

Agency Accounts and Rule 122A User eFiling Information

- I. **Agency Accounts** will be read only accounts effective Friday, February 28, 2025. Efiling submissions will not be able to be submitted under the Agency account credentials.

Once this change has been made, the user options will appear differently when logged into the eFiling system with the Agency Account credentials.

A) Existing Cases

- Agency accounts will be able to view the case history if the agency account has been added to the case.
- Agency accounts can enter the specific case number and Court Location into the Search fields. Select the History button to view the case summary and associated documents.

[Search My Cases](#) Number of cases displayed per page:

Cases that will be filed on

Court: DISTRICT COURTS

Case Number	Court Location
<input type="text" value="RL-2024-TR-000019"/>	<input type="text" value="Riley County District Court"/>

Ex: YYYY-DD-000000 or county abbreviation-YYYY-DD-000000 depending on date case filed.

[History](#)

- If the agency account has been previously added to the case, the case information will also be displayed in the list of cases. Select the case number link to access the case summary and the associated documents.

	Case Title	Case Number	Case Type	Judge	Court Location	Inactive
Add	State of Kansas vs. Roger Rogers	RL-2025-CR-000007	CR Misdemeanor	Assigned No-Judge	Riley County District Court	<input type="checkbox"/>
Add	State of Kansas vs. Frank Franklin	RL-2024-TR-001375	TR Traffic	Assigned No-Judge	Riley County District Court	<input type="checkbox"/>
Add	State of Kansas vs. SPRITILE Q TESTPERSON	RL-2024-TR-000986	TR Traffic	Assigned No-Judge	Riley County District Court	<input type="checkbox"/>
Add	State of Kansas vs. George Williams	RL-2024-CR-000355	CR Misdemeanor	Assigned No-Judge	Riley County District Court	<input type="checkbox"/>

B) Notifications/Notice of Electronic Filings (NEFs)

- Notifications will be viewable from the Notifications button in eFiling if the agency account has been added to the case. Select the Notifications button to access the notifications for the filings
- NEF's Notice of Electronic Filings emails will be sent to the email addresses listed on the agency account user profile if the agency account is added to the case.
- Note** – Rejected eFiling submissions notices will not be sent to the Agency account emails. Rejection emails will be sent to the email addresses of the user who filed the submission. Each eFiling user profile can accommodate 3 different email addresses.

II. **Rule 122A Users** adding an agency account

Rule 122A users will be able to efile new cases and will also be able to efile to existing cases with their efilng username and passwords.

A) Creating a new case and adding the Agency account

- Agency accounts can be added to the party that the agency will be representing in the case. In the party screen, when adding the party information, select the Add button under the “Add an Attorney for this Party section”

Add an Attorney for this Party

Last Name	Middle Name	First Name	Bar #	Type

Add

- **Note:** When filing a new Criminal, Juvenile, Fish and Game, or Traffic case, the system will display the Rule 122A user as the attorney of record. Select the red X to remove the Rule 122A user as the attorney.

Add an Attorney for this Party

Last Name	Middle Name	First Name	Bar #	Type
X TEST				Attorney

Add

- Search fields will appear that will allow users to search for agency account by either the Agency Name, the Bar Number (Agency Number), or by the Organization. To perform a search, only one of the 3 fields would need to be populated. Then select the Search button.

Add an Attorney for this Party

Last Name	Middle Name	First Name	Bar #	Type

Add

Search Attorney

Last Name: Bar Number:

Organization: **Search**

- Once the search button has been selected, matching results will be displayed based on the search criteria. Select the checkbox next to the correct option. Confirm the selection by selecting the Save button.

Add an Attorney for this Party

Search Attorney
 Last Name: Bar Number:
 Organization:

Select and Add Attorney(s)

<input type="checkbox"/>	Title	Last Name	Middle Name	First Name	Suffix Name	Bar Number	Type	Address	Phone FAX	E-Mail	Organization
<input checked="" type="checkbox"/>	Attorney's Office					999081	Attorney	105 Courthouse Plaza Manhattan KS 66502 US		ecomer@tybera.com	RILEY COUNTY ATTORNEY'S OFFICE

- Adding the agency account to the filing will allow for access to the case summary, Notifications, and Courtesy NEF's to be accessible to the agency account.

B) Filing to an existing case.

- Rule 122A users will be able to efile documents to existing cases. Select the Existing Cases option in eFiling. Enter the appropriate case number and court location. Select the eFile button.

[My Cases](#)
Number of cases displayed per page:

Cases that will be filed on

Court: DISTRICT COURTS

Case Number	Court Location		
<input type="text" value="RL-2024-TR-000019"/>	<input type="text" value="Riley County District Court"/>	<input type="button" value="eFile"/>	<input type="button" value="Add this case to your list"/>

Ex: YYYY-DD-000000 or county abbreviation-YYYY-DD-000000 depending on date case filed.

