

Instructions for Clerk's to E-File a Document

There are times when the Clerk needs to file a document and would like to use e-filing to do this so that the notifications are sent automatically for e-filing attorneys on the case.

PREPARE THE DOCUMENT

1. If the document is a paper copy, scan the document, and save in a .pdf file format.
2. If the document is created from FullCourt and does NOT require a signature page, save it in a .pdf file format. (To do this, in preview, make any necessary changes, then "Save As" to an .rtf file format. Open the saved .rtf document and "Save As" a .pdf file format **OR** while the document is in the rtf editor, select File and then Print Setup. Select Adobe PDF from the dropdown and then hit OK. Then select Print.)
3. If the document is created from FullCourt and DOES require a signature page, save it as an .rtf file format.

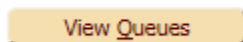
TIP: Save the document in a specific folder so that you will be able to find it more easily when it is time to add it to the e-flex submission.

E-FILE THE DOCUMENT

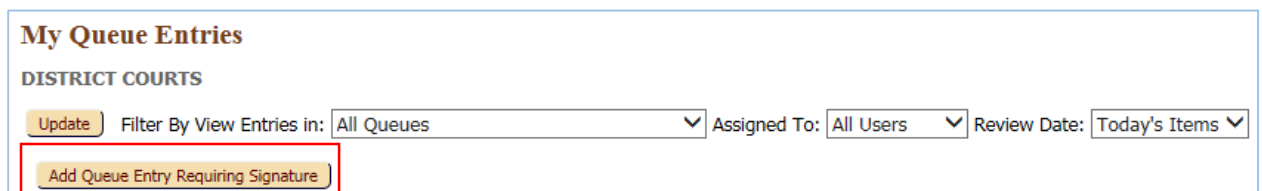
Now it is time to e-file the document. How you e-file it will depend on if a signature page is needed.

A. Filing a Single Document that Requires the Clerks Signature Page to be added

1. Log into the Clerk's Side of e-flex
2. Select "View Queues" on the main screen.



3. Select the "Add Queue Entry Requiring Signature" button.

A screenshot of a web application interface. At the top, it says "My Queue Entries" in bold. Below that, it says "DISTRICT COURTS". There are several filters: "Update" (button), "Filter By View Entries in:" (dropdown menu with "All Queues" selected), "Assigned To:" (dropdown menu with "All Users" selected), and "Review Date:" (dropdown menu with "Today's Items" selected). At the bottom of this section, there is a yellow button with rounded corners and a thin border, containing the text "Add Queue Entry Requiring Signature". This button is highlighted with a red rectangular box.

4. A pop-up box will appear. Enter the case number and county you wish to file in. Select "Retrieve".

A screenshot of a pop-up box titled "Identify Case". It contains an example: "Ex: Appellate-070900001 District-YYYY-DD-000000". Below this, there are two input fields: "Case #" with the value "2015-LM-000174" and "County" with the value "FullCourt Testing" and a dropdown arrow. To the right of the "County" field is a yellow button with rounded corners and a thin border, containing the text "Retrieve". Below these fields are two more buttons: "Cancel" and "Add Queue Entry Requiring Signature". The "Case #" and "County" fields, along with the "Retrieve" button, are highlighted with a red rectangular box.

- The case number and case caption will appear.
 Select "Clerk's Signature" in the Queue drop down.
 Enter the first three letters in the Document Type field of the filing category the document fits in. For example:
 Enter INF for documents that fall in the Information category.
 Enter NOT for documents that fall in the Notice category.
 Enter ORD for documents that fall in the Order category.
 Select the document type from the drop down that best fits what you are filing.

