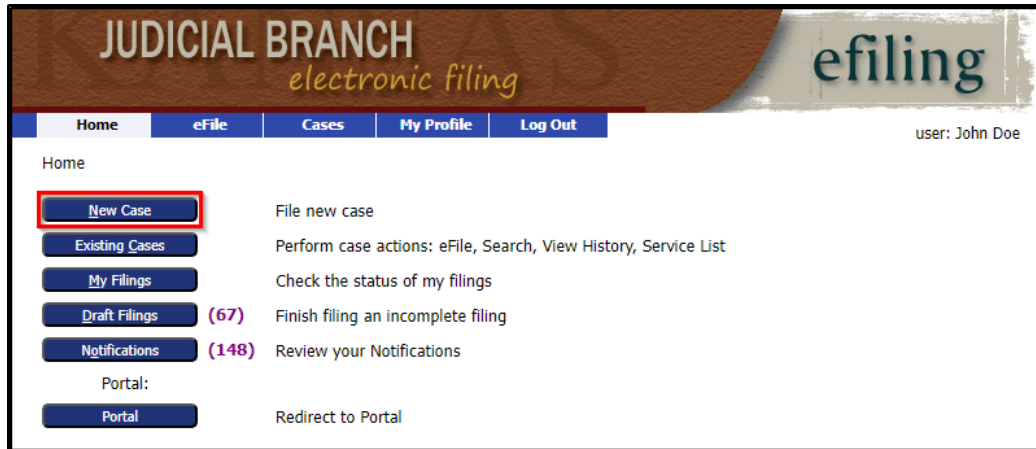


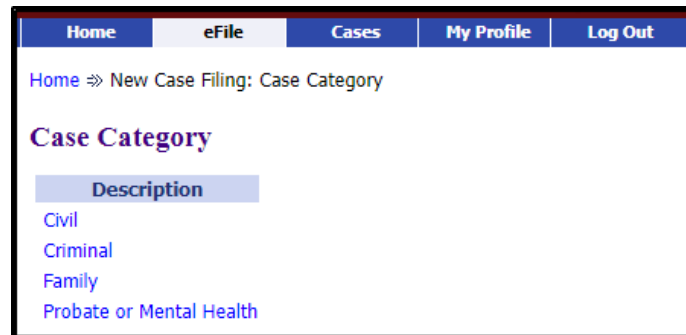
eFile Case Initiation Instructions for Attorneys for Civil, Family, and Probate and Mental Health Case Categories

District Court Interface Home Screen

- Click the **New Case** button to open the Case Category page.



- Click the appropriate **Case Category** to open the Case Type page.



- Click on the appropriate **Case Type** to open the Case Initiation page.



Case Initiation Screen

- From the **Court** drop down menu, select the appropriate county.

Case Initiation: DM Marriage Dissolution/Divorce

Court

- Use the **Add Case Participant** buttons to add case parties and participants.
- Users will click the appropriate party type button to open the Add a Party screen. (i.e. Add Plaintiffs, Add Defendant, Add Subject, Add Other Parties, or Add Witness)
 - For a list of the required party types for each case type and the case participant section they can be found under refer to the **Odyssey Party Roles for eFiling** document located at the following website:
<https://www.kscourts.org/eCourt/Kansas-Courts-eFiling/Updates>

Add Case Participants	Add Plaintiffs	Add Defendants	Add Subject	Add Other Parties	Add Witness	(Any party to be served must be added as a distinct party.)
Remove	Participant Name		Type		Attorney/Agent for Party	

Add Party Screen

- **Save Party** gives filers the option to save frequently used parties and their information for future use.
- Click **Load Party** to add a previously saved party.
- Select the appropriate radio button next to **Organization** (for a Business or agency) or **Person** (for an individual).
- Make sure the appropriate party type is selected from the **Party Type** drop-down.
- The * indicates that the **First Name** and **Last Name** are required fields for adding a party.
 - If known the **Middle Name** and **Name Suffix** fields are optional.
 - **Note:** for an Organization the Last Name field will be the only field available to enter the Business or agency name.
- If known, add the party's **SSN** and **DOB**, using the format shown.
- If known, add the party's **Driver License #:** and **Driver License State.**
 - **Note:** Both fields **must** be populated, or the submission will error out.
- If known, add the party's phone number in the **Phone** field. Indicate **Business, Home, or Cell** using the drop-down menu.
- If known, add the party's **EMail** address.
- The **Mailing Address** fields include **Address Line 1, 2 and 3** along with **City State** and **Zip.**
 - **Note:** a complete address must be entered, partial addresses will cause the submission to error out.

