

## Documents and Associated Queue's

Document Category / Document Type	*This document will route AUTOMATICALLY to the queue specified:	Automatic FullCourt Functionality	Additional Information
<b>AFFIDAVIT</b>			
AFF: Affidavit (Generic)			
AFF: Poverty			
AFF: Probable Cause/Arrest Report		Seals Document	
<b>APPEAL</b>			
APP: Addition to Record			
APP: Appeal (Generic)			
APP: Appeal from District Magistrate Judge (CV, LM, DM, PR, SC)			This will be filed as a new CV case and the corresponding docket fee will be assessed. The filer should use the Civil case type and the Other Civil Appeal subtype.
APP: Appeal from District Magistrate Judge (CR, TR, FG, JV, JC)			This document type will be filed within an existing case, no new docket fee is assessed.
APP: Court Docketing Notice			
APP: Mandate	Judicial Review		
<b>BOND</b>			
BON: Appearance			
BON: Bond (Generic)			
<b>DISCOVERY</b>			
DIS: Discovery (Generic)			
DIS: Subpoena - Clerk Signed	Clerk's Signature		
DIS: Subpoena - Judge Signed	Proposed Orders		
DIS: Transcript			
DIS: Transcript Request	Court Reporters		
<b>INFORMATION</b>			

## Documents and Associated Queue's

INF: Accounting - Annual	Judicial Review		If the court requires the Annual Accounting to be signed by a judge, have the filer use the document type of "PRO: Administrative Review" so that it will be routed to the judge.
INF: Adoption Report			
INF: Annual Report	Judicial Review		If the court requires the Annual Report to be signed by a judge, have the filer use the document type of "PRO: Administrative Review" so that it will be routed to the judge.
INF: Brief	Judicial Review		
INF: Child Support Worksheet - No Judge Signature Requested			
INF: CINC Information Form			
INF: Confidential Report/Evaluation		Seals Document	
INF: Correspondence	Judicial Review		
INF: Court Administration			Only Clerks and Judges can file this document type. Is strictly used as a vehicle to efile something on a case to make it viewable through the Filing Reports on the clerk side of e-flex. When the submission is approved, there will be no ROA created nor image stored in FullCourt for this document type.
INF: Diversion Agreement			
INF: Eminent Domain - Report of Appraisers			
INF: Entry of Appearance			There is additional functionality tied to this document that will add the filer as the attorney of record to the case in FullCourt for unsealed cases.  For sealed cases, like CINC, the clerk will need to open the doc form in clerk review and select the party the filer will be representing. Then the filer will be added as an attorney of record to the case in FullCourt.

## Documents and Associated Queue's

INF: Entry of Appearance - New Party			This document allows for a party to be added to a JC/JV case. It will also add the attorney of record, if the filer added it. To check if the filer will be added as the attorney of record for the new party, check the "Add an Attorney for this Party" section when party matching.
INF: Entry of Appearance - Prosecutor			This document will NOT automatically update the Prosecutor drawer in FullCourt. When this document is filed the clerk will need to manually make the change in FullCourt.
INF: Exhibit			
INF: Garnishment - Release			
INF: Home Study	Judicial Review	Seals Document	
INF: Income Withholding Order 39-7,147			This document type is used by DCF and CSE attorneys. This document is not routed to the judge for signature.
INF: Income Withholding Modification/Termination 39-7,147			This document type is used by DCF and CSE attorneys. This document is not routed to the judge for signature.
INF: Information (Generic)			
INF: Judge Signed Order			This document type is used when the filer is submitting an order where all signatures have been secured, including the judges. The order will be file stamped when the clerk approves it. A copy is not forwarded to the Proposed Orders queue since the judge has already signed it.
INF: Jury Instructions - Proposed	Judicial Review		
INF: KPC Information Sheet			There will be no ROA entry nor image uploaded to FullCourt when this document type is submitted through e-Filing. (See KPC Information Sheet instructions on the intranet.)
INF: Memorandum	Judicial Review		