Identify Case
 Ex: Appellate-070900001 District-YYYY-DD-000000
 Case # 2015-LM-000174 County FullCourt Testing Retrieve
 Add Queue Entry - 2015-LM-000174 : State of Transylvania vs. Vlad Dracula
 Queue Document Type
 Clerk's Signature INF
 Cancel Add Queue Entry
 INFTRAN : DIS: Transcript
 Clerk's Signat INFBRI : INF: Brief
 2554 Propos RENOTWO : INF: Civil Bench Warrant Information
 2548 Order INFCR : INF: Confidential Report/Evaluation
 2545 Propos INFCORS : INF: Correspondence
 2537 Order INFCOURTAD : INF: Court Administration
 2539 Propos INFEOA : INF: Entry of Appearance
 Order POJGARR : INF: Garnishment - Release
 Propos INFG : INF: Information (Generic)

- Select the "Add Queue Entry Requiring Signature" button.

Identify Case
 Ex: Appellate-070900001 District-YYYY-DD-000000
 Case # 2015-LM-000174 County FullCourt Testing Retrieve
 Add Queue Entry - 2015-LM-000174 : State of Transylvania vs. Vlad Dracula
 Queue Document Type
 Clerk's Signature INFCORS : INF: Correspondence
 Cancel Add Queue Entry Requiring Signature

- Select "OK" to create a new queue entry.

Message from webpage
 ? This action will create a new queue entry and switch you to it.
 Continue?
 OK Cancel

- Select the "Browse" button to locate the document you saved and would like to file.
 Double click on the document once you have located it.
 It should then appear in the "File" field. Select "Add Document".
 Either a pdf, word, or rtf document can be uploaded.

Action Details
 *Required Fields
 Description: INF: Correspondence
 File: * L:\FULLCOURT\EFiling\Test Documents\Doc Correspor Browse...
 Close Add Document

9. The queue entry has now been created.
The document can be viewed by selecting the "View" icon. If by chance you attached the wrong document, it can be replaced with the correct document by selecting the "Replace Document" icon.

Enter the title of the document in the "Additional Docket Text" field.
Select the signature you would like to attach in the "My Signature" field.
Select the "Sign and Submit Document" Action option at the bottom of the queue.
Select the "Sign and Submit" button to process the entry.

The screenshot shows the 'New Docket Entry' interface. At the top, there are icons for 'View', 'Remove', and 'Replace Document'. The 'Document Type' is 'INFCORS : INF: Corresp'. The 'Additional Docket Text' field contains 'Correspondence Needing Clerks Signature'. The 'My Signature' dropdown is set to 'Deputy Clerk Signature'. Below this, there are buttons for 'Add Signature Page Note' and 'Add Queue Entry Requiring Signature'. The 'Note from Filer' and 'Note History' are both 'None'. There is a section for 'Note to Clerk/Court Staff' with an 'Add Standard Text' dropdown set to 'Select Predefined Note'. At the bottom, the 'Action' section has the 'Sign and Submit Document' radio button selected. Below the actions are 'Back' and 'Sign and Submit' buttons.

10. The submission will be removed from the queue and forwarded to the Approve Filings queue. Once the submission is approved through Approve Filings, it will be file stamped, notifications will be sent, and an ROA entry with the image will be placed into FullCourt.

B. Filing a Single Document that Requires the Judge Signature Page to be added

(Only users with an **Admin Clerk, Administrative Assistant, or Judge Role** can upload orders using this process. If a user with a Deputy Clerk role needed to upload an order for the judge to sign, they would need to do that through the Filer's Side, select a Proposed Order, and upload a Word document.)

These are orders created by the judge that they would like to sign and submit through e-filing.

Another example of when this option can be used is when there is an Order for Hearing that should be signed by the judge as well as a Certificate of Service signed by the clerk.

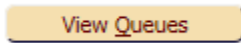
PREPARE THE DOCUMENT

Option 1 – Print the paper document, the clerk would physically sign the document, and scan the document. (Both the Order for Hearing and the Certificate of Service can be scanned as one document.)

Option 2 – If created through FullCourt Docs or through Word, when the document is in Preview, the clerk can add the /s/ signature line for their signature, then do a "Save As" and save it either as a .doc, .docx, or .rtf file format, whichever is available.

Follow the steps below to submit to the judge.

