANSAS, APPELLEE.'.

At the bottom left, there are 'Back' and 'Next' buttons. The 'Next' button is highlighted with a red box.

At the bottom right, there is a form titled 'Add an Attorney for this Party'. The form contains the following fields:

- Last Name: Testing
- Bar #: 22173
- Type: APPELLANT

The 'Add' button is highlighted with a red box.

- 1) Enter the Last Name of the Attorney entering their appearance.
- 2) Enter the Bar Number of the Attorney entering their appearance.
- 3) Enter which party the attorney will be representing.
- 4) Select the Add button.
- 5) When all attorneys have been added, select the Next button.

# My Filings Report

**JUDICIAL BRANCH**  
*electronic filing*

**efiling**

Home eFile Cases My Profile Admin Log Out user: Nicholas Testing

Home ⇒ My Filings

### My Filings

**Nicholas Testing Filings**  
**Report Criteria:**

View Filings Between: 4/01/2015 AND

Filing ID: Court Case #: Client #: Status: All

**Go** **Clear Search**

**My Filings Between 4/01/2015 and Today**  
**Delete**

Filings per page: 50

<input type="checkbox"/>	Filing ID	Client #	Case Title	Court Case #	▼ Date Submitted	Document Type	Court	Court Division	Court Location	Status
<input type="checkbox"/>	8640		TESTING VS TESTING	160614	04-15-2015:11:13:34 AM	MEMO MOTION	APPELLATE COURTS	Court of Appeals	Appellate Court	Awaiting Approval
<input type="checkbox"/>	8630		STATE OF KANSAS, APPELLEE, V. MORTY FINCH JR, APPELLANT.	160616	04-14-2015:01:21:53 PM	MEMO MOTION	APPELLATE COURTS	Supreme Court	Appellate Court	Filed
<input type="checkbox"/>	8629		TEST PLAINTIFF, et al. vs. TEST DEFENDANT	2015-CV-000127	04-14-2015:12:10:20 PM	PLE: Petition	DISTRICT COURTS		FullCourt Testing	Filed

The My Filings displays the status of the submissions at the court.

Click on any Column Headings to sort in ascending or descending order.

If you encounter issues that you need to report to the [efilingadminstator@kscourts.org](mailto:efilingadminstator@kscourts.org) you will need the Filing ID number when reporting the issue.



# Filing Status Definitions

- **Package Pending** –The submission is being prepared for clerk review but has not yet been 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

# Case Search Using “My Cases”

**JUDICIAL BRANCH**  
*electronic filing*

**efiling**

user: Nicholas Testing

Home ⇒ My Cases

**My Cases**

Number of cases displayed per page: 50

**You MUST have the Case # and one of the Participant's Last Names to enable the search feature.**

Case Number: [ ] Court: APPELLATE COURTS County: Appellate Court Participant's Last Name: [ ]

