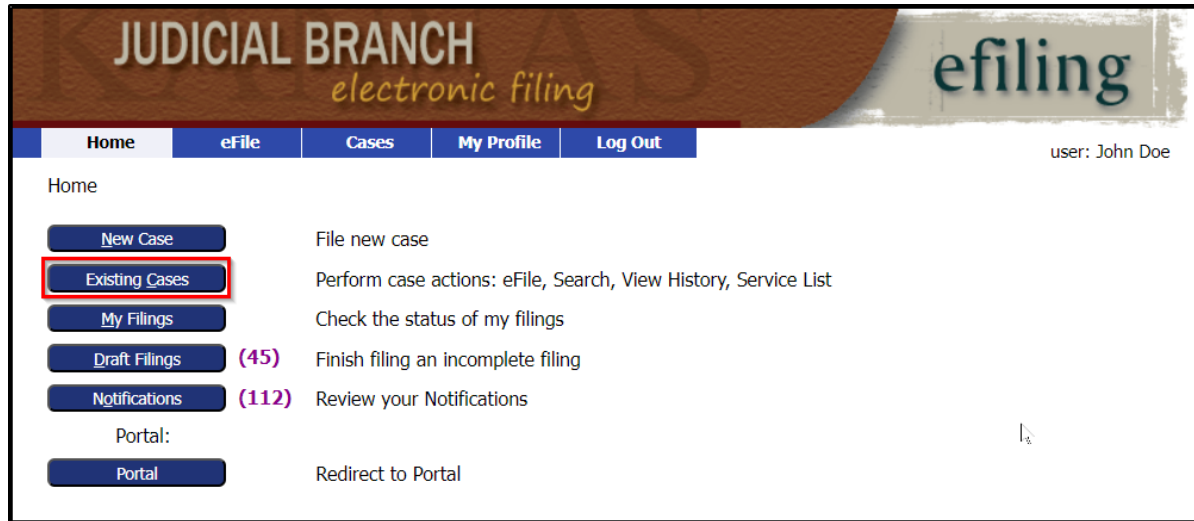


eFiling to Existing Cases for Attorneys

Appellate Interface Home Screen

- Click on the **Existing Cases** button to open the Cases screen.



eFiling to One Case

- Enter the Appellate Court case number in the **Case Number** field.
- Select the appropriate **Court Location** from the drop down menu (i.e., Court of Appeals or Supreme Court).



- Click the **eFile** button to be routed to the **Add a Document** screen.

Home eFile Cases My Profile Log Out user: John Doe

Home ⇒ Cases ⇒ Add a Document

Case Number : 123456 Case Title : STATE OF KANSAS, APPELLEE, V. BRANDON S. TALLCHIEF, APPELLANT.

Case Type : APCR Non-Capital

Document Category: Motions

Document Type *: COA Motion or Notice to Withdraw

Additional Text: Motion to Withdraw as Attorney of Record

Emergency Confidential Associate to Previous Filing

Acceptable File Format(s) (*.PDF)

Document Location: Choose File | Motion.pdf

Add to Submission: Add

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
<p>Back Move to Draft Next</p>					

- Select the appropriate **Document Category** from the drop down menu.
- Select the appropriate **Document Type** from the drop down menu.
 - Refer to the [Appellate Court Document List](#) to assist filers with determining appropriate codes to use when filing. This list includes the different document types available and the category they can be found under.
- The **Additional Text** can be used to enter the title of the document being submitted.
- Check the **Emergency** check box if this submission is urgent and needs expedited.
- Check the **Confidential** check box if the document should be marked confidential.
- Select the **Choose File** button to the right of **Document Location** to upload the appropriate document.
- Select the **Add** button to add the document to the submission.
- If a drop down is present below the **On Behalf of** field, select the party the document is being filed on behalf of. Click the **Add** button to populate.

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
COA Motion or Notice to Withdraw Motion to Withdraw as Attorney of Record	Motion.pdf	<input type="checkbox"/> Show/Hide Participants BRANDON S TALLCHIEF	Add	0.03 MB	
Total Size: 0.03 MB					

- Complete the steps outlined above for additional document entry on the same case.

Document Name	View Document	On Behalf of	Edit Data	Size	Remove
COA Motion or Notice to Withdraw Motion to Withdraw as Attorney of Record	Motion.pdf	<input type="checkbox"/> Show/Hide Participants BRANDON S TALLCHIEF	Add	0.03 MB	
Total Size: 0.03 MB					
<p>Back Move to Draft Next</p>					

- Once all documents have been added, click the **Next** button to be directed to the **Review and Submit Filing** screen.

Home eFile Cases My Profile Log Out user: John Doe

Home » Cases » Add a Document » Review and Submit Filing

Review and Submit Filing

123456 Case Title : STATE OF KANSAS, APPELLEE, V. BRANDON S. TALLCHIEF, APPELLANT.

Case Type : APCR Non-Capital

Client #

CERTIFICATE OF COMPLIANCE*
 I certify that the document I am filing is a document type listed in Supreme Court Rule 22(d) or complies with all applicable requirements of the Kansas Supreme Court Rules regarding a sealed document, personally identifiable information, and reference to certain persons, including Rules 23(b), 24, and 7.043.

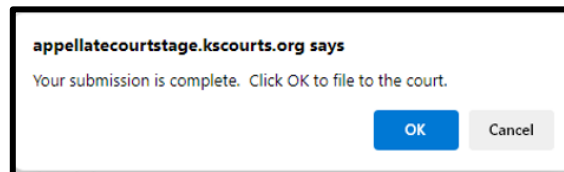
Document(s) to be Submitted: [Add/Remove Documents](#)

Document Name	View Document	On Behalf of
COA Motion or Notice to Withdraw Motion to Withdraw as Attorney of Record	Motion.pdf	BRANDON S TALLCHIEF

Special Filing Instructions for the Clerk:

[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit the Filing](#)

- Check the **Certificate of Compliance** check box. *Required.*
- Click the **Submit the Filing** button. A pop up message will appear, click **OK**.



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 drafts to edit and/or submit at a later time/date.

Filing to Multiple Cases

- From the **Cases** screen enter the first Appellate Court case number in the **Case Number** field.
- Select the appropriate **Court Location** from the drop down menu (i.e., Court of Appeals or Supreme Court).
- Click the **Add this case to your list** button.

Case Number	Court Location	eFile	Add this case to your list	History	Service List
<input type="text" value="123456"/>	Court of Appeals ▾	eFile	Add this case to your list	History	Service List

Ex: 070900001

- Cases to file on will be added under the **Cases that will be filed on** section.

- Repeat the steps to continue adding cases to this section. Once all cases for the submission are added click the **File on these Cases** button to open the **Add a Document** screen.

Cases

Cases that will be filed on **File on these Cases**

	Case Number	Case Title
Remove	123456	STATE OF KANSAS, APPELLEE, V. BRANDON S. TALLCHIEF, APPELLANT.

Court: APPELLATE COURTS

Case Number	Court Location
<input type="text"/>	Court of Appeals ▼

Ex: 070900001

eFile **Add this case to your list** **History** **Service List**

NOTE: Documents added to a multiple case submission will be posted to all cases listed.