

Filing Orders Originated by the Judge through E-Flex

1. Create the Order and save it in a .pdf or Word (.doc or .docx) file format.

Documents should be created without a signature line since the signature will be attached as a separate page like all other e-filed documents through the Proposed Orders queue.

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.

2. Log into the Court Review Side of E-Flex.



The screenshot shows the login page for the Judicial Branch electronic filing system. The header reads "JUDICIAL BRANCH electronic filing". Below the header is a "Log In" section with the instruction "Please enter your User Name and Password." There are two input fields: "User Name:" and "Password:". A "Log In" button is positioned below the password field. At the bottom of the login section, there are two links: "Forgot Your Password?" and "Forgot Your User Name?".

3. Select "View Queues" on the main screen.



The screenshot shows the main screen of the Judicial Branch electronic filing system. The header reads "JUDICIAL BRANCH electronic filing". Below the header is a navigation menu with options: "Home", "Filings", "Binder", "My Profile", and "Logout". The "Home" section contains several buttons and their corresponding actions: "Filings Report" (Filings Report), "View Queues" (List of entries in my queues), "Binders" (View/Create Binders), and "Document Generate" (Test Document Generation From Template). The "View Queues" button is highlighted with a red box.

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



The screenshot shows the "My Queue Entries" page. The header reads "My Queue Entries". Below the header is a section titled "DISTRICT COURTS". There is an "Update" button and a "Filter By View Entries in:" dropdown menu set to "All Queues". There are also "Assigned To:" and "Review Date:" dropdown menus. A red box highlights the "Add Queue Entry Requiring Signature" button. Below the filter section is a "Number of entries displayed per page:" dropdown menu set to "50". At the bottom is a table with the following data:

<input type="checkbox"/>	Queue Entry Id	Queue	Title	Case Title	Court Location	Case Number	Tracking #	Days In
<input type="checkbox"/>	1563	Judicial Review	INE: Correspondence Correspondence from the Plaintiff	Irina Kosova, Petitioner vs. Demitri Kosova, Respondent	FullCourt Testing	2014-DM-000017	14379	52
<input type="checkbox"/>	1557	Judicial	INE: Correspondence testing	State of Kansas vs. AARON bravo,	FullCourt Testing	2014-CR-	14346	67

5. A pop-up box will appear. Enter the Case Number and County you wish to file in. Select "Retrieve".

Add Queue Entry Requiring Signature

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

Case # 2013-CV-000004 County FullCourt Testing Retrieve

6. The case number and case caption will appear. The "Queue" will be set to "Proposed Orders". Enter "JORD" in the Document Type field. Select "JORD: ORD: Order Originated by Judge" as the Document Type.

Add Queue Entry Requiring Signature

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

Case # 2013-CV-000004 County FullCourt Testing Retrieve

Add Queue Entry - 2013-CV-000004 : Wando Cancer vs. Coprorate Guy

Queue	Document Type
Proposed Orders	JORD

Cancel Add Qu POJORDA : MOT: Attachment Order
JORD : ORD: Order Originated by Judge

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

Add Queue Entry Requiring Signature

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

Case # 2013-CV-000004 County FullCourt Testing Retrieve

Add Queue Entry - 2013-CV-000004 : Wando Cancer vs. Coprorate Guy

Queue	Document Type
Proposed Orders	JORD : ORD: Order Originated by Judge

Cancel Add Queue Entry Requiring Signature

8. 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 Order you drafted 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".

Action Details

Case Number	Court Division	Court Location	Case Title	Case Type	Opened Date	Judge
2013-CV-000004		FullCourt Testing	Wando Cancer vs. Coprorate Guy	Asbestos Product Liability		David King

New Docket Entry

View

Action Details

*Required Fields
 Description: ORD: Order Originated by Judge

File: * L:\FULLCOURT\EFiling\Test Documents\Order.pdf

- The queue entry has now been created and you may attach your signature to the document. 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 "My Signature" dropdown and select your name.

To add additional language to the signature page, select the "Add Signature Page Note" button.

Any notes added in the "Note to Clerk/Court Staff" field will appear in Clerk Review.

Select the "Sign and Submit Document" Action option at the bottom of the queue.

Select the "Sign and Submit" button to attach the signature page.

Case Number	Court Division	Court Location	Case Title	Case Type	Opened Date	Judge
2013-CV-000004		FullCourt Testing	Wando Cancer vs. Coprorate Guy	Asbestos Product Liability		David King

New Docket Entry

View	Remove	Replace Document	Document Type	Additional Docket Text	My Signature
			JORD : ORD: Order Ori	This Order was created by the Judge	District Judge

Note from Filer: None
 Note History: None

Note to Clerk/Court Staff: Select Predefined Note

Add any notes to the Clerk here to be sent to Clerk Approval.

Action:

Sign and Submit Document Decline to Take Action Remove from Queue Reassign To:

11. The filing will show as processed with a checkmark next to it.

The entry will be removed from the Proposed Orders queue and will be sent to Clerk Review. At this point, the signature page has been added to the order, but the file stamp will not be affixed until it has been approved through Clerk Review.

12. If additional language was added during step 10, it will appear on the signature page as shown below.

Court:	FullCourt Testing
Case Number:	2012-LM-000152
Case Title:	Capital One Bank vs. Larry Jacobs
Type:	This is an order created by the Judge.

Language entered here will be added to the signature page.

SO ORDERED.

District Judge

/s/ Honorable District Judge