History Certificate of Service

Ex: Appellate-070900001 District-YYYY-DD-000000

Search My Cases

Show Active  Show Inactive  Show Both

Case Title	Case Number	Case Type	Judge	Court	Court Division	Court Location	Certificate	Inactive	
TESTING	<a href="#">160546</a>	CIVIL/ADMIN LICENSING	BRYCEABBOTT*	APPELLATE COURTS	Court of Appeals	Appellate Court	<a href="#">Certificate of Service</a>	<input type="checkbox"/>	<input type="checkbox"/>
STATE OF KANSAS, APPELLEE, V. PENNY DREADFUL, APPELLANT.	<a href="#">160544</a>	CRIMINAL/NON-CAPITAL	JAMES FLEETWOOD	APPELLATE COURTS	Court of Appeals	Appellate Court	<a href="#">Certificate of Service</a>	<input type="checkbox"/>	<input type="checkbox"/>
STATE OF KANSAS, APPELLEE, V. DALLAS DULL, APPELLANT.	<a href="#">160542</a>	CRIMINAL/NON-CAPITAL	JAMES FLEETWOOD	APPELLATE COURTS	Court of Appeals	Appellate Court	<a href="#">Certificate of Service</a>	<input type="checkbox"/>	<input type="checkbox"/>
STATE OF KANSAS, APPELLEE, V. ALAN GREGSON, APPELLANT.	<a href="#">160541</a>	CRIMINAL/NON-CAPITAL	JAMES FLEETWOOD	APPELLATE COURTS	Court of Appeals	Appellate Court	<a href="#">Certificate of Service</a>	<input type="checkbox"/>	<input type="checkbox"/>
STATE OF KANSAS, APPELLEE, V. IGOR CHUMLUMSKY, APPELLANT.	<a href="#">160540</a>	CRIMINAL/NON-CAPITAL	JAMES FLEETWOOD	APPELLATE COURTS	Court of Appeals	Appellate Court	<a href="#">Certificate of Service</a>	<input type="checkbox"/>	<input type="checkbox"/>
VICTOR FRANKENSTEIN, APPELLANT, V. STATE OF KANSAS, APPELLEE.	<a href="#">160539</a>	KS1507	JAMES FLEETWOOD						
STATE OF KANSAS, APPELLEE, V.		CRIMINAL/NON-	JAMES FLEETWOOD						
			JAMES FLEETWOOD						

**Select the Case Number link to view the Case Summary Screen. (See next slide.)**

**Select Certificate of Service link to view which parties will be notified electronically and those that will need to be notified by traditional means.**

# Case Summary Screen



160725 : STEVE JONES VS. MARY SMITH

APPELLATE COURTS - Appellate Court

**Case Number** 160725  
**Case Type** PERPRO  
**Opened** 07-17-2015  
**Status** Active

**Plaintiff** NICHOLAS L ACKERMAN et al  
**Defendant** NICHOLAS L ACKERMAN et al  
**Judge** DAVID J KING - Division KINGD

Show/Hide Participants

File Date	Case History
07-17-2015 12:00:00 AM	<a href="#">DOCKETING STATEMENT</a>
07-17-2015 12:00:00 AM	<a href="#">JOURNAL ENTRY</a>
07-17-2015 12:00:00 AM	<a href="#">NOTICE OF APPEAL FILED</a>

To view the File-stamped document select the document link.

# Sort and Expansion Features (valid throughout system)

**JUDICIAL BRANCH**  
*electronic filing*

**efiling**

Home | eFile | **Cases** | My Profile | Admin | Log Out | user: Nicholas Testing

Home » My Cases

**My Cases**

Number of cases displayed per page: 50

Click on any Column Headings to sort in ascending or descending order.

Ex: Appellate-070900001 District-YYYY-DD-000000

Search My Cases

Show Active
  Show Inactive
  Show Both

Case Title	Case Number	Case Type	Judge	Court	Court Division	Court Location	Certificate	Inactive	Delete
TESTING	160546	CIVIL/ADMIN LICENSING	BRYCEABBOTT*	APPELLATE COURTS	Court of Appeals	Appellate Court	Certificate of Service	<input type="checkbox"/>	<input type="checkbox"/>
STATE OF KANSAS, APPELLEE, V. PENNY DREADFUL, APPELLANT.	160544	CRIMINAL/NON-CAPITAL	JAMES FLEETWOOD	APPELLATE COURTS	Court of Appeals	Appellate Court	Certificate of Service	<input type="checkbox"/>	<input type="checkbox"/>
STATE OF KANSAS, APPELLEE, V. DALLAS DULL, APPELLANT.	160542	CRIMINAL/NON-CAPITAL	JAMES FLEETWOOD	APPELLATE COURTS	Court of Appeals	Appellate Court	Certificate of Service	<input type="checkbox"/>	<input type="checkbox"/>
STATE OF KANSAS, APPELLEE, V. ALAN GREGSON, APPELLANT.	160541	CRIMINAL/NON-CAPITAL	JAMES FLEETWOOD	APPELLATE COURTS	Court of Appeals	Appellate Court	Certificate of Service	<input type="checkbox"/>	<input type="checkbox"/>

