

Welcome to eFlex - The Kansas Courts Web-Based
electronic Filing system

Kansas District Courts **Electronic Filing**

**Only lawyers in good standing who are licensed in Kansas
may use Kansas Courts e-Filing**



E-filing System Log In Screen

<https://filer.kscourts.org/>

JUDICIAL BRANCH
electronic filing

efiling
powered by eFlex from Tybera

Home Page for e-Filing

WELCOME TO THE KANSAS JUDICIAL CENTER

KANSAS JUDICIAL CENTER

Welcome to the Kansas Judicial Branch e-filing website.

File new cases and subsequent documents

Log In

Enter your User Name and Password.

User Name:

Password:

[Log In](#) [Forgot Your Password?](#)
[Forgot Your User Name?](#)

New Users

[Request Account](#)

Request an Account

Requesting a User Account

User Agreement

1. Read the Terms of Use
2. Accept User Agreement Terms
3. Select User Role
4. Select New or Existing Firm
5. Complete Request and Submit

Note: Primary e-mail address must match the e-mail address on file with Kansas Attorney Registration

User Agreement Acceptance

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User Agreement

User Agreement

User Agreement

In order to register for an account with EFlex, you must accept the terms of the user agreement as explained below. Failure to accept these terms will take you back to the login screen.

The terms of the user agreement are found on the [Terms of Use](#) page

I have read the applicable Administrative Order(s) and/or Local Rules that govern e-Filing and I accept the terms of the user agreement.

I do not accept the terms of the user agreement

Please Read Thoroughly

[online help](#) | [terms of use](#) | [privacy policy](#) | [payment policy](#) | [support](#) | [about Tybera Development Group, Inc.](#)

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Terms of Use

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Log In

TERMS OF USE

Please Read Thoroughly

Terms of Use

In order to register for an account with the Kansas Courts Electronic Filing (Kansas Courts e-Filing) system, you must accept the terms of use as listed below. This serves as your agreement with the Kansas Supreme Court Office of Judicial Administration, acting through the e-Filing System Administrator, for the purpose of electronically filing court case documents using the electronic filing (e-filing) system and will remain in effect as long as you are enrolled as an active Filing User with an assigned login identification (user ID) and password, as defined in the Technical Standards Governing Electronic Filing and Transmission of Court Documents, Kansas Supreme Court Administrative Order No. 268. Failure to accept these Terms of Use will result in denial of access to the Kansas Courts e-Filing system.

A. Filing User Terms and Conditions:

A Filing User accepts and agrees to comply with the following terms and conditions:

- Be bound by and follow the Technical Standards Governing Electronic Filing and Transmission of Court Documents as set forth in Administrative Order No. 268, found [here](#).
- Provide accurate and complete information during the account registration process, as required by the Kansas state appellate and trial courts (Kansas state courts).
- Promptly notify the e-Filing System Administrator of any status change of a member's standing with the state of Kansas bar.
- For active members of the Kansas bar, use the attorney's Kansas bar number as the Filing User ID.
- Do not use or attempt to use identification for Filing User that is obscene, offensive, potentially libelous, or deceptive. A deceptive Filing User ID includes but is not limited to a user ID that could be construed to give a false or misleading impression of the individual owner's identify or association with any other legal entity.
- Be responsible for the security and use of Filing User's ID and password. An initial password will be assigned to a Filing User, which the Filing User will be able to change using the "Change Password" functionality of the Kansas Courts e-Filing system. Any e-filing or other interaction with the Kansas Courts e-Filing system using a Filing User ID and password shall be deemed to be made by that Filing User or with that Filing User's express authorization.
- Immediately notify the Office of the Clerk of the Kansas state court where a document is being filed of any breach of user security, including any use of a Filing User ID and password by an individual not expressly authorized to do so by Filing User.
- If an individual will cease using an assigned User ID and password, notify the e-Filing System Administrator immediately to terminate use of the Filing User ID and password.
- Agree to suspension of Filing User's account by the e-Filing System Administrator if it is determined that the account is being misused, abused, or fraudulently used. Service shall also be suspended if any information provided during the account registration process is false or fraudulent.
- Understand that misuse, abuse or fraud may also result in civil liability, criminal prosecution, a grievance being filed with the appropriate licensing agency or any combination thereof.
- Cooperate with the e-Filing System Administrator and law enforcement during investigations into misuse, abuse or fraud.
- Use software for document production and access to the Kansas Courts e-Filing system compliant with the Technical Standards Governing Electronic Filing and Transmission of Court Documents, as set forth in Administrative Order No. 268.
- Assume all risk and waive any claim for damages resulting from use of the Kansas Courts e-Filing system.

