

### Summary of Changes to Civil Administrative Procedures as of **May 3, 2013**

1. Page 5, Paragraph B changed from **Passwords** to **Prisoner E-filing**. Added items 1-11.
2. Page 6, changed Paragraph C to **Passwords**.
3. Page 7, changed to Paragraph D to **Registration**.
4. Page 23, Footnote 10. Changed PACER billing amount to 10 cents per page.
5. Changed five megabytes to 30 throughout the document

### Summary of Changes to Civil Administrative Procedures as of **May 31, 2011**

1. Page 14, Paragraph II(E)(2)(b). Added Microsoft Word.
2. Page 15, Paragraph II(E)(5). Added Microsoft Word.

### Summary of Changes to Civil Administrative Procedures as of **May 13, 2009**

1. Page 4, Paragraph I(A)(2). Deleted entire paragraph. Renumbered all subsequent paragraphs. (Change to court policy).
2. Page 4, Footnote 1. Added *administrative records* to sentence one (Change to court policy).
3. Page 7, Paragraph II(A)(1)(a). Added *administrative records* to sentence one (Change to court policy).
4. Page 11, Paragraph II(B)(1). Removed *other* and added: *other than a sealed document or document in a sealed case*. (Change to court policy).
5. Page 12, Paragraph II(C)(1)(b). Corrected typographical error: *Ser* to *Se*.
6. Page 13, Paragraph II(D). Added sentence: *Payment may also be made during the filing of certain events (Motion to Appear Pro Hac Vice, Notice of Appeal) through Pay.gov from a checking or savings account or by credit card*. (Change to court policy).
7. Page 16, Paragraph II(G)(3). New paragraph. (To clarify court policy on corrections to documents erroneously filed containing certain personal data identifiers).

8. Page 17, Paragraph II(J). Paragraph 1 - Added: *At the same time, the motion and attachment(s) must be served outside of the System on other parties and If a document to be filed under seal is only one part of a larger document or series of documents, the party must file all portions the party does not seek to have sealed in accordance with any deadlines, indicating where any portion to be sealed should be inserted upon an order granting leave to file under seal. The motion for leave to file under seal must also be filed in accordance with any deadlines, with the proposed sealed document attached.* Removed: *Finally, the party shall provide the motion and document(s) it wishes to be filed under seal to all other parties in the case.* Paragraph 2 - Added: *Pro se filers, however, will still not have electronic access to sealed documents due to limitations of the System. A filer user granted leave to file a document under seal must serve any pro se parties outside of the System.* (To clarify court policy on sealed documents).
9. Page 20, Paragraph III(B). Removed original paragraph entitled *Social Security and Immigration Cases* and renamed paragraph C to B. (Change to court policy).
10. Page 20, Paragraph III(B). Removed from sentence one: *filed*. Removed from sentence two: *appointment of and*. Removed sentence three. Removed from sentence four: *However* and *other*. (Change to court policy).
11. Page 22, Paragraph V(B)(2). Added to sentence one: *except for orders designated as written opinions*. (To clarify court policy).

### **Summary of Changes to Civil Administrative Procedures as of November 7, 2008**

1. Page 4, Paragraph I(A). Substituted *a portable memory device such as a flash drive* for *3.5" floppy disks* (Change to court policy)
2. Page 4, Paragraph I(A)(2). Deleted *Parties proceeding pro se shall not file electronically*. (Change to court policy to allow pro se parties to file electronically). Original paragraph 3 renumbered to 2. Added: *and immigration* and renumbered reference to *paragraph III(C)* to *paragraph III(B)*. (Change to national policy)
3. Page 5, Paragraph I(A)(4). Deleted original paragraph 4: *The documents in a case filed under seal will be maintained in conventional form and will not be placed on the System unless the assigned judge orders the case unsealed*. (Change to court policy regarding filing in sealed cases)
4. Page 5, Paragraph I(B)(1)(a). Added: *or pro se party, law and if one exists*. (Change to court policy to allow pro se parties to file electronically)
5. Page 5, Paragraph I(B)(1)(b). Added: *or pro se party*. (Change to court policy to allow pro se parties to file electronically)
6. Page 6, Paragraph I(B)(5). Added new paragraph. (Change to court policy to allow pro se

parties to file electronically)