## Documents and Associated Queue's

INF: NCIC Information Form			This document is used by the sheriff. When the submission is approved, there will be no ROA created nor image stored in FullCourt for this document type.
INF: Parenting Class Fee - SG only			This document type should only be used when filing in Sedgwick County. This document assesses the parenting class fee and does not require a document image.
INF: Parenting Class Reduced Fee - SG only			This document type should only be used when filing in Sedgwick County. This document assesses the reduced parenting class fee and does not require a document image.
INF: Parenting Plan			
INF: Permanency Plan	Judicial Review		
INF: Petition/Confidential Form		Seals Document	
INF: Presentence Investigation Report		Seals Document	
INF: Presentence Investigation Report - Victim Statement		Seals Document	The Victim Statement portion of the PSI will now be filed as two separate documents. The victim statement portion should be sealed.
INF: Pretrial Questionnaire	Judicial Review		
INF: Reintegration Plan	Judicial Review		
INF: Satisfaction of Judgment			
INF: State Tax Warrant Satisfaction			Filing fee is associated with this document.
INF: Warrant Cover Letter			This document is used for attaching the needed party detail information for the sheriff to serve. When the submission is approved, there will be no ROA created nor image stored in FullCourt for this document type.
<b>MOTION</b>			
MOT: 28-179 - Modify Motion			Filing fee is associated with this document. This is used when filing a post divorce motion.
MOT: Aid in Execution			Filing fee is associated with this document.
MOT: Aid in Execution - Alias			
MOT: Appoint			

## Documents and Associated Queue's

MOT: Appoint - Counsel			
MOT: Appoint - Guardian Ad Litem			
MOT: Attachment Order			Filing fee is associated with this document.
MOT: Citation Contempt/Show Cause			
MOT: Citation Contempt/Show Cause - Alias			
MOT: Demand for Estimated Cost of Transcript			
MOT: Dispositive			Filing fee is associated with this document. Applies to Chapter 60 only, HB 2005, 2015 Legis.
MOT: Expungement - Criminal			Filing fee is associated with this document.
MOT: Expungement - Juvenile			Filing fee is associated with this document.
MOT: Garnishment			Filing fee is associated with this document.
MOT: Garnishment Chapter 60			Filing fee is associated with this document.
MOT: Garnishment - Computation Request			
MOT: Motion (Generic)			
MOT: Parental Rights - Terminate			
MOT: Pro Hac Vice			Filing fee is associated with this document.
MOT: Probate Petition			
MOT: Response			
MOT: Sale (28-178)			Filing fee is associated with this document.
MOT: Summary Judgment			Filing fee is associated with this document.
MOT: Summary Judgment Ch 61			
MOT: Transcript			
MOT: Warrant - Bench			
MOT: Warrant - Recall			
MOT: Writ of Execution (28-178)			Filing fee is associated with this document.
MOT: Writ of Execution (28-178) - Alias			
<b>NOTICE</b>			
NOT: Notice - No Service Required			
NOT: Notice - Service Required			
NOT: Notice Requiring Clerk Signature	Clerk's Signature		This is used when a document requiring a clerk's signature does not already exist in the document list.
<b>PROPOSED ORDER</b>			

## Documents and Associated Queue's

PRO: 28-179 - Modify Order	Proposed Orders		This is used when filing a post divorce motion. Should be filed with the "MOT: 28-179 - Modify Order" to assess the fee.
PRO: Adjudication	Proposed Orders		
PRO: Administrative Review	Proposed Orders		
PRO: Aid of Execution - Appear for Hearing	Proposed Orders		If not an Alias Aid of Execution, should be filed with the "MOT: Aid in Execution" to assess the fee.
PRO: Appoint	Proposed Orders		
PRO: Appoint - Counsel	Proposed Orders		
PRO: Arraignment	Proposed Orders		
PRO: Attachment Order	Proposed Orders		Should be filed with the "MOT: Attachment Order" to assess the fee.
PRO: Child Support Worksheet - Judge Signature Requested	Proposed Orders		
PRO: Citation Contempt/Show Cause	Proposed Orders		
PRO: Clerk's Extension	Clerk's Signature		Excludes Limited Action
PRO: Commitment	Proposed Orders		
PRO: Consolidate	Proposed Orders		
PRO: Custody/Placement	Proposed Orders		
PRO: Decree	Proposed Orders		
PRO: Default Judgment	Proposed Orders		
PRO: Descent	Proposed Orders		
PRO: Dismiss	Proposed Orders		
PRO: Disposition	Proposed Orders		
PRO: Diversion	Proposed Orders		
PRO: Ex Parte	Proposed Orders		
PRO: Expungement	Proposed Orders		When the ORD is filed, manually SEAL the case in FullCourt.
PRO: Final Order Extension	Proposed Orders		
PRO: Final Settlement	Proposed Orders		
PRO: First Appearance	Proposed Orders		
PRO: Garnishment	Clerk's Signature		Should be filed with the "MOT: Garnishment" or "MOT: Garnishment Chapter 60" to assess the fee.

