

Legal Assistant Luncheon

April 23, 2024

I. Civil Cases – Filing Provisionally Sealed Documents – Rule 5.4.2

- File Provisionally Sealed Document
- Notice of Proposed Sealed Record
- Motion to Seal or Redact
- If no motion filed, notify court document can be unsealed.
- Different process for criminal cases

II. Privacy and Redactions

- What to redact?
- What if I filed something that has personal identifiers that should have been redacted?

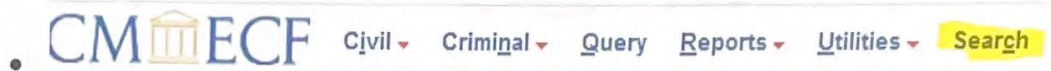
III. Opening New Civil Cases

- On-line Instructions (For Attorneys -> CM/ECF -> Attorney Guide to Civil Case Opening)
- Do Not Start Over
- Civil Cover Sheet
- Designation of Place of Trial
- Privacy
- Resources
- Always feel free to contact the clerk's office with questions and know that everything can be fixed!

IV. Correcting Errors in Documents that Have Been Filed

- Wrong version of document attached, contained typographical error, missing pages, etc.
- Filed in completely wrong case
- Forgot to Attach Exhibits

V. 'Search' button and E-Filing Tips



- Use the search button when unsure as to where an ECF event is located or which ECF event to use when filing a document.

VI. Attorney Registration Issues

- Keep Attorney Email Address and Secondary Email Addresses Up to Date
- Pro Hac Vice Guidance *Ink-Signed (NO /s/)*
- How to Obtain a Certificate of Good Standing (Log in to ECF. Go to Utilities -> Request Certificate of Good Standing; pay on-line)
- OARS/CM ECF Migration
- How to Be Admitted to Practice and Pay Annual Dues

QUESTIONS?

Clerks' Office Contact Information

If you have questions or are unsure of how to file a document, please contact us at the numbers below before filing – we are happy to assist you.

Kansas City: 913-735-2200 - ksd_clerks_kansascity@ksd.uscourts.gov

Topeka: 785-338-5400 - ksd_clerks_topeka@ksd.uscourts.gov

Wichita: 316-315-4200 - ksd_clerks_wichita@ksd.uscourts.gov

Attorney Registration Contact Information

913-735-2229 – ksd_attorney_registration@ksd.uscourts.gov

DOCUMENTS TO BE FILED UNDER SEAL – CIVIL CASES

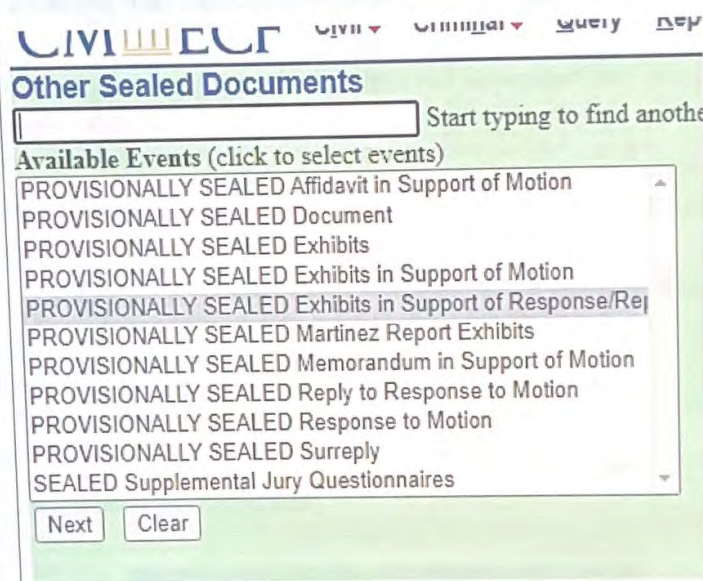
- a. **Provisional Sealed Filings.** A party may provisionally file a document that it reasonably believes may contain confidential information under seal. The document should be filed using the appropriate event bearing the **PROVISIONALLY SEALED** label. Documents filed using a provisionally sealed event will be restricted from public access on the docket but will be available to court users and all counsel of record in the case who have not been terminated. Pro se filers will not have electronic access to sealed documents due to limitations of the System and must be served outside of the System. **No Leave Required**
- b. **Notice of Proposed Sealed Record.** Immediately after making a provisional under-seal filing, counsel must file a Notice of Proposed Sealed Record. (A sample Notice of Proposed Sealed Record is included in the Administrative Procedures.)
- c. **Motion to Seal or Redact.** Motions to seal or redact the provisionally sealed document must be filed within 7 days of the document that was provisionally filed under seal using the event Motion to Seal or Redact. The motion will be filed on the public docket and not under seal. If the filer is requesting that a redacted version of the provisionally sealed document be filed, the redacted document should NOT be attached to the Motion to Seal or Redact since the motion will not be restricted from public access. The proposed redacted document should be emailed to chambers with the proposed redactions highlighted in yellow, per Local Rule 5.4(c)(iv).
- d. **Order on Motion to Seal or Redact.** Any order on a Motion to Seal or Redact will direct the party that provisionally filed the document under seal to make the appropriate filing in the public record. If a motion to seal or redact is denied and the document should be unsealed, chambers will direct the clerk's office to unseal the document using the same method as described in section (d) below.
- e. **Disposition of Documents Filed Provisionally Under Seal.** If no Motion to Seal or Redact is filed, the party who filed the provisionally sealed document will notify chambers that the document should be unsealed. The clerk will unseal the document using the event Notice of Removal of Provisional Seal, which will notify all parties in the case that the document is now publicly available. The docket text of the original entry will be modified to show that the document is no longer sealed.
- f. **Attorney Withdrawals/Terminations.** Once access to sealed documents has been granted to an attorney in a case, it will be the responsibility of that attorney to notify the clerk's office if he or she is terminated from the case and the parties wish that terminated attorneys no longer have access to sealed documents in that case.







