

Rule 1.05

FORM OF FILING GENERALLY

- (a) **Paper Size, Type, and Statutory Requirements.** Unless the court permits otherwise, every petition, brief, motion, application, or other paper filed with the clerk of the appellate courts must be in black type or print on an 8½" x 11" sheet, with one-inch margins. All filings are subject to K.S.A. 60-205, 60-210, and 60-211.
- (b) **Filing.** Every petition, brief, motion, application, or other paper filed with the clerk of the appellate courts must include the name, address, telephone number, fax number, and e-mail address of the person filing it. A paper filed by an attorney must include the attorney's Kansas registration number and indicate the party represented. If multiple attorneys appear on behalf of the same party, one must be designated lead attorney for purposes of subsequent filings and notices.
- (c) **Paper Copies.** No paper copies of electronically filed documents are required from Kansas licensed attorneys who are active and in good standing.
- (d) **Time Computation.** In the appellate courts, time is computed under K.S.A. 60-206(a) and (d).
- (e) **Clerk's Duties.** The clerk of the appellate courts must keep a separate file for each case in which all filed documents must be preserved. The clerk must record the date on which each document is filed and must maintain an appearance docket comparable to that a clerk of the district court maintains under K.S.A. 60-2601.
- (f) **Electronic Format.** Documents filed electronically must be submitted in an Adobe portable document format (PDF) or another format later specified by the Supreme Court.
- (g) **Document Size.** An electronically filed document must not exceed 10 MB. For a document that exceeds this size restriction, an attorney should contact the office of the clerk of the appellate courts for assistance.
- (h) **Date and Effect of Electronic Filing.** An electronically filed document is deemed filed on the date and time reflected in the file stamp on the document. Electronically filed documents received on a Supreme Court holiday or after 12:00 a.m. Saturday through 11:59 p.m. Sunday will be deemed filed on the next business day that is not a Saturday, Sunday, or Supreme Court holiday.

[**History:** Am. effective July 1, 1982; Am. effective July 1, 1988; Am. effective February 8, 1994; Restyled rule and amended effective July 1, 2012; Am. effective December 19, 2016.]