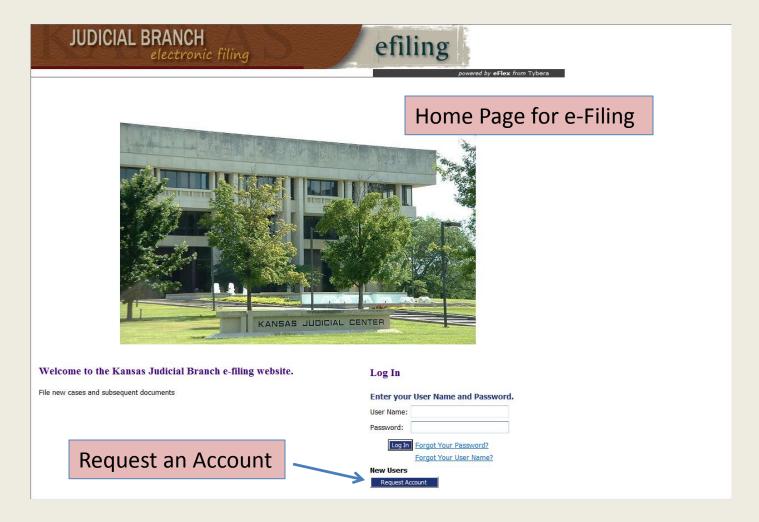
Welcome to eFlex - The Kansas Courts Web-Based electronic Filing system

Kansas District Courts Electronic Filing



E-filing System Log In Screen

https://filer.kscourts.org/

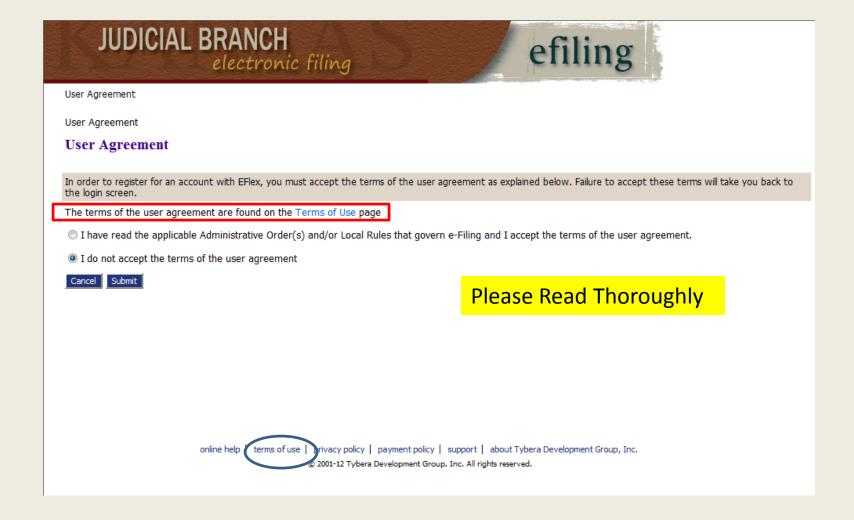


Requesting a User Account User Agreement

- 1. Read the Terms of Use
- 2. Accept User Agreement Terms
- 3. Select User Role
- 4. Select New or Existing Firm
- 5. Complete Request and Submit

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

User Agreement Acceptance



11/9/2015 4

Terms of Use



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:

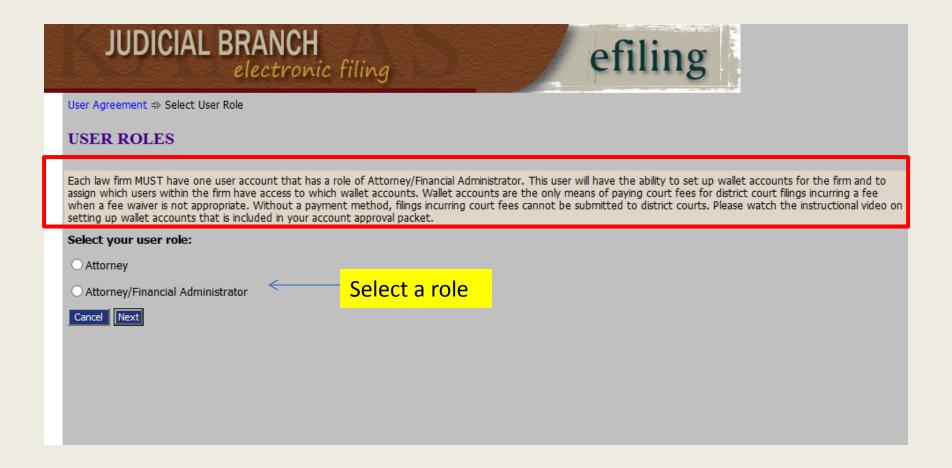
- Be bound by and follow the Technical Standards Governing Electronic Filing and Transmission of Court Documents as set forth in Administrative Order No. 268, found here.
- Provide accurate and complete information during the account registration process, as required by the Kansas state appellate and 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
- 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

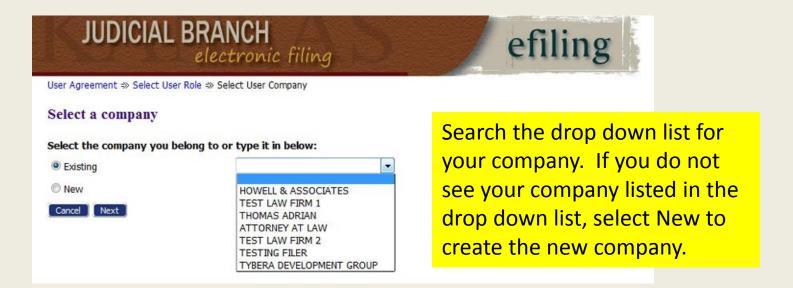
A Filing User accepts and agrees to the following provisions related to System Use:

 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)