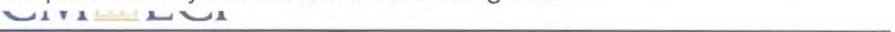
Filing Sealed Documents in Civil Cases

Document processing

The following procedure applies to under-seal filings in **civil** cases, unless otherwise ordered by the court:

E-filing the document

STEP	ACTION
1	<p data-bbox="438 640 1282 787">Leave of the court is not required to initially file documents under seal in civil cases. Your sealed document is deemed 'provisionally filed under seal' until further order of the court. To file your document, go to Civil -> Sealed Documents -></p> <div data-bbox="446 798 812 945"><p>Sealed Documents</p><ul style="list-style-type: none">Sealed MotionsOther Sealed Documents</div> <p data-bbox="446 955 1218 1029">Select Sealed Motions if your document is a motion or select the appropriate event from the Other Sealed Documents category:</p>  <p data-bbox="462 1060 1144 1102">CIVIL COURT Civil Criminal Query Help</p> <p data-bbox="462 1113 812 1144">Other Sealed Documents</p> <p data-bbox="462 1144 1153 1186"><input type="text"/> Start typing to find another</p> <p data-bbox="462 1186 893 1218">Available Events (click to select events)</p> <ul data-bbox="462 1218 1120 1543" style="list-style-type: none">PROVISIONALLY SEALED Affidavit in Support of MotionPROVISIONALLY SEALED DocumentPROVISIONALLY SEALED ExhibitsPROVISIONALLY SEALED Exhibits in Support of MotionPROVISIONALLY SEALED Exhibits in Support of Response/RejPROVISIONALLY SEALED Martinez Report ExhibitsPROVISIONALLY SEALED Memorandum in Support of MotionPROVISIONALLY SEALED Reply to Response to MotionPROVISIONALLY SEALED Response to MotionPROVISIONALLY SEALED SurreplySEALED Supplemental Jury Questionnaires <p data-bbox="479 1543 649 1585"><input type="button" value="Next"/> <input type="button" value="Clear"/></p>

