

Process for Judges Signing Proposed Orders after Review by Administrative Assistants

- 1) The Judge will log into the e-filing system with their user name and password.
- 2) Once logged into the system the Judge will access the queues by either selecting the “View Queues” button or selecting “Filings” from the menu bar, and then “Action Queues”.



- 3) To bring up the desired queue entries:
 - Change the “Filter by View Entries in:” dropdown to **Signature Queue**.
 - The “Assigned to:” field should default to the judge name that is signed in.
 - If needed, change the Review Date filter to the appropriate setting date.
 - Select “Update”



The items listed in the queue are submissions that have been reviewed by the Administrative Assistant and marked for signature.

<input type="checkbox"/>	Queue Entry Id	Queue	Title	Case Title	Case Number	Tracking #	Days In Queue	Original Filer	Assign
<input type="checkbox"/>	975	Proposed Orders	PRO: Judgment Order for Judgment	Sam Samuelson vs. William Jones, etal.	2014-CV-000016	11415	0	Lawrence Linn	David
<input type="checkbox"/>	969	Proposed Orders	PRO: Order - No Service Required Order to test judicial assistant instructions	Bill's Garage vs. William Williams	2014-LM-000004	11404	0	Lawrence Linn	David
<input type="checkbox"/>	965	Proposed Orders	PRO: Judgment Order for Judgment	Sam Samuelson vs. William Jones, etal.	2014-CV-000016	11403	1	Lawrence Linn	David

4) There are three options for how the Judge can proceed:

A. BATCH SIGNING

To affix your signature to multiple queue entries at one time, check the box to the far left of each queue entry you would like to sign and select the "Sign" button.

To affix your signature to all of the queue entries, check the box at the top left next to the Queue Entry ID column description. This will place a check in all queue entries. Then select the "Sign" button.

DISTRICT COURTS

Update Filter By View Entries in: Signature Queues Assigned To: David King Review Date: Today's Items
 Number of entries displayed per page: 50

<input type="checkbox"/>	Queue Entry Id	Queue	Title	Case Title	Case Number	Tracking #	Days In Queue	Original
<input checked="" type="checkbox"/>	977	Proposed Orders	PRO: Order - No Service Required Order for Judgment	State of Kansas, Petitioner vs. William Rogers, Respondent	2014-DM-000008	11417	0	Lawrence Linn
<input checked="" type="checkbox"/>	976	Proposed Orders	PRO: Order - No Service Required Order for Judgment	Martin Martins, Petitioner vs. Mary Martins, Respondent	2014-DM-000006	11416	0	Lawrence Linn
<input checked="" type="checkbox"/>	975	Proposed Orders	PRO: Judgment Order for Judgment	Sam Samuelson vs. William Jones, etal.	2014-CV-000016	11415	0	Lawrence Linn
<input checked="" type="checkbox"/>	969	Proposed Orders	PRO: Order - No Service Required Order to test judicial assistant instructions	Bill's Garage vs. William Williams	2014-LM-000004	11404	0	Lawrence Linn
<input checked="" type="checkbox"/>	965	Proposed Orders	PRO: Judgment Order for Judgment	Sam Samuelson vs. William Jones, etal.	2014-CV-000016	11403	1	Lawrence Linn
<input checked="" type="checkbox"/>	964	Proposed Orders	PRO: Order - No Service Required Order for Child Support	Larry Davis, Petitioner vs. Mary Davis, Respondent	2014-DM-000001	11402	1	Lawrence Linn
<input checked="" type="checkbox"/>	966	Proposed Orders	PRO: Dismiss Order for Dismissal	Bill's Garage vs. William Williams	2014-LM-000004	11401	1	Lawrence Linn
<input checked="" type="checkbox"/>	959	Proposed Orders	PRO: Dismiss Order for Dismissal	Larry Lewis vs. Jason Montgomery	2013-LM-000038	11384	2	Lawrence Linn

