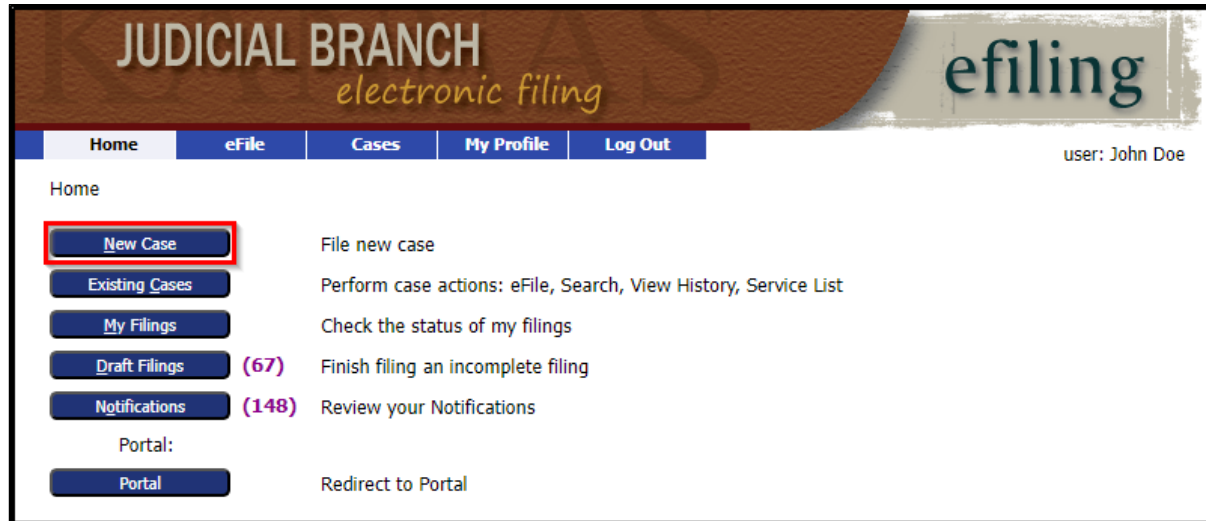


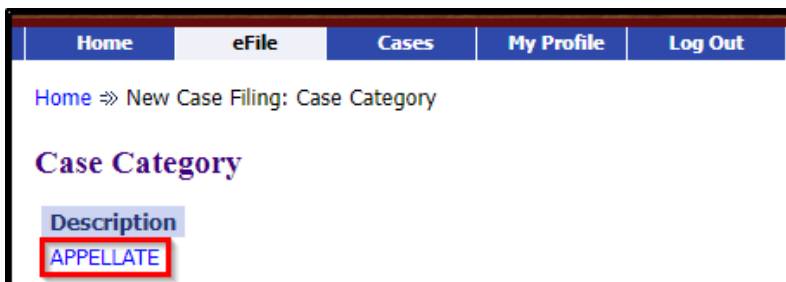
Attorneys: Appellate eFile Case Initiation

Appellate Interface Home Screen

1. From the **Home** screen, select **New Case** to open **Case Category** page.



2. On **Case Category** page, select **Appellate** to open the **Case Type** page.



3. Under **Description**, select the appropriate **Case Type** to open **Case Initiation** for that case type.



Case Initiation Screen

NOTE: For all case types except:

APDA Disciplinary Action
 APJR Admin Public Utility Rate
 APJR Admin Taxation–Board of Tax Appeals
 APJR Admin Workers Compensation
 APJR Judicial Review
 APOA Certified Question–Supreme Court Only
 APOA Habeas
 APOA Mandamus–Supreme Court Only
 APOA Multi-District Consolidation–Supreme Court Only
 APOA Quo Warranto–Supreme Court Only

1. From the **Court** drop down menu, select the appropriate court (i.e. Court of Appeal or Supreme Court).

The screenshot shows the 'Case Initiation: APCR Felony' screen. At the top, there is a navigation bar with 'Home', 'eFile', 'Cases', 'My Profile', and 'Log Out'. Below the navigation bar, there is a breadcrumb trail: 'Home ⇒ New Case Filing: Case Category ⇒ Case Type ⇒ Case Initiation'. The main heading is 'Case Initiation: APCR Felony'. A dropdown menu for 'Court' is open, showing two options: 'Court of Appeals' and 'Supreme Court'. The 'Court' label and the dropdown menu are highlighted with a red box.

2. From **Step 1: District Court Case Information**, select the county name from the **County Location** drop-down menu.

Enter the case number in the **District Court Case Number** field using the proper format.