STEP	ACTION
	<p>Proceed through the event attaching your provisionally sealed document(s). For this example, it was an exhibit to the Response to Motion that needed to be sealed. The final text will appear like this:</p> <p> 9 RESPONSE by Plaintiff Joe B. Smith re 6 MOTION to Dismiss Case as Frivolous. (kao) (Entered: 04/17/2024)</p> <p> 10 PROVISIONALLY SEALED EXHIBIT IN SUPPORT of 9 Response to Motion by Plaintiff Joe B. Smith.(ka) (Entered: 04/17/2024)</p>
	<p>The next step is to file the Notice of Proposed Sealed Record. Civil -> Other Filings -> Notices -></p> <p></p> <p>Notices</p> <p><input type="text"/></p> <p>Available Events (click to select an event)</p> <ul style="list-style-type: none"> Notice of Joinder Notice of Judge Assignment Notice of Lis Pendens Notice of Proposed Sealed Record <p>Selected Event</p> <p>Notice of Prop</p>
	<p>The Notice will link to the provisionally sealed document:</p> <p> 9 RESPONSE by Plaintiff Joe B. Smith re 6 MOTION to Dismiss Case as Frivolous. (kao) (Entered: 04/17/2024)</p> <p> 10 PROVISIONALLY SEALED EXHIBIT IN SUPPORT of 9 Response to Motion by Plaintiff Joe B. Smith (kao) (Entered: 04/17/2024)</p> <p> 11 NOTICE OF PROPOSED SEALED RECORD by Joe B. Smith re 10 PROVISIONALLY SEALED Exhibits in Support of Response/Reply. (kao) (Entered: 04/17/2024)</p>
	<p>If <u>any</u> party chooses to file a Motion asking the court to keep the document sealed or to keep it sealed and provide a redacted version, they will file a Motion to Seal or Redact Document(s) within 7 days of the provisionally sealed document being filed.</p> <p></p> <p>Motions</p> <p><input type="text"/> Start typing to find another event.</p> <p>Available Events (click to select events)</p> <ul style="list-style-type: none"> Seal Document Seal or Redact Document(s) Service <p>Selected Events (click to re</p> <p>Seal or Redact Document(s)</p>

STEP	ACTION
	<p>An Order will be entered either granting or denying the Motion. If it is granted, the original provisionally sealed entry will have the text modified to remove the word provisional and it will remain sealed. The order may or may not direct that a redacted version should be filed.</p> <p>During the filing of the Motion, the filer will get a screen reminding them to provide a proposed redacted version to chambers, if appropriate:</p> <div style="border: 1px solid black; padding: 5px; background-color: #e0ffe0;"> <p>Please note that if your motion requests that a redacted version of the provisionally sealed document be filed in the public record per D. Kan. 5.4.2(c), you must separately email the document to chambers with the proposed redactions highlighted in yellow. Do NOT attach the proposed redacted document to this entry.</p> <p>If your motion requests that the document remain under seal without a redacted document being filed in the public record, you do not need to provide any documents to chambers.</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p> </div>
	<p>The Order will provide specific instructions:</p> <div style="border: 1px solid black; padding: 5px; background-color: #ffe0e0;"> <p>13 ORDER granting Motion to Seal or Redact Document re: 12 MOTION to Seal or Redact Document(s) 10 PROVISIONALLY SEALED Exhibits in Support of Response/Reply The motion to redact is granted. Counsel that provisionally filed the document under seal is directed to file the redacted document in the public record forthwith using the Redacted Document event. The provisionally sealed document will remain sealed and the clerk is directed to remove the provisional designation from the entry. Signed by District Judge J. Thomas Marten on 4/17/24. (kao) (Entered: 04/17/2024)</p> </div>
	<p>In this example a redacted version is required, so the original filer would need to file the redacted version and link it to the sealed version using the event 'Redacted Document':</p> <div style="border: 1px solid black; padding: 5px; background-color: #e0ffe0;"> <p>Civil Events → Other Filings → Other Documents</p> <p>Redacted Document Transcript - Redacted</p> </div>
	<p>The text would look similar to this:</p> <div style="border: 1px solid black; padding: 5px; background-color: #ffe0e0;"> <p>14 REDACTION to 10 PROVISIONALLY SEALED Exhibits in Support of Response/Reply by Joe B. Smith. (k) (Entered: 04/17/2024)</p> </div>