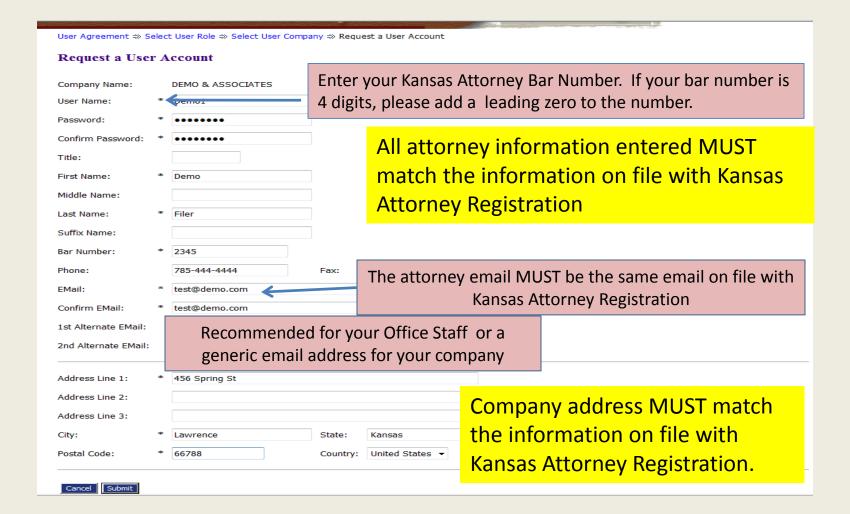


Select New or Existing Company





Complete Request and Submit



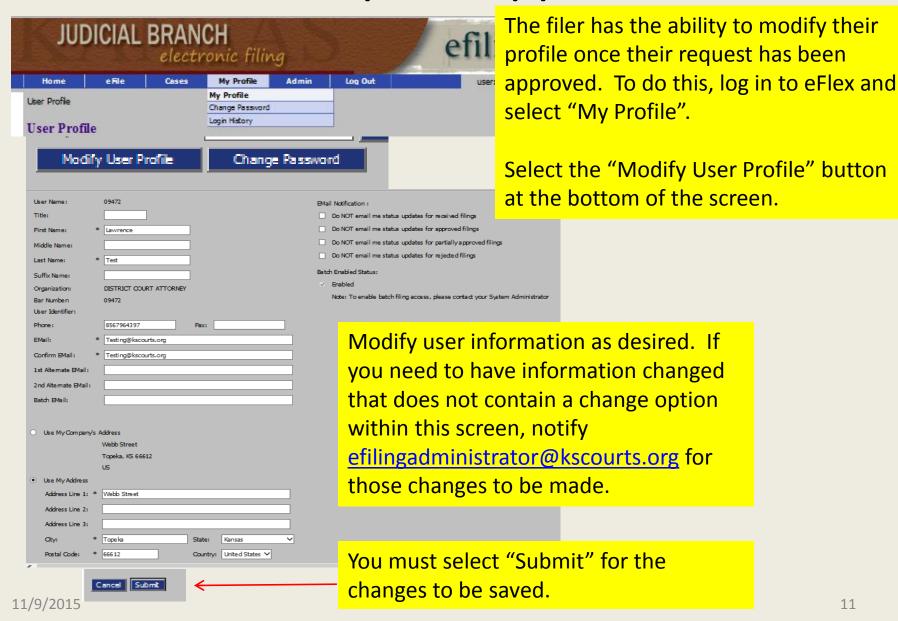
Request Confirmation



Notifications

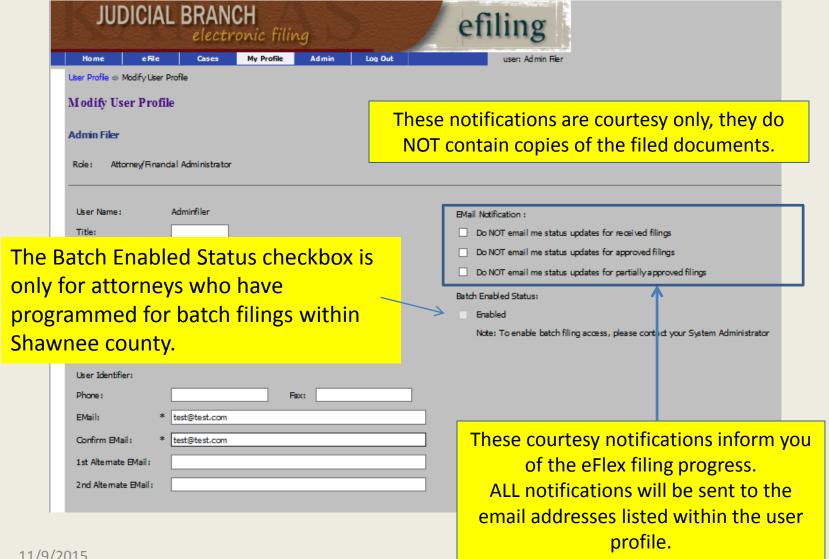
Role: Attorney					
User Name:	Kansas Attorney Bar Number			EMail Notification :	
Title:	MR			Do NOT email me status updates for received filings	
First Name: *	Gary	Courtesy Notifications		Do NOT email me status updates for approved filings Do NOT email me status updates for partially approved filings Do NOT email me status updates for rejected filings	
Middle Name:					
		These notifications do NOT contain copies of filed			
Last Name: *	Black				
Suffix Name:					
Organization:	DISTRICT COURT ATTORNEY				These notifications inform
Bar Number:	00010			you of the eFlex filing	
User Identifier:					progress. If you make the
Phone:		Fax:			decision to check any of
* The attorney email MUST be the same email					these boxes, we
Confirm EMail: *	on file with Kansas Attorney Pogistration			recommend you always receive the "received	
1st Alternate EMail: Recommended for your Office Staff or a generic email address for your company				filings" and "rejected filings" notifications.	

