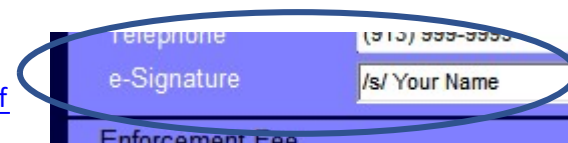# How do I prepare a worksheet to be e-Filed?
What can I do to create a WORD doc?

If you need to add an electronic signature to a worksheet that will be e-filed – follow these steps:

1. Open the Options Window – then enter your e-Signature and Save it.
   The supreme court order regarding e-signature is located here: (in particular look at section E.2.(a))

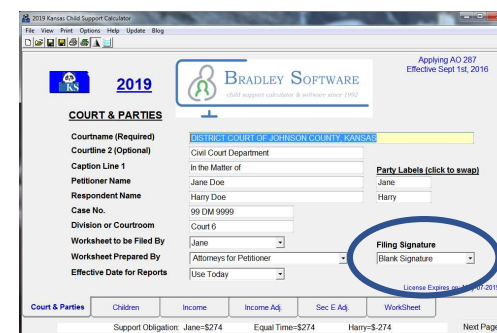http://www.kscourts.org/kansas-courts/supreme-court/administrative-orders/Admin-order-268.pdf

2. There are three options for printing the signatures - per the "Filing Signature" setting on the Courts & Parties tab:

   1) **Blank Signature** - this shows a blank line for the attorney to sign and a blank line for the Judge to sign.

   2) **Proposed** - Puts the word "PROPOSED" in the attorney signature line and totally clears the area where the judges signature would normally be.

   3) **Use e-signature** - this places the attorney e-signature (set up in the options window) in the line where the attorney would sign and it clears the area where the judges signature would normally be.

We have spoken with the court clerk (or their authorized rep) in Sedgwick, Johnson and Shawnee counties as well as the statewide coordinator for e-Filing and each one approved of the option "Use e-signature" as the method they use for electronic filing.

There is one other signature option that is rarely used - that is where the "Filing Signature" is set to "Use e-signature" and <u>both</u> the Worksheet to be filed by and Worksheet Prepared by say "COURT" - in this case there is no place provided for an attorney to sign but there is a blank where a judge would sign. This is usually used by the court when they are the ones doing the calculation/submission.

If you are not using e-Filing then use the option for "Blank Signature" - it provides the blank line for both lawyer and Judge to sign.

Need to Print a WORD doc for e-Filing an order? Just install a free Print-To-Word printer that is available at the following website:

http://www.bullzip.com/products/ptw/info.php

If you have any questions, [CLICK HERE](#)
to contact Tech Support.

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