STEP	ACTION												
	<p>At the end of the provisionally sealed process, your docket may look like this:</p> <table border="1" data-bbox="483 411 1386 800"> <tr> <td data-bbox="483 411 565 449">9</td> <td data-bbox="565 411 1386 449">RESPONSE by Plaintiff Joe B. Smith re 6 MOTION to Dismiss Case as Frivolous. (kao) (Entered: 04/17/2024)</td> </tr> <tr> <td data-bbox="483 449 565 499">10</td> <td data-bbox="565 449 1386 499">SEALED EXHIBIT IN SUPPORT of 9 Response to Motion by Plaintiff Joe B. Smith (kao) Modified on 4/17/2024 to remove provisional designation per 13 Order (kao) (Entered: 04/17/2024)</td> </tr> <tr> <td data-bbox="483 499 565 550">11</td> <td data-bbox="565 499 1386 550">NOTICE OF PROPOSED SEALED RECORD by Joe B. Smith re 10 PROVISIONALLY SEALED Exhibits in Support of Response/Reply. (kao) (Entered: 04/17/2024)</td> </tr> <tr> <td data-bbox="483 550 565 600">12</td> <td data-bbox="565 550 1386 600">MOTION to Seal or Redact Document re 10 PROVISIONALLY SEALED Exhibits in Support of Response/Reply by Defendant Phil Jones. (kao) (Entered: 04/17/2024)</td> </tr> <tr> <td data-bbox="483 600 565 743">13</td> <td data-bbox="565 600 1386 743">ORDER granting Motion to Seal or Redact Document re: 12 MOTION to Seal or Redact Document(s) 10 PROVISIONALLY SEALED Exhibits in Support of Response/Reply The motion to redact is granted. Counsel that provisionally filed the document under seal is directed to file the redacted document in the public record forthwith using the Redacted Document event. The provisionally sealed document will remain sealed and the clerk is directed to remove the provisional designation from the entry. Signed by District Judge J. Thomas Marten on 4/17/24. (kao) (Entered: 04/17/2024)</td> </tr> <tr> <td data-bbox="483 743 565 800">14</td> <td data-bbox="565 743 1386 800">REDACTION to 10 PROVISIONALLY SEALED Exhibits in Support of Response/Reply by Joe B. Smith. (kao) (Entered: 04/17/2024)</td> </tr> </table>	9	RESPONSE by Plaintiff Joe B. Smith re 6 MOTION to Dismiss Case as Frivolous. (kao) (Entered: 04/17/2024)	10	SEALED EXHIBIT IN SUPPORT of 9 Response to Motion by Plaintiff Joe B. Smith (kao) Modified on 4/17/2024 to remove provisional designation per 13 Order (kao) (Entered: 04/17/2024)	11	NOTICE OF PROPOSED SEALED RECORD by Joe B. Smith re 10 PROVISIONALLY SEALED Exhibits in Support of Response/Reply. (kao) (Entered: 04/17/2024)	12	MOTION to Seal or Redact Document re 10 PROVISIONALLY SEALED Exhibits in Support of Response/Reply by Defendant Phil Jones. (kao) (Entered: 04/17/2024)	13	ORDER granting Motion to Seal or Redact Document re: 12 MOTION to Seal or Redact Document(s) 10 PROVISIONALLY SEALED Exhibits in Support of Response/Reply The motion to redact is granted. Counsel that provisionally filed the document under seal is directed to file the redacted document in the public record forthwith using the Redacted Document event. The provisionally sealed document will remain sealed and the clerk is directed to remove the provisional designation from the entry. Signed by District Judge J. Thomas Marten on 4/17/24. (kao) (Entered: 04/17/2024)	14	REDACTION to 10 PROVISIONALLY SEALED Exhibits in Support of Response/Reply by Joe B. Smith. (kao) (Entered: 04/17/2024)
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	<p>Always contact the clerk's office prior to filing sealed or provisionally sealed documents if you are unsure of the process to follow.</p>												

SEALED DOCUMENTS IN CIVIL CASES (Local Rule 5.4.2)

The following procedure applies to under-seal filings in civil cases unless otherwise ordered by the court:

(a) Provisional Under-Seal Filings. A party may provisionally file a document that it reasonably believes may contain confidential information under seal. The filing party must either (i) simultaneously serve the provisionally sealed document on other parties by means other than filing it with the court's electronic filing system, such as by sending it via other authorized electronic means, or (ii) move for a court order that service on another party is not required. The document will be deemed filed as of the date it is provisionally filed under seal so as to trigger subsequent filing deadlines and will remain provisionally sealed until further court order. The clerk's office will subsequently grant access to provisionally sealed documents to all attorneys who are eligible to have access according to the court's Administrative Procedures.

