

## Attorney Document Listing

Document Category / Document Type	Fee Associated	Business Rule
<b>AFFIDAVIT</b>		
AFF: Affidavit (Generic)		Use this document type when the Affidavit is not covered by any other document type within this category.
AFF: Amended Probable Cause/Arrest Report		
AFF: Poverty		
AFF: Probable Cause/Arrest Report		
<b>APPEAL</b>		
APP: Addition to Record		
APP: Appeal (Generic)		Use this document type when the Appeal is not covered by any other documents type within this category.
APP: Appeal from District Magistrate Judge (CV, LM, DM, PR, SC)		This will be filed as a new CV case and the corresponding docket fee will be assessed. Use the Civil case type and the Other Civil Appeal subtype.
APP: Appeal from District Magistrate Judge (CR, TR, FG, JV, JC)		This document will be filed within the existing case, no new docket fee will be assessed.
APP: Court Docketing Notice		
APP: Mandate		
<b>BOND</b>		
BON: Appearance		
BON: Bond (Generic)		Use this document type when the Bond is not covered by any other document type within this category.
<b>DISCOVERY</b>		
DIS: Discovery (Generic)		Use this document type when the Discovery is not covered by any other document type within this category.
DIS: Subpoena - Clerk Signed		When the clerk signs a subpoena, the signature page will be the first page of the document. (same as orders)
DIS: Subpoena - Judge Signed		When the judge signs a subpoena, the signature page will be the first page of the document. (same as orders)
DIS: Transcript		
DIS: Transcript Request		
<b>INFORMATION</b>		

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INF: Accounting - Annual		If the Court requires the Annual Accounting to be signed by a judge, use the "PRO: Administrative Review" document type.
INF: Adoption Report		
INF: Annual Report		If the Court requires the Annual Report to be signed by a judge, use the "PRO: Administrative Review" document type.
INF: Brief		
INF: Child Support Worksheet - No Judge Signature Requested		
INF: CINC Information Form		
INF: Confidential Report/Evaluation		
INF: Correspondence		All correspondence will be file stamped and included in the court record. Notes made from the filer through E-Flex will not be included in the record. All correspondence will be forwarded to the judge.
INF: Diversion Agreement		
INF: Eminent Domain - Report of Appraisers		
INF: Entry of Appearance		When filing on a case that you are not currently an attorney of record, this document must be filed first in order for you to view the case and associated documents through E-Flex.
INF: Entry of Appearance - New Party		This document type will allow the addition of a new party to the case. In order for the filer to be placed into the case management system as representing the new party, they will need to manually add themselves within the "Add an Attorney for this Party" section of the party screen.
INF: Entry of Appearance - Prosecutor		When the prosecutor on a criminal or juvenile case changes, this document should be used.
INF: Exhibit		
INF: Garnishment - Release		
INF: Home Study		
INF: Income Withholding Order 39-7,147		This document type is used by DCF and CSE filers. This document type will not be routed to a judge for signature.
INF: Income Withholding Modification/Termination 39-7,147		This document type is used by DCF and CSE filers. This document type will not be routed to a judge for signature.
INF: Information (Generic)		Use this document type when the Information is not covered by any other document type within this category.

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INF: Judge Signed Order		This document type is used when filing an order where all signatures have been secured, including the judges. This can be scanned and uploaded as a pdf document. It will be file stamped when approved by the clerk through e-filing.
INF: Jury Instructions - Proposed		
INF: KBI Cover Sheet for Expungement		
INF: KPC Information Sheet		
INF: Memorandum		
INF: NCIC Information Form		This document type is used when filing on a Protection from Abuse or Protection from Stalking case.
INF: Oath		
INF: Parenting Class Fee - SG only (Available Nov. 1, 2016)	✓	This document type should only be used when paying the Parenting Class Fee in Sedgwick County. No document image will be uploaded.
INF: Parenting Class Reduced Fee - SG only (Available Nov. 1, 2016)	✓	This document type should only be used when paying the Reduced Parenting Fee in Sedgwick County. No document image will be uploaded.
INF: Parenting Plan		
INF: Permanency Plan		
INF: Petition/Confidential Form		
INF: Pretrial Questionnaire		
INF: PSI Report - Non Sealed		Use this document type when filing a PSI that is not sealed.
INF: PSI Report - Sealed		Use this document type when filing a PSI that needs to be sealed.
INF: PSI Report - Victim Statement		The Victim Statement portion of the PSI will now be filed as two separate documents to ensure that the victim statement portion is sealed.
INF: Reintegration Plan		
INF: Satisfaction of Judgment		
INF: State Tax Warrant Satisfaction	✓	This document type is used when filing a State Tax Warrant Satisfaction.
INF: Warrant Cover Letter		Use this document type when attaching the needed party detail information for the sheriff to serve.
<b>MOTION</b>		
MOT: 28-179 - Modify Motion	✓	This document type is used when filing Post Decree Motions.
MOT: Aid in Execution	✓	

