

Court Review Instructions

(09/04/2015)

1. Documents that are filed will first appear in “Court Review” for the clerk to review. A single submission may include one or more documents. Action taken in Court Review is taken on the submission as a whole.
2. To review new filings, select “Approve Filings”. The number in parentheses (249) is the number of submissions assigned to the user that are awaiting approval. *(There will need to be a clerk with Admin Clerk rights to review submissions in the “Approve Filings” bucket to ensure that each submission is assigned to a user. If the submission is not assigned, they will need to assign it.)*



3. When a submission comes into Court Review, if it is a submission that will be creating a case in FullCourt, there will be no Case Number or Case Title. If it is a document being filed on an existing case, then the Case Number and Case Title will appear. See example below.

Filings Awaiting Approval

DISTRICT COURTS
Filings Awaiting Approval

[Review and Approve Filing](#) [Details](#)

[Refresh](#)

<input type="checkbox"/>	Tracking #	Case Type	Case Number	Case Title	
<input type="checkbox"/>	9438	Civil/Buyer Plaintiff			FullCour
<input type="checkbox"/>	8591	Civil/Fraud	2013-CV-000116	Jarrett Jankovich vs. Evan Elder	FullCour

4. To view the submission, click on the Tracking # associated with it.

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<input type="checkbox"/>	Tracking #	Case Type	Case Number	Case Title	
<input type="checkbox"/>	9438	Civil/Buyer Plaintiff			FullCour
<input type="checkbox"/>	8591	Civil/Fraud	2013-CV-000116	Jarrett Jankovich vs. Evan Elder	FullCour

5. The information in the submission will be displayed.
- Any notes from the filer will be displayed at the top of the screen along with the name and organization of the filer.
 - This is the Case Type and Subtype that the filer selected when creating the transmission. It will be used in FullCourt for case creation.
 - Changing the “ROA Security” to “sealed” will seal the ROA entry for that specific document in FullCourt. Changing the “Security” to “sealed” will seal the document itself in FullCourt.
 - To view a document, hit the “View” icon next to it.
 - “Edit Data and Party Match” icon is selected on new case filings to match parties in FullCourt.
 - The total amount for the filing will be listed. If for some reason the case type is changed or any other change is made that will affect the amount of the “Total Charge:” then the clerk will need to select the “Validate Filing” button to reset the amount due.
 - If the document is automatically set up to go into a queue, you will see it listed under the “Send to Queue’s” section. If you want to manually push the submission to a queue, you can do so here as well. (The example below shows that the submission will be routed to the Proposed Orders queue for a judges review.)
 - If there is a party that should receive the courtesy emails, and that party has an e-filing account, but is not a participant on the case, the clerk can add them under “Service List Recipients” by selecting the icon next to it. That party will only receive courtesy emails for this particular submission.
 - Any notes entered in the “Notes” box will be forwarded with the submission to the queue and also back to the attorney in their notifications.

Approve Filing

A

Note From Filer: This note is from the attorney when filing the case.
Note from Court: None
Note History None
Filer: Lawrence Linn **Organization:** DISTRICT COURT ATTORNEY

B

Case Type: Civil/Buyer Plaintiff

Tracking #	Case No.	Case Title	Court Location	Case Type	Judge	Filed Date
9438	New Case		FullCourt Testing	Civil/Buyer Plaintiff		06-26-2013:10:50:08 AM

C

ROA Security	Security	View	Document Type	Additional Docket Text	Edit Data and Party Match
Non-Sealed	Non-Sealed		Form Data	Case Data collected from filer	
Non-Sealed	Non-Sealed		PLEPET : PLE: Petition	Petition for Buyer Plaintiff Case	
Non-Sealed	Non-Sealed		MOTG : MOT: Motion (G	Motion for Buyer Plaintiff Filing	
			PROP_ORDNSR : PRO: C	Order for Buyer Plaintiff Filing	

F

Validate Filing

Total Charge: \$178.00
Payment Method : American Express: X1015 Exp: 04/2014
Waive/Defer Fees --DO NOT WAIVE/DEFER FEES --

G

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
	Proposed Orders	<input type="text"/>	System

H

Service List Recipients(Default Service List)

Action: Approve Reject Reassign To:

I

Note: **Add Standard Text:** **Select:** Select Predefined Clerk Note

Approve/Reject/Reassign

- View each document to verify that the document attached matches the document description.

If your court does not utilize the FullCourt Imaging system – On the KPC Information Sheet document, the clerk will need to change the “Security” setting on that document to “sealed”. This will seal the document in FullCourt.

