

Clerk's Signature Queue

(E-Flex Judicial Queue)

- Submissions that include documents that require the clerk's signature, such as Garnishment Orders, Clerk's Extension of Time, and Subpoena's, will be found in "Approve Filings" upon filing. Once the submission has been approved through the Approve Filings drawer, these document types are routed to the Clerk Signature queue automatically. **Be sure to review the proposed document in Clerk Review prior to approving it. If you need to "reject" the submission, it should be done here in Clerk Review.** When you are ready to add your signature, "approve" the document. It will then be sent to the Clerk's Signature queue after approval.

Any "NOTES" entered during the Approve Filing process will be sent on to the Clerk's Signature queue AS WELL AS back to the filing attorney.

Case Type: Limited/Seller Plaintiff (Debt Collection)

Tracking #	Case No.	Case Title	Court Location	Case Type	Judge	Filed Date
18723	2013-LM-000151	Eli Smith vs. Marge Williams	FullCourt Testing	Limited/Seller Plaintiff (Debt Collection)	David King	06-03-2016:03:27:55 PM

ROA Security	Security	View	Document Type	Additional Docket Text	Edit Data and Party Match	Respond to
			Form Data	Case Data collected from filer		
			PROP_ORDGRN : PRO:	Order for Garnishment		+

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: [] for review on: [] Assign to: [] Add

Delete	Queue	For Review On	Assign To Origination
	Clerk's Signature	[]	System

Service List Recipients(Default Service List)

Select this icon to view the document.

The document will be automatically routed to the Clerk's Signature queue.

- Go into the queues by selecting the "View Queues" button from the home screen. You can filter the queues to only include the entries within the Clerk's Signature queue by selecting "Clerk's Signature" and "All Users" and then selecting update, as shown below. "All Users" will need to be selected since there are no automatic assignments within the queue.

My Queue Entries

DISTRICT COURTS

Update Filter By View Entries in: Clerk's Signature Assigned To: All Users Review Date: Today's Items
 Number of entries displayed per page: 50

Queue Entry Id	Queue	Title	Case Title	Case Number	Tracking #	Days In Queue	Original Filer	Assign
736	Clerk's Signature	PRO: Garnishment Order for Garnishment	Eli Smith vs. Marge Williams	2013-LM-000151	7704	0	Lawrence Linn	

3. Attach Signature Page - there are two ways to sign documents within the Clerk's Signature queue.

A. Sign through the My Queue Entries screen

To sign documents through the My Queue Entries screen, check the box to the left of the document(s) you wish to attach your signature to and select the "sign" button at the bottom. If you wish to sign all of the documents, select the check box to the left of the "Queue Entry Id" header and all the queue entries will be checked.

The signature that will be attached to the document is the uploaded signature on the user account of the person logged into eFiling. If there are multiple signatures uploaded to the user's account, the signature marked as "Primary" will be attached.

My Queue Entries
DISTRICT COURTS

Update Filter By View Entries in: Clerk's Signature Assigned To: All Users Review Date: Today's Items

Add Queue Entry Requiring Signature

Number of entries displayed per page: 50

<input type="checkbox"/>	Queue Entry Id	Queue	Title	Case Title	Court Location	Case Number	Tracking #	Days In Queue	Original
<input checked="" type="checkbox"/>	2959	Clerk's Signature	PRO: Garnishment Order for Garnishment	Eli Smith vs. Marge Williams	FullCourt Testing	2013-LM-000151	18722	0	Lawrence Test
<input checked="" type="checkbox"/>	2906	Clerk's Signature	PRO: Garnishment Order for Garnishment Training_05-25-2016	Community Hospital vs. Frank Franklin Jr	FullCourt Testing	2015-LM-000074	18590	9	Lawrence Test
<input type="checkbox"/>	2794	Clerk's Signature	PRO: Garnishment Order for Non-Wage Garnishment	The Fruit Stand vs. Joe Johnson	FullCourt Testing	2016-LM-000014	18100	52	Lawrence Test

1

Sign Assign task to myself Delete

The filing will be removed from the Clerk's Signature queue. The signature page will be added to the document, along with a file stamp, and the document image will be added to FullCourt. A courtesy notification will be sent to the e-filing parties on the case stating that the order has been signed.

B. Sign through the Action Details screen

Open the queue entry by selecting the document title.

My Queue Entries
DISTRICT COURTS

Update Filter By View Entries in: Clerk's Signature Assigned To: All Users Review Date: Today's Items

Add Queue Entry Requiring Signature

Number of entries displayed per page: 50

<input type="checkbox"/>	Queue Entry Id	Queue	Title	Case Title	Court Location	Case Number	Tracking #	Days In Queue	Original Filer
<input type="checkbox"/>	2960	Clerk's Signature	PRO: Garnishment Order for Garnishment	Eli Smith vs. Marge Williams	FullCourt Testing	2013-LM-000151	18726	0	Lawrence Test
<input type="checkbox"/>	2794	Clerk's Signature	PRO: Garnishment Order for Non-Wage Garnishment	The Fruit Stand vs. Joe Johnson	FullCourt Testing	2016-LM-000014	18100	52	Lawrence Test

1

To view the document, select the "View icon.