B. System Use:

A Filing User accepts and agrees to the following provisions related to System Use:

- Filing User will use the e-filing login process with a Filing User ID and password, as set out in the Technical Standards Governing Electronic Filing and Transmission of Court Documents in Administrative Order No. 268, found [here](#)

Select User Role (Attorney or Attorney/Financial Administrator)

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User Agreement » Select User Role

USER ROLES

Each law firm MUST have one user account that has a role of Attorney/Financial Administrator. This user will have the ability to set up wallet accounts for the firm and to assign which users within the firm have access to which wallet accounts. Wallet accounts are the only means of paying court fees for district court filings incurring a fee when a fee waiver is not appropriate. Without a payment method, filings incurring court fees cannot be submitted to district courts. Please watch the instructional video on setting up wallet accounts that is included in your account approval packet.

Select your user role:

Attorney

Attorney/Financial Administrator

Cancel Next

Select a role

Select New or Existing Company

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User Agreement ⇒ Select User Role ⇒ Select User Company

Select a company

Select the company you belong to or type it in below:

Existing
 New

Cancel Next

HOWELL & ASSOCIATES
TEST LAW FIRM 1
THOMAS ADRIAN
ATTORNEY AT LAW
TEST LAW FIRM 2
TESTING FILER
TYBERA DEVELOPMENT GROUP

Search the drop down list for your company. If you do not see your company listed in the drop down list, select New to create the new company.

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User Agreement ⇒ Select User Role ⇒ Select User Company

Select a company

Select the company you belong to or type it in below:

Existing
 New

Cancel Next

Company Legal Name

To create a new company, enter the company's legal name in the textbox and click next.

Complete Request and Submit

User Agreement ⇒ Select User Role ⇒ Select User Company ⇒ Request a User Account

Request a User Account

Company Name: DEMO & ASSOCIATES

User Name: * Demo1

Password: * ••••••

Confirm Password: * ••••••

Title:

First Name: * Demo

Middle Name:

Last Name: * Filer

Suffix Name:

Bar Number: * 2345

Phone: 785-444-4444

Fax:

Email: * test@demo.com

Confirm EMail: * test@demo.com

1st Alternate EMail:

2nd Alternate EMail:

Address Line 1: * 456 Spring St

Address Line 2:

Address Line 3:

City: * Lawrence

State: Kansas

Postal Code: * 66788

Country: United States

Cancel Submit

Enter your Kansas Attorney Bar Number. If your bar number is 4 digits, please add a leading zero to the number.

All attorney information entered MUST match the information on file with Kansas Attorney Registration

The attorney email MUST be the same email on file with Kansas Attorney Registration

Recommended for your Office Staff or a generic email address for your company

Company address MUST match the information on file with Kansas Attorney Registration.

Request Confirmation

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User Account Requested

User Account Requested

Your request to be registered as a user of the eFlex System has been processed. Once your administrator has approved your request you will be able to login under the below username with the password you requested.

