

FILED

June 27, 2024

DOUGLAS T. SHIMA  
CLERK OF APPELLATE COURTS

**IN THE SUPREME COURT OF THE STATE OF KANSAS**

**Administrative Order**

2024-RL-059

**RE: Rules Relating to Kansas eCourt**

The court amends the attached Supreme Court Rules 21, 23, and 24, effective July 1, 2024.

Dated this 27th day of June 2024.

FOR THE COURT



MARLA LUCKERT  
Chief Justice

## Rule 21

### DEFINITIONS

- (a) **“Attachment”** means a document efiled simultaneously with a pleading that is referenced within the pleading as support for the filing user’s statement of facts or legal argument.
- (b) **“Business hours”** means the hours of the day the court is open to the public to conduct court-related business.
- (c) **“Case management system”** means the Kansas judicial branch system to receive, maintain, and store electronic case records in an internet, browser-based format.
- (d) **“Case record”** means all electronic documents filed in a case. Each document in a case record must either be certified by the filer as compliant with Rule 24 or be filed under Rule 23(b).
- (e) **“Certification”** means that an attorney or a party if not represented by an attorney certifies that, to the best of the person’s knowledge, the document being submitted for filing complies with requirements of K.S.A. 60-211(b).
- (f) **“Citation”** means:
  - (1) a Uniform Notice to Appear and Complaint issued by a law enforcement officer to a person alleged to have violated any of the statutes, rules, or regulations listed in, or authorized by, K.S.A. 8-2106 when signed by the officer and filed with a court having jurisdiction over the alleged offense;
  - (2) an electronic citation as that term is defined by K.S.A. 8-2119; and
  - (3) a citation, as defined by K.S.A. 32-1049a(b), by a conservation officer or employee of the Kansas Department of Wildlife, Parks, and Tourism having law enforcement authority as described in K.S.A. 32-808 to a person alleged to have violated any of the wildlife, parks, or tourism statutes, rules, or regulations listed in, or authorized by, K.S.A. 32-1049(a) when signed by the officer or employee and filed with a court having jurisdiction.
- (g) **“Courthouse terminal”** means a computer terminal available to the public to access public case records at a courthouse. The courthouse terminal may be in a kiosk.

- (h) **“Efiling”** means the submission of a document through the use of either an approved district court electronic filing system as defined in Rule 122 or the appellate courts’ electronic filing system as mandated by Rule 1.14.
- (i) **“Efiling interface”** means the contact point where a filing user submits an electronic document.
- (j) **“Electronic access”** means access to case records available to the public through a courthouse terminal or remotely through the public access portal, unless otherwise specified in these rules.
- (k) **“Events index”** means items listed in a chronological index of filings, actions, and events in a specific case, which may include identifying information of the parties and counsel; a brief description or summary of the filings, actions, and events; and other case information. The events index, also referred to as the register of actions, is a record created and maintained by the judicial branch only for administrative purposes that is not part of the case record. The events index must comply with Rule 24.
- (l) **“Filing user”** means any individual who is authorized to submit a document through the Kansas Court eFiling System. This term does not include the following individuals when acting in their official capacity:
  - (1) an employee of the Kansas judicial branch;
  - (2) a judge of the district court as defined by K.S.A. 20-301a;
  - (3) a temporary judge assigned as described by K.S.A. 20-310b(a); or any retired justice of the Supreme Court, retired judge of the Court of Appeals, or retired judge of the district court assigned as described by K.S.A. 20-2616;
  - (4) a retired justice of the Supreme Court, a retired judge of the Court of Appeals, or a retired judge of the district court who has entered into a written agreement with the Supreme Court under K.S.A. 20-2622;
  - (5) a judge of the Court of Appeals as described by K.S.A. 20-3002(d); and
  - (6) a justice of the Supreme Court as described by Kansas Constitution, article 3, section 2.
- (m) **“Judicial branch”** means the judicial branch of government, which includes all district and appellate courts, judicial officers, offices of the clerks of the district

and appellate courts, the Office of Judicial Administration, court services offices, and judicial branch employees.

