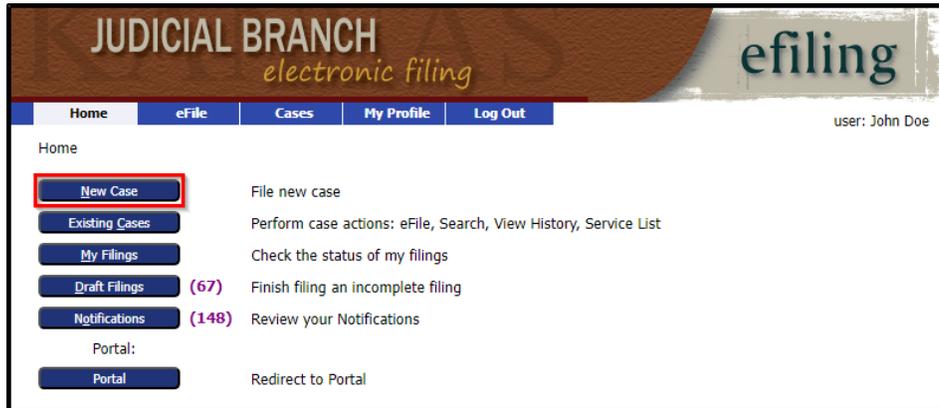


eFile Case Initiation Instructions for Attorneys for Criminal, Juvenile Offender, Traffic, Fish and Game, County Resolutions Case Types

District Court Interface Home Screen

- Click the **New Case** button to open the Case Category page.



- Click the appropriate **Case Category** to open the Case Type page.



- Click on the appropriate **Case Type** to open the Case Initiation page.



Case Initiation Screen

- From the **Court** drop down menu, select the appropriate county.
- Use the **Add Case Participant** buttons to add case parties and participants.
 - Case types under the Criminal Case Category have been pre-configured to list the State of Kansas as the Petitioner/Prosecutor **except for:** County Resolution and Municipal Appeals.
- Users will click the appropriate party type button to open the Add a Party screen. (i.e. Add Plaintiffs, Add Juvenile Add Defendant, Add Other Parties, Add Victim or Add Witness)
 - For a list of the required party types for each case type and the case participant section they can be found under refer to the **Odyssey Party Roles for eFiling** document located at the following website:
<https://www.kscourts.org/eCourt/Kansas-Courts-eFiling/Updates>

Case Initiation: CR Felony Lvl 4-7, Drug 2-5

Court: Riley County District Court

Add Case Participants Add Defendant Add Victim Add Witness (Any party to be served must be added as a distinct party.)

Remove	Participant Name	Type	Attorney/Agent for Party
	STATE OF KANSAS	Prosecutor	DOE

- To view the **State of Kansas** party information, click on the party name under Participant Name to open the Edit Party screen.
- If needed, more than one attorney can be added for the Petitioner/Prosecutor from the Edit Party screen, the **Add an Attorney for this Party** section will automatically list the filing attorney.
 - Click the **Add** button to open fields to search for and add an attorney.
 - Enter the attorney’s last name or bar number then click **Search**.
 - Place a **checkmark** next to the appropriate attorney, then click **Save**.

Add an Attorney for this Party

Last Name	Middle Name	First Name	Bar #	Type
X DOE			09472	Attorney

Add

Search Attorney

Last Name: Bar Number:

Organization: All Search

Select and Add Attorney(s)

Title	Last Name	Middle Name	First Name	Suffix Name	Bar Number	Type	Address	Phone FAX	E-Mail	Organization
<input checked="" type="checkbox"/>	Greenberg	A.	Scott		24793	Attorney	4600 Madison Ave Suite 1000 Kansas City MO 64112 US [Firm]		ecomer@gybera.com	SANDBERG PHOENIX & VON GONTARD PC

