

What's New for Attorneys and External Stakeholders

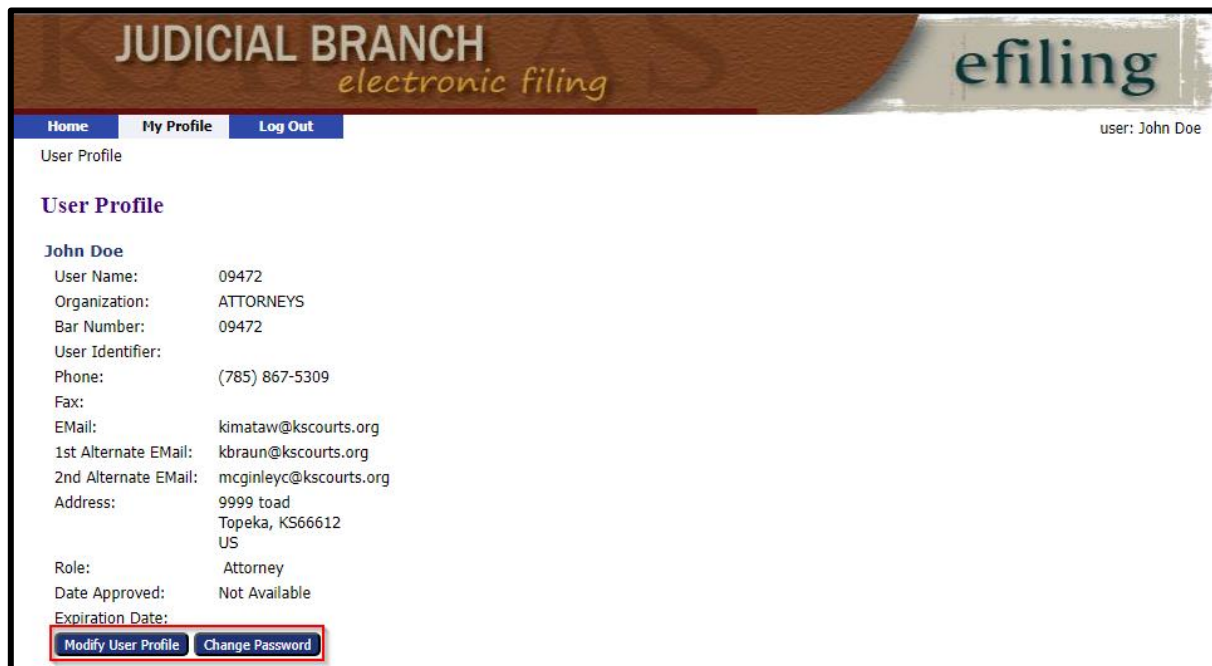
Website: <https://filer.kscourts.org/portal> - Portal Interface

Portal Screen

- Any changes to the user's profile, such as address, phone number, email address updates, or password changes must be made from the Portal Interface screen. If users attempt to make profile or password changes while connected to the District or Appellate Interface screens, they will be redirected to the Portal Interface screen.
 - To make changes to user profiles or update passwords, select My Profile and make the appropriate selection.



- Selecting **My Profile** from the list of options will redirect users to the **User Profile** page. At the bottom of the screen users can select the **Modify User Profile** or **Change Password** buttons.