- (n) **“Kansas Court eFiling System”** means the Kansas Court Electronic Filing System that the Kansas Supreme Court has approved for use to submit documents in an electronic format to the case management system for Kansas district and appellate courts. The Kansas Court eFiling System (also referred to as the eFiling system) provides a means to view case histories, check the status of submissions, send follow-up documents, and access service lists.
- (o) **“Nondocketable event”** means a note, bench note, memorandum, draft, worksheet, or work product of a justice, judge, or court personnel that does not record court action taken in a case.
- (p) **“Nonpublic case record”** means any case record that is sealed or made confidential by statute, caselaw, Supreme Court rule, or court order.
- (q) **“Public”** means any person, business, nonprofit entity, organization, association, and member of the media.
- (r) **“Public access portal”** means an internet, browser-based access point for the public to freely and conveniently access certain public case records. At the discretion of the Kansas judicial branch, the public access portal may require user registration, email or identity verification, or other protocol and may restrict bulk record access.
- (s) **“Public case record”** means any case record that is not sealed or made confidential by statute, caselaw, Supreme Court rule, or court order.
- (t) **“Sealed”** means a case type or document to which access is limited by statute, Supreme Court rule, or court order.
- (u) **“Standard operating procedures”** means those procedures adopted by the judicial administrator, with input from stakeholders, that ensure documents submitted electronically are processed efficiently, increase effectiveness of court operations, and enhance access to justice for the people of Kansas.
- (v) **“Transcript”** means any written verbatim record of a court proceeding or deposition taken in accordance with the rules of civil or criminal procedure.
- (w) **“Trial exhibit”** means a document or object introduced or admitted into evidence in a court proceeding.

## Rule 23

### **FILING IN A DISTRICT OR AN APPELLATE COURT**

- (a) **Filing User’s Obligations.** When filing a document with ~~the~~ a district or an appellate court, at the efilng interface, a filing user must correctly designate the case and document type and indicate if the document is submitted under subsection (b) or certify that the document complies with Rule 24. The requirement to certify compliance with Rule 24(b) does not apply to those individuals exempted from the definition of “filing user” in Rule 21(l).
- (1) A court employee is not required to review a document that a filing user submits to ensure that the filing user appropriately designated a case, document, or information.
  - (2) If a document does not comply with these rules, the court may order that the document be segregated from public view until a ruling has been made on its noncompliance.
- (b) **Filing Under Seal.**
- (1) If a filing user submits a document under a pre-existing seal order, the filing user must affirm by certification on the efilng interface that such an order exists.
  - (2) If at the time of filing a filing user believes that a document not covered by a pre-existing seal order should be sealed, the filing user must submit a motion to seal that includes a general description of the document at issue. The filing user must affirm by certification on the efilng interface that the motion complies with Rule 24.
  - (3) A filing user may file a motion to seal a document already on file. The motion must specify the document that is proposed to be sealed. When a motion to seal is filed, the identified document will be segregated from public view until the court rules on the motion to seal. A court employee is not required to search for a document that is not identified with specificity in a motion to seal.
  - (4) A case or document may be sealed only by a court order that is case or document specific or as required by a statute or Supreme Court rule.