Tim Timmons

User Name: 77797
Bar Number: 77797
Bar State:
Phone: 785-444-4444
Fax:
EMail: testing@testing.org
Address: 301 SW 10th
Topeka, KS 66612
US

OK

You will receive e-mail confirmation once your request has been approved or denied. You will also receive an additional email with instructional attachments regarding functionality of the e-Filing system.

Notifications

Role: Attorney

User Name:

Title:

First Name: *

Middle Name:

Last Name: *

Suffix Name:

Organization: DISTRICT COURT ATTORNEY

Bar Number: 00010

User Identifier:

Phone: Fax:

Email: *

Confirm Email: *

1st Alternate Email:

2nd Alternate Email:

Courtesy Notifications
These notifications do NOT contain copies of filed documents.

E-Mail 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

These notifications inform you of the eFlex filing progress. If you make the decision to check any of these boxes, we recommend you always receive the "received filings" and "rejected filings" notifications.

User Request Approved

The filer has the ability to modify their profile once their request has been approved. To do this, log in to eFlex and select "My Profile".

Select the "Modify User Profile" button at the bottom of the screen.

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Home eFile Cases My Profile Admin Log Out user:

User Profile
My Profile
Change Password
Login History

User Profile

Modify User Profile Change Password

User Name: 09472
Title:
First Name: * Lawrence
Middle Name:
Last Name: * Test
Suffix Name:
Organization: DISTRICT COURT ATTORNEY
Bar Number: 09472
User Identifier:
Phone: 8567964397 Fax:
EMail: * Testing@kscourts.org
Confirm EMail: * Testing@kscourts.org
1st Alternate EMail:
2nd Alternate EMail:
Batch EMail:

Use My Company's Address
Webb Street
Topeka, KS 66612
US

Use My Address
Address Line 1: * Webb Street
Address Line 2:
Address Line 3:
City: * Topeka State: Kansas
Postal Code: * 66612 Country: United States

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

Batch Enabled Status:
 Enabled
Note: To enable batch filing access, please contact your System Administrator

Cancel Submit

Modify user information as desired. If you need to have information changed that does not contain a change option within this screen, notify efilingadministrator@kscourts.org for those changes to be made.

You must select "Submit" for the changes to be saved.

Notification Options in User Profile

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Home | eFile | Cases | **My Profile** | Admin | Log Out | user: Admin Filer

User Profile » Modify User Profile

Modify User Profile

Admin Filer

Role: Attorney/Financial Administrator

User Name: Adminfiler
Title:

E-Mail 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

Batch Enabled Status:

- Enabled

Note: To enable batch filing access, please contact your System Administrator

User Identifier:
Phone: Fax:
EMail: *
Confirm EMail: *
1st Alternate EMail:
2nd Alternate EMail:

These notifications are courtesy only, they do NOT contain copies of the filed documents.

The Batch Enabled Status checkbox is only for attorneys who have programmed for batch filings within Shawnee county.

These courtesy notifications inform you of the eFlex filing progress. ALL notifications will be sent to the email addresses listed within the user profile.

E-filing System Features

- New Case
- Existing Case
- My Filings
- My Cases
- Notifications to a registered Filing User

E-Filing Home Page

The screenshot shows the E-Filing Home Page. At the top, there is a dark blue header with the text "JUDICIAL BRANCH" in white and "electronic filing" in a smaller, lighter blue font. To the right of this header is the "efiling" logo in a stylized, lowercase font. Below the header is a navigation bar with three buttons: "Home", "My Profile", and "Log Out". The "Home" button is highlighted in white, while the others are dark blue. To the right of the navigation bar, the text "user: Nicholas Jay Testing" is displayed. Below the navigation bar, the word "Home" is written in a small font. There are two blue buttons stacked vertically: "Appellate" on top and "District" on the bottom. A blue arrow points from the text "Select appropriate court to e-File to." to the "Appellate" button.

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Home My Profile Log Out user: Nicholas Jay Testing

Home

Appellate

District

Select appropriate court to e-File to.