(b) Notice. Immediately after the provisional under-seal filing, the filing party must file a notice of proposed sealed record. The notice must (1) identify the subject confidential information by the ECF docket number of the provisional under-seal filing and (2) state the extent to which the filing party seeks to maintain the information under seal and the identities of any other parties and/or non-parties that previously designated the information as confidential pursuant to a protective order ("the Proponent"). The filing party must (1) serve the notice on all Proponents and (2) provide notice to any Proponent that is a non-party to the litigation that the Proponent should follow the procedure set forth in subsection (c) to the extent the Proponent wants to maintain the document or portions thereof under seal. The party that provisionally filed the document under seal has no obligation to assert the confidentiality interests of other Proponents.

(c) Motion to Seal or Redact. A Proponent that seeks to maintain any portion of the document under seal, or to allow the document to be filed in the public record with redactions, must file a motion to seal or redact in the public record. The motion must be filed within 7 days after the document is filed provisionally under seal; any response must be filed within 3 days after service of the motion; and any reply must be filed within 1 day after the response. The motion must include the following:

- (1) a description of the specific portions of the document, without attaching the document in question or revealing the confidential information, that the Proponent asks the court to maintain under seal or allow to be redacted, which must be narrowly tailored to the asserted confidentiality interest;
- (2) the confidentiality interest to be protected and why such interest outweighs the presumption of public access (stipulations between the parties or stipulated protective orders, alone, are insufficient to justify restriction);
- (3) a clearly defined and serious injury that would result in the absence of restricting public access;
- (4) why no lesser alternative is practicable or why restricting public access will adequately protect the confidentiality interest in question;
- (5) the extent to which the motion is opposed or unopposed, if known; and
- (6) in cases involving a pro se incarcerated party, the extent to which the pro se incarcerated party should be granted access to the sealed or redacted materials.

A Proponent requesting redactions from the public record must separately email the document to chambers with its proposed redactions highlighted in yellow.

(d) Disposition of Documents Filed Provisionally Under Seal. A Proponent that receives the notice required by subsection (b) and does not timely file a motion to seal or redact in accordance with subsection (c) waives its right to maintain that the filing contains confidential information. Under those circumstances, within 2 days after the deadline for filing a motion to file under seal or redact expires, the filing party must notify the court that the document that was filed provisionally under seal may be unsealed. Any court order on a motion to seal or redact will direct the party that provisionally filed the document under seal to make the appropriate filing in the public record.

Privacy and Redaction of Personal Identifiers

Civil Cases

Partially redact the following personal data identifiers appearing in documents filed with the court:

- a. Social Security numbers: Use only the last four numbers; and
- b. Minors' names: Use the minors' initials; and
- c. Dates of birth: Use only the year; and
- d. Financial account numbers: Identify the name or type of account and the financial institution where maintained but use only the last four numbers of the account number.

Criminal Cases

Partially redact the following personal data identifiers appearing in documents filed with the court:

- a. Social Security numbers: Use only the last four numbers; and
- b. Minors' names: Use the minors' initials; and
- c. Dates of birth: Use only the year; and
- d. Financial account numbers: Identify the name or type of account and the financial institution where maintained, but use only the last four numbers of the account number; and
- e. Home addresses: Use city and state.

Documents Filed in Error with Personal Identifiers

If a filing party discovers that they erroneously filed a document containing personal data identifiers, the filing party should contact the clerk's office via email and provide a redacted version of the document detailing the case number and document number for the redactions need to be made. The clerk's office will restrict access to the original document and will attach the redacted document to the same docket entry. This correction procedure applies only to documents containing the personal data identifiers. Requests to redact or restrict previously filed documents containing other sensitive information require a motion.

NOTE: This is only page 1 of the guide which is full of helpful screenshots - review entire guide prior to opening your new case!

Attorney Guide to Civil Case Opening

Background

Online case opening allows cases to be filed 24 hours a day, 7 days a week and eliminates the delay caused by emailing the complaint and civil cover sheet to the Clerk's Office.



A NextGen CM/ECF filing account is required in order to open a new case. Please see <https://ksd.uscourts.gov/cmecf> or contact the Clerk's Office for instructions on how to file your complaint. If you are not an attorney and are filing your case pro se, please contact the clerk's office for instructions.

