

15TH JUDICIAL DISTRICT
ADMINISTRATIVE ORDER NO. 2016-1
ORDER REGARDING ELECTRONIC FILING

1. *Designation of K.S.A Chapter In Petitions.* Any pleading initiating a new case filing, such as a petition, shall have the chapter designation of the Kansas Statutes immediately following the title of the pleading as shown in the following example:

IN THE DISTRICT COURT OF THOMAS COUNTY, KANSAS

JOHN DOE, Plaintiff,

VS

JANE DOE, Defendant.

**PETITION
(Pursuant to K.S.A. Chapter 60)**

2. *Signature Blocks Not To Be Included.* The signature block shall be removed on documents such as orders, journal entries, writs or any other document requiring the signature of a judge or clerk, prior to e-filing. This is to avoid confusion by those reading the document as no signature will appear on the last page of the document due to the signature will appear on a cover page generated by the e-filing system.

3. *Date Language Not To Be Included.* Pleadings used and filed in the e-filing system shall replace the usual language of: "Dated on this ____ day of _____, 20__" with the date language of: "This Order is effective as of the date and time shown on the electronic file stamp." The language in an order or journal entry in which a hearing or trial occurred may still be used.

4. *Case Number on a New Case Filing Not To Be Included:* Any pleading initiating a new case filing, such as a petition, shall remove the Case Number language in the case caption. This is to avoid confusion by those reading the document as the new case number will be shown in the electronic file stamp located in the upper right corner of the document. Any other pleadings following the initiation of the new case shall employ the Case Number indicated on the document.

5. *Attachments to E-filed Documents.* Counsel e-filing documents with attachments such as petitions, briefs or memoranda with exhibits, shall file the attachments as part of the original document. If the document is too large to e-file, the attachments should be separately filed but clearly labeled or titled as attachments to the specific document.

6. *Service of Pleadings Through the E-filing System.* Pursuant to K.S.A60-205(b)(2)(F) service of any document or pleading listed in KSA 60-205(a)(1) is authorized to be made to any attorney registered as a user of the Kansas-E-Flex electronic filing system. Service of arrest warrants, bench warrants and transport orders will be delivered by the clerk of the district court to the local sheriff's department for service only.

7. *Transcript Orders.* Counsel shall notify the court reporter responsible for preparing the transcript once the order for transcript is approved by the judge.

8. *Chamber Copies* Counsel shall deliver a printed chamber copy of the motion, brief and or memorandum to the judge presiding over the case unless the judge authorizes the use of email for that purpose.

9. *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.

10. *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.

11. *Court Appointed Attorney Invoices.* Counsel shall continue to submit paper invoices to the clerk of district court for payment of their fees by the county.

12. *Exhibits.* Exhibits received from the court reporter after a trial or hearing shall not be scanned into Fullcourt due to Supreme Court Rule 108 allowing the withdrawal, destruction or disposal of those exhibits 60 days after judgment or within 60 days after all appeals of the judgment terminate. If the event the case is appealed to the Court of Appeals, the necessary procedure will need to be followed in regards to the exhibits.

13. *Administrative Order No. 268.* Counsel utilizing the Kansas Court Electronic Filing System shall acquaint themselves with and follow Kansas Supreme Court Order No. 268.

IT IS SO ORDERED this 29th day of February, 2016.


Glenn D. Schiffner, Chief Judge