Cancel Clear Save Add New Attorney

Add Party Screen for Defendant

- **Save Party** gives filers the option to save frequently used parties and their information for future use.
- Click **Load Party** to add a previously saved party.
- Select the appropriate radio button next to **Organization** (for a Business or agency) or **Person** (for an individual).
- Make sure the appropriate party type is selected from the **Party Type** drop-down.
- The * indicates that the **First Name** and **Last Name** are required fields for adding a party.
 - If known the **Middle Name** and **Name Suffix** fields are optional.
 - **Note:** for an Organization the Last Name field will be the only field available to enter the Business or agency name.
- If known, add physical traits i.e. **Gender, Race, Ethnicity, Eye Color, Hair Color, Height** and **Weight**.
- If known, filers can add **KBI Number** and/or **KDR Number**.
- If known, add the party's **SSN** and **DOB**, using the format shown.
- If known, add the party's **Driver License #:** and **Driver License State**.
 - **Note:** Both fields **must** be populated, or the submission will error out.
- If known, add the party's phone number in the **Phone** field. Indicate **Business, Home,** or **Cell** using the drop-down menu.
- If known, add the party's **EMail** address.
- The **Mailing Address** fields include **Address Line 1, 2 and 3** along with **City State** and **Zip**.
 - **Note:** a complete address must be entered, partial addresses will cause the submission to error out.

Add a Party: CR Felony Lvl 4-7, Drug 2-5

Defendant

Organization Person

Party Type:

First Name: *

Middle Name:

Last Name: *
(or Business Name)

Name Suffix:
(Jr, Sr, ...)

Gender:

Race:

Ethnicity:

Eye Color:

Hair Color:

Height: ft. in.

Weight:

KBI Number:

KDR Number:

EIN: (e.g.: 12-3456789)

SSN:

DOB:

Driver License #:

Driver License State:

Phone: Home ext

Email:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State:

Zip / Postal Code:

- If a party has a known alias, it can be added to the **Add Aliases (AKA)** section.
 - Click the **Add** button to open fields to add an alias for the party.
 - Choose the **Alias Type** from the drop-down. Enter the alias in the first, middle, and last name fields. Then click **Save**.

Add Aliases (AKA)

Alias Type First Name Middle Name Last/Business Name

Add

Alias Type	First Name	Middle Name	Last/Business Name *
Also Known As	Jimmy	L	Jones

Cancel Save

- **Charges** are added to the Defendant’s Add a Party screen.
- The **Offense Date** must be entered first before filers can search for a charge. Manually enter the date or choose a date from the pop-up calendar.
- In the **Search for a Charge** field, users can search by a statute, description word, or lawkey code, then click **Search** to bring up charge options to choose from in the **Charge** drop-down menu.
- Next filers need to enter the arresting officer’s information.
- Enter the officers **Badge Number** and **Name** in the appropriate fields and click **Search**.
- If applicable enter the Actual Speed and the Posted Speed in the appropriate fields.
- Continue to add charges until all charges are added.
- To Delete a charge after it is added, click the **X**.

Offense Date: 09/02/2024

Search for a Charge: ASSAULT **Search**

You may search by statute, description, or code.

Charge: 21.5412.d: Aggravated assault of LEO(Felony Level 6 Person)

Search for Officer:

Badge Number: 7 Name: FRENCH **Search**

Officer: French, Mark - Riley County Police Department(RILEYCOUNT) - 7

Actual Speed:

Posted Speed:

Add Charge

Statute	Charge Name	Offense Date	Officer Name	Officer Agency	Officer Badge	Actual Speed	Posted Speed	Edit	Delete
21.5807.b1.c2.A	Attempted aggravated burglary; Dwelling for felony, theft, sex	09/02/2024	French, Mark	Riley County Police Department(RILEYCOUNT)	7				

- Once all party information has been entered, select **Next** at the bottom of the screen to route back to the **Add Case Participants** page.



- Charges added on the defendant’s party screen will be listed at the top of the Case Initiation Screen.
- Add additional case participants i.e. Witnesses and Victims until all participants have been added.

- From the **Remove** column, parties can be removed by clicking the **X**.
- Click the “+” next to a party’s name to quickly view the information entered for that party.
- If any party information needs to be edited, click on the **party’s name** to open the Edit Party screen.
- Click **Back** to go back a screen.
- Click **Save to Draft** to save your draft for later. Access saved drafts from the Draft Filings screen.
- Click **Next** to continue to the Add a Document screen.

