

Robert W. Fairchild, Judge
Sally D. Pokorny, Judge
B. Kay Huff, Judge
Michael J. Malone, Judge
Paula B. Martin, Judge
Peggy C. Kittel, Judge

Linda Koester-Vogelsang
Court Administrator
785-832-5264

Douglas A. Hamilton
Clerk of the District Court
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DOUGLAS COUNTY DISTRICT COURT
Seventh Judicial District
Judicial Center, 111 E. 11th St. Unit 5
Lawrence, Kansas 66044-2966



Michelle Roberts
Chief Court Services Officer
785-832-5218

Deborah Ferguson
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Court Trustee
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Heather Kruse-Minnick
Citizen Review Board Director
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May 6, 2013

To: Members of the Bar

From: Autumn Bishop, Civil Section Supervisor

Re: Electronic Filing Pilot Project – Filing Proposed Orders

Douglas County District Court has been selected as one of the pilot courts for the implementation of electronic filing (e-filing) in Kansas. We are currently accepting filings in all civil case types from attorneys acting as our first users. The project will be expanded to include greater numbers of attorneys in the coming months. It is recommended that all attorneys retain this information for future use.

E-filing documents will cause some changes in procedure, especially as it relates to filing proposed orders. Proposed orders *must* be filed in .doc, .docx or .rtf format. Orders submitted in a .pdf format will be rejected. Two other changes must also be made to all orders being submitted for approval by the clerk or a judge.

First, the signature block for the clerk or judge on the last page of the document must be removed. Once approved and signed, the e-filing system will generate a cover page for the order that will contain the file-stamp, case caption and number, document title and the signature of the clerk or judge.

The second change required regards the language used in both the first and last lines of proposed orders. Prior to e-filing, many attorneys included language that read similarly to “On this ____ day of _____, 2013.” Orders submitted via the e-filing system should now have a first line that reads “At this time.” The final line of the order should read, “This Order is effective as of the date and time shown on the electronic file stamp.”

For further information, please visit the Kansas Judicial Branch’s website at www.kscourts.org. You may also contact Douglas Hamilton at dhamilton@douglas-county.com or Autumn Bishop at abishop@douglas-county.com.