User Request Approved



11

Notification Options in User Profile



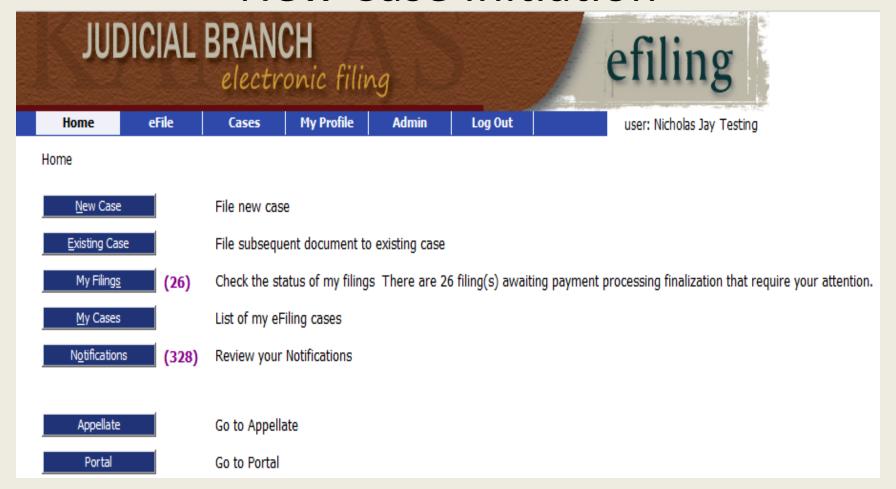
E-filing System Features

- New Case
- Existing Case
- My Filings
- My Cases
- Notifications to a registered Filing User

