

E-Flex NOTES Fields

1. Special Filing Instructions for Clerk

Filer Interface

Attorney can enter a note for the court to see at the time of filing. This note is also carried over to any queue entries that the document is forwarded to. The notes are not kept in FullCourt.

2013-LM-000037 Case Title : Great Housing Company vs. J

Case Type : Landord/Tenant - Unlawful Detainer

Document(s) to be Submitted: [Add/Remove Documents](#)

Document Name	View Document
MOT: Motion (Generic) Motion for Immediate Possession	Document Answer.pdf
PRO: Order - No Service Required Order for Immediate Possession	Doc Order to Dimiss.docx

Special Filing Instructions for the Clerk:

Testing Notes on Filer Interface

This is how the note looks in Court Review.

Approve Filing

System Administrator is currently assigned to approve this filing

Note From Filer: Testing Notes on Filer Interface

Note from Court: None

Note History None

This is how the note looks in a queue.

New Docket Entry

View	Remove	Replace Document	Document Type	Additional Docket Text	My Signature
			PROP_ORDNSR : PRO: C	NEEDS ATTY SIGNATURE Order for Immediate Possessi	

Note from Filer: Testing Notes on Filer Interface

Note History:

Date	From	To	Note
2013-03-28 10:28:26.217	Admin DCT Clerk		Testing Notes in Court Review/Clerk Approval

2. Notes from Assign Filings

In Court Review Side

Clerks can enter a note when they are in the Assign Filings screen. The notes entered here will appear in the clerk approval screen. The notes entered during Assign Filings do not carry over into the queue entries and are not returned to the attorney.

Assign Filings to a User for Approval

DISTRICT COURTS
Assign an Individual to Approve Filings

Assign Selected Filings To: Admin DCT Clerk

Note: Notes entered when assigning the entry to a user through Assign Filings.

This is how the note looks in Clerk Approval.

Approve Filing

Note From Filer: None

Note from Court: Admin DCT Clerk - Notes entered when assigning the entry to a user through Assign Filings.

Note History

Date	From	To	Note
2014-11-14	Admin DCT Clerk	Admin DCT Clerk	Notes entered when assigning the entry to a user through Assign Filings.

3. Notes from Court Review

In Court Review Side at time of approval

Clerks can enter a note at the time of Court Review/Approval. These notes entered here will appear (a) in any queue entries that are created as a result of the submission, (b) in the accepted Status Update E-mail that is sent to the filer, and (c) on the filing details page in the filer interface that the filer can access. They are not carried over into FullCourt.

Action: Approve Reject Reassign To:

Note:
Testing Notes in Court Review/Clerk Approval

A. Note entered at Clerk Review, now in the judicial queue.

New Docket Entry					
View	Remove	Replace Document	Document Type	Additional Docket Text	My Signature
			PROP_ORDNSR : PRO: C	NEEDS ATTY SIGNATURE Order for Immediate Possessi	
Note from Filer: Testing Notes on Filer Interface					
Note History: <input type="checkbox"/>					
Date	From	To	Note		
2013-03-28 10:28:26.217	Admin DCT Clerk		Testing Notes in Court Review/Clerk Approval		

B. The note entered at Clerk Review will be passed onto the attorney in their Status Update E-mail:

To:	Lawrence Linn
From:	ks_efile_noreply@kscourts.org
Date:	2013-03-28 10:19:52.0
Subject:	Your electronic filing, Re: 2013-LM-000037 - L DISTRICT COURTS.
Case Number:	2013-LM-000037
Case Type:	Landord/Tenant - Unlawful Detainer
Document Type:	MOT: Motion (Generic)
Document Type:	PRO: Order - No Service Required
Reason(s) for null:	Testing Notes in Court Review/Clerk Approval

C. On the filing details page in the filer interface that the filer can access. (My Filings, Receipt)

Confirmation of Receipt	
Note:	Testing Notes in Court Review/Clerk Approval
The following information confirms acceptance of your filing by DISTRICT COURTS	
Case Information	
Case Caption	Great Housing Company vs. Jake Morris
Case Number	2013-LM-000037
Case Type	Limited/Landord/Tenant - Unlawful Detainer
Judge	David King
Court Name	DISTRICT COURTS
Court Location	FullCourt Testing
Filing Information	
Filer	Lawrence Linn
Official File Stamp	
Filer Interface Id	2145
Clerk Interface Id	2685
Payment Information	
Payment Method	
Total Charges	\$0.00
Documents	
Document Answer.pdf	MOT: Motion (Generic) Motion for Immediate Possession

4. Notes Entered in Judicial Queue

Court Review side - within the judicial queue

Notes can be entered in the judicial queue entry that will be routed either to the clerk/court staff or to the filing attorney.

The screenshot shows the 'New Docket Entry' form. At the top, there are buttons for 'View', 'Remove', and 'Replace Document', followed by a 'Document Type' field containing 'PROP_ORDNSR : PRO: C' and an 'Additional Docket Text' field containing 'Order to test notes in assign'. Below these is an 'Add Signature Page Note' button. The form then displays 'Note from Filer: None' and 'Note History: None'. Two text input areas are highlighted with an orange border: 'Note to Clerk/Court Staff' and 'Note to Filer'. Each has an 'Add Standard Text' dropdown menu set to 'Select Predefined Note'. The 'Note to Clerk/Court Staff' text area contains the text 'Notes entered here DO NOT go back to the attorney.' and the 'Note to Filer' text area contains 'Notes entered here DO go back to the attorney.'

