

IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

**ADMINISTRATIVE ORDER NO. 15-08  
INTERIM ORDER REGARDING ELECTRONIC FILING PROCEDURES**

In an effort to address some issues that have come up since the institution of mandatory e-filing, the court has adopted the following procedures for persons e-filing documents with the clerk of the district court.

1. *Chambers Copies.* Whenever the Local Court Rules require parties to file a chambers copy of a document, the filing party must send a paper copy of the document to the chambers of the judge presiding over the case unless the judge authorizes that party to send a copy by e-mail.
2. *Attorney Vouchers.* Whenever an attorney submits a voucher to the court for payment by the court or BIDS, the voucher should be submitted on paper directly to the judge's chambers. BIDS vouchers, including vouchers for the attorney, experts, and investigators, will be approved by the judge and returned to the attorney for filing with BIDS. Attorneys should submit misdemeanor vouchers in a form which contains a face sheet on which the filing attorney states all pertinent case information and a recapitulation of the fee requested. The supporting data should be attached to the face sheet in a manner such that the face sheet can be removed by the court and scanned into the e-filing system.
3. *Transcript Orders.* When an attorney requests an order for transcript in a case involving an indigent defendant, the attorney should notify the responsible court reporter once the order is signed by the judge.
4. *Certified Copies.* Persons wanting certified copies of e-filed documents should request that the clerk's office provide the desired copies. The clerk's office will e-mail a certified copy to the requesting party. The party may then generate as many copies of the document as they need. If the party requires an original signature on the document he or she should make arrangements for the copy with the person whose signature is required to be on the document.
5. *Attachments to E-filed Documents.* To the extent possible attorneys e-filing motions or memoranda 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 clearly labeled or titled as attachments to the main document.

IT IS SO ORDERED this 2<sup>nd</sup> day of March, 2015.

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Robert W. Fairchild  
Chief Judge