Courts Section of Portal Screen

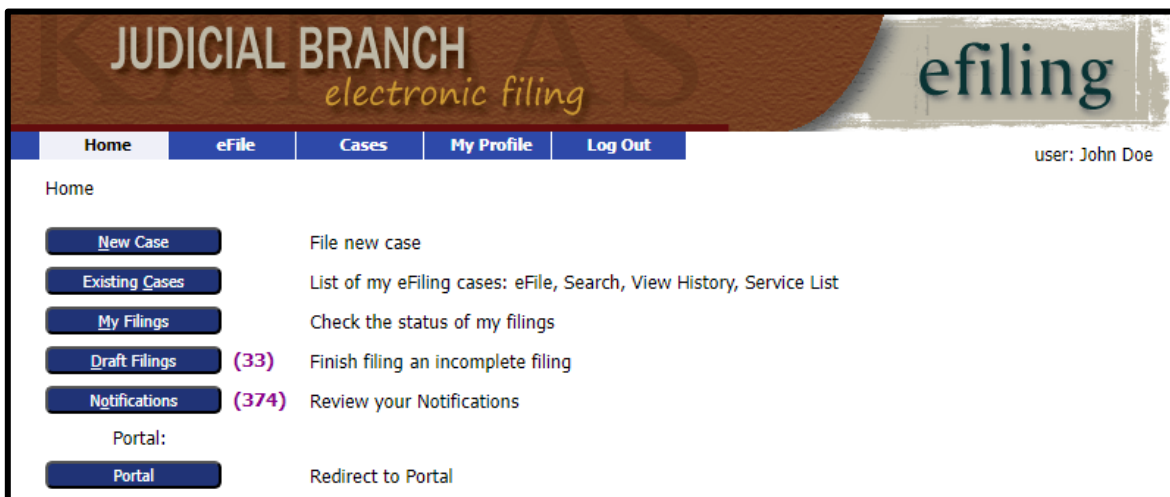
- To connect to either the **Appellate** or **District** Interface, the user will need to select the **Connect** button for the appropriate interface in the **Redirect** column.



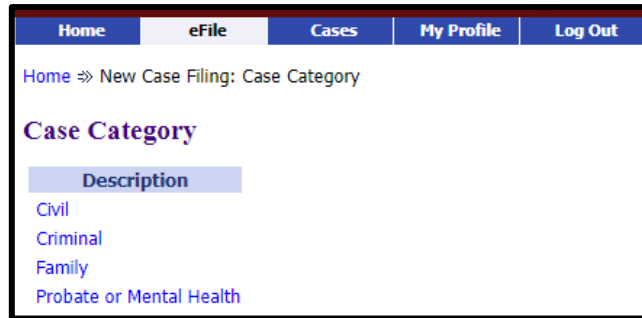
- The **Appellate** or **District** interface can be made as the default by selecting the check box to the right of the desired interface to connect to automatically. Selecting a default will bypass the Portal Interface page upon login and take users straight to the **Home** screen for filing.



Home Screen



- **New Case** button
 - When selected users will be routed to the **New Case Filing** screen where users will need to choose the desired **Case Category**.



- After the **Case Category** is selected, the page will redirect requiring users to then select the desired **Case Type** based on the previous case category selection.



- Once the desired **Case Type** is selected, users will be redirected to the **Case Initiation** screen.

Case Initiation Screen

- From the **Court** drop down select the county to file the submission to.



- Add Case Participant links.
 - When the appropriate button is selected, users will be redirected to the **Add a Party** screen.

Add Case Participants	Add Plaintiffs	Add Defendants	Add Subject	Add Other Parties	Add Witness	(Any party to be served must be added as a distinct party.)
Remove	Participant Name		Type		Attorney/Agent for Party	

- The **Company** radio button has changed to reflect **Organization** radio button.
- **Phone** field includes a drop-down menu to specify **Business, Home, or Cell**.
- The **Mailing Address** field has been expanded to **Address Line 1, 2 and 3**.
- The **Add an Attorney for this Party** section has been updated. Click the **Add** button to open fields for searching for and adding an attorney for a party.
- The **Add Additional Aliases** header has changed to reflect **Add Aliases (AKA)**. Click the **Add** button to open fields to add an alias for the party.
- The **Save** button has changed to reflect **Next**. Once all party information has been entered, select **Next** to route back to the **Add Case Participants** screen.

Add a Party: DM Marriage Dissolution/Divorce

Plaintiff

Organization Person

Party Type:

First Name: *

Middle Name:

Last Name: *

(or Business Name)

Name Suffix:

(Jr, Sr, ...)