1. Log into the Clerk's Side of e-flex.
2. Select "View Queues" on the main screen.



3. Select the "Add Queue Entry Requiring Signature" button.

My Queue Entries

DISTRICT COURTS

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

Add Queue Entry Requiring Signature

4. A pop-up box will appear. Enter the case number and county you wish to file in. Select "Retrieve".

Identify Case

Ex: Appellate-070900001 District-YYYY-DD-000000

Case # 2015-LM-000174 County FullCourt Testing Retrieve

Cancel Add Queue Entry Requiring Signature

5. The case number and case caption will appear. Select "Proposed Orders" in the Queue drop down. Enter the first three letters in the Document Type field of the filing category the document fits in. For example:

Enter INF for documents that fall in the Information category.

Enter NOT for documents that fall in the Notice category.

Enter ORD for documents that fall in the Order category.

Select the document type from the drop down that best fits what you are filing.

Identify Case

Ex: Appellate-070900001 District-YYYY-DD-000000

Case # 2015-LM-000174 County FullCourt Testing Retrieve

Add Queue Entry - 2015-LM-000174 : State of Transylvania vs. Vlad Dracula

Queue	Document Type
Proposed Orders	ORD
APPADD : APP: Addition to Record	
POJORDA : MOT: Attachment Order	
ORDAIEH : ORD: Aid in Execution - Appear for Hearing	
ORDAPT : ORD: Appoint	
ORDAPTC : ORD: Appoint - Counsel	
ORDATT : ORD: Attachment	
ORDCCSHW : ORD: Citation Contempt/Show Cause	
ORDCEXT : ORD: Clerk's Extension	
ORDDTE : ORD: Consolidate	
ORDJUDG : ORD: Default Judgment	
ORDMIS : ORD: Dismiss	
ORDXPA : ORD: Ex Parte	
PFASORD : ORD: Final Order Extension	

Cancel Add Queue Entry

6. Select the "Add Queue Entry Requiring Signature" button.

Identify Case
Ex: Appellate-070900001 District-YYYY-DD-000000
Case # 2015-LM-000174 County FullCourt Testing Retrieve
Add Queue Entry - 2015-LM-000174 : State of Transylvania vs. Vlad Dracula
Queue Proposed Orders Document Type ORDNSR : ORD: Order - No Service Required
Cancel Add Queue Entry Requiring Signature

7. Select "OK" to create a new queue entry.

Message from webpage
This action will create a new queue entry and switch you to it. Continue?
OK Cancel

8. Select the "Browse" button to locate the document you saved and would like to file. Double click on the document once you have located it. It should then appear in the "File" field. Select "Add Document". Either a pdf, word, or rtf document can be uploaded.

Action Details
*Required Fields
Description: ORD: Order - No Service Required
File: * L:\FULLCOURT\EFiling\Test Documents\Order.pdf Browse...
Close Add Document

9. The queue entry has now been created. The document can be viewed by selecting the "View" icon. If by chance you attached the wrong document, it can be replaced with the correct document by selecting the "Replace Document" icon.

Enter the title of the document in the "Additional Docket Text" field.

Select the "Reassign To:" radio button.

Select the "Proposed Orders" Queue.

Select the Judge you wish to assign the submission to in the "Reassign To:" field.

Select the Reassign button.

New Docket Entry
View Remove Replace Document Document Type Additional Docket Text My Signature Request Signature Sealed
ORDNSR : ORD: Order : Order for Hearing
Add Signature Page Note
Add Queue Entry Requiring Signature
Note from Filer: None
Note History: None
Note to Clerk/Court Staff: Add Standard Text: Select Predefined Note
Action:
 Sign and Submit Document Decline to Take Action Reassign To: Bill District Judge Queue: Proposed Orders Date Deferred
Back Reassign

10. The submission will now be added to the Proposed Orders queue. The judge will receive an email notification that there is a submission awaiting their approval.

Queue Entry Id	Queue	Title	Case Title	Court Location	Case Number	Tracking #	Days In Queue	Original Filer	Assigned To	Division Number	Deferred Date
2590	Proposed Orders	ORD: Order - No Service Required	State of Transylvania vs. Vlad Dracula	FullCourt Testing	2015-LM-000174		0	DCT AA	Bill District Judge	KING	2016-01-13

C. Filing one document or multiple documents that DO NOT require a signature page to be added. (If filing multiple documents within one submission, they must all be for the same case.)

