

Documents and Associated Queue's

Document Category / Document Type	Document Code	*This document will route AUTOMATICALLY to the queue specified:	Automatic FullCourt Functionality	Additional Information
AFFIDAVIT				
AFF: Affidavit (Generic)	AFFIG			
AFF: Poverty	AFFPOV			
AFF: Probable Cause/Arrest Report	AFFPCAR		Seals Document	
APPEAL				
APP: Addition to Record	APPADD			
APP: Appeal (Generic)	APPG			
APP: Appeal from District Magistrate Judge (CV, LM, DM, PR, SC)	APPDMJ			This will be filed as a new CV case and the corresponding docket fee will be assessed. The filer should use the Civil case type and the Other Civil Appeal subtype.
APP: Appeal from District Magistrate Judge (CR, TR, FG, JV, JC)	APPDMJCR			This document type will be filed within an existing case, no new docket fee is assessed.
APP: Court Docketing Notice	APPDOC			
APP: Mandate	APPMAT	Judicial Review		
BOND				
BON: Appearance	BONAPP			
BON: Bond (Generic)	BONG			
DISCOVERY				
DIS: Discovery (Generic)	DISG			
DIS: Subpoena - Clerk Signed	PROP_DISSUB	Clerk's Signature		
DIS: Subpoena - Judge Signed	PROP_DISJSUB	Proposed Orders		
DIS: Transcript	INFTRAN			
DIS: Transcript Request	DISTR	Court Reporters		

Documents and Associated Queue's

INFORMATION				
INF: Accounting - Annual	INFACTA	Judicial Review		If the court requires the Annual Accounting to be signed by a judge, have the filer use the document type of "PRO: Administrative Review" so that it will be routed to the judge.
INF: Adoption Report	INFADOP			
INF: Annual Report	INFANR	Judicial Review		If the court requires the Annual Report to be signed by a judge, have the filer use the document type of "PRO: Administrative Review" so that it will be routed to the judge.
INF: Brief	INFBRI	Judicial Review		
INF: Child Support Worksheet - No Judge Signature Requested	CSWNJS			
INF: CINC Information Form	INFCINC			
INF: Confidential Report/Evaluation	INFCR		Seals Document	
INF: Correspondence	INFCORS	Judicial Review		
INF: Court Administration	INFCTADMIN			Only Clerks and Judges can file this document type. Is strictly used as a vehicle to efile something on a case to make it viewable through the Filing Reports on the clerk side of e-flex. When the submission is approved, there will be no ROA created nor image stored in FullCourt for this document type.
INF: Diversion Agreement	INFDIV			
INF: Eminent Domain - Report of Appraisers	INFEDRA			

Documents and Associated Queue's

				<p>There is additional functionality tied to this document that will add the filer as the attorney of record to the case in FullCourt for unsealed cases.</p> <p>For sealed cases, like CINC, the clerk will need to open the doc form in clerk review and select the party the filer will be representing. Then the filer will be added as an attorney of record to the case in FullCourt.</p>
INF: Entry of Appearance	INFEOA			
INF: Entry of Appearance - New Party	INFENP			<p>This document allows for a party to be added to a JC/JV case. It will also add the attorney of record, if the filer added it. To check if the filer will be added as the attorney of record for the new party, check the "Add an Attorney for this Party" section when party matching.</p>
INF: Entry of Appearance - Prosecutor	INFEPR			<p>This document will NOT automatically update the Prosecutor drawer in FullCourt. When this document is filed the clerk will need to manually make the change in FullCourt.</p>
INF: Exhibit	INFE			
INF: Garnishment - Release	POJGARR			
INF: Home Study	INFHS	Judicial Review	Seals Document	
INF: Income Withholding Order 39-7,147	INFWO			<p>This document type is used by DCF and CSE attorneys. This document is not routed to the judge for signature.</p>
INF: Income Withholding Modification/Termination 39-7,147	INFWM			<p>This document type is used by DCF and CSE attorneys. This document is not routed to the judge for signature.</p>
INF: Information (Generic)	INFG			