Select **Import District Case Data** to retrieve District Court Case information, including the **District Court Case Caption** and **Sitting Judge**.

If applicable, select the box next to **Interlocutory**.

The screenshot shows the 'District Court Case Information' form. The title is 'District Court Case Information'. Below the title, there is a section titled 'Step 1: Add District Court Information'. The form contains several fields: 'County Location' (a dropdown menu with 'RILEY' selected), 'District Court Case Number' (a text input field with 'RL-2023-CR-300025' and an example 'RL-2024-CV-000001'), 'Sitting Judge' (a dropdown menu), and 'Interlocutory' (a checkbox). There is a blue button labeled 'Import District Case Data' next to the case number field. The 'County Location' dropdown, the case number field, the 'Import District Case Data' button, and the 'Interlocutory' checkbox are highlighted with red boxes.

3. From **Step 2: Additional District Court Case Titles and Numbers**, enter any other cases consolidated with the Primary case.

In the **District Court Case Caption** field, enter the case caption for the consolidated case.

In the **District Court Case Number** field, enter the case number in the proper case number format.

Select **Add** after entering all information.

NOTE: You may skip this step if no other cases are consolidated with this case.

Step 2: Additional District Court Case Titles and Numbers

District Court Case Caption

District Court Case Number

Add

(Repeat step 2 for each consolidated case)

[Case Title](#) [Case No.](#) [Change](#) [Remove](#)

All case participants from the district court are added automatically to the **Add Case Participants** section when the **Import District Case Data** button is selected.

| Add Case Participants | | | |
|-----------------------|------------------|------------|--------------------------|
| Add My Parties | | | |
| Add Other Parties | | | |
| Remove | Participant Name | Type | Attorney/Agent for Party |
| | State of Kansas | Prosecutor | |
| | Faye Evans | Defendant | |

4. If you use the **Import District Case Data** function, you will need to remove unnecessary parties and attorneys who represented the appellant or appellee at the district court level.

Filers **MUST** update the party type for the appellee and appellant.

Filers **MUST** also add their information as attorney of record for the party they are representing.

Refer to District or County Attorney Numbers for Filing in Appellate Courts document located on the [Kansas Courts eFiling Updates](#) webpage.

Select a **Participant Name** to open the **Edit Party** screen.

Enter or update known contact information for the party.

If a complete address is **NOT** known for a party, select the checkbox next to **Unknown Address**.

Edit Party: APCR Felony

Defendant

Organization Person

Party Type:

First Name: *

Middle Name:

Last Name: *
(or Business Name)

Name Suffix:
(Jr, Sr, ...)

Phone: ext

Email:

Unknown Address:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State:

Zip / Postal Code:

Add an Attorney for this Party

| Last Name | Middle Name | First Name | Bar Number | Type |
|------------------------------------|-------------|------------|------------|------|
| <input type="button" value="Add"/> | | | | |

Add Aliases (AKA)

| Alias Type | First Name | Middle Name | Last/Business Name |
|------------------------------------|------------|-------------|--------------------|
| <input type="button" value="Add"/> | | | |

Add Additional Addresses

| Type | Address |
|------------------------------------|---------|
| <input type="button" value="Add"/> | |

Add Additional Phones

| Type | Phone |
|------------------------------------|-------|
| <input type="button" value="Add"/> | |

To change the **Party Type**, select the drop-down menu and then the appropriate **Party Type** from the list.

Organization Person

Party Type:

First Name: *

Middle Name:

Last Name: *
(or Business Name)

Name Suffix:
(Jr, Sr, ...)

Agency
Alleged Father
Amicus
Appellant
Appellant/Cross Appellee
Appellee
Appellee/Cross Appellant
Appellee/Cross Appellee

If known, add the **Attorney of Record** for the party.

From **Add an Attorney for this Party**, select **Add**.

In **Search Attorney**, enter **Last name** or **Bar Number**, and select **Search**.

Select the **Checkmark** field on the line with the attorney's name.

In the **Type** column, use the drop-down menu to select the appropriate type.

After you finish adding the attorney, select **Save**.

Repeat these steps for ALL parties.