E-filing Home Page

New Case Initiation

The screenshot displays the E-filing Home Page interface. At the top, there is a header with 'JUDICIAL BRANCH' in large white letters and 'electronic filing' in a smaller, orange script font below it. To the right of this header is a stylized 'efiling' logo. Below the header is a blue navigation bar with buttons for 'Home', 'eFile', 'Cases', 'My Profile', 'Admin', and 'Log Out'. On the far right of this bar, the text 'user: Nicholas Jay Testing' is visible. The main content area is titled 'Home' and contains a list of actions, each with a blue button and a corresponding description:

- New Case**: File new case
- Existing Case**: File subsequent document to existing case
- My Filings (26)**: Check the status of my filings. There are 26 filing(s) awaiting payment processing finalization that require your attention.
- My Cases**: List of my eFiling cases
- Notifications (328)**: Review your Notifications
- Appellate**: Go to Appellate
- Portal**: Go to Portal

Case Categories

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Home eFile Cases My Profile Admin Log Out user: Nicholas Jay Testing

Home ⇒ New Case Filing: Case Category

Case Category

Description
Adoption
Care & Treatment
Civil
Criminal
Domestic
Fish & Game
Juvenile CINC
Juvenile Offender
Limited
Miscellaneous Civil
Miscellaneous Criminal
Probate
Property Tax
Small Claims
State Tax
Statutory Bond
Statutory Lien
Traffic

Filing through eFlex provides the information needed on the Cover Sheet that was previously required to be filed with each new case.

Detailed Case Types

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Home eFile Cases My Profile Admin Log Out user: Nicholas Jay Testing

Home ⇒ New Case Filing: Case Category ⇒ Case Type

Case Type

Description
60-1507
Administrative Agency
Asbestos Product Liability
Automobile Tort
Buyer Plaintiff
Eminent Domain
Employment Dispute - Discrimination
Employment Dispute - Other
Fraud
Habeas Corpus
Intentional Tort
Landlord/Tenant - Unlawful Detainer
Landlord/Tenant Dispute - Other
Legal Malpractice
Medical Malpractice
Mortgage Foreclosure
Other
Other Civil Appeals
Other Contract
Other Professional Malpractice
Other Real Property

Submitting Documents

- Documents may be submitted at time of case initiation or by selecting a case from either “My Cases” or “Existing Cases”
- Documents to be filed with the court are submitted in .pdf format
- Proposed Orders are submitted as editable text documents (.doc, .docx, .rtf)
- When filing a Motion and a Proposed Order, they **MUST** be two separate documents.

Service of Process

- All Service will be sent back to the attorney for forwarding to the desired serving entity, including payments if necessary.
- All process will need a Return of Service document attached to the process.
- Courts may have local court rules regarding certain documents for process, such as bench warrants, etc.
- In the Kansas Courts e-Filing system, a registered Filing User consents to electronic service when entering an appearance in a case. Administrative Order No. 268, K, and K.S.A. 60-206(b)(2)(E).
- In **Johnson County e-Filing system**, an attorney must continue to serve documents to meet service requirements of K.S.A. 60-205.

Case Search Using My Cases

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Home | eFile | Cases | My Profile | Log Out
user: Gary Black

My Cases

You MUST have the Case # and one of the Participant's Last Names to enable the search feature.

Number of cases displayed per page:

Case Number	Court	County	Participant's Last Name		
<input style="width: 100%;" type="text"/>	DISTRICT COURTS	FullCourt Testing ▾	<input style="width: 100%;" type="text"/>	History	Certificate of Service

Ex: District-
YYYY-DD-000000

[Search My Cases](#)
 Show Active
 Show Inactive
 Show Both
 [Delete](#)

Case Title	▼ Case Number	Case Type	Judge	Court	Court Location	Certificate	Inactive	
<input checked="" type="checkbox"/> John Smith vs. Mary Wells	2013-LM-000014	Limited/Asbestos Product Liability	David King	DISTRICT COURTS	FullCourt Testing	Certificate of Service	<input type="checkbox"/>	<input type="checkbox"/>