EIN: (e.g.: 12-3456789)

SSN:

DOB:

Driver License #:

Driver License State:

Phone:

Fax #:

Email:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State:

Zip / Postal Code:

Back **Next**

Add an Attorney for this Party

Last Name	Middle Name	First Name	Bar #	Type
✗ Doe		John	09472	Attorney

Add

Add Aliases (AKA)

Alias Type	First Name	Middle Name	Last/Business Name
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Add

- Once all parties have been entered on the **Case Participants** section of the **Case Initiation Screen**, select **Next** to be routed to the **Add Documents** screen. Once all documents have been uploaded, select **Next** again to route to the **Review and Submit Filing Screen**.

Review and Submit Filing Screen

- The **Add** button allows users to configure a new payment account from the **Review and Submit Filing** screen.
- Users will now select the appropriate radio button to the left of the desired payment type.
- Users must choose the party associated with the payment from the **Payment on behalf of** drop-down menu.

Estimated Fees: \$195.00 Add

Convenience Fee: \$0.00

Total Fee: \$195.00

Wallet Item: TEST - *1111

Statutory Waiver Fees waived by statute

Poverty Affidavit Poverty Affidavit

Government Entity County Hospitals, Government Agencies, etc.

Payment on behalf of

- Once the submission has been reviewed, users will select **Submit the Filing** to process the submission to the appropriate interface. After selecting the button, the **Your Filing has been submitted** screen will be displayed.

Your Filing has been submitted

Case Type: DM Marriage Dissolution/Divorce - PLE: Petition

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

- Select the **Filing Status** button to open the **My Filings** screen. Users can track the status of their submissions from this page.

My Filings

John Doe Filings

Report Criteria:

View Filings Between: AND

Filing ID: Court Case #: Client #: Status:


Go Clear Search

My Filings Between 01/07/2024 and Today

Delete Filings per page:


<input type="checkbox"/>	Filing ID	Client #	Case Title	Court Case #	▼ Date Submitted	Document Type	Court Location	Status
<input type="checkbox"/>	2796				01-07-2024 05:36:36 PM	PLE: Petition	Riley County District Court	Awaiting Approval

Number of Filings: 1 📧 - Message from the court/clerk


- The  icon next to a status link indicates that a message was placed in the **Note to Filer** box by court staff.

My Filings Between 01/07/2024 and 1/7/2024

Delete Filings per page: 50

<input type="checkbox"/>	Filing ID	Client #	Case Title	Court Case #	▼ Date Submitted	Document Type	Court Location	Status
<input type="checkbox"/>	2796				01-07-2024 05:36:36 PM	PLE: Petition	Riley County District Court	Rejected 

[Resubmit](#)

- When the status to the left of the  icon is selected, the **Filing Status** page will be displayed with the **Reason** for the rejection.

Filing Status

Status: Rejected 01-07-2024:05:45:29 PM

Reason: Test return comment

Client #:

Filing ID: 2796

Tracking ID: 2203

Submitted By: Doe, John

Date Submitted: 01-07-2024 05:36:36 PM

Official File Stamp:

Case Title:

Court Case #:

Case Type: DM Marriage Dissolution/Divorce

Court Location: Riley County District Court

Document Name	View Document
PLE: Petition Petition	Petition.pdf

[Back](#)

- **Existing Cases** button (located on the Home Screen)
 - Once selected users will be routed to the **My Cases** screen.

My Cases

Number of cases displayed per page: 50

Cases that will be filed on

[Case Number](#) [Case Title](#)

Court: DISTRICT COURTS

Case Number	Court Location	eFile	Add this case to your list	History	Service List
	Allen County District Court				

Ex: YYYY-DD-000000 or county abbreviation-YYYY-DD-000000 depending on date case filed.

[Search Cases](#)

Show Active
 Show Inactive
 Show Both

	Case Title	▼ Case Number	eFile	Case Type	Judge	Court Location	Certificate Inactive
Add	Frank Franklin vs. Frangelica Fausett	RL-2023-CV-000152	eFile	CV 60-1507	Assigned No-Judge	Riley County District Court	Service List <input type="checkbox"/>

- In the **Case Number** field enter the case number (including dashes and leading zeros), then select the county where the case is using the **Court Location** field.
 - **eFile** button – when selected users will be routed to the **Add a Document** screen to upload and submit a filing.