Add an Attorney for this Party

Add

Search Attorney

Last Name: Bar Number:

Organization: All **Search**

Select and Add Attorney(s)

| <input type="checkbox"/> | Title | Last Name | Middle Name | First Name | Suffix Name | Bar Number | Type | Address | Phone | FAX | Email | Organization |
|-------------------------------------|-------|-----------|-------------|------------|-------------|------------|----------|------------------------------------|-------|-----|---------------------|--------------|
| <input checked="" type="checkbox"/> | | Doe | | John | | 09472 | Attorney | 301 sw 10th Ave Topeka KS 66612 US | | | testing@testing.com | ATTORNEYS |

Cancel **Clear** **Save** **Add New Attorney**

After you add or update all case and party information, select **Next** to open the **Add a Document** screen.

Add Case Participants **Add My Parties** **Add Other Parties**

| Remove | Participant Name | Type | Attorney/Agent for Party |
|-------------------------------------|------------------|-----------|--------------------------|
| <input checked="" type="checkbox"/> | State of Kansas | Appellee | Kansas Attorney General |
| <input checked="" type="checkbox"/> | Faye Evans | Appellant | John Doe |

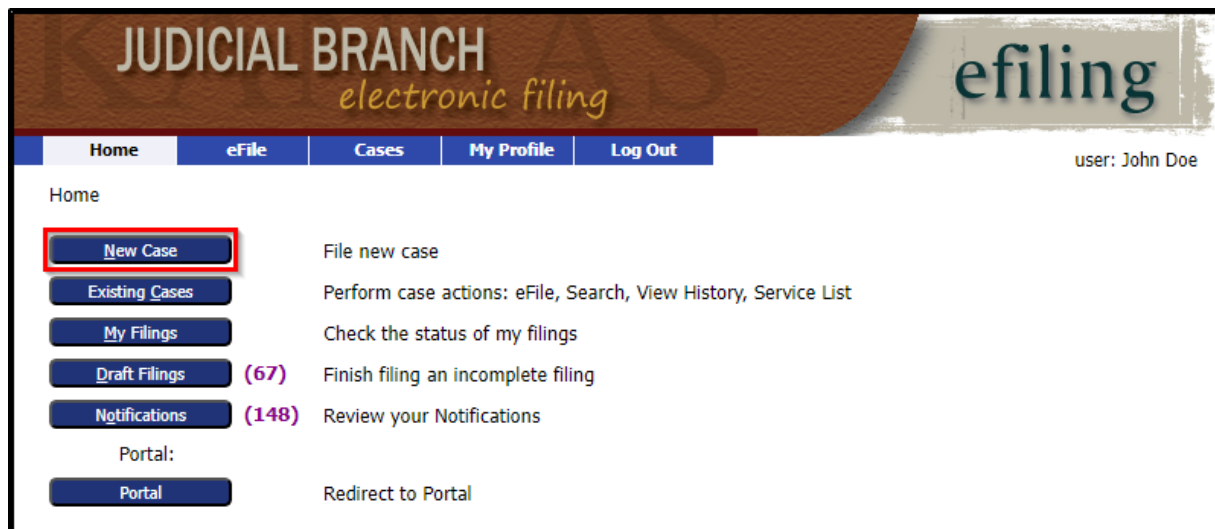
Back **Save to Draft** **Next**

Case Initiation for Agency Appeals, Disciplinary Action, Judicial Review, and Original Actions

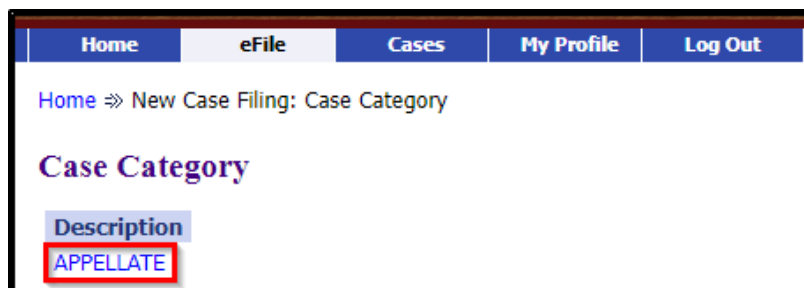
Agency appeal case types include:

APDA Disciplinary Action
 APJR Admin Public Utility Rate
 APJR Admin Taxation–Board of Tax Appeals
 APJR Admin Workers Compensation
 APJR Judicial Review
 APOA Certified Question–Supreme Court Only
 APOA Habeas
 APOA Mandamus–Supreme Court Only
 APOA Multi-District Consolidation–Supreme Court Only
 APOA Quo Warranto–Supreme Court Only