My Cases

Select case to upload documents

Home efile **Cases** My Profile Log Out

My Cases Number of cases displayed per page: 50 ▾

DISTRICT COURTS ▾
Kansas Supreme Court Training ▾
[History](#)
[Certificate of Service](#)

Ex: 070900001

[Search My Cases](#) Show Active Show Inactive Show Both [Delete](#)

Case Title	Case Number	Case Type	Judge	Court	Court Location	Certificate	Inactive	
<input checked="" type="checkbox"/> PLAINTIFF vs. DEFENDANT	2012-CY-000013	Fraud		DISTRICT COURTS	Kansas Supreme Court Training	Certificate of Service	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Frank Franklin vs. John Johnson	2012-CY-000012	Fraud		DISTRICT COURTS	Kansas Supreme Court Training	Certificate of Service	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> PLAINTIFF vs. DEFENDANT	2012-CY-000010	Fraud		DISTRICT COURTS	Kansas Supreme Court Training	Certificate of Service	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> DALLAS POWELL vs. NORM ANDERSON	2012-CY-000009	Fraud		DISTRICT COURTS	Kansas Supreme Court Training	Certificate of Service	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> PLAINTIFF vs. DEFENDANT	2012-CY-000008	Civil(Other)		DISTRICT COURTS	Kansas Supreme Court Training	Certificate of Service	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Frank Franklin vs. John Johnson	2012-CY-000001	Civil(Administrative Agency)		DISTRICT COURTS	Kansas Supreme Court Training	Certificate of Service	<input type="checkbox"/>	<input type="checkbox"/>

Sort and Expansion Features (valid throughout system)

Home efile Cases My Profile Log Out

My Cases Use the column headings as a sort feature. Click on the expansion sign to view a list of documents included with the submission. Number of cases displayed per page: 50

Case Number Court County Participant's Last Name History Certificate of Service

Ex: 2012-CV-000013

Search My Cases Show Active Show Inactive Show Both Delete

Case Title	Case Number	Case Type	Judge	Court	Court Location	Certificate	Inactive	
<input checked="" type="checkbox"/> PLAINTIFF vs. DEFENDANT	2012-CV-000013	Fraud		DISTRICT COURTS	Kansas Supreme Court Training	Certificate of Service	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> ADO AMIZE vs. John Johnson	2012-CV-000012	Fraud		DISTRICT COURTS	Kansas Supreme Court Training	Certificate of Service	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> PLAINTIFF vs. DEFENDANT	2012-CV-000010	Fraud		DISTRICT COURTS	Kansas Supreme Court Training	Certificate of Service	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> DALLAS POWELL vs. NORM ANDERSON	2012-CV-000009	Fraud		DISTRICT COURTS	Kansas Supreme Court Training	Certificate of Service	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> PLAINTIFF vs. DEFENDANT	2012-CV-000008	Civil(Other)		DISTRICT COURTS	Kansas Supreme Court Training	Certificate of Service	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Frank Franklin vs. John Johnson	2012-CV-000001	Civil(Administrative Agency)		DISTRICT COURTS	Kansas Supreme Court Training	Certificate of Service	<input type="checkbox"/>	<input type="checkbox"/>

Document Upload Interface

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Home eFile Cases My Profile Log Out user: Gary Black

Home ⇒ Existing Case ⇒ Add a Document

Case Number : 2013-LM-000014 Case Title : John Smith vs. Mary Wells

Case Type : Asbestos Product Liability

Document Category

Document Type *

Document Title *

Title as Printed on Attached Document

Emergency Sealed Associate to Previous Filing

Acceptable File Format Type(s) (*.pdf) ←

Document Location Browse...

