

**IN THE SUPREME COURT OF THE STATE OF KANSAS**

**FILED**

**Administrative Order**

**October 19, 2020**

**2020-CC-110**

**DOUGLAS T. SHIMA  
CLERK OF APPELLATE COURTS**

**Implementation of a Case Management System in the  
4th, 6th, 11th, 14th, 19th, and 31st Judicial Districts**

The Kansas judicial branch will implement a new centralized case management system in the district courts of the 4th, 6th, 11th, 14th, 19th, and 31st Judicial Districts following a cutover schedule that starts at 3 p.m. Tuesday, October 27, 2020, and ends at 12:01 a.m. Monday, November 2, 2020.

The affected judicial districts are the:

- 4th Judicial District composed of Franklin, Anderson, Coffey, and Osage counties;
- 6th Judicial District composed of Miami, Linn, and Bourbon counties;
- 11th Judicial District composed of Crawford, Cherokee, and Labette counties;
- 14th Judicial District composed of Montgomery and Chautauqua counties;
- 19th Judicial District composed of Cowley county; and
- 31st Judicial District composed of Allen, Neosho, Wilson, and Woodson counties.

For the new system to be implemented and functional in these counties by 12:01 a.m. Monday, November 2, 2020, the schedule and procedure for offices of the Clerk of the District Court in Franklin, Anderson, Coffey, Osage, Miami, Linn, Bourbon, Crawford, Cherokee, Labette, Montgomery, Chautauqua, Cowley, Allen, Neosho, Wilson, and Woodson counties (Clerk Offices) will be modified as discussed in this order.

The cutover from the current case management system to the new centralized case management system begins in all 17 counties at 3 p.m. Tuesday, October 27, 2020, and ends at 12:01 a.m. Monday, November 2, 2020. During this time, these district courts will continue to operate, but Clerk Offices will have a modified schedule and procedure.

Under the authority of K.S.A. 20-101 and 20-319, the following schedule and procedures are adopted.

1. At 3 p.m. Tuesday, October 27, 2020, courts will stop taking electronic filings and the Kansas Court eFiling system for electronically filing documents will be disabled and unavailable. At 4:30 p.m. courts will stop taking electronic payments and the CitePay system for making payments with a credit card, electronic check, or other electronic method will be disabled and unavailable. Attorneys will not be allowed to file by facsimile during the cutoff period.
2. Clerk Offices will be open regular business hours to conduct court business on Wednesday, October 28, and Thursday, October 29, 2020, but any filings must be submitted by paper and any payments must be by cash or paper check. Attorneys will not be allowed to file by facsimile on these days.
3. On Friday, October 30, 2020, Clerk Offices will be closed for court business, but courts will continue to operate by conducting scheduled hearings and dockets. Each Clerk Office will post a clearly visible notice that provides a phone number to call in case of an emergency (Example: A petition for protection from abuse is needed.).
4. During the time the Kansas Courts eFiling system is not available from 3 p.m. Tuesday, October 27, 2020, until 12:01 a.m. Monday, November 2, 2020, Kansas Supreme Court Rule 122(e)(1) (2020 Kan. S. Ct. R. 196) will allow an attorney to seek relief from the court if a filing is untimely due to the unavailability of the system.
5. Effective at 12:01 a.m. Monday, November 2, 2020, electronic processes in these judicial districts will be turned on and available. The Kansas Courts eFiling system will be available for electronic filing of documents and the electronic payment system will be operational for making payments with a credit card, electronic check, or other electronic method.

Dated this 19th day of October 2020.

FOR THE COURT



MARLA LUCKERT  
Chief Justice



ERIC S. ROSEN  
Departmental Justice



EVELYN Z. WILSON  
Departmental Justice