



Expanded Access to Kansas eCourt Case Information

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Learning Objectives

- Review of Rules Related to Kansas eCourt
- Ways to search information
- Authority for expanded access
- Types of expanded access
- Making the Kansas eCourt case management system court user friendly
- Requesting access
- Portal demonstration



Rules Related to Kansas eCourt



What is eCourt?

- Kansas eCourt includes applications and technologies that create a statewide, web-based courthouse, changing how state courts interact with and serve people.
- Several components:
 - Website
 - eFlex
 - Centralized Case Management System (CCMS)



RULES
ADOPTED BY THE
SUPREME COURT
OF THE
STATE OF KANSAS
2021 Edition



OFFICIAL
SARA
RULES AND AN
CHRISTO

**Kansas
Judicial Branch**

About the Courts

Cases & Opinions

Rules & Orders

Kansas Supreme Court Rules 20-25

- Can also be located at –
-

[https://www.kscourts.org/KSCourts/
media/KsCourts/Rules/Website-
Rulebook.pdf](https://www.kscourts.org/KSCourts/media/KsCourts/Rules/Website-Rulebook.pdf)



Why? – Rule 20(b)

- (b) **Purpose.** The Kansas Supreme Court has developed a centralized case management system that maintains case records of the Kansas judicial branch. The case management system provides efficient, effective court operations and increases access to justice for the people of Kansas. **This set of rules standardizes the processing of case filings to provide consistent user experience** and allow for workshare among judicial branch employees. These rules expand access to case records available publicly through an internet, browser-based access point using a public access portal. These rules balance the importance of protecting the interests of parties participating in the judicial system, including personally identifiable information and proprietary business information, with the goal of expanding access to case records and increasing transparency of the judicial branch.



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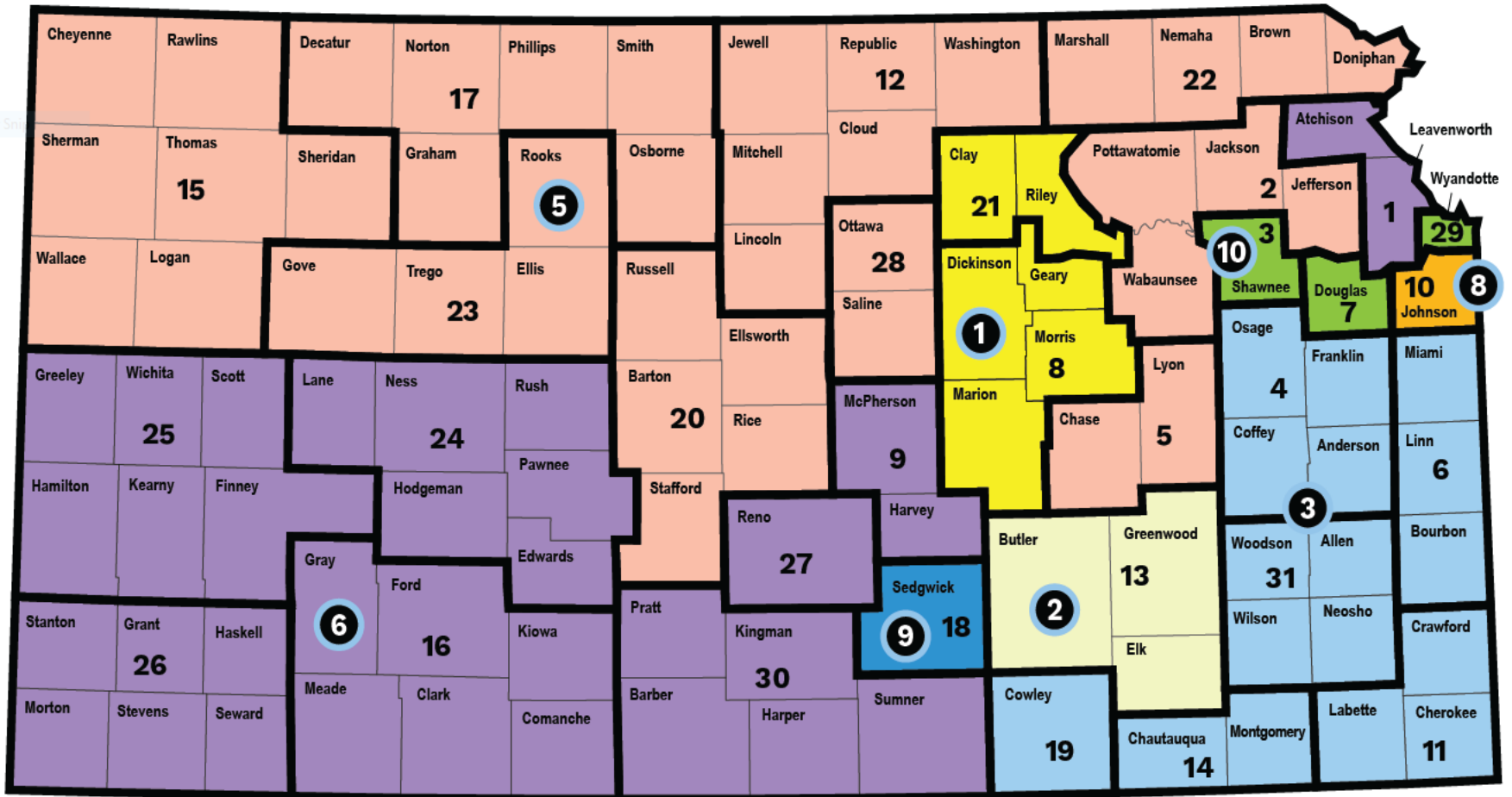


