

THE STATE OF KANSAS  
TWENTY-FOURTH JUDICIAL DISTRICT  
Serving  
Edwards, Hodgeman, Lane, Ness, Pawnee & Rush Counties

FILED  
2017 JUN -2 11:51:2  
EDWARDS DISTRICT COURT

**ADMINISTRATIVE ORDER  
NO. G37**

RE: Mandatory E-filing Date of July 1, 2017

**WHEREAS**, on May 24, 2016, Administrative Order No. G34 was issued, which described required e-filing procedures, including a mandatory e-filing date of January 1, 2017.

**WHEREAS**, the mandatory e-file date was previously stayed to accommodate new prosecutors in the District, and at this time, those prosecutors are fully participating in the e-file system in the 24<sup>th</sup> Judicial District.

Upon those circumstances, the 24<sup>th</sup> Judicial District, effective July 1, 2017, will require all licensed attorneys to file all new cases and documents within new or existing cases within the District Courts of the 24<sup>th</sup> Judicial District utilizing the Kansas Courts electronic filing system. Filing shall be in accordance with Kansas Supreme Court Administrative Order No. 268, and all 24<sup>th</sup> Judicial District Local Court Rules and Administrative Orders.

With the exception of the date previously provided for mandatory e-filing in the 24<sup>th</sup> Judicial District, the provisions of Administrative Order No. G34, attached hereto, are incorporated and included as a part of this Administrative Order.

**BY ORDER OF THE COURT** this 1<sup>st</sup> day of June, 2017.

  
\_\_\_\_\_  
Bruce T. Gatterman, Chief Judge

pc: Nancy Dixon, Judicial Administrator  
Linda Atteberry, Chief Clerk

24<sup>th</sup> JUDICIAL DISTRICT  
ADMINISTRATIVE ORDER NO. G34

1. *Mandatory E-Filing Date.* Unless an earlier date is directed or mandated by the Supreme Court of Kansas, effective January 1, 2017, all licensed attorneys must file all new cases and documents within new or existing cases within the District Courts of the 24<sup>th</sup> Judicial District utilizing the Kansas Courts Electronic Filing system. Attorneys utilizing the system must follow Kansas Supreme Court Administrative Order 268, and all 24<sup>th</sup> Judicial District Local Rules and Administrative Orders.
2. *Designation K.S.A. Chapters 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 PAWNEE COUNTY, KANSAS

JOHN DOE, Plaintiff

vs.

Case No.

JAMES ROE, Defendant

PETITION

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

3. *Signature Blocks Not To Be Included.* On any journal entries, writs, orders or other documents requiring the signature of a judge or clerk, a signature block for the judge or clerk on the last or signature page of the document shall not be included, or, if necessary, shall be removed prior to e-filing. This is to avoid confusion by those reading the document, as no signature will appear on this page, appearing rather on a cover page generated by the e-filing system.
4. *Date Language Not To Be Included.* 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 \_\_\_\_\_, 20\_\_\_\_."

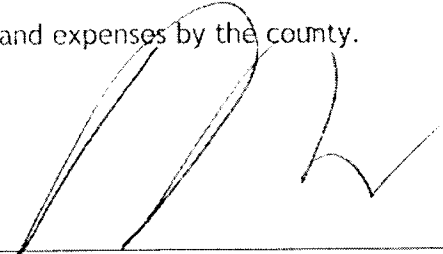
Pleadings filed using the e-filing system should now have a first line which begins: "At this time." The final line of the order or similar document shall include a line substantially in compliance with the following: "This Order is effective as of the date and time shown on the electronic file stamp."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

5. *Chambers Copies.* The 24<sup>th</sup> Judicial District is a multi-county Judicial District. When required by Supreme Court Rule 137, or as otherwise appropriate, chamber's copies are to be supplied to judges by sending a paper copy of the document to the chambers of the judge presiding over the case unless the judge presiding in the case authorizes use of e-mail for that purpose.
6. *Attachments to E-filed Documents.* To the extent possible attorneys e-filing motions, memoranda, or briefs 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 separately filed and should be clearly labeled or titled as attachments to the main document.
7. *Service of Pleadings, etc. 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.
8. *Filing of the Original Wills in Probate.* When e-filing a petition to admit a will to probate, a copy of the will shall be attached to the petition. The original will shall be filed with the clerk of the district court.

9. *Indigent Defense Panel Vouchers.* Appointed counsel shall deliver felony vouchers directly to the presiding judge. Counsel should not e-file the vouchers. The court will return the felony vouchers to counsel for counsel to submit to the Board of Indigent Defense Services.

10. *Court Appointed Attorney Invoices.* Counsel shall continue to submit paper invoices to the Clerk of District Court for payment of fees and expenses by the county.

IT IS SO ORDERED this 24 day of May, 2016.



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Bruce T. Gatterman, Chief Judge