

Did You Know? Hints and Tips for eFlex - Attorneys

If you are an attorney with an existing eFiling account and you need support, contact the helpdesk by calling 1-844-892-3721 (toll free), or emailing kansassupport@tybera.com. Telephone and email support are available 8 a.m. to 6 p.m. CST, Monday through Friday, excluding federal holidays

Submission deletion from eFlex by Attorney

Once an item has been submitted to a court through eFlex, Attorneys will not be able to stop the transmission by attempting to delete items from eFlex.

The item will/can be deleted from their list on My Filings, but the submission still appears on the Clerk's side of eFlex and can still be processed by the clerk. The only way to "delete" an item erroneously filed is to contact the court and ask that the submission be rejected back to the filer.

Attorneys being added into the court Case Management System

The eFiling document types listed below automatically add attorneys to the case in the court Case Management System.

Any other documents that are filed to "add" an attorney to a case will not update the case, and the attorney will have to be added manually by the Clerk. This may delay your access to the case through the eFlex system.

INF: Entry of Appearance

INF: EOA – New Party

PLE: Amended Petition

PLE: Answer

PLE: Interplead

PLE: Petition – Counter

PLE: Petition – Cross Claim

The attorney can also associate themselves to the party when filing a new case and this will add attorneys to the case in the court Case Management System

Document Size Info Maximum Document Size is 10 Mb and maximum submission size is 30 Mb per session.

Court personnel are not able to see the size of a document/submission after it has been submitted in eFlex. However, the filers do see the size of their document when they attach it to the submission. Below is a screen shot of the filer side of eFiling after a document has been added. In the highlighted box, the filer can see how large the document is, as well as the total for all of the documents attached to the submission.

The screenshot shows the eFiling interface for a case. The case number is 2016-PR-000013 and the title is "In the Matter of the Estate of Harry Smith". The document category is "Information". The document type is "PLE: Response - Answer testing". The document title is "Doc: Correspondence.pdf". The document location is "Doc: Annual Accounting.pdf". The document size is 0.08 MB. The total size of all documents attached to the submission is 0.16 MB. A green box highlights the "Size" and "Total Size" columns in the document list table.

Document Name	View Document	Edit	Data	Size	Pg Count	Remove
PLE: Response - Answer testing	Doc: Correspondence.pdf			0.08 MB		
INF: Information (Generic) testing	Doc: Annual Accounting.pdf			0.08 MB		
				Total Size:	0.16 MB	

Document file name information

Please do not include any symbols in your file names. Max file name length is 80 characters including spaces. Items will not process correctly and will be rejected if these guidelines are not followed.

Case History/Summary page

The case history page for a case can be accessed by selecting any case number link in eFlex.

▼ Case Number
2017-PR-000004

This is the best place to retrieve a file stamped copy of a case document.

This page shows case information from the court Case Management System. All imaged documents can be viewed. Select the document name link under Case History to view the document.

Please disregard the Division number linked to the Judges name as in most cases it is erroneous.

2016-LM-000046 : Bill Jones vs. John Smith
DISTRICT COURTS - FullCourt Testing

Case Number	2016-LM-000046	Plaintiff	Bill Jones
Case Type	Other Limited	Defendant	John Smith
Opened		Judge	David King - Division 14
Status	Active		

Show/Hide Participants

Plaintiff[s]	Counsel of Record
Bill Jones	Lawrence Testing Webb Street Topeka, KS 66612

Defendant[s]	Counsel of Record
John Smith 2563 E 10th St Topeka, KS 66605	

File Date	Case History
04-06-2016	Petition for recovery of money PLE: Petition
04-06-2016	Summons PLE: Summons
04-15-2016	test ORD: Order - Service Required
04-20-2016	Petition PLE: Petition
05-19-2016	test ROA Code ORD: Summons - Civil Third Party
05-31-2016	Aid of Execution ORD: Aid in Execution - Appear for Hearing
06-10-2016	Testing Auto Assign in Prop Order queue to King ORD: Recuse

Attorney notification hints

Any attorney can file on any case, regardless of whether they are listed as an attorney for a party on the case. That filer will receive notifications regarding their one particular submission only. All other attorneys on the case will also get notification of the submission.

In order for the attorney to view the case summary in e-flex, they must be added to the court Case Management System attorney drawer with the bar number they log into eFlex with.

Electronic vs Paper Notifications

Only eFiled documents will trigger notifications from the eFiling system and only to parties with an eFiling account. Paper filed documents will need to be distributed in the traditional manner.

More Notification Tips

If an attorney is listed for multiple parties on the case in the court Case Management System, they will only be notified once electronically.

The following people were notified electronically:

Attorney Smith for Defendant 1


No Judge Assigned

The following people have not been notified electronically by the Court. Therefore, they must be notified by traditional means:

Attorney Smith for Defendant 2

Amy L. Prieps

Rejection notes from the Judge when there is a Judicial Rejection appear on the electronic notification as long as it is entered into the Note to Filer box by the Judge. The bug where this note does not appear has been fixed.



***** IMPORTANT NOTICE - READ THIS INFORMATION *****
NOTICE OF ELECTRONIC FILING [NEF]

A filing has been submitted to the court RE:	2016-PR-000011
Judge:	Judge David King - Division KING
Official File Stamp:	10-19-2016:14:02:15
Court:	DISTRICT COURTS
	FullCourt Testing
Case Title:	In the Matter of the Estate of no subject
Document(s) Submitted:	Judicial Rejection Judgment
Note from the Court:	Rejection Note to Filer will appear in the NEF.

This notice was automatically generated by the courts auto-notification system.

Attorney Bar Number error on new case filings

If you receive this error on a new case filing, you will not be able to attach payment for the case and it will be rejected. Please contact the court and ask them to enter your information, including the bar number, into their Case Management System before submitting the filing.

Review and Approve Filing

Case Type : Other

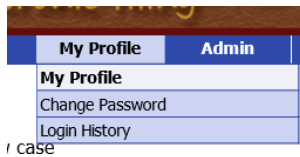
Error: ---Unable to retrieve attorney using bar number: 191919.

Generated XML Data: [Change Filing Info](#)

Document(s) to be Submitted: [Add/Remove Documents](#)

Profile Changes - How to update or edit your profile in eFlex.

Under My Profile select **My Profile**



In User Profile select **Modify User Profile**

User Profile

Lawrence Test

User Name:
Organization:
Bar Number:
Bar State:
User Identifier:
Phone:
Fax:
EMail:
1st Alternate EMail:
2nd Alternate EMail:
Address:

Role:
Date Approved:
Batch Enabled Status:
Expiration Date:
Frequent Parties:

[Modify User Profile](#)

Any item that is in an open field can be modified by the user.

This includes :

- All Name items
- Phone and fax information
- Email addresses
- Email Notification selections
- Address

Select Submit at bottom of page to save your changes.