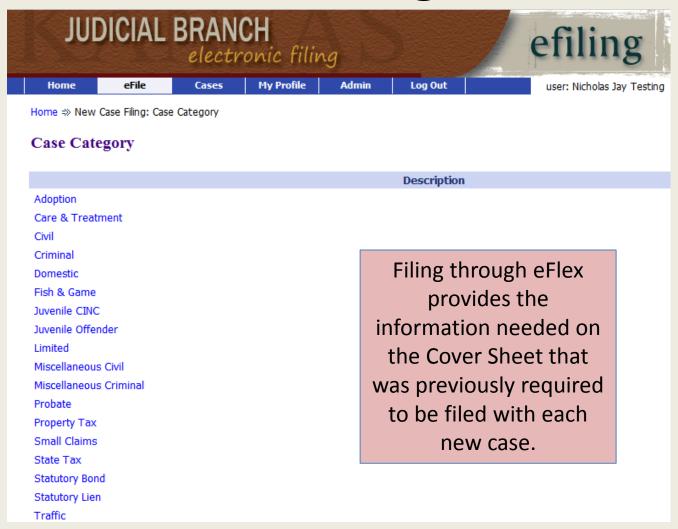
E-Filing Home Page



E-filing Home Page New Case Initiation



Case Categories



Detailed Case Types



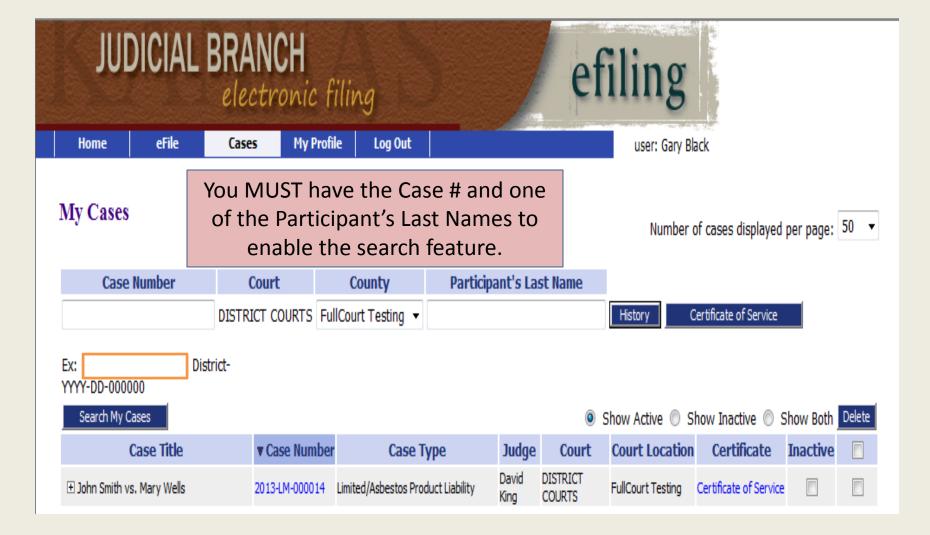
Submitting Documents

- •Documents may be submitted at time of case initiation or by selecting a case from either "My Cases" or "Existing Cases"
- •Documents to be filed with the court are submitted in .pdf format
- •Proposed Orders are submitted as editable text documents (.doc, .docx, .rtf)
- •When filing a Motion and a Proposed Order, they MUST be two separate documents.

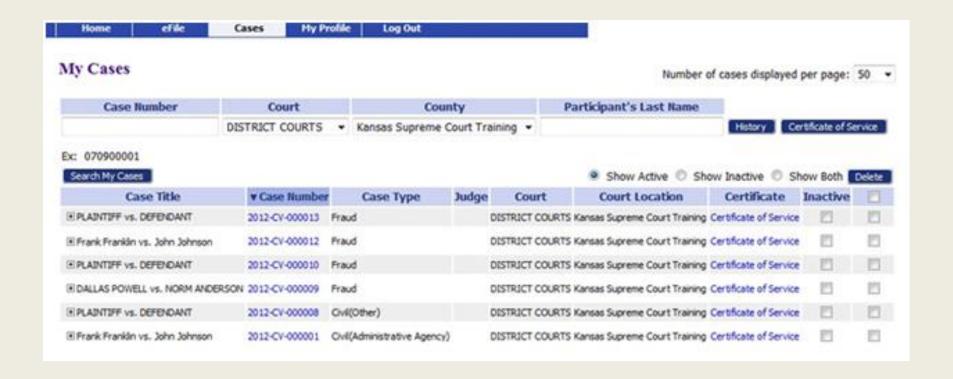
Service of Process

- All Service will be sent back to the attorney for forwarding to the desired serving entity, including payments if necessary.
- All process will need a Return of Service document attached to the process.
- Courts may have local court rules regarding certain documents for process, such as bench warrants, etc.
- In the Kansas Courts e-Filing system, a registered Filing User consents to electronic service when entering an appearance in a case. Administrative Order No. 268, K, and K.S.A. 60-206(b)(2)(E).
- In **Johnson County e-Filing system**, an attorney must continue to serve documents to meet service requirements of K.S.A. 60-205.

