



Kansas  
Judicial Branch

Office of Judicial Administration

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## **Electronic filing in appellate courts resumes July 1, required July 8**

Active registered attorneys:

We've had good results testing the connection between the new appellate case management system and the Kansas Courts eFiling system.

Efiling will resume July 1 in appellate courts, and it will be required July 8 and after, except to initiate a new case. New cases must be initiated on paper for now.

### **Administrative Orders on eFiling**

The Supreme Court filed [Administrative Order 2024-RL-059](#) amending Supreme Court Rules 20–25, otherwise known as Kansas eCourt rules. The amendments take effect July 1 and make the rules applicable to the appellate courts.

eCourt rules require the filer to correctly designate the case and document type. The rules also require the filer to indicate if the document complies with rules protecting personally identifiable information and references to certain persons or if it is filed under seal.

The Supreme Court also filed [Administrative Order 2024-CC-060](#), which states eFiling must resume under requirements in Supreme Court Rule 1.14 for any document other than those necessary to initiate a case in appellate court.

The order includes provisions for new case initiation on paper, and specifies that service, when required, must be by methods other than the electronic filing system.

### **Efiling required in existing cases July 8 and after**

Effective July 8 and after, you are required to electronically file in existing cases.

Appellate clerk office staff update the appellate case management system with new cases as soon after they are filed as they can.

To verify your case exists in the appellate case management system, search for it in the e filing system. Once a case is added to the case management system, it will appear in results in the e filing system.

### **New cases filed on paper**

New case initiation will continue to be on paper. We will announce when we are able to take new cases through the e filing system.

When a new case is initiated on paper, appellate clerk office staff will add it to the case management system as quickly as they can. As soon as it appears in search results in the e filing system, you must electronically file in that case.

### **Before you efile**

There are a few steps you need to take before you start e filing in the appellate courts, unless you have taken them already:

- update your bookmark for the Kansas Courts eFiling system
- set up a TOGA wallet account to pay fees in appellate courts
- register for training by webinar
- learn about updated e filing requirements in appellate courts
- review online resources

### **Update your e filing bookmark**

The first time you visit the [Kansas Courts eFiling system](#), update your bookmark. The URL was updated following the cybersecurity incident.

### **Set up TOGA wallet account to pay electronically**

While the e filing system was offline, we made upgrades to the system that introduced minor changes for users. For the most part, e filing will look, feel, and perform much as it did before.

The most significant impact the upgrades have on you is that you will need to create a new TOGA wallet account to pay fees electronically.

#### [Create your TOGA wallet account](#)

Initially, you will be able to pay fees in existing cases only. You will not be able to set up a new case or pay fees in a new case. That functionality will be restored later.

### **Register for appellate e filing training webinar**

Training to use the Kansas Courts eFiling system will be by live webinar at 11:30 a.m. each weekday until July 5. The July 4 holiday is excluded.

[Register for training](#)

After July 5, training will be offered in monthly webinars that cover both district and appellate eFiling.

### **Online eFiling resources**

We created new and updated resources to help you file electronically in appellate courts:

- [Certificate of Compliance Checkbox in Appellate Courts](#) shows how to meet the requirements to protect personally identifiable information.
- [Appellate Court Documents List](#) includes codes used previously and new codes. Most updated codes require the filer to choose a document type that identifies whether the filer is filing the document in the Supreme Court or Court of Appeals.
- [District or County Attorney Numbers for Filing in Appellate Courts](#) is an updated list of user ID and bar numbers by county and judicial district.

### **Appellate eFiling support**

If you need eFiling support, it will be available by telephone and email:

8 a.m. to 6 p.m. CT  
Monday through Friday, excluding federal holidays

1-844-892-3721  
[kansassupport@tybera.com](mailto:kansassupport@tybera.com)

### **Access to case information online**

Currently, it isn't possible to search appellate cases online. We continue to work with our vendor on public access to case information, and a solution will take more time.

If you need information about a case pending before the appellate courts, request it by email. Email allows the clerk's office to track requests, which contributes to good customer service.

[appellateclerk@kscourts.org](mailto:appellateclerk@kscourts.org)