Who? – Rule 20(d)

- (d) Applicability
 - Only applies if court has converted to Centralized Case Management System (CCMS) (f/n/a Odyssey)
 - Does NOT apply if court still using FullCourt/JIMS



Statewide rollout plan





Poll Question #1

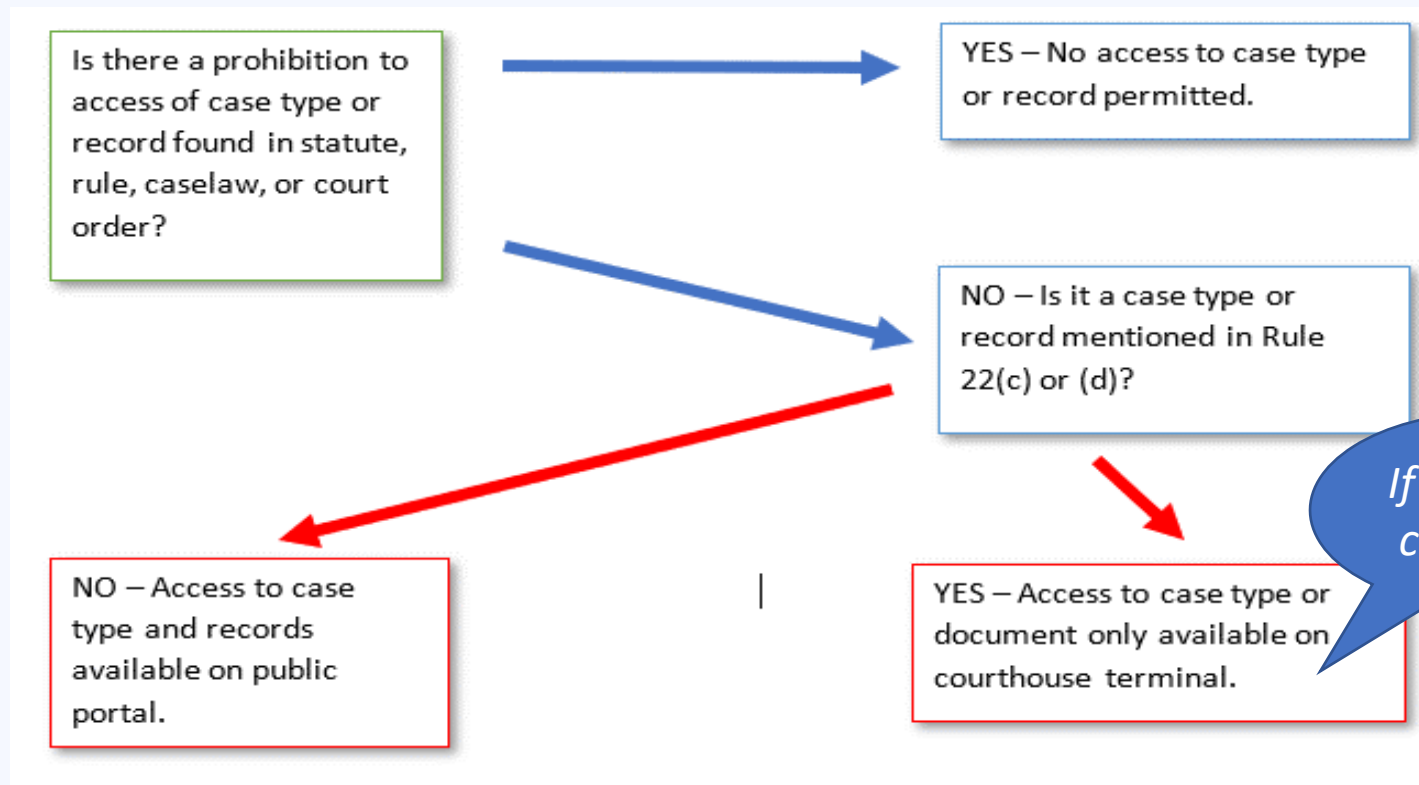


Definitions - Rule 21

- Most eCourt Rule definitions are found here
- Many terms are familiar
- Some new terms –
 - Courthouse terminal
 - Events index
 - Nondocketable event
 - Nonpublic case record
 - Public access portal



Access to Public Electronic District Court Case Records – Rule 22



If sensitive case type



Types of cases not on public portal

- 16 case types not on public portal -
 - Adoptions
 - Care and treatment
 - Child custody
 - CINC
 - Divorces
 - PFA/PFS
 - Etc.



Types of documents not found

- 10 types of documents not on public portal -
 - Coroner reports
 - Marriage license documents
 - PSI
 - Probable cause affidavits
 - Trial exhibits
 - Warrants (unexecuted)
 - Etc.



Filing in a District Court-Rule 23

- (a) Filing user's obligations
 - Designate correct case and document type
 - Sealed?
 - Certify document complies with PII rule
 - Court does not have to verify compliance
 - But can segregate document from public view until compliance checked



Rule 23 - continued

- (b) Filing under seal
 - Already an existing order?
 - Should be an order?
 - Is there a document already filed that should be sealed?



Rule 23 - continued

- District Court Clerk processing of efiled document
 - **Only 4 reasons to reject pleading** –
 - Illegible or will not open
 - Insufficient space for file stamp (Rule 111)