Case Search Using My Cases



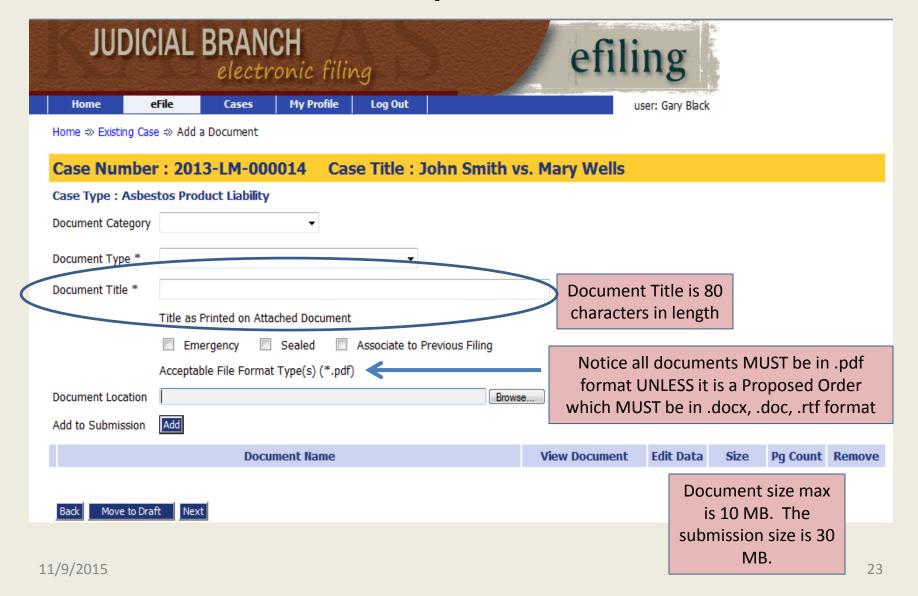
My Cases Select case to upload documents



Sort and Expansion Features (valid throughout system)



Document Upload Interface



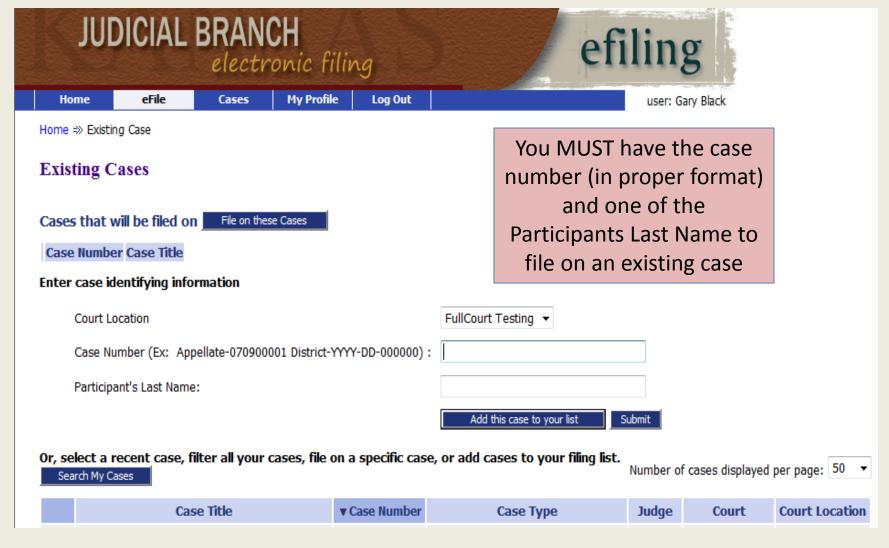
Signatures

- 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.

