

2016 MAY -4 AM 9:20

STEPHANIE J. GERKEN
CLERK OF THE DISTRICT COURT

**SIXTH JUDICIAL DISTRICT, STATE OF KANSAS
ADMINISTRATIVE ORDER NO. 2016-6**

ORDER REGARDING ELECTRONIC PROCEDURES

In an effort to address some issues that might come up with the institution of mandatory electronic filing, the court has adopted the following procedures for persons e-filing documents with the clerk of the district court.

1. **Proposed orders** – Orders must be filed in .doc, .docx or .rtf format. Orders submitted in a .pdf format will be rejected. Two other changes must also be made to all orders being submitted for approval by the clerk or the judge. First, the signature block for the clerk or judge on the last page of the document must be removed. Once approved and signed, the e-filing system will generate a cover page for the order that will contain the filed-stamp, case caption and number, document title and the signature of the clerk or judge. The second change required regards the language used in both the first and last lines of proposed orders. Prior to e-filing, many attorneys included language that reads similarly to “On this ___ day of _____, 2016...”. Orders submitted via the e-filing system should now have a first line that reads “At this time...”. The final line of the order should read, “This Order is effective as of the date and time shown on the electronic file stamp.”
2. **Chamber Copies** – Whenever the Local Court Rules require parties to file a chambers copy of a document the filing party must send a paper copy of the document to the chambers of the judge presiding over the case unless the judge authorizes that party to send a copy by e-mail.
3. **Transcript Orders** – Counsel should notify the court reporter responsible for producing the transcript when an order for transcript is signed by the judge.
4. **Attachments to E-filed Documents** – To the extent possible attorney’s e-filing motions or memoranda with exhibits attached should file the exhibits as a part of the original document. If the document is too large to file with the exhibits attached, the exhibits should be clearly labeled or titled as attachments to the main document.
5. **Document Titles** – When e-filing documents, attorneys should use names or descriptive terms that fully identify the document. For example, if filing a Motion for Default Judgment it should be typed just as that, not just “Motion”.
6. **Filing of the Original Will** – 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.

IT IS SO ORDERED.

Dated this 4 day of May, 2016.



Amy L. Harth
Chief District Judge