7. Page 6, Paragraph I(C)(1). Added: *or pro se party* and *which is* to first sentence. Added *is for attorneys* to the second sentence. Added new sentence *Form B is for pro se parties who want to file electronically or who want to receive electronic notification only.* (Change to court policy to allow pro se parties to file electronically)
8. Page 6, Paragraph I(C)(2). Added: *only if they* and removed *only, who* and *who*. (Clarification of language)
9. Page 6, Paragraph I(C)(3). Added: *e-mailed, faxed, and and shall bear the original signature of the attorney or pro se party (no s/ signatures are allowed).* (Change to court policy)
10. Page 7, Paragraph I(C)(4). Added: *or pro se party* (Change to court policy to allow pro se parties to file electronically)
11. Page 7, Paragraph I(C)(5). Added: *or pro se party, withdrawing person's* and *person's*. Removed: *attorney's*. (Change to court policy to allow pro se parties to file electronically)
12. Page 7, Paragraph I(C)(6). Added: *or pro se parties* and *or pro se party*. (Change to court policy to allow pro se parties to file electronically)
13. Page 7, Paragraph I(C)(7). Added: *or pro se party*. (Change to court policy to allow pro se parties to file electronically)
14. Page 7, Paragraph II(A)(2)(a). Removed: *3.5" floppy disks*; Added: *a flash drive*. (Change to court policy)
15. Page 8, Paragraph II(A)(2)(a)(i). Removed: *3.5" floppy disk* and *e-mail*. Added: *flash drive* and *submission*. (Change to court policy)
16. Page 8, Paragraph II(A)(2)(b). Added: *Unless otherwise permitted, and certain documents in sealed cases, or registered pro se party* and *sender*. Removed: *and, attorney*. (Change to court policy regarding sealed documents and pro se parties).
17. Page 9, Paragraph II(A)(4)(a). Added *or pro se party*. (Change to court policy to allow pro se parties to file electronically)
18. Page 9, Paragraph II(A)(4)(b). Substituted: *after* for *before*. (Change to court policy regarding addition of attorneys)
19. Page 10, Paragraph II(A)(5). Substituted: *may* for *will*. (Clarification)
20. Page 10, Paragraph II(A)(6). Added: *or pro se party*. (Change to court policy to allow

pro se parties to file electronically)

21. Page 10, Paragraph II(A)(7)(b). Added: *and pro se parties and or pro se party*. (Change to court policy to allow pro se parties to file electronically)
22. Page 10, Paragraph II(A)(7)(b)(i). Added: *or pro se party*. (Change to court policy to allow pro se parties to file electronically)
23. Page 10, Paragraph II(A)(8). Substituted: *CD* for *tapes* and *flash drive* for *3.5" floppy disk*. (Change to court policy)
24. Page 11, Paragraph II(B)(3). Substituted: *C* for *B*. (Change to court policy)
25. Page 12, Paragraph II(C)(1). Removed *Generally*. (Change to court policy to allow pro se parties to file electronically)
26. Page 12, Paragraph II(C)(1). Added subparagraphs (a) and (b). (Change to court policy to allow pro se parties to file electronically)
27. Page 12, Paragraph II(C)(1)(a). Added: *other than a pro se party who has registered for electronic filing*. (Change to court policy to allow pro se parties to file electronically)
28. Page 12, Paragraph II(C)(1)(b). Added entire paragraph. (Change to court policy to allow pro se parties to file electronically)
29. Page 12, Paragraph II(C)(2)(a). Substituted *flash drive or CD* for *disk*. (Change to court policy)
30. Page 14, Paragraph II(E)(2)(c). Added: [ksd\\_melgren\\_chambers@ksd.uscourts.gov](mailto:ksd_melgren_chambers@ksd.uscourts.gov). (Addition of new judge to the court)
31. Page 15, Paragraph II(E)(5). Substituted X3 for 9. (Upgrade to WordPerfect)
32. Page 16, Paragraph II(H)(2). Substituted *flash drive* for *3.5" floppy disk*. (Change to court policy)
33. Page 17, Paragraph II(K). Added entire section. (Change to court policy regarding filing documents in sealed cases)
34. Page 18, Paragraph III. Renamed section to: *FILING OF DOCUMENTS OTHER THAN THROUGH THE SYSTEM*. Added: *or other than through the System*. (Change to court policy to allow pro se parties to file electronically)
35. Page 18, Paragraph III(A). Added: *Unregistered and A pro se party who elects to not become a registered user of the System must file according to one of the options set forth*