Action Details

Case Number	Court Location	Case Title	Case Type	Opened Date	Judge
2013-LM-000151	FullCourt Testing	Eli Smith vs. Marge Williams	Seller Plaintiff (Debt Collection)		David King

Related Filings Awaiting Approval in Clerk Queue

Document	File Date	Assigned To
PRO: Garnishment	06-03-2016	DCT Clerk

Document Information

Document	File Date	Assigned To
PRO: Garnishment Order for Garnishment	06-03-2016	

New Docket Entry

View	Remove Replace Document	Document Type	Additional Docket Text	My Signature	Req
	 	ORDGRN : ORD: Garnis	Order for Garnishment	Clerk of the District Court ▾	<input type="checkbox"/>

[Add Signature Page Note](#)

OPTIONS TO PROCEED:

1. **APPROVE AND SIGN WITHOUT MAKING CHANGES TO THE DOCUMENT SUBMITTED.**

The "My Signature" field will display the uploaded signature on the user account of the person logged into eFiling.

If there are multiple signatures uploaded to the user's account, the signature marked as "Primary" will be displayed. To change the signature, if you have more than one uploaded to your user profile, select the drop down arrow on the "My Signature" field and select the one you wish to attach.

Notes added in the "Note to Clerk/Court Staff" field DO NOT go back to the filer. Notes added in the "Note to Filer" field DO go back to the filer in their notifications.

If you wish to add additional language to the signature page, select the "Add Signature Page Note" and enter the information into the pop up box.

Select the "Sign and Submit Document" Action option, and select the "Sign and Submit" button at the bottom of the queue.

Related Filings Awaiting Approval in Clerk Queue

Document	File Date	Assigned To
PRO: Garnishment	06-03-2016	DCT Clerk

Document Information

Document	File Date	Assigned To
PRO: Garnishment Order for Garnishment	06-03-2016	

New Docket Entry

View	Remove Replace Document	Document Type	Additional Docket Text	My Signature	Request Signature Sealed
	 	ORDGRN : ORD: Garnis	Order for Garnishment	Clerk of the District Court ▾	<input type="checkbox"/>

[Add Signature Page Note](#)

[Add Queue Entry Requiring Signature](#)

Note from Filer: None
Note History: None

Note to Clerk/Court Staff: Add Standard Text:

Note to Filer: Add Standard Text:

Action:

Sign and Submit Document Decline to Take Action Reassign To:
 Queue: Date Deferred

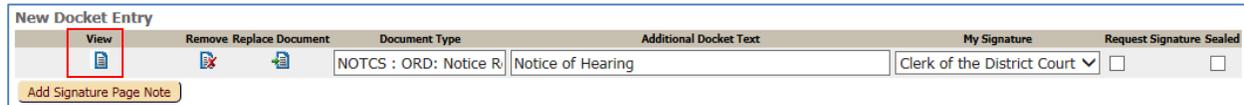
[Back](#) [Sign and Submit](#)

The filing will be removed from the Clerk's Signature queue. The signature page will be added to the document, along with a file stamp, and the document image will be added to FullCourt. A courtesy notification will be sent to the e-filing parties on the case stating that the order has been signed.

2. APPROVE AND SIGN AFTER MAKING CHANGES TO THE DOCUMENT SUBMITTED

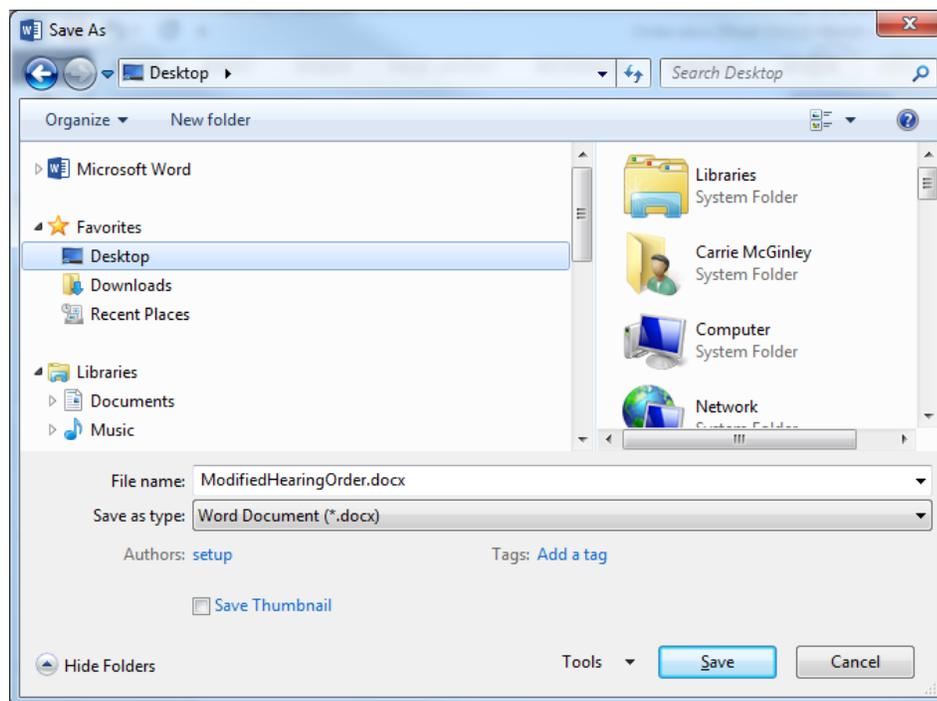
The content of the document submitted can be changed by the clerk.

