

IN THE THIRTIETH JUDICIAL DISTRICT OF THE STATE OF KANSAS

OFFICE OF CHIEF JUDGE

Administrative Order No. 2017-17

1. **Mandatory E-Filing:** Effective March 1, 2018, all licensed attorneys must file all new cases and documents within new or existing cases within the District Courts of the 30th Judicial District, utilizing the Kansas Courts Electronic Filing system. Attorneys utilizing the system must follow Kansas Supreme Court Administrative Order 268, and also the 30th Judicial District Local Rules and Administrative Orders.
2. **Signature Blocks Not to be Included:** The signature block shall be removed on documents such as orders, journal entries, writs, or any other documents requiring the signature of a judge or clerk, prior to e-Filing. This is to avoid confusion by those reading the documents as no signature will appear on the last page of the document due to the signature appearing on a cover page generated by the e-Filing system.
3. **Date Language Not to be Included:** Pleadings filed in the e-Filing system shall replace the usual language at the final line of the document, "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 shall include the date of the hearing or trial.
4. **Service of Pleadings through the e-Filing System:** Pursuant to K.S.A. 60-205 (b)(2)(F), service of any document or pleading listed in K.S.A. 60-205(a)(1) is authorized to be made to any attorney registered as a user of the Kansas eFlex electronic filing system. A Certificate of Service shall be included as the last page of the document as follows:

CERTIFICATE OF SERVICE

The undersigned hereby certifies that on the 1st day of January, 2018, I electronically filed the foregoing with the Clerk of the District Court by using the eFlex system, which will send notice of electronic filing to:

Name of the Attorney
Law Office
e-mail address
Attorney for Plaintiff John Doe

Name of the Attorney
Law Office
e-mail address
Attorney for Defendant Jane Doe

And that a copy was served by United States Mail, properly addressed and postage prepaid on the 1st day of January, 2018, to:


Jane Doe
Address
Pro se Defendant

/s/ Attorney filing _____
Attorney Name
Attorney for Defendant

5. **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.
6. **Attachments to E-filed Documents**: When possible attorneys filing pleadings with documents attached should file the attachments as part of the original documents to which are attached. If the document is too large to file with the documents attached, the attorney should e-file the attachments separately and should clearly label or title as an attachment to the main document.

7. **Original Documents**: When a party files a petition to admit a Will to probate, the party should attach a copy of the will to the petition. The party should also file the original of the Will with the Clerk of the District Court.

BY THE COURT, IT IS SO ORDERED, this 21st day of December, 2017.



WILLIAM R. MOTT
Chief Judge

xc: Clerks of the District Court
Judges of the 30th Judicial District
Bar members of the 30th Judicial District