- below.* (Change to court policy to allow pro se parties to file electronically)
36. Page 18, Paragraph III(A)(1). Added: *Unregistered.* (Change to court policy to allow pro se parties to file electronically)
  37. Page 19, Paragraph III(B). Added: *AND IMMIGRATION.* (Change to national policy)
  38. Page 19, Paragraph III(B)(2). Removed entire paragraph. Renumbered subsequent paragraphs. (Change to court policy to require administrative records to be filed electronically)
  39. Page 19, Paragraph III(B)(3). Added: *or immigration case.* (Change to national policy)
  40. Page 23. Form A. Added *Attorney* to form title to distinguish between attorney and pro se electronic filing registration forms. (Change to court policy to allow pro se parties to file electronically)
  41. Page 24. New Form B to allow pro se parties to register for electronic filing and/or electronic notification. (Change to court policy to allow pro se parties to file electronically)
  42. Page 25. Renumbered to *Form C.* (Change to court policy)

## Summary of Changes to Civil Administrative Procedures as of June 18, 2008

1. Form A (Electronic Filing Registration Form) revised

## Summary of Changes to Civil Administrative Procedures as of July 25, 2007

1. Page 3, Footnote 2 - Changed “two” to “five”: *Because large documents may not upload properly to the System or download within a reasonable amount of time for users with a 56K modem, the System will reject documents that exceed **five** megabytes. Accordingly excessively large documents must be filed in components, each of which must be less than **five** megabytes, or may be filed conventionally with leave of the court. (Court increased its megabyte file size limit)*
2. Page 4, Paragraph I(B)(3) - Changed paragraph 3 to: *Attorneys in MDL Cases. Each attorney in a case transferred under 28 U.S.C. 1407 shall be entitled to one System password, which will allow the attorney to retrieve and file documents electronically and to receive notices of electronic filing unless otherwise ordered or instructed by the judge in the case. (Clarification purposes only)*
3. Page 5, Paragraph I(B)(4) - Moved from paragraph 3 to new paragraph 4. (Clarification purposes only)
4. Page 6, Paragraph II(A)(2)(a)(ii) Added: *and then discard the paper document (Updated NARA policy regarding retention of documents)*
5. Page 8, Paragraph II(A)(7)(a) - Added new paragraph a: *The clerk’s office will discard all documents brought to the clerk’s office for filing after those documents are scanned and uploaded to the System. (Updated NARA policy regarding retention of documents)*
6. Page 8, Paragraph II(A)(7)(b) - Renamed to b and added: *Because the clerk’s office will discard all documents brought to the clerk’s office for filing, (Updated NARA policy regarding retention of documents)*
7. Page 15, Paragraph II(J) - Added new section **Documents to be Filed Under Seal. (Change to procedures regarding filing of sealed documents)**
8. Page 15, Paragraph III(A) - Removed former paragraph A: Documents to be Filed Under Seal. Paragraphs B, C and D renamed to A, B and C. (Change to procedures regarding filing of sealed documents)
9. Page 15, Paragraph III(A) Pro Se filers - Renamed from B to A (per 8 above) and added several new options for filing of documents by pro se filers. (Change to procedures)
10. Page 17, Paragraph IV(A)(1) - Changed “two” to “five”: *A filing party should electronically image, i.e., “scan,” a paper exhibit that is less than **five** megabytes and submit the exhibit as a .pdf file. But because .pdf files containing scanned documents take up considerably more space on the System than .pdf files containing electronically generated documents, filing parties may submit .pdf files containing scanned documents of more than **five** megabytes only if they are filed in separate **five**-megabyte segments. (Court increased its megabyte file size limit)*
11. Page 18, Paragraph IV(B) - Changed “two” to “five”: *If the exhibit(s) attached to any particular document exceed a total of **five** megabytes, then the document and exhibits must be filed according to the following procedure. (Court increased its megabyte file size limit)*