Documents and Associated Queue's

				This document type is used when the filer is submitting an order where all signatures have been secured, including the judges. The order will be file stamped when the clerk approves it. A copy is not forwarded to the Proposed Orders queue since the judge has already signed it.
INF: Judge Signed Order	INFJSO			
INF: Jury Instructions - Proposed	INFJURI	Judicial Review		
INF: KBI Cover Sheet for Expungement	INFKBI			There will be no ROA entry nor image uploaded to FullCourt when this document type is submitted through e-Filing. (See KBI Cover Sheet for Expungement instructions on the intranet.)
INF: KPC Information Sheet	CHSKPC			There will be no ROA entry nor image uploaded to FullCourt when this document type is submitted through e-Filing. (See KPC Information Sheet instructions on the intranet.)
INF: Memorandum	INFMEMS	Judicial Review		
INF: NCIC Information Form	INFNCIC			This document is used by the sheriff. When the submission is approved, there will be no ROA created nor image stored in FullCourt for this document type.
INF: Oath	INFOTH			
INF: Parenting Class Fee - SG only	INFSGPC			This document type should only be used when filing in Sedgwick County. This document assesses the parenting class fee and does not require a document image.
INF: Parenting Class Reduced Fee - SG only	INFSGPCR			This document type should only be used when filing in Sedgwick County. This document assesses the reduced parenting class fee and does not require a document image.
INF: Parenting Plan	INFPAR			
INF: Permanency Plan	INFPERM	Judicial Review		
INF: Petition/Confidential Form	PPPET		Seals Document	

Documents and Associated Queue's

INF: Presentence Investigation Report	INFPSI		Seals Document	
INF: Presentence Investigation Report - Victim Statement	INFVS		Seals Document	The Victim Statement portion of the PSI will now be filed as two separate documents. The victim statement portion should be sealed.
INF: Pretrial Questionnaire	INFQUE	Judicial Review		
INF: Reintegration Plan	INFREIP	Judicial Review		
INF: Satisfaction of Judgment	INFSATJ			
INF: State Tax Warrant Satisfaction	INFSTWS			Filing fee is associated with this document.
INF: Warrant Cover Letter	INFWCL			This document is used for attaching the needed party detail information for the sheriff to serve. When the submission is approved, there will be no ROA created nor image stored in FullCourt for this document type.
MOTION				
MOT: 28-179 - Modify Motion	CHSMOD			Filing fee is associated with this document. This is used when filing a post divorce motion.
MOT: Aid in Execution	POJAIE			Filing fee is associated with this document.
MOT: Aid in Execution - Alias	POJAIEA			
MOT: Appoint	MOTAPP			
MOT: Appoint - Counsel	MOTCO			
MOT: Appoint - Guardian Ad Litem	MOTGAL			
MOT: Attachment Order	POJORDA			Filing fee is associated with this document.
MOT: Citation Contempt/Show Cause	POJCITC			
MOT: Citation Contempt/Show Cause - Alias	POJACON			
MOT: Demand for Estimated Cost of Transcript	MOTDEM			
MOT: Dispositive	MOTDISP			Filing fee is associated with this document. Applies to Chapter 60 only, HB 2005, 2015 Legis.
MOT: Expungement - Criminal	MOTXPG			Filing fee is associated with this document.
MOT: Expungement - Juvenile	MOTXPJ			Filing fee is associated with this document.
MOT: Garnishment	POJGARM			Filing fee is associated with this document.
MOT: Garnishment Chapter 60	POJGA60			Filing fee is associated with this document.
MOT: Garnishment - Computation Request	POJGARX			
MOT: Motion (Generic)	MOTG			

Documents and Associated Queue's

MOT: Parental Rights - Terminate	MOTPRTM			
MOT: Pro Hac Vice	MOTPHV			Filing fee is associated with this document.
MOT: Probate Petition	PRBPET			
MOT: Response	MOTRESP			
MOT: Sale (28-178)	PROSAL			Filing fee is associated with this document.
MOT: Summary Judgment	MOTSJ			Filing fee is associated with this document.
MOT: Summary Judgment Ch 61	MOTSJ61			
MOT: Transcript	MOTTRN			
MOT: Warrant - Bench	MOTBWA			
MOT: Warrant - Recall	MOTRWA			
MOT: Writ of Execution (28-178)	POJWRT			Filing fee is associated with this document.
MOT: Writ of Execution (28-178) - Alias	POJWRTA			
NOTICE				
NOT: Notice - No Sheriff Service Required	NOTNSR			
NOT: Notice - Sheriff Service Required	NOTSR			
NOT: Notice Requiring Clerk Signature	PROP_NOTCS	Clerk's Signature		This is used when a document requiring a clerk's signature does not already exist in the document list.
PROPOSED ORDER				
PRO: 28-179 - Modify Order	PROP_CSHMOR	Proposed Orders		This is used when filing a post divorce motion. Should be filed with the "MOT: 28-179 - Modify Order" to assess the fee.
PRO: Adjudication	PROP_ORDADJ	Proposed Orders		
PRO: Administrative Review	PROP_ORDADRE	Proposed Orders		
PRO: Aid of Execution - Appear for Hearing	PROP_ORDAIEH	Proposed Orders		If not an Alias Aid of Execution, should be filed with the "MOT: Aid in Execution" to assess the fee.
PRO: Appoint	PROP_ORDAPT	Proposed Orders		
PRO: Appoint - Counsel	PROP_ORDAPTC	Proposed Orders		
PRO: Arraignment	PROP_ORDARN	Proposed Orders		
PRO: Attachment Order	PROP_ORDATT	Proposed Orders		Should be filed with the "MOT: Attachment Order" to assess the fee.
PRO: Child Support Worksheet - Judge Signature Requested	PROP_CSWJSR	Proposed Orders		

