

KPC Information Sheet
Procedure for Filing within E-Flex

02/24/2016

1. The KPC Information Sheet will be submitted by the attorney through E-Flex.
2. Check to verify that the filer used the document type of "CHSKPC: INF: KPC Information Sheet". This document type will not create an ROA entry or save an image to the case in FullCourt.

Approve Filing

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

Filer: Lawrence Test Organization: DISTRICT COURT ATTORNEY

Case Type: Domestic/Marriage Dissolution/Divorce

Tracking #	Case No.	Case Title	Court Division	Court Location	Case Type	Judge	Filed Date
17778	2015-DM-000065	State of Kansas, Petitioner vs. Harry Manzelli, Respondent	FullCourt Testing	Domestic/Marriage Dissolution/Divorce	David King	02-18-2016:10:30	

ROA Security	Security	View	Document Type	Additional Docket Text	Edit Data and Party Match	Respond to
			Form Data	Case Data collected from filer		
			CHSKPC : INF: KPC Info	KPC Information Sheet		

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

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

Service List Recipients(Default Service List)

Action: Approve Reject Reassign To: []

3. View and/or print the KPC Information Sheet through e-filing to allow for data entry onto the KPC website:

A. Approve Filings – To print a Hard Copy

Print the KPC Information Sheet from the submission while it is in the "Approve Filings" drawer. To do this, select the "View" icon next to the document and then print. The paper document can then be used to enter the information onto the KPC website and retained using the current procedure of the Court.

B. Filings Report – To view in E-Filing

After the submission containing the KPC Information Sheet has been approved through the "Approve Filings" drawer, the clerk can access the document by going to the "Filings Report" drawer in e-filing.

Filings
DISTRICT COURTS

Status Report Criteria: Include Response and Outgoing Notices

Filings Between: 02/18/2016 AND [] Status: All Processed By: Admin Clerk

Tracking #: [] Filer ID: [] Case #: 2015-DM-000065 Court Location: FullCourt Testing Filer Name: All

Go Clear Search

Filings with Case # 2015-DM-000065

Details Download

<input type="checkbox"/>	! Tracking #	Filer ID	Case #	Court Division	Court Location	Status	Document(s)	Official File Stamp
<input type="checkbox"/>	17778	11952	2015-DM-000065		FullCourt Testing	Receipt Issued	INF: KPC Information Sheet	02-18-2016:10:30:33 AM
<input type="checkbox"/>	16799	10672	2015-DM-000065		FullCourt Testing	Receipt Issued	PLE: Petition	08-21-2015:04:16:51 PM

1

Details Download

Search for the submission containing the KPC Information Sheet using the case number. Locate the submission that contained the "INF: KPC Information Sheet" and select the Document link.

NOTE: If the KPC Information Sheet was filed in a submission that contained multiple documents, then the document listed in the Filings Report may not read as "KPC Information Sheet" and each submission may need to be opened to locate the one containing the document.

After opening the entry, you may view the KPC Information Sheet that was e-filed by selecting the document link under "Original Document". The document can be viewed and/or printed at this point.

Filing

Description: Domestic/Marriage Dissolution/Divorce
Status: Receipt Issued

Tracking #	Filer ID	Case #	Case Title	Court Division	Court Location	Status Updated	Filer's Name	Client #	Approved By
17778	11952	2015-DM-000065	State of Kansas, et al., Petitioner vs. Harry Manzelli, Respondent		FullCourt Testing	02-18-2016:10:35:16 AM	Lawrence Test		DCT Admin Clerk

Description: Domestic/Marriage Dissolution/Divorce
Filer: Lawrence Test
Payment Method: None Specified
Return addresses: Email: braunk@kscourts.org
Filing: http://courtestest.kscourts.org/courtreview/runit

Filing Package: [Download Filing Package](#)

Description	Document	Original Document
INF: KPC Information Sheet KPC Information Sheet	Doc Discovery.pdf	Doc Discovery.pdf
Form	Form.xml	Form.xml

Description: Receipt
Filer: System Administrator
Return addresses: Email: admin@tybera.com
Filing: http://courtestest.kscourts.org/courtreview/runit

Submissions will be retained within e-flex for a period of 180 days.