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.
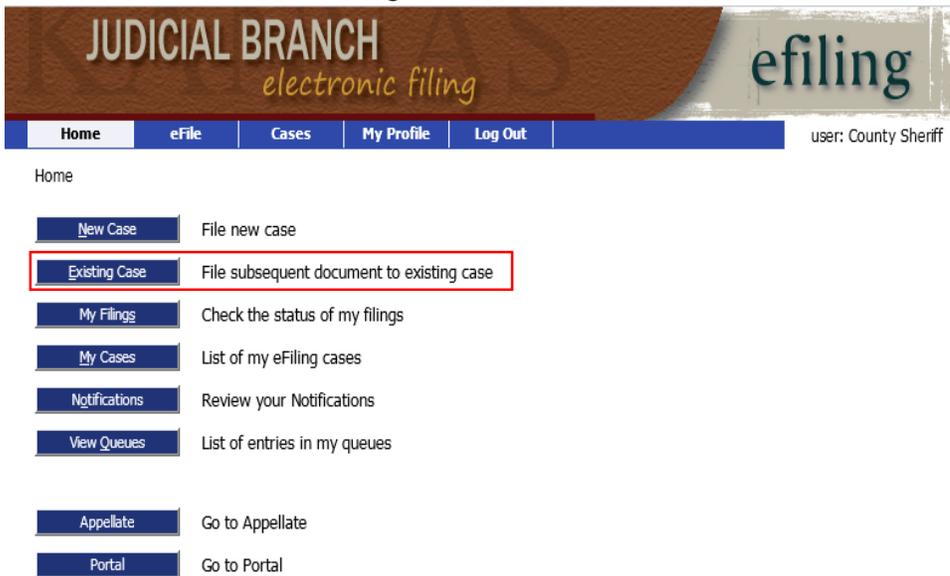
5. Select the appropriate county that the return is to be filed.
6. Enter the case number. Enter the case number in the Case Number field. For District Court filings, the format should be YYYY-DD-000000. (YYYY is the four digit year. DD is the case type abbreviation. The case number must be 6 digits. 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.

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.

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

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

17. A submission confirmation screen will be displayed.

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.