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Sign Delete

B. INDIVIDUAL SUBMISSION SIGNING

1. To view a particular Proposed Order for signature, select the document name in the Title column.

<input type="checkbox"/>	Queue Entry Id	Queue	Title	Case Title	Case Number	Tracking #	Days In Queue	Original Filer	Assign
<input type="checkbox"/>	975	Proposed Orders	PRO: Judgment Order for Judgment	Sam Samuelson vs. William Jones, etal.	2014-CV-000016	11415	0	Lawrence Linn	David
<input type="checkbox"/>	969	Proposed Orders	PRO: Order - No Service Required Order to test judicial assistant instructions	Bill's Garage vs. William Williams	2014-LM-000004	11404	0	Lawrence Linn	David
<input type="checkbox"/>	965	Proposed Orders	PRO: Judgment Order for Judgment	Sam Samuelson vs. William Jones, etal.	2014-CV-000016	11403	1	Lawrence Linn	David

2. If there are any notes from the Administrative Assistant, there will be a "plus" sign next to the "Note History".

New Docket Entry

View Remove Replace Document Document Type Additional Docket Text

ORDNSR : ORD: Order - Order for Judgment

Note from Filer: None

Note History

Add Note

Select that “plus” sign and the Note History will be displayed.

Note from Filer: None

Note History: 

Date	From	To	Note
2014-01-30 15:30:01.0	Judicial Assistant	David King	Note to the judge from the Administrative Assistant.

Add Note

- Since the document is located in the Judge Signature Queue, that means that the Administrative Assistant has already reviewed the document and requested the judge’s signature. Keep in mind that the original document filed by the attorney may have been replaced with a document that was edited by the Administrative Assistant.

To view the documents originally filed by the attorney, select the document title under the Document Information section. Any documents that were submitted along with the proposed order document will also be available for the judge to view, example being the Motion for Judgment below.

Action Details

Case Number	Court Division	Court Location	Case Title	Case Type	Opened Date	Judge
2014-CV-000016		FullCourt Testing	Sam Samuelson vs. William Jones, etal.	Premises Liability		David King

Document Information - Assigned To David King

Document	File Date	Assigned To
MOT: Motion (Generic) Motion for Judgment	01-30-2014	David King
PRO: Judgment Order for Judgment	01-30-2014	David King

New Docket Entry

View	Remove	Replace Document	Document Type	Additional Docket Text	My Signature	Request S
			PROP_ORDJDG : PRO: Ju	Order for Judgment	<input type="text"/>	<input type="checkbox"/>

To View the document that the judge’s signature will be attached to, select the “View” option under the New Docket Entry section.

Action Details

Case Number	Court Division	Court Location	Case Title	Case Type	Opened Date	Judge
2014-CV-000016		FullCourt Testing	Sam Samuelson vs. William Jones, etal.	Premises Liability		David King

Document Information - Assigned To David King

Document	File Date	Assigned To
MOT: Motion (Generic) Motion for Judgment	01-30-2014	David King
PRO: Judgment Order for Judgment	01-30-2014	David King

New Docket Entry

View	Remove	Replace Document	Document Type	Additional Docket Text	My Signature	Request S
			PROP_ORDJDG : PRO: Ju	Order for Judgment	<input type="text"/>	<input type="checkbox"/>

- To sign the order:
Select the "Sign and Submit Document" radio button.
Select the "Sign and Submit" button.

The "My Signature" field will display the uploaded signature on the user account of the person logged into eFiling. If there are multiple signatures uploaded to the user's account, the signature marked as "Primary" will be displayed. If you wish to attach a signature other than the one marked as Primary, select the drop down arrow within the "My Signature" field to pick the one you would like to attach.

New Docket Entry

View	Remove	Replace Document	Document Type	Additional Docket Text	My Signature
			PROP_ORDJDG : PRO: JU	Order for Judgment	Judge David King

Note from Filer: None
Note History: None

Add Note

Action:

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

Back

C. REASSIGN BACK TO ADMINISTRATIVE ASSISTANT

If the judge does not want to attach their signature and instead would like to return the submission to the Administrative Assistant for additional changes:

Enter any notes that you would like to go back to the Administrative Assistant in the "Note to Clerk/Court Staff" field.

Select the "Reassign To:" radio button.

Select "Proposed Orders" from the Queue dropdown.

Select the appropriate user name from the dropdown field.

Select the "Reassign" button at the bottom.

Note from Filer: None
Note History:

Note to Clerk/Court Staff: Add Standard Text:

Note to Filer: Add Standard Text:

Action:

Sign and Submit Document Decline to Take Action Reassign To: Queue: Date Deferred:

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