Plaintiff Save Party Load Party

Organization Person

Party Type: Petitioner

First Name: *

Middle Name:

Last Name: *
(or Business Name)

Name Suffix:
(Jr, Sr, ...)

EIN: (e.g.: 12-3456789)

SSN:

DOB:

Driver License #:

Driver License State:

Phone: Home

Fax #:

EMail:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State:

Zip / Postal Code:

Back Next

NOTE: The filing attorney will be automatically listed under the **Add an Attorney for this Party** section. If there is more than one attorney representing the party, additional attorneys can be added.

- Click the **Add** button to open fields to search for and add an attorney.
- Enter the attorney’s last name or bar number then click **Search**.
- Place a **checkmark** next to the appropriate attorney, then click **Save**.

Add an Attorney for this Party

	Last Name	Middle Name	First Name	Bar #	Type
<input checked="" type="checkbox"/>	Doe		John	09472	Attorney

Add

Search Attorney

Last Name: Bar Number:

Organization: All Search

Select and Add Attorney(s)

<input type="checkbox"/>	Title	Last Name	Middle Name	First Name	Suffix Name	Bar Number	Type	Address	Phone FAX	E-Mail	Organization
<input checked="" type="checkbox"/>		Greenberg	A.	Scott		24793	Attorney	4600 Madison Ave Suite 1000 Kansas City MO 64112 US [Firm]		ecomer@tybera.com	SANDBERG PHOENIX & VON GONTARD P.C.

Cancel Clear Save Add New Attorney

- If a party has a known alias, it can be added to the **Add Aliases (AKA)** section.
- Click the **Add** button to open fields to add an alias for the party.
- Choose the **Alias Type** from the drop-down. Enter the alias in the first, middle, and last name fields. Then click **Save**.

Add Aliases (AKA)

Alias Type First Name Middle Name Last/Business Name

Add

Add Alias

Alias Type	First Name	Middle Name	Last/Business Name *
Also Known As	Jimmy	L	Jones

Cancel Save

- Once all party information has been entered, select **Next** at the bottom of the screen to route back to the **Add Case Participants** page.



- Repeat the **Add Case Participants** steps until all necessary parties have been added to the case.
- From the **Remove** column, parties can be removed by clicking the **X**.
- Click the “+” next to a party’s name to quickly view the information entered for that party.
- If any party information needs to be edited, click on the **party’s name** to open the Edit Party screen.
- Click **Back** to go back a screen.
- Click **Save to Draft** to save your draft for later. Access saved drafts from the Draft Filings screen.
- Click **Next** to continue to the Add a Document screen.

Add Case Participants Add Plaintiffs Add Defendants Add Subject Add Other Parties Add Witness (Any party to be served must be added as a distinct party.)

Remove	Participant Name	Type	Attorney/Agent for Party
X	James L Jones AKA: Jimmy L Jones SSN: 511-22-4455 DOB: 04/05/1996 Day Phone:(785) 608-7777 Address: 1501 SW Freedom Ln Topeka, KS 66615	Petitioner	John Doe Bar #:09472 Scott A. Greenberg Bar #:24793
X	Jane M Jones	Respondent	
X	Jill A Jones	Dependant	

Back Save to Draft Next

Add documents and Submit Filing


- From the **Document Category** drop-down select the appropriate document category.
- From the **Document Type** drop-down select the appropriate document type.
 - The following website: <https://www.kscourts.org/eCourt/Kansas-Courts-eFiling/Updates> contains a document, District Court Attorney Document List, to assist filers with determining which codes to use when filing. This list includes the different document types available and the category they can be found under.
- In the **Document Title** field type the document title/description.
- Mark the **Emergency** checkbox, if the submission is time sensitive.
- The District Court does NOT use the **Associate to Previous Filing** option.
- Next to **Document Location** click **Choose File** to select the file from the filers desktop to upload. **ALL documents must be submitted as PDF files.**
- Once all fields have been filled out click **Add** to add the document to the submission.

NOTE: For a **Limited Actions** case or a **Transfer Pre-Judgment Limited Actions Chapter 61 Case to Civil Chapter 60** case, filers will need to select the Petition document type that corresponds to the prayer amount to ensure the correct filing fee is assessed.