 - Wrong county, case number, or caption
 - Fee not paid
 - Clerk must tell filer why it is rejected
 - Clerk must process within 4 business hours and file stamp will be for the day it is submitted



Protection of Personally Identifiable Information - Rule 24

- Section (a) -
 - Filer is solely obligated to make sure no confidential personally identifiable information is in a document
 - Filer must certify at the time of filing that document complies with rule
 - District court clerk has no obligation to review document to ensure compliance



Rule 24 – continued

- Section (b) -
 - Personally identifiable information includes:
 - Names of minors (not a party to the case)
 - Names of petitioners in PFA/PFS cases
 - Dates of birth (except birth year)
 - Email addresses (except as req'd by statute or rule, e.g., Rule 111)
 - Computer username, password & PIN



Rule 24 – continued

- Numbers (except last 4) that can be used to identify, including:
 - SSN, TIN, EIN
 - Bank, credit/debit cards
 - Driver's license
 - Loan account
 - VIN
- Physical address of individual's residence



Rule 24 – continued

- Section (c) - Exceptions
 - Case maintenance info not open to public
 - Required by statute or rule
 - Emancipated minor
 - Initials
 - Identifies property alleged to be subject of proceeding
 - Information believed to be relevant and material to issue before court



Rule 24 – continued

- Section (d) - Still must supply PII when initiating new case
 - Used for administrative purposes
 - Not available to the public
- Section (e) – Filer must certify that PII not in document
- Section (f) - Failure to exclude PII could result in sanctions