- Continue the eFiling process by selecting the appropriate document type, document title, and attaching the document to be filed. Select the Add button to add the document to the submission. Once all documents for the filing have been attached, select the Next button to advance in the eFiling process.

[Home](#)
[eFile](#)
[Cases](#)
[My Profile](#)
[Log Out](#)
user: John Doe

Home ⇒ My Cases ⇒ Add a Document

Case Number : RL-2025-TR-000002 Case Title : State of Kansas vs. Sam Smith

Case Type : TR Traffic

Document Category

Document Type *

Document Title*

Emergency
 Sealed
 Date of order to seal
 Associate to Previous Filing

Acceptable File Format Type(s) (*.pdf)

Document Location No file chosen

Add to Submission

- Select confirmation that the documents comply with the Certificate of Compliance and then select the Submit the filing button to submit the documents for filing at the court.

Home eFile Cases My Profile Log Out user: Non-Lawyer External Stakeholde Test

Home ⇒ My Cases ⇒ Add a Document ⇒ Review and Submit Filing

Review and Submit Filing

RL-2025-TR-000002 Case Title : State of Kansas vs. Sam Smith

Case Type : TR Traffic

Client #

CERTIFICATE OF COMPLIANCE*
 I certify the document(s) being filed comply with applicable requirements of the Kansas Supreme Court Rules regarding personally identifiable information or sealed documents. The attached documents are submitted under Supreme Court Rule 22(d), Supreme Court Rule 23(b), or Supreme Court Rule 24.

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

Document Name	View Document
MOT: Appoint - Counsel Motion to Appoint Counsel	Doc Correspondence.pdf

Special Filing Instructions for the Clerk:

[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit the Filing](#)

C) My Filings/Filing Status

- Rule 122A users will have access to the Filing Status of submissions that were filed under their efilng credentials.

Home eFile Cases My Profile Log Out user: Non-Lawyer External Stakeholde Test

Home ⇒ My Filings

My Filings

Non-Lawyer External Stakeholde Test Filings

Report Criteria:

View Filings Between: AND

Filing ID: Court Case #: Client #: Status:

[Go](#) [Clear Search](#)

My Filings Between 02/17/2025 and 2/25/2025 Filings per page: 50

[Delete](#)

<input type="checkbox"/>	Filing ID	Client #	Case Title	Court Case #	▼ Date Submitted	Document Type	Court Location	Status
<input type="checkbox"/>	7120		State of Kansas vs. Sam Smith	RL-2025-TR-000002	02-25-2025 08:35:54 AM	MOT: Appoint - Counsel	Riley County District Court	Awaiting Approval

Number of Filings: 1 [Message from the court/clerk](#)

- Any filings that are rejected as unfiled by the court, will be able to be resubmitted under the filer account that submitted the filing. Email notification will be sent to all email addresses that are listed in the user profile for the filer that submitted the efilng submission.

Home eFile Cases My Profile Log Out user: Non-Lawyer External Stakeholde Test

Home ⇒ My Filings

My Filings

Non-Lawyer External Stakeholde Test Filings

Report Criteria:

View Filings Between: AND

Filing ID: Court Case #: Client #: Status:

My Filings Between 02/17/2025 and 2/25/2025

Filings per page:

<input type="checkbox"/>	Filing ID	Client #	Case Title	Court Case #	▼ Date Submitted	Document Type	Court Location	Status
<input type="checkbox"/>	7120		State of Kansas vs. Sam Smith	RL-2025-TR-000002	02-25-2025 08:35:54 AM	MOT: Appoint - Counsel	Riley County District Court	Rejected <input type="button" value="Resubmit"/>

Number of Filings: 1

1

D) Draft Filings

- Rule 122A users will have access to the Draft filings. Uncompleted filings will be saved to the Draft Filings to resume the filing process at a later time. Rule 122A users will be able to access the Draft filings by selecting the Draft Filings button on the home screen. To continue the filing, select the Description link.

JUDICIAL BRANCH *electronic filing* eFiling

Home eFile Cases My Profile Log Out user: Non-Lawyer External Stakeholde Test

Draft Filings

Draft Filings

<input type="checkbox"/>	Filing ID	Client #	Court Case #	Case Title	Description	▼ Create Date	Court Location	Days Until Deletion
<input type="checkbox"/>	7121		RL-2025-TR-000002	State of Kansas vs. Sam Smith	TR Traffic	02-25-2025 08:42:54 AM	Riley County District Court	170

E) Notifications

- Rule 122A users will not receive Courtesy NEF's nor be able to view the official Notifications for the submissions since they are not parties of record on the case. Rule 122A users will also not have access to the case summary nor the documents on the case. The Notifications and access to the case summary and documents can be accessed by logging into the system with the agency account information.