

E-file FAQ's (Frequently Asked Questions)

Can secretaries or paralegals have their own login?

No. E-filing is based on the attorney bar number.

How do I pay?

You will need your bank's routing number and account number. There will be a \$1 transaction fee that the bank charges per transaction. Please check with your bank to make sure they honor e-checks.

Can the computer save my bank information?

No. For security reasons, you will have to enter your bank information for each transaction.

Why should I e-file?

Convenience, E-filing saves time, postage, and/or courier fees. Mandatory as of March 2, 2015.

What are the hours that someone can E-File?

Documents can be submitted until midnight each day the time stamp will be when the attorney submits the document not when the clerk's receives it.

What format does the document need to be in order to e-file it?

Documents can be in the following format: PDF, Word, WordPerfect, Tiff, Jpeg, and RTF.

How will I know if my E-File submission was received and successful accepted by the Courts?

You will receive an e-mail notification that the clerk's office received your E-Filing. You will receive an additional e-mail notification when the clerk's office accepts it in to the court file.

What can I E-file?

You can E-File any Civil document except:

New filings - Mechanic liens, Notice of Intent, Statutory Bonds.

Existing Case - Satisfaction of tax warrant (variation of fees)

What is the limit on the number of pages that can be e-filed?

The only limitation is on documents that need to be served through Johnson County Sheriff or out of County Sheriff. That limit is 35 pages, everything else is unlimited.

Can I batch file?

No. Not at this time.

What reports are available to me?

Pending E-File Report – show all e-filings for your agency this is in pending state, not accept into the court file.

E-Filing Accounting Report – give date range of all e-filings for our Agency and cost associated to them.

Please tell me more about the bank information. What happens to my bank routing and account numbers? Are they secure? Are they saved for future transactions?

Your log-on and password take you to a secure web site. We store your bank information in a secure encrypted file. Once the Clerk's Office accepts your E-File, your secure encrypted bank information is electronically sent to the bank's secure website. Your bank information is only kept until the bank accepts your payment. At no time can anyone see your bank information.

Along that same line, we have learned that some firms – concerned about accessing their accounts – have created a special account with their bank solely for e-filing transactions, in order to have some internal control and security of their banking practices.

Do I still need to serve opposing counsel and unrepresented parties when I e-file a motion in an existing case?

E-filing will provide a notice to all counsel who is associated to the case by virtue of their prior entry of appearance that a document has been filed on their case. Just as you do without e-filing, you will append a Certificate of Service to the end of your document to indicate how you have completed your service. That will still be the filing party's responsibility.

How do I sign my documents?

You can physically sign your document and scan it, or you can use an electronic signature. Your electronic signature should look like this.

/s/ John A. Doe

John A. Doe, KS # 12345

Doe & Doe LLC

1234 Any St, Ste 1

Olathe, KS 66061

913-555-1212

john.doe@jocogov.org

Attorney for Plaintiff/Defendant

What if my case is rejected, what happens to the payment?

The payment information is not processes and you will not be charged any fees.

Contact Information: Criminal/Traffic 913-715-3460 Probate 913-715-3370

Juvenile 913-715-3380, Civil 913-715-3515 or email at dcc-cvefiling@jocogov.org