ROA Security	Security	View	Document Type	Additional Docket Text	Edit Data and Party Match
			Form Data	Case Data collected from filer	
Non-Sealed	Non-Sealed		PLEPET : PLE: Petition	Petition for Buyer Plaintiff Case	
Non-Sealed	Non-Sealed		MOTG : MOT: Motion (G	Motion for Buyer Plaintiff Filing	
			PROP_ORDNSR : PRO: C	Order for Buyer Plaintiff Filing	

- Select the “Edit Data and Party Match” icon. The party names that were added by the filer will appear. Select the party that you want to attempt to party match.

Case Initiation: Civil/Buyer Plaintiff

Client #

Jury Option non-jury jury

Subject entry should be used when filing these types of cases: Adoption, Care & Treatment, Probate, Medical Malpractice Screening Panels (Misc Civil), Coroner Reports (Misc Civil), Name Changes (Civil - Other), and Rights of Majority (Civil - Other).

Other Party entry should be used when filing these types of cases: Juvenile (for adding parents or other interested parties)

Add Case Participants Add Plaintiff Add Defendant Add Subject Add Other Parties Add Witness

Remove	Participant Name	Role	Attorney(s) for Party
	John Smith	Plaintiff	LINN
	Ted Johnson	Defendant	

Back Save to Draft Next

8. All of the party detail will be displayed. Select the “Verify” button.

Plaintiff

Company Person

Party Type:

FullCourt Pin: Verify

First Name:

Middle Name:

Last Name: * (or Business Name)

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

EIN:

SSN: (xxx-xx-xxxx)

DOB: (mm/dd/yyyy)

Phone #:

Fax #:

E-Mail:

Mailing Address:

City:

State:

Zip / Postal Code:

Add an Attorney for this Party

Last Name:

Bar ID:

Add

Last Name	Bar ID	Delete
LINN	09472	✗

Add Additional Aliases

Alias Type:

First Name:

Middle Name:

Last Name: * (or Business Name)

Add

First Name	Last Name - Business	Type	Delete
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This will bring in a list of possible matches with parties in FullCourt. If there is a party that meets the criteria to match, select the radio button next to their name. The party number for that party will be added as the “FullCourt Pin:” number. Select “Save”.

Plaintiff

Company Person

Party Type:

FullCourt Pin: Verify

First Name:

Middle Name:

Last Name: * (or Business Name)

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

EIN:

SSN: (xxx-xx-xxxx)

DOB: (mm/dd/yyyy)

Phone #:

Fax #:

E-Mail:

Mailing Address:

City:

State:

FullCourt Party Match Results

Select	Rank	CMS PIN	Name	SSN	DOB	Address
<input type="radio"/>	14181		Joanna M Smith		1966-02-03	267 W 5th St Nielsen, NE 68104
<input type="radio"/>	24508		Joe Smith			512 E Jackson Topeka, KS 66606
<input type="radio"/>	23564		John Middle Smith, Jr	555555555	1975-08-29	555 West Fifth Junction City, MO 64801
<input type="radio"/>	11375		John O Smith, JR			
<input type="radio"/>	17928		John O Smith		1976-11-18	1508 Ricky Ct Salin, KS 67486
<input type="radio"/>	23929		John Smith	511111111	1980-01-01	3256 E 3rd Topeka, KS 66606
<input type="radio"/>	23975		John Smith	142128574	1956-04-22	13 Lakeside Dr Bonner Springs, MO 64609
<input type="radio"/>	24388		John Smith			
<input checked="" type="radio"/>	24601		John Smith	123456789	1969-07-01	2563 E 10th St Topeka, KS 66606
<input type="radio"/>	10111		Johnathan R Smith		1980-11-28	110 Airmen Ct Offott AFB, NE 68104
<input type="radio"/>	2457		Johnny R Smith		1970-08-19	710 5th St St Paul, NE 68079
<input type="radio"/>	23977		Smith & Wesson			1600 Pacific V Oregon, KS 91801
<input type="radio"/>	10532		Smith Center Coastal			
<input type="radio"/>	8347		Smith Construction Services			RR 2 Box S 7 Beloit, KS 67420

9. After matching parties, select “Next”. DO NOT select “Back” at this point. Changes will only be saved if the “Next” button is selected here.

Case Initiation: Civil/Buyer Plaintiff

Client #

Jury Option non-jury jury

Subject entry should be used when filing these types of cases: Adoption, Care & Treatment, Probate, Medical Malpractice Screening Panels (Misc Civil), Coroner Reports (Misc Civil), Name Changes (Civil - Other), and Rights of Majority (Civil - Other).

Other Party entry should be used when filing these types of cases: Juvenile (for adding parents or other interested parties)

Add Case Participants

Remove	Participant Name	Role	Attorney(s) for Party
<input type="checkbox"/>	John Smith	Plaintiff	LINN
<input type="checkbox"/>	Ted Johnson	Defendant	

10. Verify that the amount for filing is correct. If the Case Type is changed in Court Review, be sure to select the “Validate Filing” button to assess the new amounts.

