

IN THE DISTRICT COURT OF SHAWNEE COUNTY, KANSAS  
THIRD JUDICIAL DISTRICT

FILED BY CLERK  
KS. DISTRICT COURT  
THIRD JUDICIAL DIST  
TOPEKA, KS

2017 MAY -8 A 9:26

ADMINISTRATIVE ORDER 2017-102

**Re: Mandatory E-Filing Civil Cases Including Domestic**

**Mandatory E-filing:** Effective July 1, 2017, all licensed attorneys must file all new cases and documents within new or existing cases for all Civil causes of Action, including Domestic causes of action, within the District Courts of the Third Judicial District, utilizing the Kansas Courts Electronic Filing system.

**Kansas Supreme Court Administrative Order 268** - Attorneys utilizing the Electronic Filing system must follow Kansas Supreme Court Administrative Order 268, and all Third Judicial District Local Rules and Administrative Orders.

**Attachment A** is included as guidance for those utilizing the Electronic Filing system.

The terms of this order shall remain in effect until further order of this Court.

**IT IS SO ORDERED.**

Dated this 4 day of May, 2017.



The Honorable Evelyn Z. Wilson  
Chief Judge of the District Court  
Third Judicial District

## ATTACHMENT A

### **Date Language:**

Electronically filed documents should not include this type of statement: "dated this \_\_\_\_ day of \_\_\_, 2017."

Electronically filed proposed orders should include a final line with language substantially similar to the following: "This Order is effective on the date and time shown on the electronic file stamp."

### **Service of pleadings:**

K.S.A. 2016 Supp. 60-205(b)(2)(F) and Kansas Supreme Court Administrative Order 268 provide that service of any document or pleading listed in K.S.A. 2016 Supp. 60-205(a)(1) is authorized to be made to any attorney registered as a user of the Kansas Courts Electronic Filing system.

The certificate of service for electronically filed documents should include language substantially similar to the following: "I hereby certify that a copy of the above document was filed electronically on the date stamped on the order, providing notice to the following;" with an additional special notation for those served by regular mail, if any.

### **Chamber copies:**

Local rules regarding chamber copies remain in effect. Please check with individual divisions for additional requirements.