12. Page 18, paragraph IV(B)(3) - Changed “two” to “five”: *If any particular exhibit exceeds five megabytes, then that exhibit must be broken down into separate components of five megabytes or less, and each component must be filed as a separate attachment. (Court increased its megabyte file size limit)*

### **Summary of Changes to Civil Administrative Procedures as of August 2, 2005**

1. Page 4, Paragraph I(B)(3) - Added: *Electronic Filing*; Removed *Attorney* (clarification purposes only)
2. Page 5, Paragraph I(C)(1) - Added: *Electronic Filing*; Removed *Attorney* (clarification purposes only)
3. Page 5, Paragraph I(C)(3) - Added: *Electronic Filing*; Removed *Attorney* (clarification purposes only)
4. Page 5, Paragraph I(C)(7) - Added: *Electronic Filing*; Removed *Attorney* (clarification purposes only)
5. Page 6, Paragraph II(A)(2)(a)(ii) - Removed: *and then discard the paper document* (to comply with NARA and AO policy)
6. Page 8, Paragraph II(A)(4)(d) - Added entire paragraph d: *The clerk’s office will add the Kansas Department of Corrections as an interested party when appropriate for the limited purpose of filing the Martinez Report in civil rights actions filed by state and county prisoners. Upon the filing of that report, the Department of Corrections may move for termination from the action* (clarification purposes)
7. Page 8, Paragraph II(A)(4)(e) - Added entire paragraph e: *The clerk’s office will add the Social Security Regional Administrator as an interested party in Social Security appeal cases for the purpose of electronically noticing that agency* (clarification purposes)
8. Page 8, Paragraph II(A)(7)(a) - Removed: Entire section “a” - *The clerk’s office will discard all document brought to the clerk’s office for filing after those documents are scanned and uploaded to the System. (To comply with NARA and AO policy)*
9. Page 8, Paragraph II(A)(7)(b) - Renamed to “a” and removed - *Because the clerk’s office will discard all documents brought to the clerk’s office for filing, (to comply with NARA and AO policy)*
10. Page 12, Paragraph II(E)(2)(c) - Removed: [ksd\\_vanbebbber\\_chambers@ksd.uscourts.gov](mailto:ksd_vanbebbber_chambers@ksd.uscourts.gov) (Update)
11. Page 15, Paragraph II(I)(4) - Added: *or file a reference list under seal. The reference list shall contain the complete personal data identifier(s) and the redacted identifier(s) used in its (their) place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete personal data identifiers. The reference list must be filed under seal and may be amended as of right. The unredacted version of the document or the reference list shall be retained by the court as part of the record. The court may, however, still require the party to file a redacted copy of the document for the public file* (to comply with the EGovernment Act of 2002)
12. Page 18, Footnote 10 - Updated information regarding PACER fees (Paragraph 1, lines 1 and 2 - memo date changed from April 9, 2002 to November 12, 2004; line 2 - changed fee from seven cents to eight; lines 2 and 3 - changed starting date from July 1, 2002 to January 1, 2005; line 4 - added “(excluding transcripts)” Paragraph 2, line 4 - changed fee from seven cents to eight) (Modifications approved by the Judicial Conference to PACER fees)

