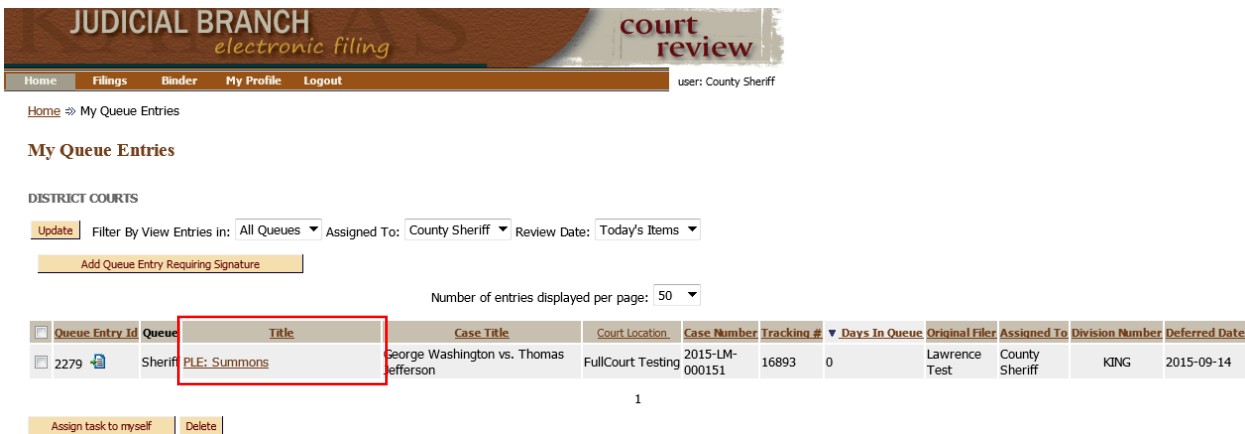


Sheriff's Instructions for Viewing and Printing Documents in the Sheriff's Queue

- 1) An e-mail notification will be sent to the e-mail address on the user account when a queue entry has been created.
- 2) Go to the website: <https://clerk.kscourts.org/courtreview/>
- 3) The Sheriff will log into the eFlex system with their assigned username and password.
- 4) The Sheriff will select the View Queues button.



- 5) Submissions sent to the Sheriff's Queue, will be displayed in the My Queue Entries.
- 6) Select the document Title link to access the document in the queue.



- 7) Select the document Link, to view and print the document for service. Once the document has been viewed and printed, you may mark the submission as Complete or Delete the submission to remove from the queue listing.