If the filer is submitting a document that has a filing fee that should be charged, but they select a document type that does not assess the fee, it may be necessary to reject the filing with instructions to select the correct document type.

Total Charge: \$178.00

Payment Method : American Express: X1015 Exp: 04/2014

Waive/Defer Fees

11. If the documents filed will require additional work, for example, a hearing needs to be set up in FullCourt, or a signature is required, then the submission can be forwarded to a “queue” to work on later. The documents in the example below are pre-set to be forwarded to the “Proposed Order” queue for the judge to sign. If you would like the documents to go to a work queue, such as the “Clerk Task” queue so that you can work on it later, you would select the “Send To Queue After Approval” button, select the queue you want it set to in the “Post Submission to:” dropdown, select the person you want it assigned to within the queue in the “Assign to:” dropdown. If you don’t want the entry to appear in the queue until a certain date, enter that date in the “for review on:” dropdown. Select the “Add” button.

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

Post Submission to: for review on: Assign to:

Delete	Queue	For Review On	Assign To Origination
	Proposed Orders	<input type="text"/>	System

12. The queue's where documents are to be routed upon approval are listed.

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

Post Submission to: for review on: Assign to:

Delete	Queue	For Review On	Assigned To	Origination
	Proposed Orders	<input type="text"/>		System
<input checked="" type="checkbox"/>	Clerk Tasks	<input type="text"/>	Debbie Deputy Clerk	Custom

The different queue's and their purpose are as follows:

Clerk Tasks – Send submissions to this queue that need to be worked on later. For example, a hearing needs to be set up in FullCourt or warrant information needs to be updated. Once the additional task has been deleted, this queue entry can be marked as complete or deleted from the queue.

Clerk's Signature – Submissions are usually auto-routed to this queue when a signature page with the clerk's signature needs to be added to a document. Garnishment Orders, Clerk's Extension of Time, and Subpoena's are automatically routed to this queue.

Court Reporter – A request for transcript can be forwarded to this queue. If the court reporter has an e-filing account, they can access this queue to retrieve the request.

Judicial Review – Send submissions to this queue that the judge needs to review.

Proposed Orders – Submissions are usually auto-routed to this queue when a proposed order is filed that requires the judges signature. Once the judge signs the proposed order, it will pass back through Court Review for approval of the final order which will affix the time stamp to the signed order and put the image in FullCourt.

13. **OPTIONS TO PROCEED:**

A. APPROVE THE SUBMISSION

1. If you wish to approve the submission, select the "Approve" radio button and select the "Approve Filing" button at the bottom. Notes added in the "Note:" field will be forwarded to queue entries and back to the filer in their notification. The case will be created and file stamped images added within FullCourt. Notification of approval will be sent to the filer.

Action: Approve Reject Reassign To:

Note to Filer:
Notes entered here will go on to the queue entries, however, the filer will also see these within their notification.

B. REJECT THE SUBMISSION

1. If you wish to reject the submission, select the “Reject” radio button and select the “Reject Filing” button at the bottom. The reason for the rejection should be added in the “Note:” field. This will be forwarded to the filer in their notification as the reason for rejection. When rejecting a submission, ALL documents within the submission are rejected back to the filer. No queue entries are made and nothing gets file stamped. Notification of the rejection will be sent to the filer.

The screenshot shows a form for rejecting a submission. At the top, the 'Action:' section has three radio buttons: 'Approve', 'Reject' (which is selected and highlighted with a red box), and 'Reassign To:'. Below this is a 'Note to Filer:' text area containing the text: 'Notes entered here will go to the filer. Enter the reason for rejection within this notes field.' At the bottom left, there is a 'Reject Filing' button highlighted with a red box.

C. REASSIGN THE SUBMISSION

1. If you want another clerk to review the submission prior to making a decision as to whether to accept or reject it, it can be reassigned by selecting a user from the “Reassign To:” dropdown. Then select the “Reassign Filing” button at the bottom. Any notes added in the “Note:” field when reassigning the submission will be forwarded to the new user assigned to the submission as a “Note from Court” but will not send to the filer. Any notes added to this field when the submission is approved, does go to the filer.

The screenshot shows a form for reassigning a submission. At the top, the 'Action:' section has three radio buttons: 'Approve', 'Reject', and 'Reassign To:' (which is selected and highlighted with a red box). The 'Reassign To:' dropdown menu is open, showing 'Debbie Deputy Clerk' as the selected option. Below this is a 'Note to Filer:' text area containing the text: 'Reassign to another clerk for review.' At the bottom left, there is a 'Reassign Filing' button highlighted with a red box.