1. From **Home**, select **New Case** to open **Case Category**.



2. Select **Appellate** to open **Case Type**.



3. Select the **Case Type** to open **Case Initiation** for that type.

| |
|---|
| <p>APDA Disciplinary Action</p> <p>APHB K.S.A. 60-1507 - Capital</p> <p>APHB K.S.A. 60-1507 - Non-Capital</p> <p>APJR Admin Public Utility Rate</p> <p>APJR Admin Taxation - Board of Tax Appeals</p> <p>APJR Admin Workers Compensation</p> <p>APJR Judicial Review</p> <p>APJV Children CINC</p> <p>APJV Children Termination</p> <p>APJV Juvenile Offender Code</p> <p>APOA Certified Question - Supreme Court Only</p> <p>APOA Habeas</p> <p>APOA Mandamus - Supreme Court Only</p> <p>APOA Multi-District Consolidation - Supreme Court Only</p> <p>APOA Quo Warranto - Supreme Court Only</p> |
|---|

4. Under **Step 1**, select the **Court** where you are filing the agency appeal: Court of Appeals or Supreme Court.

| |
|---|
| <p>Court <input type="text" value="Court of Appeals"/></p> |
|---|

5. Add the **Agency Appeal #**. This field is optional, if you have the agency appeal number.
6. Enter the **Agency Case Caption**. This field is required.
7. Add the **Agency Case Number**. This field is a required.

| Agency Case Information | |
|---|---|
| Step 1: Add Agency Case Information | |
| Agency Appeal # | <input type="text" value="123456-B"/> |
| Agency Case Caption Example: Steve Jones v. Mary Smith | <input type="text" value="Susan Smith v. Jimmy Johns"/> |
| Agency Case Number Example: 12CR10 | <input type="text" value="123456-A"/> |

8. Under **Step 2**, enter additional cases, if there are other cases consolidated into the primary case.

Enter the case caption for the consolidated case in the **Agency Case Caption** field.

Enter the case number in the **Agency Case Number** field using the proper case number format.

After all information is entered, select **Add**.

NOTE: You may skip this step if no cases are consolidated with this case.

Step 2: Consolidated Case Titles and Numbers

Agency Case Caption

Agency Case Number

Add

(Repeat step 2 for each consolidated case)

| Case Caption | Case No. | Change | Remove |
|--------------|----------|--------|--------|
|--------------|----------|--------|--------|

9. Select **Add My Parties** to add the party the filer represents. This will open the **Add a Party** screen.

Add Case Participants **Add My Parties** **Add Other Parties**

| Remove | Participant Name | Type | Attorney/Agent for Party |
|--------|------------------|------|--------------------------|
|--------|------------------|------|--------------------------|

10. Mark whether this is a **Person** or an **Organization**.

Select the **Party Type** from the drop-down menu.

Enter the Party's **First Name and Last Name** and any known contact information in the appropriate fields.

If a complete address is NOT known for the party, select the checkbox next to **Unknown Address**.

The filing attorney will be listed under the **Add an Attorney for this Party**.

Once all information for this party is entered, select **Next** to return to **Case Initiation**.

Add a Party: APJR Admin Workers Compensation

Plaintiff

Organization Person

Party Type: Appellant

First Name: * Susan

Middle Name:

Last Name: * (or Business Name) Smtih

Name Suffix: (Jr, Sr, ...)

Phone: Home (000) 000-0000 ext

E-Mail:

Unknown Address:

Address Line 1: 1540 N River Rd

Address Line 2:

Address Line 3:

City: Topeka

State: KANSAS

Zip / Postal Code: 66616

Add an Attorney for this Party

| Last Name | Middle Name | First Name | Bar Number | Type |
|-----------|-------------|------------|------------|----------|
| X Doe | | John | 09472 | Attorney |

Add Aliases (AKA)

| Alias Type | First Name | Middle Name | Last/Business Name |
|------------|------------|-------------|--------------------|
|------------|------------|-------------|--------------------|

Add Additional Addresses

| Type | Address |
|------|---------|
|------|---------|

Add Additional Phones

| Type | Phone |
|------|-------|
|------|-------|

11. Select **Add Other Parties** to add all other parties associated with your case. Again, this opens the **Add a Party** screen.

Select whether the other party is a **Person** or an **Organization**.

Select the **Party Type** from the drop-down menu.

If the party is an organization, enter the name in the **Last Name** field.

Enter any known contact information for the party.

If the complete address is NOT known for the party, select the checkbox next to **Unknown Address**.

If the attorney for this party is known, select **Add** under **Add an Attorney** to search for and add the attorney.

Once all known information is added, select **Next** to return to the **Case Initiation** screen.

