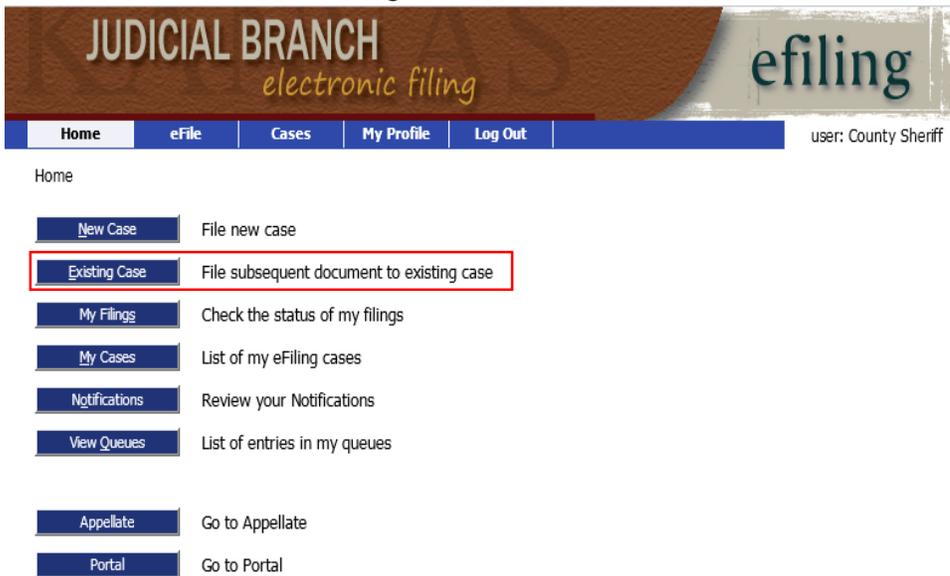


Sheriff Filing Returns of Service through the eFiling System

1. Go to the website: <https://filer.kscourts.org/>
2. The Sheriff will log into the eFlex system with their assigned username and password.
3. The Sheriff will select the District Court button.



4. The Sheriff will select the Existing Case button.



5. Select the appropriate county that the return is to be filed.
6. Enter the case number. Enter the case number in the Case Number field. For District Court filings, the format should be YYYY-DD-000000. (YYYY is the four digit year. DD is the case type abbreviation. The case number must be 6 digits. Therefore if the case number is only 3 digits, then 3 zeros must be added to the beginning of the number. Example: if a case number is 72, then the case number should be listed as 000072.)
7. Select the Submit button.

Existing Cases

Cases that will be filed on

Enter case identifying information

Court Location	<input type="text" value="FullCourt Testing"/>
Case Number (Ex: Appellate-070900001 District-YYYY-DD-000000) :	<input type="text" value="2015-LM-000131"/>
<input type="button" value="Add this case to your list"/> <input type="button" value="Submit"/>	

Or, select a recent case, filter all your cases, file on a specific case, or add cases to your filing list.

Number of cases displayed per page:

8. The case caption and case number will be displayed in the yellow banner at the top of the screen.
9. Select the Document Category of Return from the drop down.
10. Select the applicable document type of either RET: Return of Service or RET: Return of Service – Arrest/Bench Warrant.
11. Type in the Document Title field the name of the document.
12. Find the PDF document that has been saved on sheriff system. To upload selecting the Browse button and find the specific PDF document.
13. Select the Add to Submission button to officially add the document to the submission. The document will appear under the "Document Name" bar.
If there are additional returns for this case, add them to the submission by repeating the process starting at step number 9.
14. When all returns have been added, select the Next button.

The screenshot shows the 'Add a Document' page in the eFiling system. At the top, there is a header for 'JUDICIAL BRANCH electronic filing' and 'efiling'. A navigation menu includes 'Home', 'eFile', 'Cases', 'My Profile', and 'Log Out'. The user is identified as 'County Sheriff'. The breadcrumb trail is 'Home >> Existing Case >> Add a Document'. A yellow banner displays the 'Case Number : 2015-LM-000131' and 'Case Title : Jonny Appleseed vs. Susy Smith'. Below this, the 'Case Type : Automobile Tort' is shown. The form includes several fields: 'Document Category' set to 'Return', 'Document Type *' set to 'RET: Return of Service', and 'Document Title *' set to 'Return of Service'. There are checkboxes for 'Emergency', 'Sealed', and 'Associate to Previous Filing', along with a 'Date of order to seal' field. The 'Document Location' is 'L:\FULLCOURT\EFiling\Test Documents\Doc Correspondence.pdf' with a 'Browse...' button. An 'Add to Submission' button with an 'Add' sub-button is highlighted. At the bottom, there is a table with columns for 'Document Name', 'View Document', 'Edit Data', 'Size', 'Pg Count', and 'Remove'. Below the table are 'Back', 'Move to Draft', and 'Next' buttons.

15. Select the Submit the Filing button to send the submission to the court.

JUDICIAL BRANCH
electronic filing

eFiling

Home eFile Cases My Profile Log Out user: County Sheriff

Home » Existing Case » Add a Document » Review and Approve Filing

Review and Approve Filing

2015-LM-000131 Case Title : Jonny Appleseed vs. Susy Smith

Case Type : Automobile Tort

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

Document Name	View Document
RET: Return of Service Return of Service	Doc Correspondence.pdf

Special Filing Instructions for the Clerk:

[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit the Filing](#)

16. Confirm the selection to send to the court by selection the OK button.

Message from webpage

? Your submission is complete. Click OK to file to the court.

[OK](#) [Cancel](#)

17. A submission confirmation screen will be displayed.

JUDICIAL BRANCH
electronic filing

eFiling

Home eFile Cases My Profile Log Out user: County Sheriff

Home » Existing Case » Submission Confirmation

Your Filing has been submitted

Case Type: Automobile Tort - RET: Return of Service

Note: This filing is now being processed and added to the Clerk of Court document repository. Once ECF has stored the documents associated with your filing, a receipt will be issued to you. You may view the status of this filing, and access your receipt for 60 days, after which it will be purged from this system. The documents will be retained and available long term through the Clerk of Court.

[Filing Status](#)

18. The Sheriff will receive an email notification when the Clerk's Office has approved the submission. This notification will not appear within the "Notifications" link on the home screen, it will only be an email.