- If filing a new *Limited Actions* case, filers will need to select one the following document types:
 - PLE: Limited Action Petition Prayer Amount 0-500
 - PLE: Limited Action Petition Prayer Amount 500.01-5,000
 - PLE: Limited Action Petition Prayer Amount 5,000.01-25,000
- If filing a new *Transfer Pre-Judgment Limited Actions Chapter 61 Case to Civil Chapter 60* case, filers will need to select one the following document types:
 - PLE: Transfer LM to CV Petition Prayer Amount 0-500
 - PLE: Transfer LM to CV Petition Prayer Amount 500.01-5,000
 - PLE: Transfer LM to CV Petition Prayer Amount 5,000.01-25,000

The screenshot shows the eFile system interface for adding a document. The user is logged in as John Doe. The breadcrumb trail is: Home ⇒ New Case Filing: Case Category ⇒ Case Type ⇒ Case Initiation ⇒ Add a Document. The case type is "DM Marriage Dissolution/Divorce". The form fields are: Document Category (Pleading), Document Type * (PLE: Petition), Document Title* (Petition), Emergency (unchecked), Sealed (unchecked), Date of order to seal (empty), Acceptable File Format Type(s) (*.pdf), Document Location (Choose File, Petition.pdf), and Add to Submission (Add button).

- Once added documents can be viewed by clicking the appropriate hyperlink under the **View Document** column.

- The **Size** column displays the size of each document and gives a total size for the submission.
- Clicking the  icon in the **Remove** column allows users to delete a document from a submission.

	Document Name	View Document	Edit Data	Size	Remove
Case Data		form.xml		0.01 MB	
PLE: Petition Petition		Pebtion.pdf		0.03 MB	
				Total Size:	0.03 MB

Buttons: Back, Move to Draft, Next

- Complete the steps outlined above to add additional documents.
- The **Back** button will take you back a screen to the Add Case Participants screen.
- The **Move to Draft** button will move the submission to the users Draft Filings to edit and/or submit at a later time/date.
- Once all documents have been added, click the **Next** button to be directed to the **Review and Submit Filing** screen.



- The Client # field can be used by filers for internal tracking purposes. This field is optional.
- Click the **checkbox** next to Certificate of Compliance. This is **required**.

Review and Submit Filing

Case Type : DM Marriage Dissolution/Divorce

Client #

CERTIFICATE OF COMPLIANCE*

I certify the document(s) being filed comply with applicable requirements of the Kansas Supreme Court Rules regarding personally identifiable information or sealed documents:

1. For documents submitted for filing with a court located in a judicial district using the Odyssey electronic case management system, the attached document(s) are submitted under Supreme Court Rule 22(d), Supreme Cour Rule 23(b) or Supreme Court Rule 24; or
2. For documents submitted for filing with a court located in a judicial district not using the Odyssey electronic case management system, the attached document(s) are submitted under Supreme Court Rule 123

*An up-to-date listing of Judicial Districts operating under the Odyssey case management system is available on the judicial branch website at www.kscourts.org.

- If a payment TOGA account has not already been configured a method of payment can be configured by following the “Odyssey Create a TOGA Wallet Account for District Court” found at the following location: <https://kscourts.gov/eCourt/Kansas-Courts-eFiling/Updates>
- Select the radio button next to the appropriate **payment method** for this filing.
- Under **Payment on behalf of** choose the Petitioner/Plaintiff from the drop-down menu. The eFiling system will only accept case initiation payments on behalf of the Plaintiff/Petitioner.

NOTE: If no payment is associated with the filing this section will not appear on the Review and Submit filing screen.

Estimated Fees: \$195.00 **Add**
 Convenience Fee: \$4.66
 Total Fee: \$199.66

Wallet Item: #### - *1881
 Wallet Item: TEST - *1111
 Wallet Item: TEST CHECK - *6789
 Wallet Item: TEST2 - *1111
 Wallet Item: Testing account - *4448

Statutory Waiver Fees waived by statute
 Poverty Affidavit Poverty Affidavit
 Government Entity County Hospitals, Government Agencies, etc.

Payment on behalf of
 James L Jones ▼

- Optional: a note can be added for the clerk in the **Special Instructions for the Clerk** comment field.
- Click the **Submit the Filing** button to file the new case.
 - Other Options
 - **Back** button – will take the user to the previous screen.
 - **Cancel (Delete)** button – will delete the submission completely.
 - **Move to Draft** button – will move the submission to the users Draft Filings to edit and/or submit at a later time/date.

Special Filing Instructions for the Clerk:

- A pop-up message will appear, click **OK**.

districtfilerstage.kscourts.org says

Your submission is complete. Click OK to file to the court.