Add a Party: APJR Admin Workers Compensation

Defendant

Organization Person

Party Type: Appellee

First Name: _____

Middle Name: _____

Last Name: * (or Business Name) Jimmy Johns

Name Suffix: (Jr, Sr, ...) _____

Phone: Home (000) 000-0000 ext _____

E-Mail: _____

Unknown Address:

Add an Attorney for this Party

Last Name Middle Name First Name Bar Number Type

Search Attorney

Last Name: _____ Bar Number: 24937

Organization: All

Select and Add Attorney(s)

Title Last Name Middle Name First Name Suffix Name Bar Number Type Address

| | | | | | | | |
|-------------------------------------|----------|--------|--------|--|-------|----------|--------------------------------------|
| <input checked="" type="checkbox"/> | Anderson | Morrow | Andrea | | 24937 | Attorney | Unassigned Unassigned KS 11111 US |
|-------------------------------------|----------|--------|--------|--|-------|----------|--------------------------------------|

12. After all parties are added to the case, select **Next** to advance to **Add a Document**.

Add documents and Submit Filing

1. Select the appropriate **Document Category** from the drop-down menu.

Select the appropriate **Document Type** from the drop-down menu.

Refer to the [Appellate Court Document List](#) for codes to use when filing. The list includes document types available and the categories where they can be found.

Use **Additional Text** to enter the title of the document you are submitting.

Select the **Emergency** checkbox if your submission is urgent and needs expediting.

Select the **Confidential** checkbox if the document should be marked confidential.

Select **Choose File** to the right of **Document Location** to upload the appropriate document.

Select **Add** to add the document to the submission.

Case Type : APJR Admin Workers Compensation

Document Category: Docketing

Document Type *: COA Docketing Statement

Additional Text: Docketing Statement

Emergency Confidential

Acceptable File Format(s) (*.PDF)

Document Location: Choose File No file chosen

Add to Submission

| Document Name | View Document | On Behalf of | Edit Data | Size | Remove |
|---------------|---------------|--------------|-----------|---------|--------|
| Case Data | form.xml | | | 0.01 MB | |

Total Size: 0.0 MB

2. If a drop-down menu is available below **On Behalf of**, select the party the document is filed for. Select **Add** to populate.

| Document Name | View Document | On Behalf of | Edit Data | Size | Remove |
|---|-------------------------|---|-----------|---------|--------|
| Case Data | form.xml | | | 0.01 MB | |
| COA Docketing Statement Docketing Statement | Docketing Statement.pdf | <input type="checkbox"/> Show/Hide Participants <input type="text"/> Add Faye Evans ✕ | | 0.03 MB | |

3. Complete steps outlined above to add more documents.

After all documents are added, select **Next** to go to **Review and Submit Filing** screen.



4. Select the checkbox next to **Certificate of Compliance**. *This is required.*

Select the appropriate payment method for your filing.

Use the drop-down menu to choose a party for **Payment on behalf of**.

If needed, add a note in the **Special Filing Instructions for the Clerk** comment field.

Select **Submit the Filing** to file the new case.

Other options include:

Back takes you to the previous screen.

Cancel (Delete) deletes the submission.

Move to Draft moves submission to your drafts for you to edit and submit later.

Review and Submit Filing

Case Type : APJR Admin Workers Compensation

Client #

CERTIFICATE OF COMPLIANCE*
I certify that the document I am filing is a document type listed in Supreme Court Rule 22(d) or complies with all applicable requirements of the Kansas Supreme Court Rules regarding a sealed document, personally identifiable information, and reference to certain persons, including Rules 23(b), 24, and 7.043.

Estimated Fees: \$155.00 [Add](#)
Convenience Fee: \$3.70
Total Fee: \$158.70

Wallet Item: 7/25 - *5454
 Order of Appointment
 Order of Indigence, Attorney Certification, or Affidavit of Indigency
 Government Agency

Order of Appointment
Order of Indigence, Attorney Certification, Affidavit of Indigency
Government Agency

Payment on behalf of
Susan Smith

Generated Case Data: [Change Case Data](#)
[View Data](#)

Document(s) to be Submitted: [Add/Remove Documents](#)

| Document Name | View Document | On Behalf of |
|---|---|--------------|
| COA Docketing Statement Docketing Statement | Docketing Statement.pdf | Susan Smith |

Special Filing Instructions for the Clerk:

[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit the Filing](#)

5. A pop-up message reports your submission is complete. Select **OK** to file to the court.

appellatecourtstage.kscourts.org says

Your submission is complete. Click OK to file to the court.

[OK](#) [Cancel](#)