## Documents and Associated Queue's

PRO: Guardian Ad Litem	Proposed Orders		
PRO: Guardian/Conservator/Trustee	Proposed Orders		
PRO: Income Withholding Judge Sign	Proposed Orders		
PRO: Income Withholding Modification/Termination Judge Sign	Proposed Orders		
PRO: Judgment	Proposed Orders		
PRO: Judgment - Set Aside	Proposed Orders		
PRO: Letters	Proposed Orders		
PRO: New Trial	Proposed Orders		
PRO: No Run Warning	Proposed Orders		
PRO: Order (Generic)	Proposed Orders		
PRO: Order - Sheriff Service Required	Proposed Orders		
PRO: PFA/PFS Protection Order	Proposed Orders		
PRO: Parental Rights - Terminate	Proposed Orders		
PRO: Payout	Proposed Orders		
PRO: Permanency Hearing	Proposed Orders		
PRO: Plea	Proposed Orders		
PRO: Probable Cause	Proposed Orders		
PRO: Recuse	Proposed Orders		
PRO: Refusing to Grant Letters	Proposed Orders		
PRO: Replevin Bond	Proposed Orders		
PRO: Restitution	Proposed Orders		
PRO: Restraining	Proposed Orders		
PRO: Sale (28-178)	Proposed Orders		Should be filed with the "MOT: Sale (28-178)" to assess the fee.
PRO: Sentencing	Proposed Orders		
PRO: Sheriff Sale	Proposed Orders		
PRO: Sheriff Sale Cancellation	Proposed Orders		
PRO: Sheriff Sale Confirmation	Proposed Orders		
PRO: Summary Judgment	Proposed Orders		For Chapter 60 cases, this should be filed with the "MOT: Summary Judgment" to assess the fee.
PRO: Temporary	Proposed Orders		
PRO: Transcript	Proposed Orders		The signed Order will be routed to the Court Reporters queue.

## Documents and Associated Queue's

PRO: Transport	Proposed Orders		
PRO: Treatment	Proposed Orders		
PRO: Venue Change	Proposed Orders		
PRO: Warrant - Arrest	Proposed Orders		When the ORD is filed, the case should be SEALED in FullCourt, either through the issued ROA when entered into the Warrant Drawer, or manually. The signed Order will be routed to the Sheriff Queue for use if the Sheriff is using e-filing.
PRO: Warrant - Bench	Proposed Orders		The signed Order will be routed to the Sheriff Queue for use if the Sheriff is using e-filing.
PRO: Warrant - Recall	Proposed Orders		The signed Order will be routed to the Sheriff Queue for use if the Sheriff is using e-filing.
PRO: Warrant - Search	Proposed Orders		The signed Order will be routed to the Sheriff Queue for use if the Sheriff is using e-filing.
PRO: Withdraw	Proposed Orders		Clerk should not remove the attorney from the case in FullCourt until AFTER the Order has been signed by the judge, and that signed Order has been "approved" through Clerk Review.
PRO: Writ	Proposed Orders		
PRO: Writ of Execution (28-178)	Proposed Orders		Should be filed with the "MOT: Writ of Execution (28-178)" to assess the fee.
PRO: Writ of Execution (28-178) - Alias	Proposed Orders		
<b>PLEADING</b>			
PLE: Amended Complaint/Information			
PLE: Amended Document (Generic)			
PLE: Amended Petition			This document type will allow the filer to enter new parties to be added to the case. The filer will be added as the attorney for the new party.
PLE: Answer			There is additional functionality tied to this document that will add the filer as the attorney of record to the case in FullCourt. This is an automatic process.