- **Add this case to your list** button – When filing to multiple cases select this button to add the cases to the list at the top of the screen. Once all cases are added then select the **File on these Cases** button.

Cases that will be filed on	
Case Number	Case Title
RL-2023-CV-000196	Octavious Caesar vs. Portia Brutus


- **History** button – clicking this button will route users to the eFlex **Case Summary** screen where a list of filings on the entered case number will be displayed.

Case Number		Plaintiff	
RL-2023-CV-000196		Octavious Caesar	
Case Type		Defendant	
CV Transfer Pre Judgment LM Ch 61 to CV Ch 60		Portia Brutus	
Opened		Judge	
		Honorable Grant D Bannister - Division	
Status		GBANNISTER	
Active			

Show/Hide Participants

File Date	Case History
2-19-2023 03:18:00 PM	PLE: Transfer LM to CV Petition Prayer Amount 500.01-5,000 Transfer LM to CV Petition Prayer amount f \$4,900.00
2-19-2023 03:18:00 PM	AFF: Poverty Poverty Affidavit

- **Service List** button – clicking this button will open the **Service List** window. This page lists which parties will and will not receive a **Notice of Electronic Filing** for this case.



Service List

Service List RE: RL-2023-CV-000196

Case Number: RL-2023-CV-000196
Judge: Judge Honorable Grant D Bannister - Division GBANNISTER
Court: State of Kansas
 Riley County District Court
Case Title: Octavius Caesar vs. Portia Brutus

This certificate was automatically generated by the courts auto-notification system.
Date Generated: 01-07-2024:18:27:35

As of 01-07-2024, the electronic filing system will send a Notice of Electronic Filing (NEF) to the following parties:
 James Linn for Octavius Caesar
 Grant Bannister

The electronic filing system will not send a Notice of Electronic Filing (NEF) to the following parties, who must be notified by a traditional method of service:
 Portia Brutus
Address: Portia Brutus
 2974 SE Ashcroft Lane
 Topeka, KS 66618

- The **Service List** page can also be opened by clicking the link in the **Certificate** column for the appropriate case in the users My Cases list.

My Cases Number of cases displayed per page: 50

Cases that will be filed on

[Case Number](#) [Case Title](#)

Court: DISTRICT COURTS

Case Number	Court Location				
<input type="text"/>	Allen County District Court	eFile	Add this case to your list	History	Service List

Ex: YYYY-DD-000000 or county abbreviation-YYYY-DD-000000 depending on date case filed.

[Search Cases](#)

Show Active
 Show Inactive
 Show Both

	Case Title	Case Number	eFile	Case Type	Judge	Court Location	Certificate	Inactive
Add	<input type="checkbox"/> In the Matter of Jordan Love	RL-2024-MR-000002	eFile	MR Grand Jury	Assigned No-Judge	Riley County District Court	Service List	<input type="checkbox"/>
Add	<input type="checkbox"/> In the Matter of Name of property seized such as cash or weapons or drugs or	RL-2024-MR-000001	eFile	MR Disposition of Property Seized	Assigned No-Judge	Riley County District Court	Service List	<input type="checkbox"/>

- **Search Cases** button – users can select this button to open a search box to enter case information that allows users to search their list of cases.

Search Cases

Search by:

Enter a part of the case title or complete case number as search criteria.

Case Title:

Case Number: (Ex: YYYY-DD-000000 or county abbreviation-YYYY-DD-000000 depending on date case filed.)

Court Location:

[Cancel](#) [Search](#)

- **My Cases** list – to see a list of active, inactive, or both click the appropriate radio button at the top of the list.