Add to Submission

Document Name	View Document	Edit Data	Size	Pg Count	Remove
---------------	---------------	-----------	------	----------	--------

Document Title is 80 characters in length

Notice all documents MUST be in .pdf format UNLESS it is a Proposed Order which MUST be in .docx, .doc, .rtf format

Document size max is 10 MB. The submission size is 30 MB.

Signatures

- Signature block must provide required information. K.S.A. 60-211; Supreme Court Rule 111.
- For electronic signature, type “/s/[Name of Filing User].” Administrative Order 268, E.2.(a).
- Clerk can use electronic signature. K.S.A. 20-365; Administrative Order No. 268, E.2.(c).
- Multiple signatures – Electronic signatures by all parties or one attorney attests for the other counsel on the case.

Notarized Documents

- Document may be notarized and then scanned, and filed electronically. K.S.A. 53-501, *et seq.*
- Document may use electronic notarization if requirements are met. K.S.A. 16-1611 and K.A.R. 7-43-1, *et seq.*
- Document may be e-filed using unsworn declaration under K.S.A. 53-601, *et seq.*

Search Using Existing Cases

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electronic filing

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Home eFile Cases My Profile Log Out user: Gary Black

Home ⇒ Existing Case

Existing Cases

Cases that will be filed on

Enter case identifying information

Court Location

Case Number (Ex: Appellate-070900001 District-YYYY-DD-000000) :

Participant's Last Name:

Or, select a recent case, filter all your cases, file on a specific case, or add cases to your filing list.

Number of cases displayed per page:

	Case Title	▼ Case Number	Case Type	Judge	Court	Court Location
--	------------	---------------	-----------	-------	-------	----------------

You MUST have the case number (in proper format) and one of the Participants Last Name to file on an existing case

Retrieve an Existing Case

JUDICIAL BRANCH
electronic filing

efiling

Home eFile Cases My Profile Log Out user: Gary Black

Home ⇒ Existing Case

Existing Cases

Cases that will be filed on

Case Number	Case Title
-------------	------------

Enter case identifying information

Court Location

Case Number (Ex: Appellate-070900001 District-YYYY-DD-000000) :

Participant's Last Name:

You MUST have the case number (in proper format) and one of the Participants Last Name to file on an existing case

Or, select a recent case, filter all your cases, file on a specific case, or add cases to your filing list.

Number of cases displayed per page:

Case Title	Case Number	Case Type	Judge	Court	Court Location
------------	-------------	-----------	-------	-------	----------------

Notice of Appearance

JUDICIAL BRANCH
electronic filing

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Home | **eFile** | Cases | My Profile | Log Out | user: Gary Black

Home ⇒ Existing Case ⇒ Add a Document

Case Number : 2013-LM-000013 Case Title : Frank Franklin vs. Ray's Thriftway

Case Type : Buyer Plaintiff

Document Category: Information

Document Type *: INF: Entry of Appearance

Document Title *: Entry of Appearance

Title as Printed on Attached Document

Emergency Sealed Associate to Previous Filing

Acceptable File Format Type(s) (*.pdf)

Document Location:

Add to Submission:

Document Name	View Document	Edit Data	Size	Pg Count	Remove
---------------	---------------	-----------	------	----------	--------

The filing of an Answer or Entry of Appearance will give the filer the rights to view the documents within the entire case.