Kansas City: 913-735-2200 ksd_clerks_kansascity@ksd.uscourts.gov

Topeka: 785-338-5400 ksd_clerks_topeka@ksd.uscourts.gov

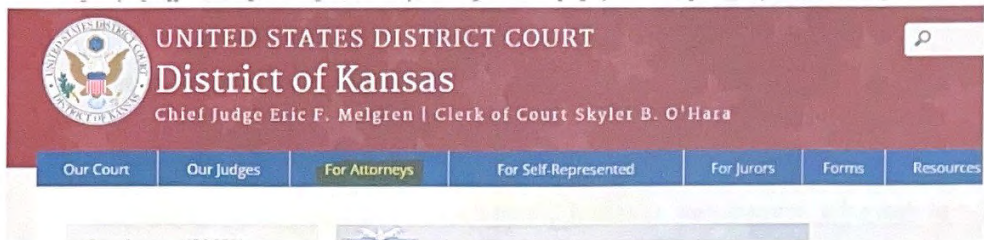
Wichita: 316-315-4200 ksd_clerks_wichita@ksd.uscourts.gov

Opening Your Civil Case (Statistical Input)

STEP	ACTION
1	Login to Kansas NextGen CM/ECF using your PACER credentials.
2	Select Civil from the menu bar. 
3	Select KSD Open a New Case. 

Resources on District of Kansas website: www.ksd.uscourts.gov

1) From the home page, click on 'For Attorneys':



2) Several links appear. Click on CM/ECF:

- Attorneys and MDL Admissions
- Attorney Registration for E-Filing
- CM/ECF**
- Jury Evidence Recording System (JERS)
- District of Kansas Guidelines
- Criminal Justice Act
- Court Appointed Counsel in Civil Actions
- Alternate Dispute Resolution (ADR)
- Courthouse Resources
- Pillars of Professionalism
- Court Committees
- Post Judgment Interest Rates
- Attorney FAQs
- Court Approved Mediators

3) Select the resource you need:

Home » For Attorneys

CM/ECF

REGISTER FOR ELECTRONIC FILING

- Attorney
- Pro Hac Vice Attorney
- Pro Se Filer

Administrative Procedures: [Civil and Criminal](#)

Attorney Civil Case Opening

- Attorney Case Opening Tutorial
- [Attorney Guide to Civil Case Opening](#)
- [Party Name Guidelines](#)

Criminal Filing in CM/ECF

- Filing Criminal Motions in CM/ECF Tutorial
- Filing Criminal Motions in CM/ECF Cheatsheet
- Accessing a Presentence Investigation Report Cheatsheet
- [Handling Cooperator Information](#)

Quick Tips

- Filing Sealed Documents: Civil and Criminal
- [Correcting Errors in Documents](#)
- Creating a Security Envelope
- Creating a Password-Protected Document
- Sending Secure Documents to the Court
- Converting Documents to PDFs
- [Hyperlinking](#)
- [Naming Exhibits & Referencing Previously Filed Documents](#)

CORRECTING DOCKET ENTRIES (from the Administrative Procedures)

1. Once a document is filed electronically, corrections to the docket can only be made by the clerk's office. The System will not permit the filing party to make changes to the document(s) or docket entry once the transaction has been accepted.
2. If the filer discovers that a document was filed with a typographical error, missing pages, incorrect version attached, etc, the filer should immediately file a motion to amend/correct the document and attach a copy of the corrected document to the entry in accordance Local Rule 15.1. If the parties agree, it may be acceptable to file an amended/corrected version of the document without filing a motion. The amended/corrected document will be a separate entry on the docket and will not be attached to the original entry. Any deadlines triggered by the filing of the document containing the error would run from the filing of the original document unless otherwise directed by the court.
3. If a document is filed incorrectly as the result of attaching a PDF file for a different case, or as the result of selecting the wrong document type from the menu, **the filing party should not attempt to refile the document.** On these occasions, the filing party must contact the clerk's office with the case number and document number that needs to be corrected. If appropriate, the court will make an entry indicating the document was filed in error. The clerk's office will advise the filing party if the document needs to be refiled.
4. If a filing party discovers that he or she erroneously filed a document containing certain personal data identifiers pursuant to section II(I) of these Administrative Procedures, the filing party should contact the clerk's office and provide a redacted document by email. The clerk's office will restrict access to the original document and will attach the redacted document to the same docket entry. This correction procedure applies only to documents containing the personal data identifiers specified in section II(I). Requests to redact or restrict previously filed documents containing other sensitive information require a motion.

