

**23<sup>RD</sup> JUDICIAL DISTRICT  
ADMINISTRATIVE ORDER NO. 15-12-2**

1. *Mandatory E-Filing Date.* Effective April 1, 2016 all licensed attorneys must file all new cases and documents within new or existing cases within the District Courts of the 23<sup>rd</sup> Judicial District utilizing the Kansas Courts Electronic Filing system. Attorneys utilizing the system must follow Kansas Supreme Court Administrative Order 268, and all 23<sup>rd</sup> Judicial District Local Rules and Administrative Orders.
2. *Designation K.S.A. Chapter In Petitions.* All pleadings initiating a case, such as a petition, shall immediately follow the title of the pleading with designation of the chapter of the Kansas Statutes under which the case is to be filed, as shown in the following example:

**IN THE DISTRICT COURT OF GOVE COUNTY, KANSAS**

**JOHN DOE, Plaintiff,**

**vs.**

**Case No.**

**JAMES ROE, Defendant.**


**PETITION  
(Pursuant to K.S.A. Chapter 61)**

3. *Signature Blocks Not To Be Included.* On any journal entries, writs, orders or other documents requiring the signature of a judge or clerk, a signature block for the judge or clerk on the last or signature page of the document shall not be included, or, if necessary, shall be removed prior to e-filing. This is to avoid confusion by those reading the document, as no signature will appear on this page, appearing rather on a cover page generated by the e-filing system.
4. *Date Language Not To Be Included.* Prior to the advent of e-filing, many attorneys or parties included, in the first and/or last lines of proposed orders or other documents language similar to the following: "Dated this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_." Pleadings filed using the e-filing system should now have a first line which begins: "At this time." The final line of the

order or similar document shall include a line substantially in compliance with the following:  
“This Order is effective as of the date and time shown on the electronic file stamp.” Language in an order or journal entry indicating when a hearing or trial occurred may still be employed in an order, journal entry or similar document.

5. *Chambers Copies.* Where required or appropriate, chambers copies are to be supplied to judges by sending a paper copy of the document to the chambers of the judge presiding over the case unless the judge presiding in the case authorizes use of e-mail for that purpose.
6. *Transcript Orders.* When an attorney requests an order for transcript in a case involving an indigent defendant, the attorney must notify the court reporter after the order authorizing preparation of the transcript has been signed.
7. *Attachments to E-filed Documents.* To the extent possible attorneys e-filing motions, memoranda or briefs with exhibits attached should file the exhibits as a part of the original document. If the document is too large to file with the exhibits attached, the exhibits should be separately filed and should be clearly labeled or titled as attachments to the main document.
8. *Service of Pleadings, etc. Through Kansas E-flex E-filing System.* Pursuant to K.S.A. 60-205(b)(2)(F) service of any document or pleading listed in K.S.A. 60-205(a)(1) is authorized to be made to any attorney registered as a user of the Kansas E-flex electronic filing system.

IT IS SO ORDERED this 11<sup>th</sup> day of December, 2015.

  
Edward E. Bouker  
Chief Judge