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MOT: Aid in Execution - Alias		
MOT: Appoint		Use this document type when the Appoint is not covered by any other document type within this category.
MOT: Appoint - Counsel		
MOT: Appoint - Guardian Ad Litem		
MOT: Attachment Order	✓	
MOT: Citation Contempt/Show Cause		
MOT: Citation Contempt/Show Cause - Alias		
MOT: Demand for Estimated Cost of Transcript		
MOT: Dispositive	✓	Use this document type when filing a Dispositive Motion as outlined in HB 2005, passed in 2015 Legislation.
MOT: Expungement - Criminal	✓	
MOT: Expungement - Juvenile	✓	
MOT: Garnishment	✓	
MOT: Garnishment Chapter 60	✓	
MOT: Garnishment - Computation Request		
MOT: Motion (Generic)		Use this document type when the Motion is not covered by any other document type within this category.
MOT: Parental Rights - Terminate		
MOT: Pro Hac Vice	✓	
MOT: Probate Petition		This document should be used when filing motions/petitions in probate cases.
MOT: Response		
MOT: Sale (28-178)	✓	
MOT: Summary Judgment	✓	
MOT: Summary Judgment Ch 61		
MOT: Transcript		
MOT: Warrant - Bench		
MOT: Warrant - Recall		
MOT: Writ of Execution (28-178)	✓	
MOT: Writ of Execution (28-178) - Alias		
<b>NOTICE</b>		
NOT: Notice - No Sheriff Service Required		This document should be used when the Notice is not needing to be personally served on the parties by the sheriff.

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NOT: Notice - Sheriff Service Required		This document should be used when the Notice is needing to be personally served by the sheriff.
NOT: Notice Requiring Clerk Signature		This document should be used when a Notice is required to have a clerk's signature. (Not used for clerk's extentions, subpoenas, or garnishments.)
<b>PROPOSED ORDER</b>		
PRO: 28-179 - Modify Order		This document type should be filed along with the "MOT: 28-179 - Modify Motion". The MOT document type will assess the fee.
PRO: Adjudication		
PRO: Administrative Review		
PRO: Aid of Execution - Appear for Hearing		If not an Alias Aid of Execution, this document type should be filed along with the "MOT: Aid in Execution". The MOT document type will ases the fee.
PRO: Appoint		
PRO: Appoint - Counsel		
PRO: Arraignment		
PRO: Attachment Order		This document type should be filed along with the "MOT: Attachment Order". The MOT document type will assess the fee.
PRO: Child Support Worksheet - Judge Signature Requested		
PRO: Citation Contempt/Show Cause		
PRO: Clerk's Extension		This will be handled similar to orders due to the requirement of the clerks signature.
PRO: Commitment		
PRO: Consolidate		
PRO: Custody/Placement		
PRO: Decree		
PRO: Default Judgment		
PRO: Descent		
PRO: Dismiss		
PRO: Disposition		
PRO: Diversion		
PRO: Ex Parte		
PRO: Expungement		
PRO: Final Order Extension		

