

Enter on appearance without a document

Attorneys can use a web form in the **Kansas Courts eFiling system** (eFlex) to enter an appearance without filing a document in certain case types if all parties are represented by an attorney. The case types are:

- criminal
- traffic
- fish and game
- juvenile offender
- child in need of care
- care and treatment

If a case involves a self-represented party, you must file a traditional entry of appearance with a document and serve it on the self-represented party as required by applicable law.

The web form cannot be used to withdraw or substitute counsel under [Supreme Court Rule 117](#).

Steps to enter appearance using web form

1. Log in to **Kansas Courts eFiling system** (eFlex).
2. Search in **My Cases** by entering the **Case Number** and **Court Location**.

My Cases

Cases that will be filed on

Case Number Case Title

Court: DISTRICT COURTS

Case Number	Court Location
RL-2024-CR-000004	Riley County District Court

eFile Add this

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

Search Cases

3. Within the case, select the document type:
 - INF: Entry of Appearance – Prosecutor No Doc
 - INF: Entry of Appearance – Defense Attorney No Doc
 - INF: Entry of Appearance – Other Attorney No Doc

- In **Document Title** enter your name and select **Add**.

JUDICIAL BRANCH
electronic filing

eFiling

Home eFile Cases My Profile Log Out user: John Doe

Home ⇒ My Cases ⇒ Add a Document

Case Number : RL-2024-CR-000004 Case Title : State of Kansas vs. Vlad Dracula, Jr

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

Document Category Information

Document Type * INF: Entry of Appearance - Prosecutor No Doc

Document Title* EOA Test Attorney

Emergency Sealed Date of order to seal Associate to Previous Filing

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

Document Location Choose File No file chosen

Add to Submission **Add**

Document Name	View Document	Edit Data	Size	Remove

Back **Move to Draft** **Next**

- Select the **Party** you will represent.

JUDICIAL BRANCH
electronic filing

eFiling

Home eFile Cases My Profile Log Out user: John Doe

Home ⇒ My Cases ⇒ Add a Document ⇒ Notice of Appearance

CR Felony Lvl 4-7, Drug 2-5

RL-2024-CR-000004 Case Title : State of Kansas vs. Vlad Dracula, Jr

Add an Attorney for this Party

Last Name	Middle Name	First Name	Bar #	Type
X Doe		John	09472	Attorney

Add

For	Participant Name	Current Role	Attorney(s) for Party
<input checked="" type="checkbox"/>	State of Kansas	Prosecutor	
<input type="checkbox"/>	Vlad Dracula, JR	Defendant	

This webform can only be used to enter an appearance if all parties are represented by an attorney. If your case involves a self-represented party, you must file a traditional entry of appearance and serve it on the self-represented party as required by applicable law. This webform cannot be used for withdrawal or substitution of counsel under Supreme Court Rule 117.

Back **Next**

- Select **Next** to attach the information for filing.

Document Name	View Document	Edit Data	Size	Remove
INF: Entry of Appearance - Prosecutor No Doc EOA Test Attorney			0.0 MB	
Total Size: 0.0 MB				

7. Select the checkbox for the **Certificate of Compliance** and then **Submit for Filing** to update the case.

Review and Submit Filing

RL-2024-CR-000004 Case Title : State of Kansas vs. Vlad Dracula, Jr

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 Court 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:

Document Name	View Document
INF: Entry of Appearance - Prosecutor No Doc EOA Test Attorney	

Special Filing Instructions for the Clerk:

8. Your submission is confirmed when the **Status** for the case updates to **Filed**.

My Filings

John Doe Filings

Report Criteria:

View Filings Between: AND

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

My Filings Between 02/07/2024 and 2/7/2024

Filings per page:

<input type="checkbox"/>	Filing ID	Client #	Case Title	Court Case #	Date Submitted	Document Type	Court Location	Status
<input type="checkbox"/>	3261		State of Kansas vs. Vlad Dracula, Jr	RL-2024-CR-000004	02-07-2024 12:27:51 PM	INF: Entry of Appearance - Prosecutor No Doc	Riley County District Court	Filed

The submission is approved automatically in eFlex. Your name will appear as the attorney of record for the party and case you selected.

9. A **Notice of Electronic Filing (NEF)** will be sent to counsel for other parties at their email addresses associated with their eFlex user accounts.

Courtesy NEF RE: RL-2024-CR-000004

ks_file_noreply
 To Winnie Kimata
 Cc 2kbraun@kscourts.org; Carrie McGinley

Wed 2/7/2024 12:28

Phish Alert

******* IMPORTANT NOTICE - READ THIS INFORMATION *******
NOTICE OF ELECTRONIC FILING [NEF]

A filing has been submitted to the court RE: RL-2024-CR-000004
Judge: Judge Assigned No-Judge - Division NOJAS

Official File Stamp: 02-07-2024:12:27:51
Court: State of Kansas
 Riley County District Court
Case Title: State of Kansas vs. Vlad Dracula, Jr
Event(s):
Filed By: INF: Entry of Appearance - Prosecutor No Doc EOA Test Attorney
 John Doe


This notice was automatically generated by the courts auto-notification system.

The following people were served electronically:
 James L Linn for State of Kansas

The following people have not been served electronically by the Court. Therefore, they must be served by traditional means:
 Vlad Dracula, JR

10. A **Case Event** is added to the case. This information is available through the **District Court Public Access Portal**.

Case Events

01/21/2024  PLE: Complaint/Information
testing height and weight

02/07/2024 INF: Entry of Appearance - Prosecutor No Doc
 EOA Test Attorney