

IN THE SUPREME COURT OF THE STATE OF KANSAS

Administrative Order No. 302

Re: Implementation of a Case Management System  
in the Eighth and Twenty-First Judicial Districts

**FILED**

**JUN 20 2019**

**DOUGLAS T. SHIMA  
CLERK OF APPELLATE COURTS**

The Judicial Branch will begin to implement a new electronic case management system in the district courts of the Eighth and Twenty-First Judicial Districts. The 8<sup>th</sup> Judicial District is composed of Dickinson, Geary, Marion, and Morris counties; the 21<sup>st</sup> Judicial District is composed of Clay and Riley counties. In order for the new system to be implemented and functional in these counties by August 5, 2019, the schedule and procedure for Offices of the Clerk of the District Court in Clay, Dickinson, Geary, Marion, Morris, and Riley Counties (Clerk Offices) will be modified as discussed in this order. Transition from the current case management system to the new case management system begins in all six counties on Tuesday, July 30, 2019, 5:00 p.m., and ends on Monday, August 5, 2019, 8:00 a.m. During this time, the district courts will continue to operate, but Clerk Offices will have a modified schedule and procedure.

Under the authority of K.S.A. 20-319, the following schedule and procedures are adopted:

1. On Tuesday, July 30, 2019, 5:00 p.m., all electronic processes will be turned off in the Clerk Offices. Electronic processes will be disabled and not available, including the Kansas eFiling System for the electronic filing of documents and the CitePay system for making payments with a credit card, electronic check, or other electronic method. Attorneys will not be allowed to file by facsimile on these days.

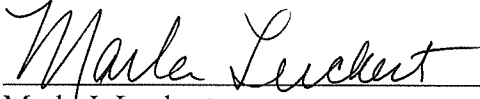
2. From 8:00 a.m. to 5:00 p.m. on Wednesday, July 31, 2019, and Thursday, August 1, 2019, the Clerk Offices will be open to conduct court business, but any filings must be submitted by paper and any payments must be by cash or paper check. Attorneys will not be allowed to file by facsimile on these days.

3. On Friday, August 2, 2019, Clerk Offices will be closed for court business, but courts will continue to operate by holding scheduled hearings and dockets. Each clerk's office will post a clearly visible notice that provides a phone number to call in the case of an emergency, for example if a petition for protection from abuse is needed.

4. During the time the Kansas eFiling System is not available from Tuesday, July 30, 2019, 5:00 p.m., until Monday, August 5, 2019, 8:00 a.m., Kansas Supreme Court Rule 122(e)(1) (2019 Kan. S. Ct. R. 202) will allow an attorney to seek relief from the court if a filing is untimely due to the unavailability of the system.

5. Effective Monday, August 5, 2019, 8:00 a.m., Clerk Offices will reopen and electronic processes will be turned on and available. The Kansas eFiling System will be available for electronic filing of documents and the electronic payment system will be operational for making payments with a credit card, electronic check, or other electronic method.

BY ORDER OF THE COURT this 20<sup>th</sup> day of June, 2019.

  
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Marla J. Luckert  
Justice of the Kansas Supreme Court