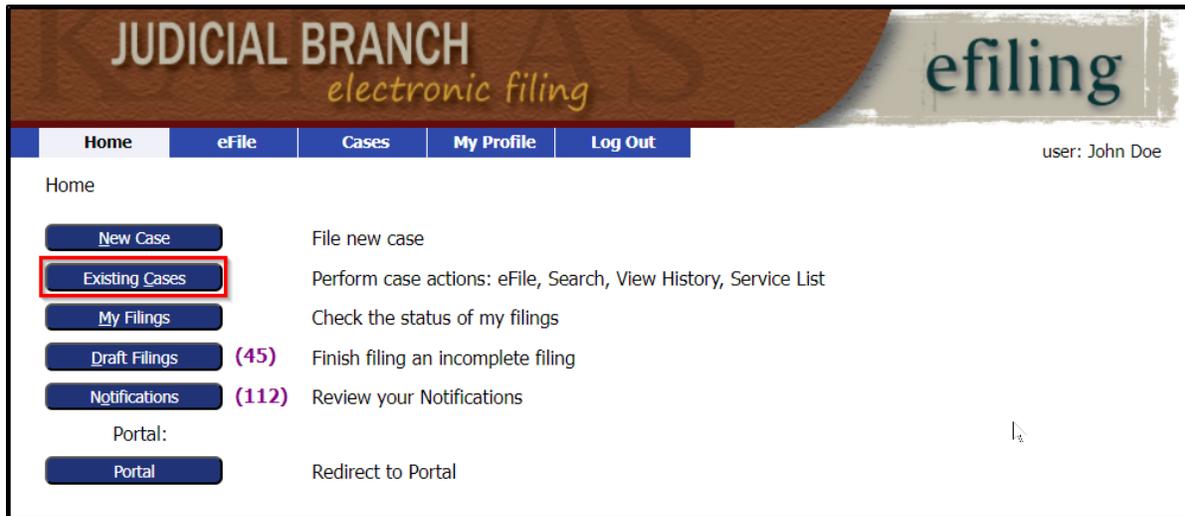


Attorneys eFiling to District Court Existing Cases

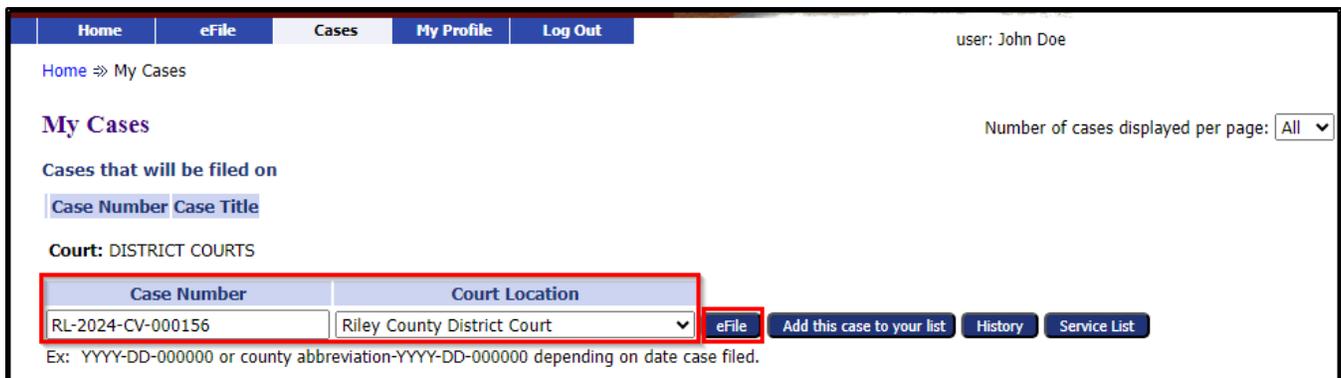
District Court Interface Home Screen

- Click on the **Existing Cases** button to open the My Cases screen.



eFiling to One Case

- In the **Case Number** field type the District Court case number, using the appropriate format.
- In the **Court Location** field select the County.
- Click the **eFile** button to open the **Add a Document** screen.



- 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.
- The District Court does NOT use the **Associate to Previous Filing** option.
- Next to **Document Location** click **Choose File** to select the file from the filers desktop to upload.
- Once all fields have been filled out click **Add** to add the document to the submission.

NOTE: ALL documents must be submitted as PDF files.