2014-06-19 11:41:48 AM [ORDER BY THE COURT Motion for Testing](#)  
 2014-03-24 03:58:38 PM [MEMO MOTION Motion for Testing](#)  
 2014-03-21 10:32:24 AM [MEMO MOTION Testing the Rejection functionality](#)  
 2014-03-21 09:04:19 AM [MEMO MOTION Motion for Attorney Fees](#)  
 2014-03-05 03:47:27 PM [ENTRY OF APPEARANCE Ackerman for State](#)  
 2014-02-26 12:00:00 AM [NO TRANSCRIPT REQUESTED - Due 4/7/14 Brf of Apt](#)  
 2014-02-26 12:00:00 AM [ORDER APPOINTING COUNSEL - Order of Appointment](#)  
 2014-02-26 12:00:00 AM [JOURNAL ENTRY - Sentencing](#)  
 2014-02-26 12:00:00 AM [NOTICE OF APPEAL FILED - Notice of Appeal \(2/5/14\) Alan Gregson](#)  
 2014-02-26 12:00:00 AM [DOCKETING STATEMENT - Docketing Statement - Alan Gregson](#)

STATE OF KANSAS, APPELLEE, V. IGOR CHUMLUMSKY, APPELLANT.	160540	CRIMINAL/NON-CAPITAL	JAMES FLEETWOOD	APPELLATE COURTS	Court of Appeals	Appellate Court	Certificate of Service	<input type="checkbox"/>	<input type="checkbox"/>
---	--------	----------------------	-----------------	------------------	------------------	-----------------	------------------------	--------------------------	--------------------------

Click on the expansion sign (+) to view a list of documents included with the case.

# Notice of Electronic Filing (NEF)

**JUDICIAL BRANCH**  
*electronic filing* eFiling

Home eFile Cases My Profile

Home ⇒ Notifications

**Notifications**

Notifications for Nicholas Testing

Delete Mark As Read Mark As Unread

	Docu	Case Title	Case Number	
<input type="checkbox"/>	<input type="checkbox"/> <b>MEMO MOTION</b> Documents: MEMO MOTION Testing April 14	STATE OF KANSAS, APPELLEE, V. MORTY FINCH JR, APPELLANT.	<a href="#">160616</a>	
<input type="checkbox"/>	<input type="checkbox"/> <b>MEMO MOTION</b> Documents: MEMO MOTION testing	TESTING 5 DIGIT BAR NUMBER	<a href="#">160636</a>	
<input type="checkbox"/>	<input type="checkbox"/> <b>MEMO MOTION</b> Documents: MEMO MOTION testing after ccr 8	TESTING 5 DIGIT BAR NUMBER	<a href="#">160636</a>	
<input type="checkbox"/>	<input type="checkbox"/> <b>BRIEF RECEIVED</b> Documents: BRIEF RECEIVED Brief received of appellant Bar.	TESTING 5 DIGIT BAR NUMBER	<a href="#">160636</a>	
<input type="checkbox"/>	<input type="checkbox"/> <b>MEMO MOTION</b> Documents: MEMO MOTION testing	TESTING 5 DIGIT BAR NUMBER	<a href="#">160636</a>	Court of Appeals Appellate Court
<input type="checkbox"/>	<input type="checkbox"/> <b>MEMO MOTION</b> Documents: MEMO MOTION testing	TESTING APPELLATE V. STATE OF KANSA	<a href="#">160611</a>	Court of Appeals Appellate Court
<input type="checkbox"/>	<input type="checkbox"/> <b>DIS: Transcript</b> Documents: DIS: Transcript TESTING	Smith Trenching vs. Smith Construction Services	<a href="#">2015-LM-000046</a>	FullCourt Testing
<input type="checkbox"/>	<input type="checkbox"/> <b>INF: Brief</b> Documents: INF: Brief TESTING	Smith Trenching vs. Smith Construction Services	<a href="#">2015-LM-000046</a>	FullCourt Testing

This is the official notification that the submission has been filed with the court. Email notification is a courtesy.