Rule 25 – Expanded Access

- Some groups have statutory right to information over and beyond public or courthouse terminal access
- Special access to information, including PII
- Intended for governmental agencies and private entities acting as subcontractors for governmental agencies



Rule 25 - Continued

- These include:
 - Law enforcement
 - District/county attorneys
 - Court trustees (child support)
 - Community corrections
 - DCF and its foster care grantees
 - Court-Appointed Special Advocates
 - Citizen Review Boards
 - Attorneys (limited to sensitive case types)
- Supreme Court has designated OJA to work with these groups to develop expanded access



Poll Question #2



Case Searches in Kansas eCourt



Ways to Search Information

- Public
- Courthouse Kiosk
- Attorney access
- Rule 25 External Stakeholders



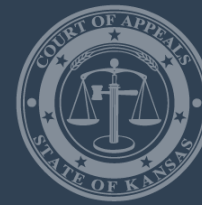
Public

- Internet based
- Access to most documents
- No need to file limited entry of appearance to view documents
- Free!!!

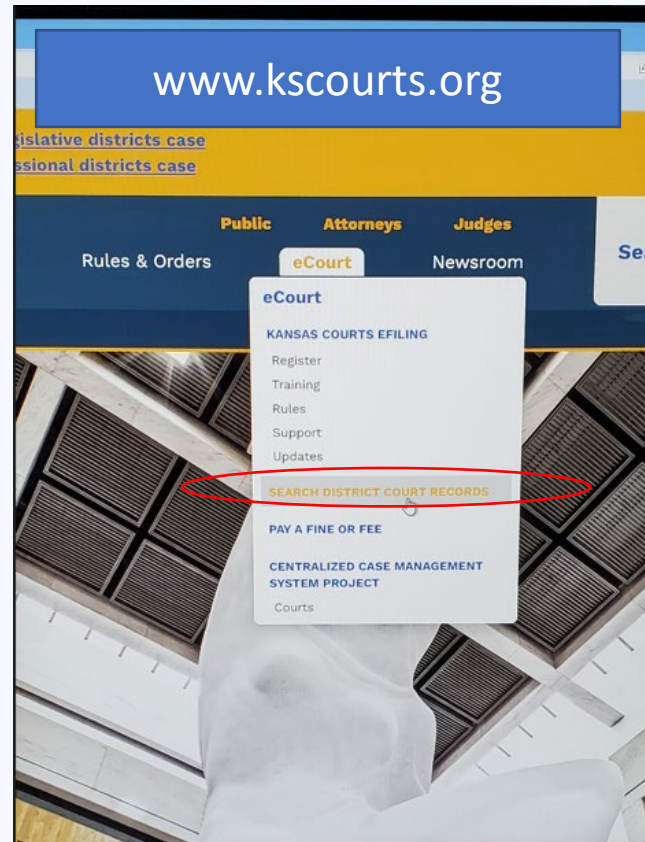


Courthouse terminal (kiosk)

- Public access portal +
- Access to case types or public documents considered sensitive
- Only at courthouse – except for attorneys
- No access to case types or documents prohibited by statute, rule, caselaw, or court order



Accessing portal





Accessing portal

The screenshot shows the Kansas Judicial Branch website. At the top right, there is a yellow banner with the text "ALERT ALERT". Below this is a dark blue header with the text "Kansas Judicial Branch" and navigation links for "About the Courts" and "Ca". The main content area has a light blue background and contains a list of bullet points: "expunged criminal records;", "many child in need of care and juvenile records; and", and "grand jury proceedings." Below this is a section titled "Search using eCourt public" with the text "As Kansas courts move to a new centralized case management system through an online portal." This is followed by a list of bullet points: "Using Courthouse Terminal and Public Portal Smart Search" and "Kansas District Court Public Access Portal", which is circled in red. Below this is the text "Cases and records that will not be accessible through the portal are" followed by a bullet point: "Supreme Court Rule 22: Access to Public Electronic District Court". At the bottom, there is a URL "https://search.kscourts.org/prodportal" and the text "and sealed records are not public, and they can't be ac".