Case Initiation: CR Felony Lvl 4-7, Drug 2-5

Court

Statute	Charge Name	Offense Date	Against	Officer Name	Officer Agency	Officer Badge	Actual Speed	Posted Speed
21.5807.b1.c2.A	Attempted aggravated burglary; Dwelling for felony, theft, sex	09/02/2024	James Jones	French, Mark	Riley County Police Department(RILEYCOUNT)	7		
21.5412.d	Aggravated assault of LEO	09/02/2024	James Jones	French, Mark	Riley County Police Department(RILEYCOUNT)	7		

Add Case Participants (Any party to be served must be added as a distinct party.)

Remove	Participant Name	Type	Attorney/Agent for Party
<input type="button" value="X"/>	STATE OF KANSAS	Prosecutor	DOE
<input type="button" value="X"/>	James Jones AKA: Jimmy L Jones SSN: 511-22-3333 DOB: 05/06/1997 Address:1615 SW Broken Ave Topeka, KS 66611	Defendant	

Add documents and Submit Filing

- From the **Document Category** drop-down select the appropriate document category.
- From the **Document Type** drop-down select the appropriate document type.
 - The following website: <https://www.kscourts.org/eCourt/Kansas-Courts-eFiling/Updates> contains a document, District Court Attorney Document List, to assist filers with determining which codes to use when filing. This list includes the different document types available and the category they can be found under.
- In the **Document Title** field type the document title/description.
- Mark the **Emergency** checkbox, if the submission is time sensitive.
- If there is an order to seal documents, mark the **Sealed** checkbox and enter the date of the order in the **Date of order to seal** field.
- Next to **Document Location** click **Choose File** to select the file from the filers desktop to upload. **ALL documents must be submitted as PDF files.**
- Once all fields have been filled out click **Add** to add the document to the submission.

Case Type : CR Felony Lvl 4-7, Drug 2-5

Document Category

Document Type *

Document Title*

Emergency Sealed Date of order to seal

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

Document Location Complaint.pdf

Add to Submission

- Once added documents can be viewed by clicking the appropriate hyperlink under the **View Document** column.
- The **Size** column displays the size of each document and gives a total size for the submission. **NOTE:** Documents have a size limit of 10 MB. Submissions are 30 MB total.
- Clicking the  icon in the **Remove** column allows users to delete a document from a submission.

Document Name	View Document	Edit Data	Size	Remove
Case Data	form.xml		0.01 MB	
PLE: Complaint/Information Complaint	Complaint.pdf		0.03 MB	
Total Size:			0.03 MB	

- Complete the steps outlined above to add additional documents.
- The **Back** button will take you back a screen to the Add Case Participants screen.
- The **Move to Draft** button will move the submission to the users Draft Filings to edit and/or submit at a later time/date.
- Once all documents have been added, click the **Next** button to be directed to the **Review and Submit Filing** screen.



- Click the **checkbox** next to Certificate of Compliance. This is *required*.

Review and Submit Filing

Case Type : CR Felony Lvl 4-7, Drug 2-5

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:

1. For documents submitted for filing with a court located in a judicial district using the Odyssey electronic case management system, the attached document(s) are submitted under Supreme Court Rule 22(d), Supreme Cour Rule 23(b) or Supreme Court Rule 24; or
2. For documents submitted for filing with a court located in a judicial district not using the Odyssey electronic case management system, the attached document(s) are submitted under Supreme Court Rule 123

*An up-to-date listing of Judicial Districts operating under the Odyssey case management system is available on the judicial branch website at www.kscourts.org.

- Optional: a note can be added for the clerk in the **Special Instructions for the Clerk** comment field.
- Click the **Submit the Filing** button to file the new case.
 - Other Options
 - **Back** button – will take the user to the previous screen.
 - **Cancel (Delete)** button – will delete the submission completely.
 - **Move to Draft** button – will move the submission to the users Draft Filings to edit and/or submit at a later time/date.

Special Filing Instructions for the Clerk:

Back
Cancel (Delete)
Move to Draft
Submit the Filing

- A pop-up message will appear, click **OK**.

districtfilerstage.kscourts.org says

Your submission is complete. Click OK to file to the court.

OK
Cancel