

**FILED**

15<sup>TH</sup> JUDICIAL DISTRICT  
ADMINISTRATIVE ORDER NO. 2016-5  
ORDER REGARDING PAPERLESS COURTS

SEP -9 2016

3:30 P

CLERK OF THE DISTRICT COURT  
THOMAS COUNTY KANSAS

Effective November 1, 2016, all courts in the 15<sup>th</sup> Judicial District will be paperless. All licensed attorneys must file all new cases and documents within new or existing cases with the District Courts of the 15<sup>th</sup> Judicial District of Kansas, utilizing the Kansas Courts Electronic Filing system. Paper filings will be accepted from pro se litigants and agencies who are not permitted or unable to access the Kansas Courts Electronic Filing system.

Once a paper document is delivered to the clerk, it is file-stamped, scanned and entered within the Fullcourt management system. The paper document will then be verified and destroyed. The following paper documents will be retained by the Clerk of the District Court:

1. All Original Wills.
2. All Original Consents/Relinquishments in Adoption cases
3. All Voluntary Relinquishments of Parental Rights; Original Consent to an Adoption, Consent to Appointment of a Permanent Custodian
4. All exhibits pursuant to Rule 108
5. All Transcripts until the appeal time is up for the case.

IT IS SO ORDERED this 9<sup>th</sup> day of September, 2016.



Glenn D. Schiffner, Chief Judge