Documents and Associated Queue's

PRO: Citation Contempt/Show Cause	PROP_ORDCCSHW	Proposed Orders		
PRO: Clerk's Extension	PROP_ORDCEXT	Clerk's Signature		Excludes Limited Action
PRO: Commitment	PROP_ORDCMT	Proposed Orders		
PRO: Consolidate	PROP_ORDDTE	Proposed Orders		
PRO: Custody/Placement	PROP_ORDODY	Proposed Orders		
PRO: Decree	PROP_ORDDCR	Proposed Orders		
PRO: Default Judgment	PROP_ORDJUDG	Proposed Orders		
PRO: Descent	PROP_ORDDDES	Proposed Orders		
PRO: Dismiss	PROP_ORDMIS	Proposed Orders		
PRO: Disposition	PROP_ORDDISPO	Proposed Orders		
PRO: Diversion	PROP_ORDDIV	Proposed Orders		
PRO: Ex Parte	PROP_ORDXPA	Proposed Orders		
PRO: Expungement	PROP_ORXPG	Proposed Orders		When the ORD is filed, manually SEAL the case in FullCourt.
PRO: Final Order Extension	PROP_PFASORD	Proposed Orders		
PRO: Final Settlement	PROP_ORDTLE	Proposed Orders		
PRO: First Appearance	PROP_ORDFAP	Proposed Orders		
PRO: Garnishment	PROP_ORDGRN	Clerk's Signature		Should be filed with the "MOT: Garnishment" or "MOT: Garnishment Chapter 60" to assess the fee.
PRO: Guardian Ad Litem	PROP_ORDLIT	Proposed Orders		
PRO: Guardian/Conservator/Trustee	PROP_ORDGCT	Proposed Orders		
PRO: Income Withholding Judge Sign	PROP_ORDEIWO	Proposed Orders		
PRO: Income Withholding Modification/Termination Judge Sign	PROP_ORDJSM	Proposed Orders		
PRO: Judgment	PROP_ORDJDG	Proposed Orders		
PRO: Judgment - Set Aside	PROP_ORDJSA	Proposed Orders		
PRO: Letters	PROP_ORDLET	Proposed Orders		
PRO: New Trial	PROP_ORDNTRL	Proposed Orders		
PRO: No Run Warning	PROP_ORDNRW	Proposed Orders		
PRO: Order (Generic)	PROP_ORDNSR	Proposed Orders		
PRO: Order - Sheriff Service Required	PROP_ORDSVR	Proposed Orders		

Documents and Associated Queue's

PRO: Order Originated by Judge	PROP_JORD			This document type is used by the judge when they efile orders they are generating. Generally these are created within the proposed order queue and will appear in the Clerk Approval screen as an ORD with a signature page attached.
PRO: PFA/PFS Protection Order	PROP_ORDPFPRO	Proposed Orders		
PRO: Parental Rights - Terminate	PROP_ORDPRTM	Proposed Orders		
PRO: Payout	PROP_ORDPOUT	Proposed Orders		
PRO: Permanency Hearing	PROP_ORDPHRG	Proposed Orders		
PRO: Plea	PROP_ORDPLE	Proposed Orders		
PRO: Probable Cause	PROP_ORDPRBC	Proposed Orders		
PRO: Recuse	PROP_ORDRECS	Proposed Orders		
PRO: Refusing to Grant Letters	PROP_ORDGLET	Proposed Orders		
PRO: Replevin Bond	PROP_ORDRPBON	Proposed Orders		
PRO: Restitution	PROP_ORDREST	Proposed Orders		
PRO: Restraining	PROP_ORDRESR	Proposed Orders		
PRO: Sale (28-178)	PROP_ORDALE	Proposed Orders		Should be filed with the "MOT: Sale (28-178)" to assess the fee.
PRO: Sentencing	PROP_ORDSENT	Proposed Orders		
PRO: Sheriff Sale	PROP_ORDSFSL	Proposed Orders		
PRO: Sheriff Sale Cancellation	PROP_ORDSSCA	Proposed Orders		
PRO: Sheriff Sale Confirmation	PROP_ORDSSCO	Proposed Orders		
PRO: Summary Judgment	PROP_ORDSJ	Proposed Orders		For Chapter 60 cases, this should be filed with the "MOT: Summary Judgment" to assess the fee.
PRO: Temporary	PROP_ORDTMP	Proposed Orders		
PRO: Transcript	PROP_ORDTRN	Proposed Orders		The signed Order will be routed to the Court Reporters queue.
PRO: Transport	PROP_ORDTRS	Proposed Orders		
PRO: Treatment	PROP_ORDTREA	Proposed Orders		
PRO: Venue Change	PROP_ORDCH	Proposed Orders		

