

October 22, 2024

Administrative Order

DOUGLAS T. SHIMA  
CLERK OF APPELLATE COURTS

2024-CC-083

**Re: Implementation of a Case Management System in the 10th Judicial District**

The Kansas Judicial Branch will implement a new centralized case management system in the 10th Judicial District composed of the Johnson County District Court.

The cutover from the current case management system to the new centralized case management system begins at 11:59 p.m. CT, Thursday, October 24, 2024, and ends at 12:01 a.m. CT, Tuesday, November 5, 2024.

For the new system to be implemented and functional by 8 a.m. CT, Tuesday, November 5, 2024, the schedule and procedure for the Johnson County District Court Clerk's Office (Clerk's Office), which includes the Self-Help Center and Records Management, is modified as discussed in this order.

Under the authority of K.S.A. 20-101 and K.S.A. 20-319, the following schedule and procedures are adopted for the 10th Judicial District.

1. At 11:59 p.m. CT, Thursday, October 24, 2024, the Johnson County District Court will stop taking online payments and payments by phone in existing cases.
2. At 4:30 p.m. CT, Friday, October 25, 2024, the Johnson County District Court will stop taking credit card payments, including fax payments.
3. At 12 p.m. CT, Saturday, October 26, 2024, the Johnson County District Court will stop taking electronic filings. Attorneys will not be allowed to file by facsimile.
4. The Clerk's Office, including the Self-Help Center and Records Management, will be open to conduct business from 8 a.m. CT to 12 p.m. CT, and from 1 p.m. CT to 4:30 p.m. CT each day from Monday, October 28, 2024, through Friday, November 1, 2024. All filings must be submitted by paper and any payments must be made by cash, paper check, cashier's check, or money order. Payments may be made at the Clerk's Office window or delivered by U.S. Mail. All payments will be processed with a manual receipt.

5. On Monday, November 4, 2024, the Clerk’s Office, including the Self-Help Center and Records Management, is closed to the public.
6. During the time the Kansas Courts eFiling system, including the online payment system, is not available, from 12 a.m. CT, Friday, October 25, 2024, until 8 a.m. CT, Tuesday, November 5, 2024, Kansas Supreme Court Rule 122(e)(1) will allow an attorney to seek relief from the court if a filing is untimely due to the unavailability of the system. Kansas Supreme Court Administrative Order 2023-RL-017 will continue to apply to pro se litigants.
7. Effective at 8 a.m. Tuesday, November 5, 2024, electronic processes in the 10th Judicial District will be fully operational and available. The Kansas Courts eFiling system will be available for electronic filing of documents and the electronic payment system will be operational for making payments with a credit card, electronic check, or other electronic method.

Dated this 22nd day of October 2024.

FOR THE COURT



MARLA LUCKERT  
Chief Justice



EVELYN WILSON  
Departmental Justice