Select the "View" icon next to the document.



Make any changes to the document while it is open in the View window.

Select "SAVE". The Save As popup menu will appear. Select the location where you would like to save the newly revised document to. You can also rename the document at this time.



TIP: A suggestion would be to save the document to your desktop or to a folder you will remember since you will have to locate the document you just saved in the next step.

Select the "Replace Document" icon next to the document you just made changes to.



Document	File Date	Assigned To
PRO: Garnishment	06-03-2016	DCT Clerk

Document Information

Document	File Date	Assigned To
PRO: Garnishment Order for Garnishment	06-03-2016	

New Docket Entry

View	Remove	Replace Document	Document Type	Additional Docket Text	My Signature	Request Signature	Sealed
			ORDGRN : ORD: Garnis	Order for Garnishment	Clerk of the District Court	<input type="checkbox"/>	<input type="checkbox"/>

[Add Signature Page Note](#)

[Add Queue Entry Requiring Signature](#)

Note from Filer: None
Note History: None

Note to Clerk/Court Staff: Add Standard Text:

Note to Filer: Add Standard Text:

Action:

Sign and Submit Document Decline to Take Action Reassign To: Queue: Date Deferred

[Back](#) [Sign and Submit](#)

The filing will be removed from the Clerk's Signature queue. The signature page will be added to the document, along with a file stamp, and the document image will be added to FullCourt. A courtesy notification will be sent to the filer stating that the order has been signed.

3. REASSIGN THE SUBMISSION

If you would rather assign the queue entry to another clerk to review before approval, you can do so by selecting the "Reassign To" radio button. Select the "Clerk's Signature" queue option within the Queue drop down box. Select the name of the person you would like the queue assigned to within the "Reassign To" field. Select the "Reassign" button at the bottom.

A note to the person you are reassigning the entry to can be added in the "Note to Clerk/Court Staff" field.

Note from Filer: None
Note History: None

Note to Clerk/Court Staff: Add Standard Text:

Note to Filer: Add Standard Text:

Action:

Sign and Submit Document Decline to Take Action Reassign To: Queue: Date Deferred

[Back](#) [Reassign](#)

- To view the signature page, you can do so in E-Flex by going to the "Filings Report", set "Processed By" to "All", select "Go". Select the Document that you would like to view.

Filings

DISTRICT COURTS

Status Report Criteria: Include Response and Outgoing Notices

Filings Between: 06/17/2013 AND Status: All Processed By: All

Tracking #: Filer ID: Case #: Court Location: All Filer Name: All

Go Clear Search

All Filings Between 06/17/2013 and today - Number of Filings: 9

Details Download

<input type="checkbox"/>	Tracking #	Filer ID	Case #	Court Location	Status	Document(s)	Official File Stamp	Judge
<input type="checkbox"/>	8198	2770	2013-LM-000151	FullCourt Testing	Receipt Issued	ORD: Garnishment	06-17-2013:03:00:34 PM	David King
<input type="checkbox"/>	8186	2780	2013-LM-000160	FullCourt Testing	Receipt Issued	PLE: Petition	06-17-2013:01:51:43 PM	David King
<input type="checkbox"/>	8185	2779		FullCourt Testing	On Hold	PLE: Petition	06-17-2013:12:33:03 PM	

Select the .pdf copy of the document.

Description: Limited/Seller Plaintiff (Debt Collection)

Status: Receipt Issued

Tracking #	Filer ID	Case #	Case Title	Court Location	Status Updated	Filer's Name	Client #
8198	2770	2013-LM-000151	Eli Smith vs. Marge Williams	FullCourt Testing	06-17-2013:03:01:06 PM	Admin DCT Clerk	

Filing

Description: Limited/Seller Plaintiff (Debt Collection)

Filer: Admin DCT Clerk

Payment Method: None Specified

Return addresses: Email: leadclerk@kscourts.org

Filing: <http://courtest.kscourts.org/courtreview/runit>

Filing Package: [Download Filing Package](#)

Description	Document	Original Document
ORD: Garnishment Order for Garnishment	PropOrderGarnishment.PDF	PropOrderGarnishment.PDF
Form	Form.xml	Form.xml

The signature page with the file stamp will be the first page of the document.