(c) **~~District Court~~ Clerk Processing of an eFiled Document.**

- (1) **Document Review.** Upon receipt of a document submitted to a ~~district~~ court using the Kansas Court eFiling System, a clerk of the ~~district~~ court is authorized to return the document only for the following reasons:
  - (A) the document is illegible or in a format that prevents it from being opened;
  - (B) the document does not leave a margin sufficient to affix a file stamp, as required by Rule 111;
  - (C) the document does not have the correct county designation, case number, or case caption;
  - (D) the applicable fee has not been paid or no poverty affidavit is submitted with the document or already on file in the case; ~~or~~
  - (E) the document only sets a hearing date, and the hearing date is a date the court is closed or a date that has already passed and the hearing did not occur on that date; or
  - (F) the filing user failed to include the necessary information or required documents for docketing an appeal or initiating an appellate case.
- (2) **Timeline for a Clerk to Process a Document.** A clerk ~~of the district court~~ must process a document for filing as quickly as possible but not more than four business hours after the filing user submits the document for filing.
- (3) **Return of Document.** If a clerk determines that a document must be returned for any of the reasons listed in subsection (c)(1), the clerk must designate the reason for its return.
- (4) **Quality Review.** If a document is not returned ~~rejected~~ under subsection (c)(1), a clerk will approve the document for filing in the case management system. The clerk may flag the document for further review as authorized by the standard operating procedures adopted by the judicial administrator.
- (5) **File Stamping a Document.** A document submitted through the Kansas Court eFiling System will be marked with the date and time of original submission.

- (d) **Inclusion of a Paper Document.** If a clerk is authorized to accept a paper document for filing in a case record under a standard operating procedure adopted by the judicial administrator, the clerk must follow the requirements of that procedure for including the document in the case management system.

### Comments

- [1] The return reason listed in Rule 23(c)(1)(C) applies to a document filed in an existing case where the clerk must match the county designation, the names of the parties in the case caption, and the case number with those of the existing case.
- [2] The return reason listed in Rule 23(c)(1)(E) is not limited to a document labeled “Notice of Hearing.” But it does not apply to a document that does more than set a hearing date, such as a document that also asks a court to decide an issue.
- [3] The Kansas eCourt Rules make clear that the responsibility for correctly filing a document in a court case rests with the person filing the document.

## Rule 24

### PROTECTION OF PERSONALLY IDENTIFIABLE INFORMATION

- (a) **Obligation to Redact Personally Identifiable Information.** In all filings, an attorney, or a party if not represented by an attorney, is solely obligated to protect the confidentiality of personally identifiable information as identified in this rule by ensuring that the filing contains no personally identifiable information. A ~~district court~~ clerk of the court has no duty to review a document to ensure compliance with this rule.
- (b) **Personally Identifiable Information.** The following is personally identifiable information:
- (1) the name of a minor in a district court case who is not a named party in-a the case and, if applicable, the name of a person whose identity could reveal the name of a the minor who is not a named party in a case;
  - (2) the name of a minor in an appellate court case and, if applicable, the name of a person whose identity could reveal the name of the minor;
  - (~~3~~) the name of an alleged victim of a sex crime;
  - (~~4~~) the name of a petitioner in a protection from abuse case;

- (~~54~~) the name of a petitioner in a protection from stalking, sexual assault, or human trafficking case;
- (~~65~~) the name of a juror or venire member;
- (~~76~~) a person's date of birth except for the year;
- (~~87~~) any portion of the following:
  - (A) an email address except when required by statute or rule;
  - (B) a computer username, password, or PIN; and
  - (C) a DNA profile or other biometric information;
- (~~98~~) the following numbers except for the last four digits:
  - (A) a Social Security number;
  - (B) a financial account number, including a bank, credit card, and debit card account;
  - (C) a taxpayer identification number (TIN);
  - (D) an employee identification number;
  - (E) a driver's license or nondriver's identification number;
  - (F) a passport number;
  - (G) a brokerage account number;
  - (H) an insurance policy account number;
  - (I) a loan account number;
  - (J) a customer account number;
  - (K) a patient or health care number;
  - (L) a student identification number; and
  - (M) a vehicle identification number (VIN);



(109) any information identified as personally identifiable information by court order; and

(110) the physical address of an individual's residence.