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PRO: Final Settlement		
PRO: First Appearance		
PRO: Garnishment		This document type should be filed along with either the "MOT: Garnishment" or the "MOT: Garnishment Chapter 60". The MOT document type will assess the fee.
PRO: Guardian Ad Litem		
PRO: Guardian/Conservator/Trustee		
PRO: Income Withholding Judge Sign		Use this document type when the Income Withholding Order should be signed by a judge.
PRO: Income Withholding Modification/Termination Judge Sign		Use this document type when the Income Withholding Modification/Termination should be signed by a judge.
PRO: Judgment		
PRO: Judgment - Set Aside		
PRO: Letters		
PRO: New Trial		
PRO: No Run Warning		
PRO: Order (Generic)		Use this document type when the Order does not require service by the sheriff and is not covered by any other document type within this category.
PRO: Order - Sheriff Service Required		Use this document type when the Order requires service by the sheriff and is not covered by any other document type within this category.
PRO: PFA/PFS Protection Order		
PRO: Parental Rights - Terminate		
PRO: Payout		
PRO: Permanency Hearing		
PRO: Plea		
PRO: Probable Cause		
PRO: Recuse		
PRO: Refusing to Grant Letters		
PRO: Replevin Bond		
PRO: Restitution		
PRO: Restraining		

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PRO: Sale (28-178)		This document type should be filed along with the "MOT: Sale (28-178)". The MOT document type will assess the fee.
PRO: Sentencing		
PRO: Sheriff Sale		This document type should be filed along with the "MOT: Sale (28-178)". The MOT document type will assess the fee.
PRO: Sheriff Sale Cancellation		
PRO: Sheriff Sale Confirmation		
PRO: Summary Judgment		For Chapter 60 cases, this document type should be filed along with the "MOT: Summary Judgment". The MOT document type will assess the fee.
PRO: Temporary		
PRO: Transcript		
PRO: Transport		
PRO: Treatment		
PRO: Venue Change		
PRO: Warrant - Arrest		
PRO: Warrant - Bench		
PRO: Warrant - Recall		
PRO: Warrant - Search		
PRO: Withdraw		
PRO: Writ		Use this document type when the Writ is not covered by any other document type within this proposed orders category. If the Writ needs served and is not a Writ of Execution, use the PRO: Order - Service Required document.
PRO: Writ of Execution (28-178)		This document type should be filed along with the "MOT: Writ of Execution (28-178)". The MOT document type will assess the fee.
PRO: Writ of Execution (28-178) - Alias		
<b>PLEADING</b>		
PLE: Amended Complaint/Information		
PLE: Amended Document (Generic)		
PLE: Amended Petition		This document type will allow the addition of a new party to the case.
PLE: Answer		
PLE: Answer - Counter		
PLE: Answer - Cross Claim		

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PLE: Complaint/Information		
PLE: Conduct Inquiry		
PLE: Coroner Report		
PLE: Post Judgment Elevation from Chapter 61 to Chapter 60		This will be the Certified copy of the Limited Journal Entry. This will be filed as a Civil case with the Post Judgment Elevation Limited Ch 61 to Civil Ch 60 subtype. Must be filed as a new CV case for the docket fee.
PLE: Interplead		This document type will allow the addition of a new party to the case.
PLE: Medical Malpractice Screening Panel - Request		
PLE: Petition		
PLE: Petition - Counter		This document type will allow the addition of a new party to the case.
PLE: Petition - Cross Claim		This document type will allow the addition of a new party to the case.
PLE: Petition - Third Party		This document type will allow the addition of a new party to the case.
PLE: Petition for Refusing to Grant Letters	✓	Use this document when filing the petition within the existing probate case.
PLE: Petition to Elevate Will to Estate	✓	Use this document when filing the petition within the existing probate case.
PLE: Pursuant to 23-37,209		
PLE: Registration of Foreign Judgment		
PLE: Reply		
PLE: Response - Answer		
PLE: Response - Counter/Cross Claim		
PLE: Summons		
PLE: Summons - Criminal/Juvenile Judge Signed		Use this document when filing a criminal or juvenile summons that should be signed by the judge.
PLE: Summons - Criminal/Juvenile Clerk Signed		Use this document when filing a criminal or juvenile summons that should be signed by the clerk.
PLE: Summons - Filer Drafted		This document type can be used when a filer creates a summons, for example a Civil Third Party or Out of State Summons.
PLE: Summons - Alias		
PLE: Tax Warrant		
<b>RETURNS</b>		
RET: Return of Service		
RET: Return of Service - Arrest/Bench Warrant		



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RET: Return of Service - Search Warrant		
RET: Return of Service - Tax Warrant		

**10 MB Size Limit Per Document**

**30 MB Size Limit Per Submission**

**No limit on the number of docs filed in one transmission as long as it  
doesn't exceed 30 MB.**