### Summary of Changes to Civil Administrative Procedures as of November 18, 2003

- Page 4, new language Section I(A) paragraph 5 regarding fee matters; renumbered former paragraphs 5 to 6 and moved former paragraph 6 to new paragraph 7
- Page 14, new language in Section II(H) paragraph 2 regarding technical failures; renumbered former paragraph 2 to 3
- Page 16, added paragraph D in section III regarding fee matters.

### Summary of Changes to Civil Administrative Procedures as of September 3, 2003

- A **Table of Contents** has been added to the Civil Administrative Procedures. There were no other changes made.

### Summary of Changes to Civil Administrative Procedures as of June 9, 2003

- Page 1, Paragraph I(A)(1) - Added: *notices of removal.*
- Page 2, Paragraph I(A)(4) - Added: *The documents in a.* Removed: *A.*
- Page 4, Paragraph II(A)(2) - Added: *and Notices of Removal.*
- Page 4, Paragraph II(A)(2)(a) - Added: *notices of removal.*
- Page 4, Paragraph II(A)(2)(a)(i) - Removed: *New cases will not be filed until the filing fee is paid.*
- Page 5, Paragraph II(A)(2)(c) - Removed: *and any required filing fee.* Added: *or notices of removal as long as the clerk's office receives any required filing fee as soon as possible.*
- Page 5, Paragraph II(A)(2)(e) - Added paragraph: *Copies of state court records and proceedings filed pursuant to D. Kan Rule 81.2 must be filed electronically.*
- Page 5, Paragraph II(A)(4) - Added: *Pleadings that Add or Delete Parties or Attorneys.*
- Page 5, Paragraph II(A)(4)(a) - Added: *before filing the pleading.*
- Page 5 & 6, Paragraph II(A)(4)(b) - Added paragraph (b): *The system is only capable of recognizing an entry of appearance on behalf of the attorney who files the entry of appearance. Accordingly, if an attorney files an entry of appearance on his or her own behalf as well as on behalf of other attorney(s), then the attorney who files the entry of appearance shall call the clerk's office before filing the entry of appearance in order to have the other attorneys added to the case in the System.*
- Page 6, Paragraph II(A)(4)(c) - Added paragraph (c): *A Withdrawal of Counsel and Entry of Appearance of Substituted Counsel, see D. Kan Rule 83.5.5, may only be filed by the attorney entering his or her appearance, not be the withdrawing attorney.*
- Page 7, Paragraph II(A)(8) - Removed references to: *Official and Contract Court Reporters.*
- Page 8, Paragraph II(C)(1)(a) - Added line: *This rule includes all notarized documents.*
- Page 8, Paragraph II(C)(1)(b) - Renamed (a) to: (b)
- Page 8, Paragraph II(C)(1)(c) - Renamed (b) to: (c)
- Page 9, Paragraph II(C)(3) - Added: *Attorney*
- Page 9, Paragraph II(C)(3)(a) - Removed: *party or*; Substituted: *attorneys for persons*;



Substituted: *attorneys for parties.*

- Page 9, Paragraph II(C)(3)(b) - Removed: *party or*; Removed: *in the format illustrated in paragraph II(c)(2)(a) above.*

! Page 14, Paragraph IV(A)(1) - Added: *Footnote 9: Scanned documents create much larger files than electronic documents that are converted to .pdf format (e.g., a word processing document printed to Acrobat PDF Writer). Please check file sizes before uploading to the System.*

! Page 14, Paragraph IV(B) - Substituted: *two megabytes for 15 pages.*

! Page 14, Paragraph IV(B)(3) - Substituted: *two megabytes for 15 pages.*