- A. If the judge reassigns the case within the queue to another person/judge, the notes that were added within the queue under the “Note to Clerk/Court Staff” box are added to the note history. Notes that were added within the queue under the “Note to Filer” box are retained. When the new assigned person/judge signs/submits the queue entry, the note history will not be forwarded to clerk review.

If the newly assigned person/judge has information they wish to send to the court staff upon signing/submitting they will need to enter it again within the “Note to Clerk/Court Staff” box.

This screenshot shows the 'New Docket Entry' form with the 'Note History' section highlighted by an orange border. The 'Note History' section includes a table with the following data:

Date	From	To	Note
2014-11-14 10:04:32.0	Admin DCT Clerk	Bill District Judge	Note entered by the judge to Court Staff.

Below the table, the 'Note to Clerk/Court Staff' field is empty, and the 'Note to Filer' field contains the text 'Note entered by the judge to the attorney.'

- B. When the judge signs and approves the document in the queue, the document is sent back to Clerk Review for clerk approval. Any notes added by the judge in the "Note to Clerk/Court Staff" box prior to signing/submitted the document will show as Notes from the Filer in Clerk Review. These notes do not go to the attorney.

Note From Filer: Note from judge to the court staff.
Note from Court: None
Note History None

Notes that were entered within the proposed order queue by the judge in the "Note to Filer" box will not appear anywhere within Clerk Approval. However, they WILL be sent to the attorney when the queue entry is approved through Clerk Approval.

***** IMPORTANT NOTICE - READ THIS INFORMATION ***** NOTICE OF ELECTRONIC FILING [NEF]	
<hr/>	
A filing has been submitted to the court RE: 2014-CV-000076	
Judge:	Judge David King - Division KING
Official File Stamp:	11-14-2014:10:09:08
Court:	DISTRICT COURTS FullCourt Testing
Case Title:	Bob Rogers vs. FRED JOHNSON
Document(s) Submitted:	ORD: Order - No Service Required Order to test notes in assign
Note from the Court:	Note entered by the judge to the attorney.
<hr/>	
This notice was automatically generated by the courts auto-notification system.	
<hr/>	
The following people were notified electronically: Larry Linn for Bob Rogers	
 The following people have not been notified electronically by the Court. Therefore, they must be notified FRED JOHNSON	

- C. If the judge declines to take action on a document within the queue, then the note entered within the “Note to Clerk/Court Staff” box does not go anywhere because this action bypasses clerk review.

The notes entered in the “Note to Filer” box are included within the courtesy notification to the attorney as a Note from the Court. The judge can enter the reason they are declining to take action within this field so that it can be passed on to the attorney.

New Docket Entry

View	Remove	Replace Document	Document Type
			PROP_ORDNSR : PRO: C Proposed order to

[Add Signature Page Note](#)

Note from Filer: None
 Note History: None

Note to Clerk/ Court Staff: Add Standard Text:

Declining to take action note to the court staff.

Note to Filer: Add Standard Text:

Declining to take action note to the filer from the judge in the judicial queue.

Action:

Sign and Submit Document Decline to Take Action Remove from Queue

***** IMPORTANT NOTICE - READ THIS INFORMATION *****
 NOTICE OF ELECTRONIC FILING [NEF]

A filing has been submitted to the court RE: 2014-LM-000029
Judge: Judge David King - Division KING

Official File Stamp: 11-14-2014:10:47:51
Court: DISTRICT COURTS
 FullCourt Testing

Case Title: Bob Rogers vs. Mark Roberts

Document(s) Submitted: Judicial Rejection Proposed order to test notes to filer upon decline to take action in judicial

Note from the Court: Declining to take action note to the filer from the judge in the judicial queue.

This notice was automatically generated by the courts auto-notification system.

The following people were notified electronically:
 Larry Linn for Bob Rogers

The following people have not been notified electronically by the Court. Therefore, they must be notified by traditional means:
 Mark Roberts

5. Notes Entered in Pre Queue

Court Review Side -- within the Pre Queue (approved in Pre Queue, set to bypass Clerk Review)

A note can be entered on any case within a pre queue.

The screenshot shows a web interface for entering notes. At the top, it says "Note From Filer: None" and "Note History None". Below this are two main sections, each with a "Note to" label, an "Add Standard Text:" label, and a "Select Predefined Note" dropdown menu. The first section is "Note to Clerk/Court Staff:" and contains the text "Notes entered in the pre queue for the court staff." The second section is "Note to Filer:" and contains the text "Notes entered in the pre queue for the attorney." Both sections have a text area with up and down arrows on the right side.

- A. If the filing is approved through the Pre Queue, and set to bypass Clerk Approval, notes entered in either the "Note to Clerk/Court Staff" field or the "Note to Filer" field, do not get forwarded on to the attorney in their notifications.
- B. If the judge or clerk rejects the filing FROM THE PRE QUEUE by selecting the "Return to Filer" option, the note entered in the "Note to Filer" will be passed onto the attorney in their Status Update E-mail.

The screenshot shows the "Return to Filer" action selected in the "Action:" section. Below this, an email notification is shown. The email header includes "To: Lawrence Linn", "From: ks_efile_noreply@kscourts.org", "Date: 2014-11-14 11:25:28.0", and "Subject: Your electronic filing, Re: Filing ID 7541 - Property Tax - PLE: SNCO Personal Property Tax Summons, was rejected by DISTRICT COURTS." The email body includes "Case Type: Property Tax", "Court: FullCourt Testing", and "Document Type: PLE: SNCO Personal Property Tax Summons". A red box highlights the "Reason(s) for rejected: Returning this to the filer, entered these notes within the pre queue and selected Return to Filer." A black arrow points from the "Return to Filer" radio button in the action section to the "Reason(s) for rejected" text in the email body.