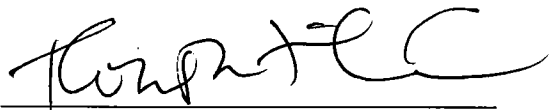


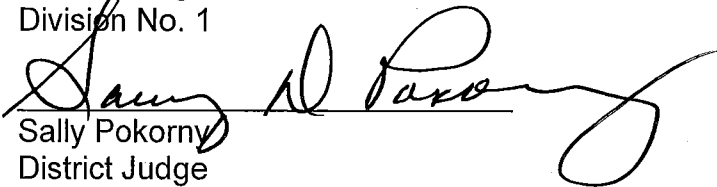
**ADMINISTRATIVE ORDER NO. 15-19**  
**ORDER ADOPTING LOCAL COURT RULE No. 26** 2015 OCT 30 A 10:38

Now on this 30<sup>th</sup> day of October 2015, the district judges of ~~the~~ Seventh Judicial District adopt Local Rule No. 26 in the manner set out in the attached document. This amendment shall be effective upon its publication on the District Court internet web site.

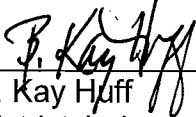
IT IS SO ORDERED.



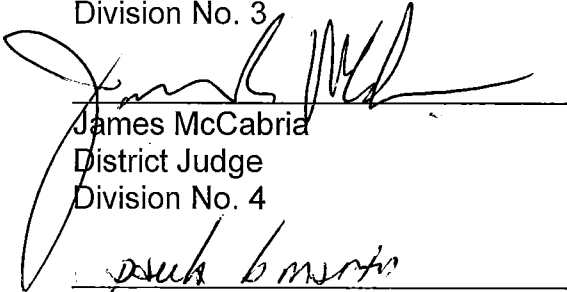
Robert W. Fairchild  
District Judge  
Division No. 1



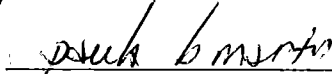
Sally Pokorny  
District Judge  
Division No. 2



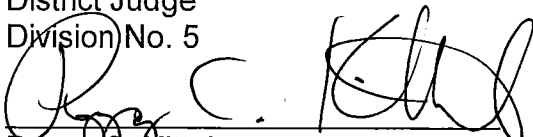
B. Kay Huff  
District Judge  
Division No. 3



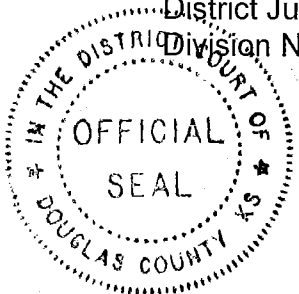
James McCabria  
District Judge  
Division No. 4



Paula B. Martin  
District Judge  
Division No. 5



Peggy C. Kittel  
District Judge  
Division No. 6



## **RULE NO. 26 ELECTRONIC FILING REQUIREMENTS**

- A. *Electronic filing Mandatory.* All licensed attorneys must submit all new cases and documents to be filed within existing cases for filing with the District Court of Douglas County, 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.
- B. *Chambers Copies.* When e-filing any motion, reply to a motion and /or briefs in support of such motions, counsel shall deliver a printed chamber copy of the documents to the administrative assistant for the assigned judge. If the individual judge agrees to receive chamber copies in electronic format counsel may submit them to that judge electronically.
- C. *Transcript Orders.* Counsel should notify the court reporter responsible for producing the transcript when an order for transcript is signed by the judge.
- D. *Indigent Defense Panel Vouchers.* Appointed counsel should deliver felony vouchers directly to the judge presiding over the case. Counsel should not e-file the vouchers. Attorneys appointed in misdemeanor cases should e-file the face sheet of the voucher containing the total amount being claimed. The attorney should deliver any documents containing supporting itemizations of the time expended by the attorney to the presiding judge. Attorneys should deliver motions and orders requesting that the judge find that the case was exceptional. Attorneys should deliver such motions and orders directly to the judge. The court will return felony vouchers to the attorney once they are approved. 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 to which they are attached. 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 E-flex in such a way that the label identifies the document to which it is appended.
- F. *Document Names.* When e-filing documents, attorneys should use names or descriptive terms that fully identify the document and the party filing the document.
- G. *Journal Entries in Criminal Cases.* Prior to filing a proposed journal entry for the judge's signature in a felony case, the District Attorney shall give a copy of the journal entry to the defense attorney. The District Attorney shall wait ten days from submission of the proposed journal entry to the defense attorney to file the proposed journal entry. This waiting period does not apply if the defense attorney approves the journal entry prior to the expiration of ten days.
- H. *Filing of the Original Wills in Probate.* When a party 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.