

December 27, 2021

DOUGLAS T. SHIMA
CLERK OF APPELLATE COURTS

IN THE SUPREME COURT OF THE STATE OF KANSAS

Administrative Order

2021-RL-177

Rules Relating to District Courts

The attached new Supreme Court Rule 122A is adopted, effective the date of this order.

Dated this 27th day of December 2021.

FOR THE COURT



MARLA LUCKERT
Chief Justice

Rule 122A

EXPANDED ACCESS TO ELECTRONIC FILING

- (a) **Purpose.** To simplify and streamline processes, this rule expands access to electronic filing in the district courts.
- (b) **Applicability.** This rule does not apply to a filing user under Rule 122.
- (c) **Filing User.** The following are eligible to become a filing user under this rule:
 - (1) an individual or group who is employed by a government entity, contractor, or grantee;
 - (2) an individual performing services on behalf of a district court; and
 - (3) a program appointed by a district court to assist with cases.
- (d) **Registration.** To begin using a system under Rule 122(a) to electronically file documents, an individual, a group, or a program under subsection (c) must register as a filing user.
- (e) **Electronic Filing Permitted.** In a district court not operating under the Kansas eCourt case management system, the following provisions apply to an individual, a group, or a program under subsection (c).
 - (1) **Registration Approval.** The Office of Judicial Administration must approve a registration request under subsection (d) before the individual, group, or program becomes a filing user.
 - (2) **Permissive Filing.** Once approved under subsection (e)(1), a filing user is permitted to electronically file a document in a district court.
- (f) **Electronic Filing Required; eCourt Case Management System.** In a district court operating under the Kansas eCourt case management system, an individual, a group, or a program under subsection (c) must register as a filing user under subsection (d) and must electronically file any document.
- (g) **Exceptions to Electronic Filing Requirement.** A filing user under subsection (f) may file a document by paper under the following circumstances:
 - (1) a judge of the district court grants permission for the filing user to file a document by paper because of the unique characteristics of the document;
 - (2) a standard operating procedure adopted by the judicial administrator permits the filing user to file a document by paper;

- (3) the approved district court electronic filing system is unavailable; or
 - (4) the filing user's technology fails.
- (h) **Standard Operating Procedures.** The judicial administrator is authorized to adopt standard operating procedures consistent with this rule to facilitate the electronic filing process in district courts. In developing these procedures, the judicial administrator will consult with stakeholders, as appropriate.