Home eFile Cases My Profile Log Out user: John Doe

Home ⇒ My Cases ⇒ Add a Document

Case Number : RL-2024-CV-000156 Case Title : Acme Products vs. Wile E. Coyote

Case Type : CV Other Contract

Document Category: Motion

Document Type *: MOT: Motion (Generic)

Document Title*: Motion to Withdrawal

Emergency Sealed Date of order to seal Associate to Previous Filing

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

Document Location: Choose File Motion.pdf

Add to Submission: Add

- The  icon indicates a Sealed document. The date of the order to seal appears as part of the Document Title.
- 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.
- Clicking the  icon in the Remove column allows users to delete a document from a submission.
- Once all documents are added, click **Next** to advance to the Review and Submit Filing screen.

	Document Name	View Document	Edit Data	Size	Remove
	MOT: Motion (Generic) Motion to Withdrawal	Motion.pdf		0.03 MB	
	INF: Income Withholding Order 39-7,147 [08/14/2024] IWO	Information Generic.pdf		0.03 MB	
				Total Size: 0.06 MB	

Back Move to Draft Next

- Click the checkbox next to **Certificate of Compliance** on the Review and Submit Filing screen.
- Click **Submit the Filing** to submit to the District Court.
 - Other options
 - Back – will take the user to the last screen.
 - Cancel (Delete) – will delete the submission completely.
 - Move to Draft – will move the submission to the users drafts to edit and/or submit later.
- Notes for the Clerk’s office can be entered in the **Special Filing Instructions for the Clerk** comment field.

Home eFile Cases My Profile Log Out user: John Doe

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

Review and Submit Filing

RL-2024-CV-000156 Case Title : Acme Products vs. Wile E. Coyote

Case Type : CV Other Contract

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.

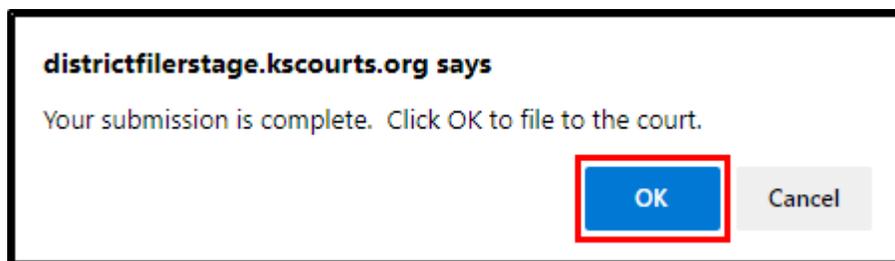
Document(s) to be Submitted: [Add/Remove Documents](#)

Document Name	View Document
MOT: Motion (Generic) Motion to Withdrawal	Motion.pdf

Special Filing Instructions for the Clerk:

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

- After the filing is submitted a pop-up message will appear, Click **OK**



- Payment information will only display on the Review and Submit Filing screen if there is a fee associated with the filing.
- Select the **radio** button next to the appropriate payment option.
- Select the party the payment is associated with, from the **Payment on behalf of** drop-down.

Estimated Fees: \$100.00 [Add](#)
 Convenience Fee: \$2.39
 Total Fee: \$102.39

Wallet Item: TEST - *1111
 Wallet Item: TEST CHECK - *6789
 Wallet Item: TEST2 - *1111
 Wallet Item: Testing account - *4448
 Statutory Waiver Fees waived by statute
 Poverty Affidavit Poverty Affidavit
 Government Entity County Hospitals, Government Agencies, etc.

Payment on behalf of
 Wile E. Coyote ▼

Filing to Multiple Cases

- From the My Cases screen type the District Court case number in the **Case Number** field.
- In the **Court Location** field select the appropriate county.
- Click **Add this case to your list**.
- Cases to file on will be added under the **Cases that will be filed on** section.
- If a wrong case is added to the cases that will be filed on list, click the **Remove** button next to the appropriate case.
- Once all cases for the submission are added click **File on these Cases** to open the Add a Document screen.

My Cases Number of cases displayed per page: 50 ▼

Cases that will be filed on [File on these Cases](#)

	Case Number	Case Title
Remove	RL-2024-JC-000029	In the Interest of Donell Jones, Jr
Remove	RL-2024-JC-000030	In the Interest of Audianna Jones

Court: DISTRICT COURTS

Case Number	Court Location	eFile	Add this case to your list	History	Service List
RL-2024-JC-000031	Riley County District Court ▼				

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

NOTE: Documents added to a multiple case submission will be posted to all case numbers listed.