ALERT
ALERT

Kansas Judicial Branch

About the Courts Ca

- expunged criminal records;
- many child in need of care and juvenile records; and
- grand jury proceedings.

Search using eCourt public

As Kansas courts move to a new centralized case management system through an online portal.

- [Using Courthouse Terminal and Public Portal Smart Search](#)
- [Kansas District Court Public Access Portal](#)

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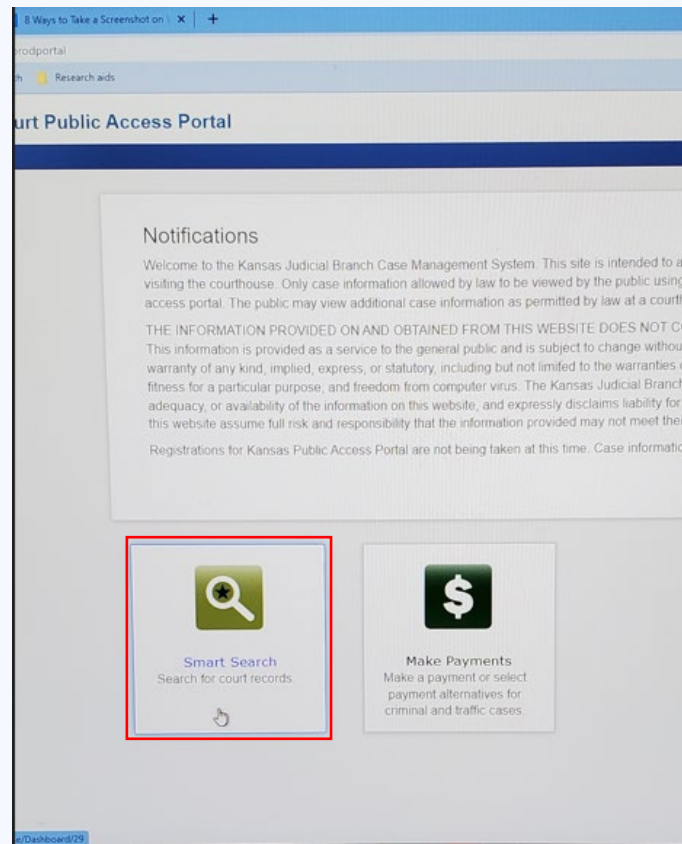
- [Supreme Court Rule 22: Access to Public Electronic District Court](#)

If a record is public but not available through the public access portal, it may be a record of court cases and court records in that court.

<https://search.kscourts.org/prodportal> and sealed records are not public, and they can't be ac




Accessing portal





Accessing portal


Court Public Access Portal

Register / Sign In 

Smart Search *Required

Search Criteria ?

* Enter a Record Number or Name in Last, First Middle Suffix Format

I'm not a robot  reCAPTCHA
Privacy - Terms

Clear **Submit**

[Advanced Filtering Options -](#)



Making the Kansas eCourt case management system court user friendly



What you can do to help

- Document types in efileing
- Descriptive document titles
- Complete litigant information for party matching



Party Matching for litigants

- Complete litigant information
 - First and Last Name plus two of the following three:
 - Driver's License Number
 - Social Security Number
 - Full Date of Birth
- Provide as much information for each litigant as possible
- Example:
 - Amy Shreffler Raymond
 - Amy S. Raymond
 - Amy L. Raymond



Party Matching for businesses

- Enter as much information as possible
- Spell out the business name
- Complete address
- Any other identifying information you have available



Requesting access



Expanded Access

- Data point decisions
 - Based on stakeholder
 - Two-part analysis
 - Statutory authority
 - Business need
- Live for external stakeholders and attorneys



Process for external stakeholders

(1) Identify a POC

- Each office or agency must designate a POC and alternate POC
- The POC will be responsible for submitting user requests and helping coordinate security agreements
- POC completes the initial request form and signs security agreement for the office
- Each user will complete a request form and sign a user agreement

(2) Register for a portal account while waiting for OJA to process the requests.



Process for attorneys

- Complete request form.
- Register for a portal account while waiting for OJA to process your request.
- OJA will notify you when kiosk access is available.



Portal Demonstration

Kansas Judicial Branch



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