## Documents and Associated Queue's

PLE: Answer - Counter			
PLE: Answer - Cross Claim			
PLE: Complaint/Information			
PLE: Conduct Inquiry			
PLE: Coroner Report			
PLE: Post Judgment Elevation from Chapter 61 to Chapter 60			
PLE: Interplead			This document type will allow the filer to enter new parties to be added to the case. The filer will be added as the attorney for the new party.
PLE: Medical Malpractice Screening Panel - Request			
PLE: Petition			
PLE: Petition - Counter			This document type will allow the filer to enter new parties to be added to the case. The filer will be added as the attorney for the new party.
PLE: Petition - Cross Claim			This document type will allow the filer to enter new parties to be added to the case. The filer will be added as the attorney for the new party.
PLE: Petition for Refusing to Grant Letters			Refusal to Grant Letters filing fee is assessed with this document.
PLE: Petition to Elevate Will to Estate			Probate Estates filing fee is assessed with this document. The clerk will need to manually reinstate the existing will and affidavit probate case in FullCourt and change the case subtype to Decedent Estate.
PLE: Pursuant to 23-37,209			
PLE: Registration of Foreign Judgment			
PLE: Reply			
PLE: Response - Answer			
PLE: Response - Counter/Cross Claim			
PLE: Summons			CV and LM Summons documents are auto generated through e-flex. The clerk's signature will be attached when the submission is approved through Clerk Review. There is no need to manually send this to the Clerk's Signature Queue

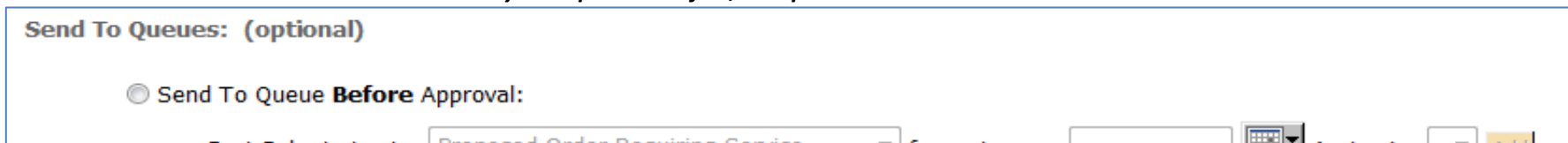
## Documents and Associated Queue's

PLE: Summons - Criminal/Juvenile Judge Signed	Proposed Orders		This document type should be used when the county requires Criminal and Juvenile Summons documents to be signed by the judge.
PLE: Summons - Criminal/Juvenile Clerk Signed	Clerk's Signature		This document type should be used when the county requires Criminal and Juvenile Summons documents to be signed by the clerk.
PLE: Summons - Civil Third Party	Clerk's Signature		
PLE: Summons - Alias			CV and LM Summons documents are auto generated through e-flex. The clerk's signature will be attached when the submission is approved through Clerk Review. There is no need to manually send this to the Clerk's Signature Queue
PLE: Tax Warrant			
<b>RETURNS</b>			
RET: Return of Service			
RET: Return of Service - Arrest/Bench Warrant			If the return is for an Arrest Warrant, manually UNSEAL the case in FullCourt.
RET: Return of Service - Search Warrant			
RET: Return of Service - Tax Warrant			

**\*Queue Descriptions:**

- Clerk's Signature** -- This queue function is to allow the clerk to attach their signature to documents filed.
- Clerk Tasks** -- This queue is strictly a view only queue, once the queue entry has been viewed the "Complete" button can be selected to remove the entry from the queue.
- Proposed Orders** -- This queue function is to allow the judge to attach their signature to documents filed.
- Judicial Review** -- This queue is strictly a view only queue, once the queue entry has been viewed the "Complete" button can be selected to remove the entry from the queue.
- Court Reporters** -- This queue function is to allow court reporters to view transcript requests and orders.

***When a document is set to route automatically to a queue in e-flex, the queue will show on the Clerk Review screen as shown below:***



# Documents and Associated Queue's

Post Submission to:  for review on:   Assign to:

Send To Queue **After** Approval  (Click 'Update Queues' if document codes were changed)

Post Submission to:  for review on:   Assign to:

Queue	for review on	
Proposed Orders	<input type="text"/>	<input type="button" value="Calendar"/> System