⚠️ **Open the PDF document before attaching to docket entry.** Before attaching a document to an ECF entry, right click and open to review it to make sure the correct document is being attached. **DO NOT ATTEMPT to re-file your document if you make a mistake e-filing.** Contact the Clerk's Office and a Court Operations Specialist will walk you through the proper procedures to correct the error.

⚠️ **Edit and review docket entries before submitting.** A common error is the redundant entry of the name of a filing or the name of filing party. Make certain all information is correct and the text reads correctly before final submission.

⚠️ **Use the correct event when e-filing documents.** Civil and Criminal event lists are available on the court's website at www.ksd.uscourts.gov. These lists are located in **CM/ECF** under **Local Reports**. Whenever possible, please be sure to select an event that most closely matches the filing document, rather than a generic event. If you have trouble locating a specific event, there is a **Search** feature on the blue menu bar that allows you to type in the name and it will direct you to the proper menu. If you are still unsure about how to file your document, please call the Clerk's Office. **Note:** In Social Security cases the event **Motion to Appeal in Forma Pauperis** is often used rather than the correct event, **Motion to Proceed in Forma Pauperis**.

⚠️ **When filing a document on behalf of more than one party whom you represent be sure all the parties are chosen.** When selecting more than one party, hold down the "Ctrl" key located on your keyboard and click on each of the parties filing the document. Each party should be highlighted in blue. Scroll through the complete list of parties because all of the parties you are filing on behalf of may not be listed together in the drop-down box. If the party you are representing is a defendant for example but also a counter party, do not select them as both party types.

⚠️ **Link properly to a previous document in the case, if necessary.** Many events prompt the filer to link back to previous documents, which assists the court with tracking related documents. For example, a response or reply to a motion must link to the appropriate motion.

⚠️ **Multi-part motions or multi-event documents must be filed using separate events and relief types.** When filing alternative motions, e.g., Motion to Dismiss or for Summary Judgment, each relief must be selected. In addition, the CM/ECF system cannot accommodate filing of multiple events with one entry, such as a response to a motion which also contains an additional motion. In such a case, the response should be filed separately from the new motion.

⚠️ **Descriptions of attachments to documents are important.** Descriptions of attachments should be specific, accurate and simply stated. After browsing and selecting the appropriate Main Document, the user should click the **Browse** button in the *Attachments* section to add the first attachment. Once a PDF document is selected, the user can select a Category, if applicable. The user **must** enter a description to further describe the attachment. It is also acceptable to enter data in both fields. If "Exhibit" is chosen from the category, the user does **not** need to type that word again. The description will begin with the exhibit number followed by a brief description of the attachment. A new row will appear so the user can add a second attachment if necessary. Additional rows can be added as needed.

⚠️ **Keep your secondary e-mail addresses current. This causes numerous bounce-back e-mails to the court.** When your information changes, you also need to ensure that your secondary e-mail address gets changed if necessary. To do this, log on to CM/ECF and click on Utilities located on the menu bar. Select “Maintain Your Account”, then select the **Email Information** button. On this screen you may add or modify email addresses in your account. Once this information is correct, click on the **Return to Person Information Screen** button, then click on Submit, then Submit again.

⚠️ **Remember to withdraw appearances when moving to another law firm or being rotated to another office.** Please refer to **Local Rule 83.5.5 Withdrawal of Appearance** for requirements.

⚠️ **Use the proper signature format when signing pleadings. Make sure to include the s/(attorney’s name) and the e-mail address.**

s/Joe Jones

s/Bob Smith

Joe Jones – Bar Number 12345

Bob Smith – Bar Number 12874

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⚠️ **Be sure to redact personal identifiers.** Federal Rule of Civil Procedure 5.2 and Federal Rule of Criminal Procedure 49.1 require that personal identifier information be redacted from documents filed with the court. Release 4.0 includes a redaction disclaimer text to the login screen, a hyperlink to the rule, and a checkbox to acknowledge the redaction disclaimer. Attorney users must check this checkbox to acknowledge having read the redaction disclaimer. In addition, the reminder question “**Have you redacted?**” was added to the final docket text review screen during docketing.

⚠️ **Convert documents directly from a word processing program rather than scanning them.** If you must scan a document, it should be made text-searchable prior to filing. Most scanning programs have an option for optical character recognition (OCR) which will enable a scanned document to be searched.

⚠️ **When filing in a criminal case, be sure that you select the correct defendant.** Selecting the wrong defendant in a criminal case can cause problems with future filings.