<input checked="" type="radio"/> Show Active <input type="radio"/> Show Inactive <input type="radio"/> Show Both								
	Case Title	▼ Case Number	eFile	Case Type	Judge	Court Location	Certificate	Inactive
Add	In the Matter of Jordan Love	RL-2024-MR-000002	eFile	MR. Grand Jury	Assigned No-Judge	Riley County District Court	Service List	<input type="checkbox"/>

- Clicking the **Add** button will add that case from the My Cases list to the **Cases to be filed on** list at the top of the screen.
- When the **eFile** link is clicked in the **eFile** column the **Add a Document** screen for that case will be displayed.
- To mark a case as inactive, click the box in the **Inactive** column for the appropriate line item (i.e., case).

Filing Charges Screen

- Still located under the Cases tab at the top of the screen.
- On the **Filing Charges** screen the **View Filings Between/Court Location** fields allow users to see charges within a specified date range and county.
- The **Export to File** link allows the user to export the filing charges list to an Excel spreadsheet.

JUDICIAL BRANCH
electronic filing **eFiling**

user: John Doe

Filing Charges

Filing Charges

View Filings Between: AND
 Court Location:

Charges Between 01/01/2024 and 01/08/2024 for John Doe

[Export to file](#)

Filing ID	Tracking ID	Case Title	Client #	Case Number	Court Location	Description	▲ Date	Account	Authorization Code	Receipt No.	Court Fees
2218	1707	TEST PLAINTIFF vs. TEST DEFENDANT		RL-2024-CV-000002	Riley County District Court	CV Fraud	01-02-2024 06:05	X1111	6594A4AD39799DA2000004460001E277415653C9		\$199.66
2192	1689	Nicoleta Tutuola vs. Musila Frangelican	CV16507-24	RL-2024-CV-000003	Riley County District Court	CV 60-1507	01-03-2024 02:38				\$295.00
2190	1687	Susan24 YearTest vs. Michael24 NewYearTest1	BP-2402	RL-2024-CV-000004	Riley County District Court	CV Buyer Plaintiff	01-03-2024 02:50				\$195.00
2348	1821	Vanderbilt Hoffman vs. Villanova Richardson	Reg2024	RL-2024-CV-000006	Riley County District Court	CV Fraud	01-03-2024 04:18				\$195.00
2356	1827	Wilson Holland vs. Joshua K. Honestain	LegalMal-24	RL-2024-CV-000007	Riley County District Court	CV Legal Malpractice	01-03-2024 05:04				\$295.00
2414	1801	TEST PLAINTIFF, JR vs. TEST DEFENDANT		RL-2024-CV-000009	Riley County District Court	CV Fraud	01-04-2024 12:43	X1111	6596FC6D375622740000082E00149CF415653C0		\$199.66
2624	2055	Dracula Vlad vs. Mickey Mouse		RL-2024-CV-000010	Riley County District Court	CV Legal Malpractice	01-05-2024 11:30				\$195.00
2654	2065	Frank Franklin vs. Joe Schmoee sreos		RL-2024-CV-000011	Riley County District Court	CV Fraud	01-05-2024 12:07	X1111	6598457E221E3DF50000FFC0000402041565387		\$199.66
2656	2067	Captain Hook vs. Peter Pan		RL-2024-CV-000012	Riley County District Court	CV Buyer Plaintiff	01-05-2024 12:17				\$195.00
2376	1849	Madmosele Melmalbad vs. Julius Hawthorn	New-MedMal-2404	RL-2024-CV-000013	Riley County District Court	CV Medical Malpractice	01-05-2024 12:53				\$195.00
2374	1847	Samantha Golata vs. Zacharia Mouseleata	New-BP-2104	RL-2024-CV-000014	Riley County District Court	CV Buyer Plaintiff	01-05-2024 12:53				\$295.00
2126	1637	In the Matter of the Marriage of Hercule Poirot vs. Princess Ratchett	DM-29	RL-2024-DM-000002	Riley County District Court	DM Marriage Dissolution/Divorce	01-05-2024 03:36				\$195.00
2772	2183	Captain Hook vs. Vlad Paul Dracula Srr		RL-2024-CV-000015	Riley County District Court	CV Asbestos Product Liability	01-05-2024 05:49				\$195.00
Total: \$2,848.98											