

# Clerk Instructions for Sending Process of Service to Sheriff Queue

- 1) In the Approve Filing screen, select the queue of Sheriff from the drop down list in the "Post Submission to:" field. Select the County Sheriff as the user in the Assigned to: field.
- 2) Select the Add button.

**JUDICIAL BRANCH**  
*electronic filing*

**court review**

Home Filings Binder My Profile Logout user: Debbie Deputy Clerk

Home > Approve Filings > Approve Filing

### Approve Filing

Note From Filer: None  
Note from Court: None  
Note History: None

Filer: Lawrence Test Organization: DISTRICT COURT ATTORNEY

Case Type: Limited/Other Limited

Tracking #	Case No.	Case Title	Court Division	Court Location	Case Type	Judge	Filed Date
16891	2015-LM-000151	George Washington vs. Thomas Jefferson		Full Court Testing	Limited/Other Limited	David King	09-11-2015:03:44:40 PM

RDA Security	Security	View	Document Type	Additional Docket Text	Edit Date and Party Match	Respond to
			Form Data	Case Data collected from filer		
Non-Sealed	Non-Sealed		PLESUM : PLE: Summ	Summons		

**Validate Filing**

Total Charge: \$0.00  
Payment Method: None Specified  
Waive/Defer Fees: --DO NOT WAIVE/DEFER FEES --

Send To Queues: (optional) **Update** (Changing Document Type codes may change queue routing)

Post Submission to: Sheriff for review on: Assign to: County Sheriff **Add**

Delete Queue for Review On Assign To Origination

Service List Recipients(Default Service List)

Action:  Approve  Reject  Reassign To: [Dropdown]

Note: Add Standard Text: Select: Select Predefined Clerk Note [Dropdown]

3) Once the queue has been selected and added, the queue will be displayed as a custom origination.

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Validate Filing

Total Charge: \$0.00  
 Payment Method: None Specified  
 Waive/Defer Fees: --DO NOT WAIVE/DEFER FEES --

Send To Queues: (optional) [Update](#) (Changing Document Type codes may change queue routing)

Post Submission to: Sheriff for review on: Assign to: County Sheriff [Add](#)

Delete	Queue	For Review On	Assigned To	Origination
X	Sheriff		County Sheriff	Custom

Service List Recipients(Default Service List)

Action:  Approve  Reject  Reassign To:

Note to Filer: Add Standard Text: Select:  Select Predefined Clerk Note

Approve/Reject/Reassign

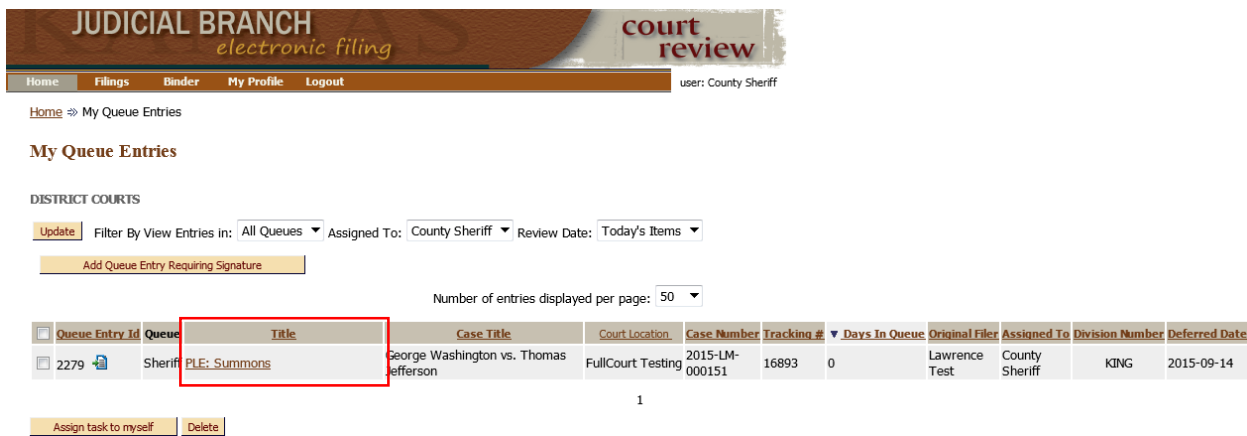
4) When the submission is approved, the document will be filed in the case, as well as, forwarded to the Sheriff's Queue.

# Sheriff's Instructions for Viewing and Printing Documents in the Sheriff's Queue

- 1) Go the website: <https://clerk.kscourts.org/courtreview/>
- 2) The Sheriff will log into the eFlex system with their assigned username and password.
- 3) The Sheriff will select the View Queues button.



- 4) Submissions sent to the Sheriff's Queue, will be displayed in the My Queue Entries.
- 5) Select the document Title link to access the document in the queue.



- 6) Select the document Link, to view and print the document for service. Once the document has been viewed and printed, you may mark the submission as Complete or Delete the submission to remove from the queue listing.

