

## E-FILING INFORMATION & TIPS FOR ATTORNEYS

- Attorneys should contact the Tybera helpdesk before contacting the clerk's office with questions regarding how the eFlex system works. 1-844-892-3721 (toll free) or online at [kansassupport@tybera.com](mailto:kansassupport@tybera.com).
- Attorneys can access online help through <http://www.kscourts.org> – under “Electronic Filing” – it covers many topics.
- Documents will reflect a file-stamp date when the attorneys submit them through eFlex. This doesn't mean they are processed instantly by the clerk's office and appear in the case.
- If papers are not processed by the clerk's office the same day as submitted by the attorneys, the document will still have the file-stamp date the same as the date submitted into eFlex by the attorneys.
- Documents are processed in date/time order received (will still have file-stamp date the same as the date entered/submitted into eFlex by the attorneys). Exception is on documents requiring the Judge's signature, as they are file-stamped with the date the Judge approves and signs.
- If eFlex is down or a submission is on hold, once the problem is resolved, documents will have a file-stamp date the same as the date entered/submitted into eFlex by the attorneys if approved.
- If documents submitted by the attorneys need immediate attention (hearing date set within the week, forcible detainer issuance, etc.), then the attorneys can check the appropriate box in eFlex to highlight the entry so the clerk will know to process it as soon as possible. You can also call the clerk's office and let them know. This should only be used when absolutely necessary and not on normal processing of documents.
- Attorneys must submit documents in the correct format to be compatible with eFlex.
- Orders are not generated by e-Flex or by the court as a result of e-filing a document (i.e. Request/Motion, etc). The attorney must submit the “Proposed Order” for the judge's review if necessary.
- Documents need to have clear, dark, legible type. This is necessary to be able to view the document and for a scanned copy to be reproduced with quality. The background color of a document can also affect the reproduced copy being legible, it is best on white paper. A document will be rejected if the clerk feels the image is of poor quality. Please make sure the documents are submitted in portrait layout and not landscape.
- Need to leave room for the electronic file stamp on the front page of the document. (The stamp will be placed about 1 ½ inches from top and about 5 inches from the right.)
- Do not use ALL CAPS when adding parties' names and addresses when entering information in eFlex. And even though you no longer have to fill out a civil cover sheet with new cases, it is extremely important to provide identifiers if you have them (i.e., date of birth, Social Security number, and driver's license number).
- Do not submit multiple documents under one title. Documents can be submitted together but need to be listed individually as separate entries with the correct title for each document to appear on the Register of Actions correctly.
- Maximum number of characters for party information:
  - o 80 for File Name
  - o 50 for Last Name
  - o 25 for First and Middle name
  - o 3 for Suffix

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- Do not use a Judge's "Division #" in eFlex. The numbers are not correct.
- Service of Process - Any documents that need to be served will be handled by the filing attorney. Upon notification by the e-Flex system of documents being file-stamped by the court, the attorney will send the documents (including a Return of Service) on to either the respective Sheriff's Office or a process server. Any service fee and witness fee (if applicable) should also be included by the attorney. Requests For Service that are e-filed should indicate that the attorney will be sending the documents to the Sheriff's Office or process server, not the clerk.
- In the 8<sup>th</sup> Judicial District, when an **Arrest Warrant, Bench Warrant, or a Recall of Warrant** is e-filed, the Clerk's office will print the document and personally take it to the Sheriff's Office.
- Attorneys can only see cases on eFlex of which they are the attorney of record. An attorney will not be able to see the case until a document is actually e-filed in that case.
- Attorneys need to notify the clerk's office if their address changes. eFlex does not update it. Also please notify the clerk's office when an attorney leaves a firm and a different attorney will be handling a case.
- When e-filing probate cases:
  - Use "Subject" for the person that the estate is about. The attorney will enter their appearance under "Other Party" for the person who is the petitioner.
  - For Guardian & Conservator cases, enter the ward as the "Subject". Enter the guardian and/or conservator as an "Other Party".
- Copies will no longer be provided by the court as the attorney can access the entire case through e-Flex and print copies
- If there is a motion that needs to be filed before a deadline, the attorneys may want to submit the motion and proposed order in separate submissions just in case the Judge rejects the proposed order. If they're in the same submission, the motion would not be e-filed if the proposed order got rejected.
- Question asked of what date and time will show on rejections, rejections are returned as unfiled (there will be NO file-stamp on any submission that was rejected).
- At this time, the eFlex program does not allow Clerks to certify documents within the program. You will still need to request copies to be certified by the clerk's office as you currently do.
- An available software program for PDF to Doc conversion can be found at <http://www.pdfonline.com/pdf-to-word-converter>.
- File-stamped documents are not attached to the e-filing notifications that the filer will receive. They will have to actually log in to eFlex and see those documents there. OJA has indicated they cannot attach the document to the e-mail for security reasons.
- Attorneys asked if the convenience fee charged by the credit card vendor for e-filing payments could be considered as court costs and those fees could be included in fees charged to a client if an attorney chooses to do so.
- For electronic signatures please refer to Supreme Court Administrative Order No. 268, Section E. Be sure to include the judge's name on the proposed order so that the proper judge will receive the document for review.

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- On the “Document Upload Interface” screen you will need to type/enter the document title exactly as it appears on the document – DO NOT use any abbreviations.

The screenshot shows the 'Document Upload Interface' for a judicial branch. The page title is 'Document Upload Interface'. Below the title is a navigation bar with 'Home', 'eFile', 'Cases', 'My Profile', and 'Log Out'. The user is identified as 'Gary Black'. The breadcrumb trail is 'Home ⇒ Existing Case ⇒ Add a Document'. The case information is displayed in a yellow bar: 'Case Number : 2013-LM-000014' and 'Case Title : John Smith vs. Mary Wells'. The case type is 'Asbestos Product Liability'. The form includes a 'Document Category' dropdown, a 'Document Type \*' dropdown, and a 'Document Title \*' text input field. A blue oval highlights the 'Document Title \*' field, and a red double-headed arrow points to the text 'Title as Printed on Attached Document' below it. A pink box on the right states 'Document Title is 80 characters in length'. At the bottom, there are three checkboxes: 'Emergency', 'Sealed', and 'Associate to Previous Filing'.

- Do not submit a form with blanks to be filled in – the judge/clerk cannot fill in blanks (i.e. for dates, hearings, names, etc.) Check the website <https://www.8thjd.com> or call the clerk’s office first if a hearing date/time is needed to put on a form.
- In order for the filing fee to be collected when filing AIE’s, Order for Garnishments, Writs or Order for Sales and Order or Writs of Execution a **Motion** must accompany the document and be e-filed with the correct code for that motion. Examples:

MOT: Aid in Execution ; MOT: Garnishment ; MOT: Garnishment Chapter 60 ; MOT: Sale (28-178) ; MOT: Writ of Execution (28-178)