Document Submission Window

The screenshot shows the 'Review and Approve Filing' interface. At the top, the header includes 'JUDICIAL BRANCH electronic filing' and the 'efiling' logo. A navigation bar contains links for Home, eFile, Cases, My Profile, and Log Out. The user is identified as 'user: Demo Attorney'. The breadcrumb trail is 'Home ⇒ Existing Case ⇒ Add a Document ⇒ Review and Approve Filing'. The main heading is 'Review and Approve Filing'. A yellow banner displays the case number '2012-CV-000013' and the title 'Case Title : JOE TEST vs. SAM SNEED'. Below this, the case type is 'Fraud'. The 'Document(s) to be Submitted:' section includes an 'Add/Remove Documents' button and a table with one entry: 'PLE: Answer Answer' with a 'View Document' link pointing to 'Answer .pdf'. A text area for 'Special Filing Instructions for the Clerk:' is currently empty. At the bottom, there are four buttons: 'Back', 'Cancel (Delete)', 'Move to Draft', and 'Submit the Filing'. The footer contains links for 'online help', 'terms of use', 'privacy policy', 'payment policy', 'support', and 'about Tybera Development Group, Inc.', along with the copyright notice '© 2011-12 Tybera Development Group, Inc. All rights reserved.'

JUDICIAL BRANCH
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Home eFile Cases My Profile Log Out user: Demo Attorney

Home ⇒ Existing Case ⇒ Add a Document ⇒ Review and Approve Filing

Review and Approve Filing

2012-CV-000013 Case Title : JOE TEST vs. SAM SNEED

Case Type : Fraud

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

Document Name	View Document
PLE: Answer Answer	Answer .pdf

Special Filing Instructions for the Clerk:

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

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Submission Response Window

The screenshot shows a web interface for the Judicial Branch eFiling system. At the top, there is a header with 'JUDICIAL BRANCH' in large letters and 'electronic filing' in a smaller, orange font below it. To the right of this header is the 'efiling' logo. Below the header is a navigation menu with buttons for 'Home', 'eFile', 'Cases', 'My Profile', and 'Log Out'. The 'eFile' button is currently selected. In the top right corner, the text 'user: Demo Attorney' is displayed. The main content area shows a breadcrumb trail: 'Home ⇒ Existing Case ⇒ Submission Confirmation'. Below this, the heading 'Your Filing has been submitted' is prominently displayed. Underneath, it states 'Case Type: Fraud - PLE: Answer'. A 'Note' follows, explaining that the filing is being processed and added to the Clerk of Court document repository, and that a receipt will be issued. At the bottom of the main content area, there is a button labeled 'Filing Status'. The footer contains links for 'online help', 'terms of use', 'privacy policy', 'payment policy', 'support', and 'about Tybera Development Group, Inc.', along with a copyright notice for 2011-12.

JUDICIAL BRANCH
electronic filing

efiling

Home eFile Cases My Profile Log Out user: Demo Attorney

Home ⇒ Existing Case ⇒ Submission Confirmation

Your Filing has been submitted

Case Type: Fraud - PLE: Answer

Note: This filing is now being processed and added to the Clerk of Court document repository. Once ECF has stored the documents associated with your filing, a receipt will be issued to you. You may view the status of this filing, and access your receipt for 60 days, after which it will be purged from this system. The documents will be retained and available long term through the Clerk of Court.

Filing Status

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My Filings Report

JUDICIAL BRANCH
electronic filing

efiling

Home | **eFile** | Cases | My Profile | Log Out | user: Demo Attorney

My Filings

My Filings

Demo Attorney Filings
Report Criteria:

View Filings Between: 11/02/2012 AND

Filing ID: Court Case #: Client #: Status: All

My Filings Between 11/02/2012 and Today

Filings per page: 50

<input type="checkbox"/>	Filing ID	Client #	Case Title	Court Case #	▼ Date Submitted	Document Type	Court	Court Location	Status
<input type="checkbox"/>	372		JOE TEST vs. SAM SNEED	2012-CV-000013	11-02-2012:12:02:52 PM	PLE: Answer	DISTRICT COURTS	Kansas Supreme Court Training	Package Pending

Number of Filings: 1

1

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If the title of a column is bold, a sort function can be performed