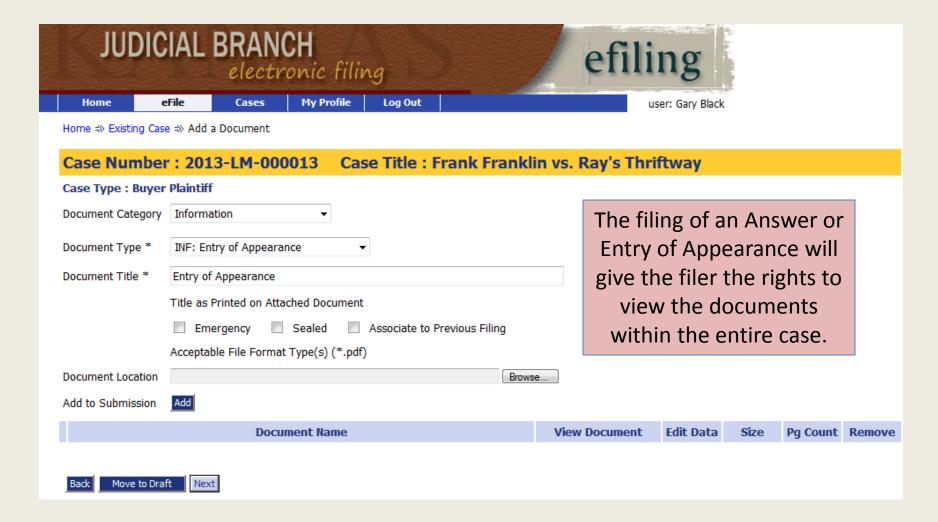
Search Using Existing Cases



Retrieve an Existing Case



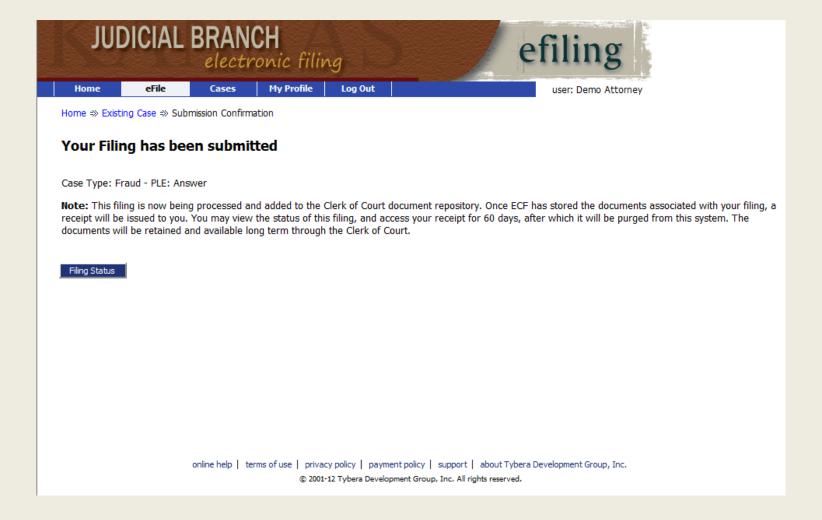
Notice of Appearance



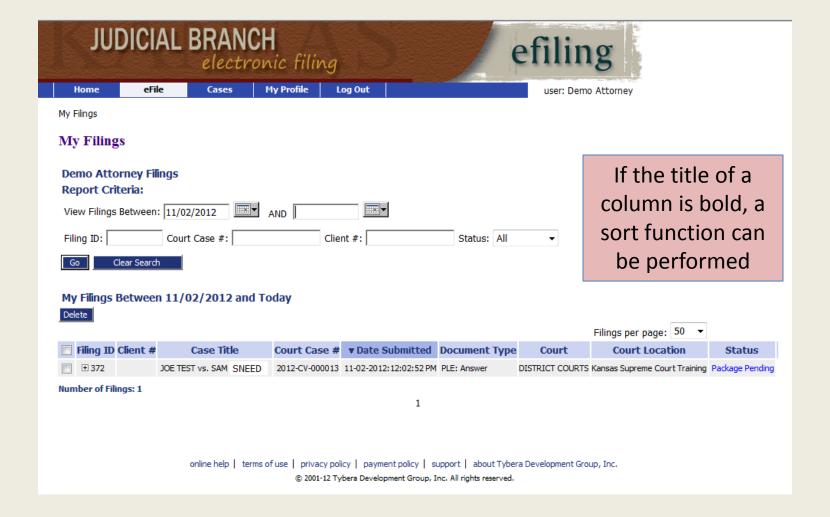
Document Submission Window



Submission Response Window



My Filings Report



Filing Status Definitions

- Package Pending The submission is being prepared for clerk review but not yet 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

Notice of Electronic Filing (NEF)



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 <u>cannot</u> be obtained thru the Efiling system
- Civil Summons and Alias Summons will be generated by the E-filing system.

Attorney Training Options

- 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 Judicial Branch Electronic Filing



Questions? – send emails to kansassupport@tybera.com or Toll Free Phone Number: 1-844-892-3721