1. Log into the E-Flex Filer side using the same user name and password that you utilize when logging into the Court Review side of E-Flex. The filer address is: <https://filer.kscourts.org>

2. These instructions are for filing to the District Court, select the "District" button.

3. Select the "Existing Case" button from the options.

4. Enter the Court Location, Case Number, and last name of one of the participant's on the case that you wish to file to. Select "Submit".

- Select the "Document Category" and "Document Type" that best fits the documents you are filing. (Do not select a PRO: document within the "Document Category" of Proposed Order as this document type is automatically routed to the judge queue for signature and cannot be a .pdf file.)

Type in the "Document Title". Select "Browse" to locate the document that you scanned and saved and now wish to e-file.

Once you have located the document, double click on it. It should then appear in the "Document Location" field. Select the "Add" button.

Case Number : 2015-LM-000174 Case Title : State of Transylvania vs. Vlad Dracula

Case Type : Employment Dispute - Other

Document Category

Document Type *

Document Title *

Title as Printed on Attached Document

Emergency Sealed Date of order to seal Associate to Previous Filing

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

Document Location

Add to Submission

Document Name	View Document	Edit Data	Size
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The document should now appear under the Document Name section. To add more documents to this submission for this case number, start again at the beginning of step 4.

Case Number : 2015-LM-000174 Case Title : State of Transylvania vs. Vlad Dracula

Case Type : Employment Dispute - Other

Document Category

Document Type *

Document Title *

Title as Printed on Attached Document

Emergency Sealed Date of order to seal 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
INF: Information (Generic) Title of the document that is entered by the clerk	Doc Correspondence.pdf		0.08 MB	1	<input type="button" value="X"/>
Total Size: 0.08 MB					

Once all documents have been added, Select the "Next" button.

6. Select "Submit the Filing" button.

The screenshot shows a web interface titled "Review and Approve Filing". At the top, there is a yellow header bar with the text "2015-LM-000174 Case Title : State of Transylvania vs. Vlad Dra". Below this, it says "Case Type : Employment Dispute - Other".

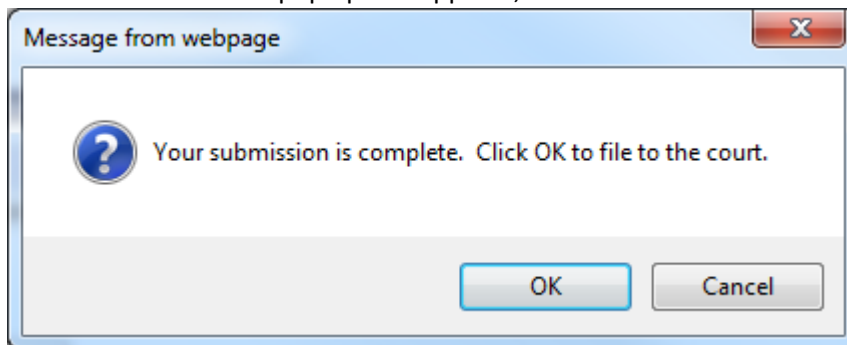
Under the heading "Document(s) to be Submitted:", there is a button labeled "Add/Remove Documents". Below this is a table with two columns: "Document Name" and "View Document".

Document Name	View Document
INF: Information (Generic) Title of the document that is entered by the clerk	Doc Correspondence.pdf

Below the table is a section for "Special Filing Instructions for the Clerk:" with a text input field and a scroll arrow on the right.

At the bottom of the interface, there are four buttons: "Back", "Cancel (Delete)", "Move to Draft", and "Submit the Filing". The "Submit the Filing" button is highlighted with a red rectangle.

7. When the submission pop up box appears, select "OK".



8. The submission will now be sent directly to the Approve Filings queue on the Court Review side where the clerk can finish working it by approving the submission.