Filing Status Definitions

- **Package Pending** – The submission is being prepared for clerk review but not yet sent
- **Packaged** – The submission is prepared and sent for clerk review
- **Received** – The submission has received a time stamp and will be processed further
- **Awaiting Approval** – The submission is awaiting further processing
- **Filed** – The submission has been approved and is being processed. No further action is required. The filer should look at their case history or receipt of the submission to download signed documents
- **Receipt Pending** – There is an error with the submission
- **Filed-Presented to Judge** – The submission has been sent to the judge for review and further action
- **Resubmitted** – The original submission has been resubmitted
- **Rejected** – The submission has been denied

Notice of Electronic Filing (NEF)

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<input type="checkbox"/>	Document(s) submitted by...	Case Title	Case Number	Court	▼ Date	
<input type="checkbox"/>	JOINT DISCLOSURE was filed by or in behalf of Linda G Beebe	AURORA LOAN SERVICES LLC -VS- REBECCA A LEONARD	11CV000742	COURT OF COMMON PLEAS - GENERAL DIVISION	04-29-2011	
Documents: JOINT DISCLOSURE						
<input type="checkbox"/>	JOINT DISCLOSURE was filed by or in behalf of Linda G Beebe	AURORA LOAN SERVICES LLC -VS- REBECCA A LEONARD	11CV000742	COURT OF COMMON PLEAS - GENERAL DIVISION	04-29-2011	
Documents: JOINT DISCLOSURE						
<input type="checkbox"/>	MOTION: DEFAULT JUDGMENT was filed by or in behalf of Linda G Beebe	BUGGS BUNNY -VS- DAFFY DUCK	11CV000570	COURT OF COMMON PLEAS - GENERAL DIVISION	04-23-2011	
Documents: MOTION: DEFAULT JUDGMENT						
<input type="checkbox"/>	JOINT DISCLOSURE was filed by or in behalf of Linda G Beebe	AURORA LOAN SERVICES LLC -VS- REBECCA A LEONARD	11CV000737	COURT OF COMMON PLEAS - GENERAL DIVISION	04-18-2011	
Documents: JOINT DISCLOSURE						
<input type="checkbox"/>	JOINT DISCLOSURE was filed by or in behalf of Linda G Beebe	AURORA LOAN SERVICES LLC -VS- REBECCA A LEONARD	11CV000742	COURT OF COMMON PLEAS - GENERAL DIVISION	04-18-2011	
Documents: JOINT DISCLOSURE						
<input type="checkbox"/>	JOINT DISCLOSURE was filed by or in behalf of Linda G Beebe	AURORA LOAN SERVICES LLC -VS- REBECCA A LEONARD	11CV000742	COURT OF COMMON PLEAS - GENERAL DIVISION	04-18-2011	
Documents: JOINT DISCLOSURE						
<input type="checkbox"/>	JOINT DISCLOSURE was filed by or in behalf of Linda G Beebe	AURORA LOAN SERVICES LLC -VS- REBECCA A LEONARD	11CV000742	COURT OF COMMON PLEAS - GENERAL DIVISION	04-18-2011	
Documents: JOINT DISCLOSURE						
<input type="checkbox"/>	JOINT DISCLOSURE was filed by or in behalf of Linda G Beebe	AURORA LOAN SERVICES LLC -VS- REBECCA A LEONARD	11CV000742	COURT OF COMMON PLEAS - GENERAL DIVISION	04-18-2011	
Documents: JOINT DISCLOSURE						

Need to Know

- E-filed document is deemed received in clerk's office when the electronic transmission ends. Administrative Order 268, H.3.
- Filing User is required to retain a record of the transmission and is required to produce the document if requested by the court or a party. K.S.A. 60-234; Administrative Order 268, J.
- Certified copies cannot be obtained thru the E-filing system
- Civil Summons and Alias Summons will be generated by the E-filing system.

Attorney Training Options

- Attorney training options
 - **Web-based** training sessions via GoToMeeting
visit <https://attendee.gotowebinar.com/rt/421586105713212418>
 - **Online training videos** found here
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Kansas Judicial Branch Electronic Filing



Questions? – send emails to
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