

CHIEF JUDGE
Michael F. Powers, Marion
DISTRICT JUDGES
Steven L. Hornbaker, Junction City
Maritza Segarra, Junction City
Benjamin J. Sexton, Abilene

DISTRICT MAGISTRATE JUDGES
Keith Collett, Abilene
Margaret White, Council Grove
Charles A. Zimmerman, Junction City

DISTRICT COURT ADMINISTRATOR
Nikki Davenport, Junction City



Nikki Davenport
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March 16, 2015

TO: Attorneys practicing in the 8th Judicial District Court
FROM: Nikki Davenport, Court Administrator
RE: Paperless

Since 2007, Kansas courts have scanned documents as they are filed into FullCourt, our case management system. Papers were then filed in a physical file maintained in the Clerk's office.

Our District is one of many that have begun to accept e-filing through the E-Flex program, and our paper court files are now going to appear incomplete. One attorney may e-file everything, so there is never any paper from that attorney. However, the other attorney may not e-file or there is a pro se litigant, so they are filing paper documents that we are putting in the court file. So if you look at the court's paper file, there is only one party's paperwork in there. However, if you look at the file through FullCourt or E-Flex, you see everything that has been filed.

In August of 2012, our District no longer maintained a physical "paper" file in Limited and Small Claims cases. As soon as the document was scanned into FullCourt, and then verified the entire document was in the correct case, the document was destroyed. In August of 2013, we began doing the same thing with Traffic and Miscellaneous Civil (such as state tax warrants and liens). In April of 2014, we followed suit with Fish & Game and personal property tax warrants.

We are ready to begin going totally paperless with our remaining cases: Criminal, Domestic, Civil, Probate, Adoption, Care & Treatment, and Juvenile cases.

We will begin this on April 1, 2015, and physical files will no longer contain new filings. The electronic file will be the only one kept up to date. Eventually, as time allows, the clerks will review paper files currently on shelves to ensure all of the documents in the paper file are in the electronic file, and those paper files will be destroyed.

This change greatly benefits our court staff. A significant number of hours are spent by our staff each week pulling files, sorting the documents by case number, filing documents in folders, and replacing them on the shelves. This change will also save the County money in office supplies, such as folders and labels, as well as storage (cabinets, rooms, and buildings).

Software we are now using allows court staff to easily save cases to an Adobe Acrobat file (.pdf), which can then be sent by e-mail or other electronic means to judges, attorneys, abstractors, and others. All of this takes a fraction of the time required to handle physical files. It is also much better for the recipient, as the file may be obtained completely and quickly, without sending staff to the courthouse for copies or to check out a file. You can also simply view the electronic file on the public access computer at the courthouse. In the past, if you had a hearing that day, you could not look at the paper file because it had already been pulled and was in the courtroom. Now, you can look at the entire file either on E-Flex before you leave your office or in FullCourt on the public access computer. And since E-Flex is a web-based program, you can even use your iPad to look at your cases.

We hope you see the benefits of our courts going paperless. We slowly began this process back in 2012, and we have not experienced any issues. We have multiple backups of these files and images on electronic media, so we feel confident about the retention and integrity of this data. If you have any questions, concerns, comments, etc., please contact the Clerk in your County.

Thank you.