MORE HINTS:

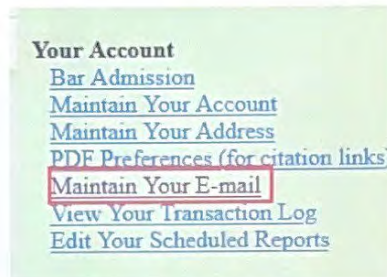
- ✓ In accordance with D. Kan. local rule 40.2, the designation of place of trial **MUST** be listed in the complaint or filed in a separate document. Merely selecting the place of trial during the case opening process does not meet the rule requirement.
- ✓ Be sure to sign your Civil cover sheet.

How to Add/Remove Secondary Email Addresses

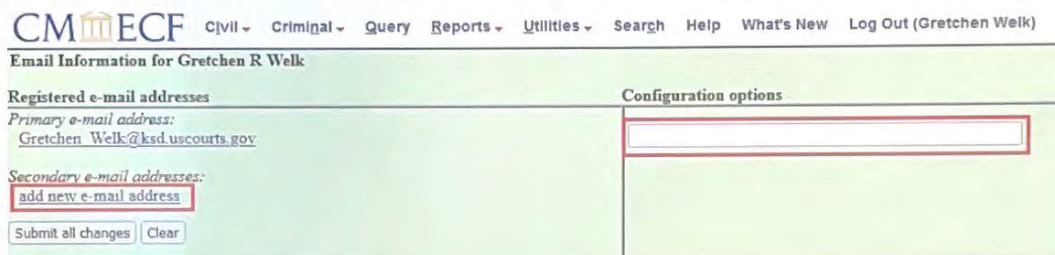
- 1.) Log in to CM/ECF using your attorney's PACER username and password.
- 2.) Click on the Utilities tab.



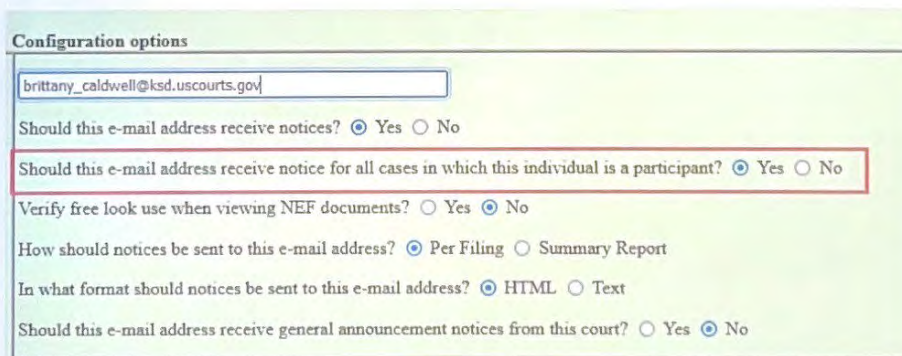
- 3.) Click on Maintain Your E-mail.



- 4.) Click on add new e-mail address and type in the email in the white box on the right side of the screen.



- 5.) Either leave the Yes radio button selected to receive noticing for all of the cases the attorney is associated with or click the No radio button to only receive noticing for specific cases.



6.) To only receive noticing for specific cases, type in the case number and click on Find This Case. Click Add case(s).

Case-specific options

Add additional cases for noticing

13-999 Find This Case

These cases will send notice *per filing*. (default method)

Remove selected cases Change selected cases to notice as a summary report

These cases will send notice *as a summary report*. (alternate method)

Remove selected cases Change selected cases to notice per filing

Case-specific options

Add additional cases for noticing

2:13-mc-999

Add case(s)

These cases will send notice *per filing*. (default method)

Remove selected cases Change selected cases to notice as a summary report

These cases will send notice *as a summary report*. (alternate method)

Remove selected cases Change selected cases to notice per filing

Case-specific options

Add additional cases for noticing

These cases will send notice *per filing*. (default method)

2:13-mc-00999 Request Certificate of Good Standing (interest)

Remove selected cases Change selected cases to notice as a summary report

These cases will send notice *as a summary report*. (alternate method)

Remove selected cases Change selected cases to notice per filing

7.) To remove a case, click on the case caption then click Remove selected cases.

These cases will send notice *per filing*. (default method)

2:13-mc-00999 Request Certificate of Good Standing (interest)

Remove selected cases Change selected cases to notice as a summary report