(c) **Exceptions.** The following is not personally identifiable information:

(1) an account number that identifies the property alleged to be the subject of a proceeding;

(2) the name of an emancipated minor;

(3) information used by the court for case maintenance purposes that is not accessible by the public;

(4) information a party's attorney, or a party if not represented by an attorney, reasonably believes is necessary or material to an issue before the court;

(5) the first name, initials, or pseudonym of any person in a district court case identified in subsections (b)(1) and (b)(3)-(b)(6)-to-(b)(5);

(6) the initials, pseudonym, familial relationship, generic descriptor, or juror number of any person in an appellate court case identified in subsections (b)(2)-(b)(6);

(76) any information required to be included by statute or court rule; and

(87) any information in a transcript.

(d) **Administrative Information Required.** When a filing user submits a new case through the Kansas Court eFiling System, the filing user must complete the administrative information requested at the eFiling interface to the extent possible. If an initial pleading in a new district court case is in paper form, the filer must submit a paper cover sheet that substantially complies with the form located on the judicial council website. The following rules apply.

(1) Personally identifiable information gathered for administrative purposes when a new case is efiled:

(A) if stored electronically, must be accessible only by authorized court personnel and

(B) is not subject to reproduction and disposition of court records under Rule 108.

- (2) Personally identifiable information gathered for administrative purposes using a paper cover sheet:
  - (A) must not be retained in the case file;
  - (B) is not subject to reproduction and disposition of court records under Rule 108; and
  - (C) may be shredded or otherwise destroyed within a reasonable time after the case is entered electronically into the case management system.
- (3) In an action for divorce, child custody, child support, or maintenance, the administrative information provided must include, to the extent known:
  - (A) the parties' Social Security numbers;
  - (B) the parties' birth dates; and
  - (C) the parties' child's full name or pseudonym, Social Security number, and birth date.
- (e) **Certification.** Each document submitted to a court must be accompanied by a certification by an attorney, or by a party if not represented by an attorney, that the document has been reviewed and is submitted under Rule 23(b) or complies with this rule.
- (f) **Remedies and Sanctions.** Failure to comply with this rule is grounds for sanctions against an attorney or a party. Upon motion by a party or interested person, or sua sponte by the court, the court may order remedies for a violation of any requirements of the Kansas eCourt Rules. Following notice and an opportunity to respond, the court may impose sanctions if such filing was not made in good faith.
- (g) **Motions Not Restricted.** This rule does not restrict a party's right to request a protective order, to move to file a document under seal, or to request the court to seal a document.
- (h) **Application.** This rule does not affect the application of constitutional provisions, statutes, or court rules regarding confidential information or access to public information.

## Comments

- [1] Rule 24 applies to information contained in a filing, not to information contained in an oral communication, whether made in a court proceeding or otherwise.
- [2] If use of a person’s initials is unwieldy, parties in a district court case may consider using other options such as a first name with the first initial of the last name, a generic descriptor such as “child 1,” or a pseudonym in lieu of a name.
- [3] Rule 24(b)(11~~0~~) includes “the physical address of an individual’s residence” in the definition of personally identifiable information. However, if an exception in Rule 24(c) applies, this information is no longer considered to be personally identifiable information. If a party is required by law to include the physical address of an individual’s residence, then it may be provided under Rule 24(c)(7~~6~~). For example, if a document will be served by leaving a copy at a person’s dwelling, see K.S.A. 60-205(b)(2)(B)(ii) or K.S.A. 61-3003(d), or by mailing the document to a person’s last known address, see K.S.A. 60-205(b)(2)(C) or K.S.A. 61-3003(c), then providing the physical address is required by law to perfect service. In that situation, the physical address is needed and will not be considered personally identifiable information because it meets the exception of Rule 24(c)(7~~6~~).
- [4] Under Rule 24(c)(4), “necessary” means information essential for the document to make sense or for the proper processing of the document or information requested on a Judicial Council form. Examples include information necessary to establish the court’s personal or subject matter jurisdiction, to process a protective order, to serve a filed document on another party, or to issue and execute a subpoena.