To view the Notice of Electronic Filing (NEF), select the Notification Title. (See next slide.)

To view a file-stamped copy of the document select the case number link.

# Notifications

*There are three types of notifications sent to the attorney through E-Flex:*

- 1. Notice of Electronic Filings (NEF) notifications which are accessible through E-Flex by selecting the Notifications Button from the home screen.***



**\*\*\*\*\* IMPORTANT NOTICE - READ THIS INFORMATION \*\*\*\*\***  
**NOTICE OF ELECTRONIC FILING [NEF]**

---

**A filing has been submitted to the court RE:** 160725  
**Judge:** Judge DAVID JKING - Division KINGD

**Official File Stamp:** 07-17-2015:14:16:01  
**Court:** APPELLATE COURTS  
Court of Appeals  
Appellate Court

**Case Title:** STEVE JONES VS. MARY SMITH  
**Document(s) Submitted:** DOCKETING STATEMENT This is the exact title of your document  
JOURNAL ENTRY Journal Entry  
NOTICE OF APPEAL FILED Notice of Appeal Filed

---

This notice was automatically generated by the courts auto-notification system.

---

**The following people were notified electronically:**

Attorneys

---

**The following people have not been notified electronically by the Court. Therefore, they must be notified by traditional means:**

This is the official notification of the submission being filed to the court record.

# Notifications, continued

**2. NEF Courtesy E-mail notifications that are sent when a submission is officially a part of the court record. Parties electronically notified will be listed. All other parties will need to be served by traditional means.**



\*\*\*\*\* IMPORTANT NOTICE - READ THIS INFORMATION \*\*\*\*\*  
NOTICE OF ELECTRONIC FILING [NEF]

A filing has been submitted to the court RE: 160725

Judge: Judge DAVID JKING - Division KINGD

Official File Stamp: 07-17-2015:14:16:01

Court: APPELLATE COURTS  
Court of Appeals  
Appellate Court

Case Title: STEVE JONES VS. MARY SMITH

Document(s) Submitted: DOCKETING STATEMENT This is the exact title of your document  
JOURNAL ENTRY Journal Entry  
NOTICE OF APPEAL FILED Notice of Appeal Filed

This notice was automatically generated by the courts auto-notification system.

The following people were notified electronically:

Attorneys

The following people have not been notified electronically by the Court. Therefore, they must be notified by traditional means:

The Courtesy NEF email cannot be inactivated in the User Profile.

# Notifications, continued

## ***3. Status Update E-mail sent when a status change has been made on a submission.***

**To:** Nicholas Testing  
**From:** [ks\\_efile\\_noreply@kscourts.org](mailto:ks_efile_noreply@kscourts.org)  
**Date:** 2015-07-17 14:36:11.0  
**Subject:** Your electronic filing, Re: 160539 - K.S.A 60-1507 - ENTRY OF APPEARANCE, was received by APPELLATE COURTS.

Case Number: 160539  
Case Type: K.S.A 60-1507  
Court: Appellate Court  
Document Type: ENTRY OF APPEARANCE

The status update e-mail can be inactivated in the User Profile.



# 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 thru the e-Filing system.

# Attorney Training Options

- **District Court** Attorney training options  
**Web-based** training sessions via GoToMeeting  
visit <https://attendee.gotowebinar.com/rt/421586105713212418>

**Online training videos** found here

<http://efilingtraining.kscourts.org/Training.html>

# Kansas Courts Appellate Electronic Filing



**Questions? – Send emails to:**

**[efilingadministrator@kscourts.org](mailto:efilingadministrator@kscourts.org) or Call the  
Appellate Courts Clerk's Office (785)-296-3229**