



**\*\*Attention New E-Filers\*\***

## Steps to Prepare for E-Filing:

# 1 Complete Training for Attorneys & Staff

Schedule and register for online training *with a live trainer*, by accessing the following link:

<https://attendeegotowebinar.com/rt/244549349124254721>

Watch training *videos*, by accessing the following link:

<http://efilingtraining.kscourts.org/Training.html>

You will find instructional videos such as: *Requesting an account, Navigation, Case Initiation, Notifications etc.*

# 2 Request An Account:

To request an account, go to the following link:

<https://filer.kscourts.org/>

On the righthand side of the webpage, select **"Request Account"**

You will be directed to a **User Agreement page**.

You must accept the terms of the user agreement and select **Submit** before setting up your account.

The terms of use include a requirement that you follow technical standards set out in **Supreme Court Administrative Order No. 268**, for filing and transmitting electronic court documents.

**\*\*NOTE\*\***

*You will receive an email that explains how to log in for the first time. You will also receive several useful documents that will be helpful in your transition. Should you have questions or experience problems with the registration*

*process, please email*

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

# 3 Prepare Your Computer System for E-Flex E-filing, by Tybera:

## Internet Browser Requirements:

E-Flex, can be accessed through most versions of Google Chrome, Firefox, Internet Explorer, and Safari.

## Software Requirements:

Windows & Mac- Software that is able to create PDF or PDF-A text-searchable documents; or any other OCR (Optical Character Recognition) software that produces text-searchable PDF;s.

## 4 Make Sure you can do the following:

1. **Find & Open the E-filing File & Serve Portal**, sign on and make sure your computer can download necessary items to navigate through the portal successfully.
2. **Know what type of document has to be sent to keep the filing from being rejected.** Should you send a .PDF or .DOC (Word document). Know the rules of E-Filing.
3. **Ensure you can receive email from court** if you believe you should be receiving emails and notifications and **are not** please contact [DCITHelp@dc18.org](mailto:DCITHelp@dc18.org)
4. **Make Sure your Attorney Fees are Paid and up to date** you will be unable to sign up for electronic filing if you are not current
5. **Ensure you can access the E-Filing Page of Kansas Supreme Court Website:**  
<http://www.kscourts.org/Cases-and-Opinions/E-filing/default.asp>

## 5 Start Using E-Flex NOW:

**Experiment! file documents with the court BEFORE the mandatory deadlines**

### MANDATORY E-FILING DATES

Chapter 60 Civil	September 1, 2016
Chapter 61 Civil	September 15, 2016
Probate	October 3, 2016
Traffic	October 3, 2016
Family Law	November 1, 2016
Criminal & Juvenile	January 4, 2017

**Now** is the time to access and become comfortable with the e-filing process.

To avoid delays with your filing, do not wait until the last minute!

### E-Flex E-Filing Support:

If you are an attorney with an existing e-filing account and you need support, contact the help desk by calling 1-844-892-3721 (toll free), or email [kansassupport@tybera.com](mailto:kansassupport@tybera.com)  
Telephone and email support are available 8 a.m. to 6 p.m. CST, Monday through Friday, excluding federal holidays.



## 5 Easy Steps to Prepare for E-Filing