

IN THE FIFTH JUDICIAL DISTRICT  
LYON AND CHASE COUNTIES, KANSAS  
ADMINISTRATIVE ORDER NO. 2016- 06

WHEREAS, the Fifth Judicial District has successfully implemented an electronic filing system consistent with standards for electronic filing approved by the Kansas Supreme Court and the Supreme Court has approved the same; and,

WHEREAS, the Judges of the Fifth Judicial District, pursuant to Kansas Supreme Court Rule 122 have deemed it appropriate to initiate mandatory filing by electronic means;

NOW, THEREFORE, IT IS HEREBY ORDERED as follows:

A. **Electronic Filing Mandatory.** Effective February 1, 2017, all licensed attorneys must submit all new cases and documents to be filed in existing cases for filing with the District Courts of Lyon and Chase Counties, Kansas, utilizing the Kansas Courts Electronic Filing system. Attorneys utilizing the system should acquaint themselves with and follow Kansas Supreme Court Order No. 268. Except as modified herein, all local rules presently in effect continue to apply to all cases and documents filed through the e-filing system. The Chief Judge, or the Chief Judge designee, shall have the discretion to waive or delay the mandatory e-filing requirement in specific cases for just cause, which, if granted, shall include a compliance plan and deadline for compliance. For purposes of this order, the Chief Judge designee shall include the judge assigned to a case, the Court Administrator and Clerk of the District Court.

B. **Chamber's Copies.** When e-filing any motion, reply to a motion, briefs, or jury instructions, counsel should deliver a chamber copy to the assigned judge and administrative assistant. Delivery may be in electronic or hard copy format.

C. **Transcript Orders.** Counsel obtaining orders for transcripts shall notify the court reporter when an order for transcript is signed by a judge.

D. **Indigent Defense Panel Vouchers.** Appointed counsel should deliver felony vouchers and supporting information directly to the presiding judge. Vouchers should not be e-filed. Attorneys appointed in misdemeanor cases who need to file vouchers should deliver the voucher and any supporting information to the respective Clerk of the District Court. Motions and orders requesting a finding that the case was exceptional should be delivered directly to the assigned judge at the time of submission of the voucher. The court will return felony vouchers to the attorney upon approval. The attorney should then submit the voucher to the Board of Indigent Defense Services.

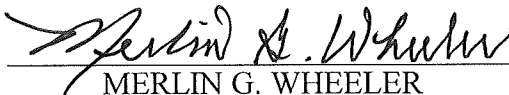
E. **Attachments to Motions and Briefs.** When possible persons filing pleadings with documents attached should file the attachments as part of the original documents. If the filer is unable to include the attachment with the original document because of size restrictions, the attorney should e-file the attachments separately and should label the attachments in such a way that the label identifies the document to which it is appended.

F. **Use of Pre-printed or Required Journal Entry forms.** Counsel may continue to use pre-printed or required journal entry forms. If utilized, upon signature of the assigned judge, the clerks will scan and file the document. Following confirmation of filing, the clerk may thereafter

destroy the original copy as directed by the Clerk of the District Court. Mandated journal entry forms not immediately completed in court following a hearing (e.g. Journal entries of Revocation hearings in Felony cases), should be filed electronically; care must be given to the format for submission so that it is legible to the court upon opening the file. In the event documents are submitted in formats that render them illegible or difficult to read, they will be rejected.

**G. Filing of Original Wills in Probate.** When a party electronically files a petition to admit a will to probate, the party should attach a copy of the will to the petition. The party should also file the original of the will with the Clerk of the District Court.

ORDERED this 3<sup>rd</sup> day of January, 2017.



---

MERLIN G. WHEELER

Chief Judge

Fifth Judicial District of Kansas