

**ELEVENTH JUDICIAL DISTRICT
ADMINISTRATIVE ORDER NO. 154**

Mandatory E-Filing Date. Effective January 1, 2017 all licensed attorneys must file all new cases and documents within new or existing cases within the District Courts of the Eleventh Judicial District utilizing the Kansas Courts Electronic Filing system. Attorneys utilizing the system must follow Kansas Supreme Court Administrative Order 268, Supreme Court Rule 111, and all Eleventh Judicial District local rules and administrative orders.

Designation K.S.A Chapter in Petitions. All pleadings initiating a case, such as a petition, shall immediately follow the title of the pleading with designation of the chapter of the Kansas Statutes under which the case is to be filed, as shown in the following example:

JOHN DOE, Plaintiff,

vs.

Case No.

JAMES DOE, Defendant

PETITION

(Pursuant to K.S.A. Chapter 61)

Signature Blocks Not To Be Included. On any journal entries, writs, orders or other documents requiring the signature of a judge or clerk, a signature block for the judge or clerk on the last or signature page of the document shall not be included, or, if necessary, shall be removed prior to electronic filing. This is to avoid confusion for those reading the document, as no signature will appear on this page. Appropriate electronic signatures will appear on a cover page generated by the electronic filing system.

Effective Date Language Is Not To Be Included. Prior to the advent of e-filing, many attorneys or parties included, in the first and/or last lines of proposed orders or other documents language similar to the following: "Dated this ____ day of ____ 20 ____." Pleadings filed using the e-filing system should now have a first line which begins: "Now this date of electronic

filing.” The last line should read, “This order is effective as of the date and time shown on the electronic file stamp.”

Attachments to E-filed Documents. Whenever possible, electronically filed documents with referenced exhibits should file the exhibits as a part of the original document. If the document is too large to file with the exhibits attached, the exhibits should be separately filed and should be clearly labeled or titled as attachments to the relevant pleading or document.

Transcript Orders. When an attorney requests an order for transcript in a case involving an indigent defendant, the attorney must notify the court reporter after the order authorizing preparation of the transcript has been signed.

Indigent Defense Vouchers. Appointed counsel shall deliver all felony vouchers directly to the presiding judge. Counsel should not e-file vouchers. The court will return the felony vouchers to counsel for submission to the Board of Indigent Defense Services.

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

Filing A New Case. To the extent possible, attorneys shall complete all party detail when filing a new case otherwise it will be rejected, and do not add language to the names such as (occupant); use the company name when appropriate under party detail.

Multi-Case Filing. Cases that require a signature shall be filed separately. Multi-case filings requiring signature(s) will automatically fill in wrong information. If a signature is not required multi-case filings are acceptable.



A.J. Wachter, Chief Judge
11th Judicial District