

Filer update – Release 3

- 1) Case Participants who will be receiving electronic notifications of filings and who will need to be served by traditional means can be viewed in the Service Information section.
 - a. To access this information, select the My Cases button.

JUDICIAL BRANCH
electronic filing **eFiling**

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Home

New Case	File new case
Existing Case	File subsequent document to existing case
My Filings (9)	Check the status of my filings There are 9 filing(s) awaiting payment processing finalization that require your attention.
My Cases	List of my eFiling cases
Notifications (1554)	Review your Notifications
District	Go to District
Portal	Go to Portal

- b. To search for a case, there are 2 options:
 1. Enter the Case Number in the appropriate format. Select the appropriate court in the County field. Then select the Service Information button.

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Home => My Cases

My Cases Number of cases displayed per page: 50 ▼


Case Number	Court	County	History	Service Information
160514	APPELLATE COURTS	Appellate Court ▼		

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

2. Find the case in the list of cases. Select the Service Information link for the case in question.

Case Title	▲ Case Number	Case Type	Judge	Court	Court Division	Court Location	Service	Inactive	<input type="checkbox"/>
STATE OF KANSAS, APPELLEE, V. LANA LANG, APPELLANT.	160514	CRIMINAL/NON-CAPITAL	THOMAS E FOSTER	APPELLATE COURTS	Supreme Court	Appellate Court	Service Information	<input type="checkbox"/>	<input type="checkbox"/>

- c. The Service Information screen will display the case participants who will receive electronic notifications through the e-Filing system when a submission is filed in the court record. (See green box.) The Service Information screen will also display the case participants who will need to be notified by traditional means. (See blue box.)



Service Information

Service Information RE: 160514

Case Number: 160514
Judge: Judge
Court: APPELLATE COURTS
Supreme Court
Appellate Court
Case Title: STATE OF KANSAS, APPELLEE, V. LANA LANG, APPELLANT.

This information was automatically generated by the courts auto-notification system.
Date Generated: 01-04-2017:11:30:52

The electronic filing system which will send a notice of electronic filing to the following:

Attorney 1
Attorney 2
Attorney 3

The following people will need to be notified:
KANSAS ATTORNEY GENERAL

- 2) Filers have the ability to add Petitioner, Defendant, Subjects, Other Parties, and Witnesses to existing cases when filing certain documents. The document types that allow for these parties to be added are as follows:
- INF: Entry of Appearance – New Party
 - PLE: Amended Petition
 - PLE: Interplead
 - PLE: Petition – Counter
 - PLE. Petition – Cross Claim
- 3) In previous releases the signature page on multi-case filings did not correspond with the correct case captions. This issue has been fixed in this release. The Signature Page on Multi-Case Filings is reflecting the correct case caption. Therefore, multi-case filings for proposed orders can now be accepted.
- 4) Chapter 60 and Chapter 61 summons can be generated from the eFiling system for Other Parties in a case.

- 5) Attorneys who have not made an official entry of appearance on the case will receive email notifications when a judge declines to take action on a proposed order.
- 6) Documents can now be efiled in cases with more than 1000 participants without presenting an error message.