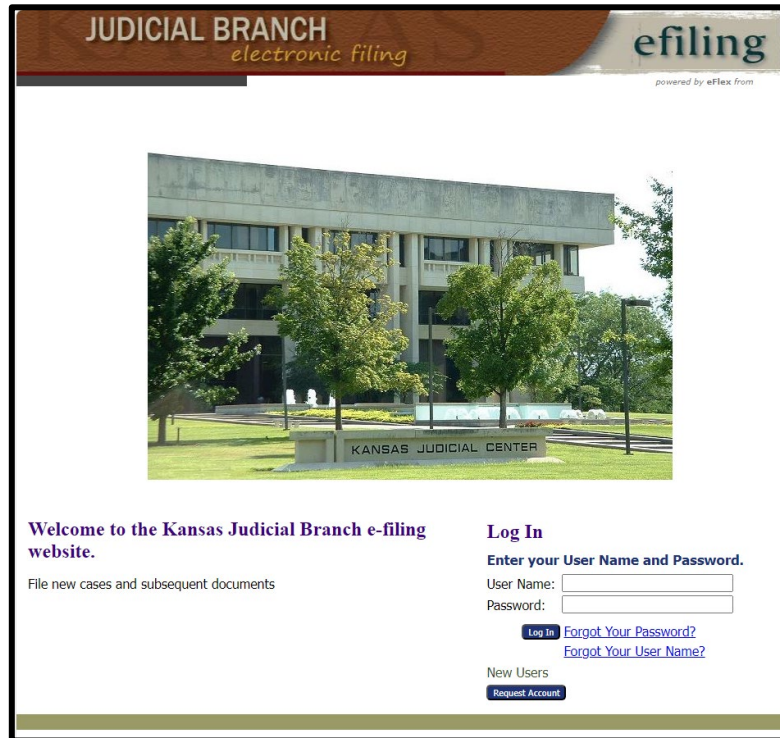


Attorney eFiling Login and Home Screen

Website: <https://filer.kscourts.org/portal> - Portal Interface

Electronic Filing Login Screen

*Note: The same website is used to access **both** Appellate Court and District Court eFiling.*



Note: Information on requesting an eFiling account for both attorneys and filers who fall under Rule 122A, can be found at <https://www.kscourts.org/eCourt/Kansas-Courts-eFiling/Register>.

- User will enter the assigned **User Name** and **Password** to login to the Portal Interface screen.

Portal Interface Screen

- Users will need to select the **Connect** button to the right of **Appellate** or **District** to access the appropriate interface.

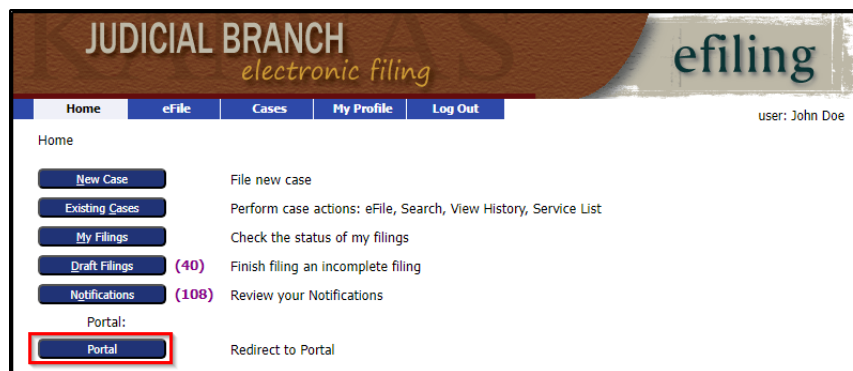


- The **Appellate** or **District** interface can be marked as the default court to connect to automatically by selecting the **check box** to the right of the desired interface in the **Default** column.
 - Selecting a default will bypass the Portal Interface page upon login and take users straight to the **Court Interface** home screen of the chosen court (i.e. Appellate or District) for submitting filings.



NOTE: If the user regularly files to both courts, it is suggested to not select a default court.

- To return to the Portal Interface screen, click the **Portal** button.



Updating User Account Information

- Any updates to a user's profile (i.e., address, phone number, email address, password changes, etc.) must be made from the **Portal Interface** screen. If users attempt to make profile or password changes while connected to Appellate or District Interface screens, they will be redirected to the Portal Interface screen.
 - From the **Portal Interface** screen, select **My Profile** to display a drop down list of options.



- Select **My Profile** to be redirected to the **User Profile** screen.

- Select the **Modify User Profile** button to make changes to the displayed information.
- Select the **Change Password** button to update the password.

JUDICIAL BRANCH
electronic filing

Home My Profile Log Out user: John Doe

User Profile

User Profile

John Doe
 User Name: 09472
 Organization: ATTORNEYS
 Bar Number: 09472
 User Identifier:
 Phone: (785) 867-5309
 Fax:
 Email: kimataw@kscourts.org
 1st Alternate EMail: kbrown@kscourts.org
 2nd Alternate EMail: mcginleyc@kscourts.org
 Address: 9999 toad
 Topeka, KS66612
 US
 Role: Attorney
 Date Approved: Not Available
 Expiration Date:

Modify User Profile Change Password

- Select **Change Password** to be redirected to the **Change Password** screen.

JUDICIAL BRANCH
electronic filing

Home My Profile Log Out

Change Password

Change Password

Password:

Your password must be at least 8 characters long and must be different than your user name.

New Password:

Confirm New Password:

Cancel Submit

- Once all changes have been made, click **Submit** to save any updates.

Notification Settings

- Select **My Profile** to be redirected to the **User Profile** screen.
- Select the **Modify User Profile** button to be redirected to the **Modify User Profile** screen.
- Update notification preferences to the right under the **Email Notification** section.

Modify User Profile

John Doe
 Role: Attorney

User Name: 09472
 Subscription Expiration Date: Not Applicable
 Title:

First Name: * John
 Middle Name:
 Last Name: * Doe
 Suffix Name:

Email Notification :
 Do NOT email me status updates for received filings
 Do NOT email me status updates for approved filings
 Do NOT email me status updates for partially approved filings
 Do NOT email me status updates for rejected filings