

**ADMINISTRATIVE ORDER 16-4 AMENDED**

16MV 441

FILED  
APP DOCKET NO. MG

Effective on the dates set forth below all attorneys filing new cases, or submitting documents to be filed within new or existing cases in the 18th Judicial District of the State of Kansas must submit such pleadings in electronic format utilizing the Kansas Court Electronic Filing System. Paper pleadings and fax filed documents will not be accepted from licensed attorneys after the following dates without an approved temporary waiver. In order to effectively utilize the electronic filing system, attorneys are advised to become familiar with Supreme Court Rule No. 268 and begin implementation of e-filing as soon as possible.

Effective mandatory dates for Electronic Filing:

1. September 1, 2016 for all papers filed pursuant to Chapter 60 of Kansas Statutes except as otherwise scheduled below.
2. September 15, 2016 for all papers filed pursuant to Chapter 61 except as scheduled below.
3. November 1, 2016 for all papers filed in domestic matters except cases filed as Protection From Abuse or Protection From Stalking cases.
4. October 3, 2016 all papers filed in the Probate Department and Traffic cases.
5. January 4, 2017 for all other adult criminal cases, juvenile offender cases and other juvenile matters.


Any exceptions or waivers to this schedule, either for types of filings or individuals may be granted only for good cause and by written order of the Chief Judge of the 18<sup>th</sup> Judicial District. Individuals seeking a waiver from Electronic Filing by this order must use the attached form.

**Signature Blocks Are Not To Be Included** on any journal entries, writs, orders or other documents requiring the signature of a judge or clerk. A signature block for the judge or clerk on the last or signature page of the document shall **not** be included, or, if necessary, shall be removed prior to electronic filing. This is to avoid confusion for those reading the document, as no signature will appear on this page. Appropriate electronic signatures will appear on a cover page generated by the electronic filing system.

**Effective Date Language Is Not To Be Included** on documents electronically filed with the court. Prior to the advent of electronic filing, attorneys regularly included, in the first and/or last lines of proposed orders or other documents language similar to the following: "Dated this \_\_\_ day of \_\_\_ 20\_\_." Electronically filed documents shall now include a line substantially in compliance with the following: "This Order is effective as of the date and time shown on the electronic file stamp."

**Attachments to E-filed Documents** - To the extent possible, electronically filed documents with referenced exhibits should file the exhibits as a part of the original document. If the document is too large to file with the exhibits attached, the exhibits should be separately filed and should be clearly labeled or titled as attachments to the relevant pleading or document.

**Filing of Original Wills in Probate.** When electronically filing a petition to admit a will to probate, a copy of the will shall also be electronically filed with other pleadings. The original may be filed or archived with the clerk of the district court pursuant to Kansas Statutes as amended.



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James R. Fleetwood, Chief Judge  
18th Judicial District