Documents and Associated Queue's

PRO: Warrant - Arrest	PROP_ORDAWA	Proposed Orders		When the ORD is filed, the case should be SEALED in FullCourt, either through the issued ROA when entered into the Warrant Drawer, or manually. The signed Order will be routed to the Sheriff Queue for use if the Sheriff is using e-filing.
PRO: Warrant - Bench	PROP_ORDBWA	Proposed Orders		The signed Order will be routed to the Sheriff Queue for use if the Sheriff is using e-filing.
PRO: Warrant - Recall	PROP_ORDRWA	Proposed Orders		The signed Order will be routed to the Sheriff Queue for use if the Sheriff is using e-filing.
PRO: Warrant - Search	PROP_ORDSWA	Proposed Orders		The signed Order will be routed to the Sheriff Queue for use if the Sheriff is using e-filing.
PRO: Withdraw	PROP_ORDWDR	Proposed Orders		Clerk should not remove the attorney from the case in FullCourt until AFTER the Order has been signed by the judge, and that signed Order has been "approved" through Clerk Review.
PRO: Writ	PROP_ORDWT	Proposed Orders		
PRO: Writ of Execution (28-178)	PROP_ORDWRT	Proposed Orders		Should be filed with the "MOT: Writ of Execution (28-178)" to assess the fee.
PRO: Writ of Execution (28-178) - Alias	PROP_ORDWEOA	Proposed Orders		
PLEADING				
PLE: Amended Complaint/Information	PLEAMC			
PLE: Amended Document (Generic)	PLEAMG			
PLE: Amended Petition	PLEAMP			This document type will allow the filer to enter new parties to be added to the case. The filer will be added as the attorney for the new party.
PLE: Answer	PLEANS			There is additional functionality tied to this document that will add the filer as the attorney of record to the case in FullCourt. This is an automatic process.
PLE: Answer - Counter	PLEACO			
PLE: Answer - Cross Claim	PLEACC			
PLE: Complaint/Information	PLECOM			

Documents and Associated Queue's

PLE: Conduct Inquiry	PLEINQ			
PLE: Coroner Report	INFCOR			
PLE: Interplead	PLEINPL			This document type will allow the filer to enter new parties to be added to the case. The filer will be added as the attorney for the new party.
PLE: Medical Malpractice Screening Panel - Request	PLEMM			
PLE: Petition	PLEPET			
PLE: Petition - Counter	PLEPEC			This document type will allow the filer to enter new parties to be added to the case.
PLE: Petition - Cross Claim	PLEPCC			This document type will allow the filer to enter new parties to be added to the case.
PLE: Petition - Third Party	PLEPTP			This document type will allow the filer to enter new parties to be added to the case.
PLE: Petition for Refusing to Grant Letters	PLERGL			Refusal to Grant Letters filing fee is assessed with this document.
PLE: Petition to Elevate Will to Estate	PLEEWE			Probate Estates filing fee is assessed with this document. The clerk will need to manually reinstate the existing will and affidavit probate case in FullCourt and change the case subtype to Decedent Estate.
PLE: Post Judgment Elevation from Chapter 61 to Chapter 60	NOT6160			
PLE: Pursuant to 23-37,209	AFF38			
PLE: Registration of Foreign Judgment	AFFJ			
PLE: Reply	PLEREP			
PLE: Response - Answer	PLERES			
PLE: Response - Counter/Cross Claim	PLECRC			
PLE: Summons	PLESUM			CV and LM Summons documents are auto generated through e-flex. The clerk's signature will be attached when the submission is approved through Clerk Review. There is no need to manually send this to the Clerk's Signature Queue

Documents and Associated Queue's

PLE: Summons - Alias	PLEASUM			CV and LM Summons documents are auto generated through e-flex. The clerk's signature will be attached when the submission is approved through Clerk Review. There is no need to manually send this to the Clerk's Signature Queue
PLE: Summons - Filer Drafted	PROP_ORD3SUM	Clerk's Signature		This document type can be used when a filer creates a summons, for example a Civil Third Party or Out of State Summons.
PLE: Summons - Criminal/Juvenile Clerk Signed	PROP_ORDSUMC	Clerk's Signature		This document type should be used when the county requires Criminal and Juvenile Summons documents to be signed by the clerk.
PLE: Summons - Criminal/Juvenile Judge Signed	PROP_ORDCRSUM	Proposed Orders		This document type should be used when the county requires Criminal and Juvenile Summons documents to be signed by the judge.
PLE: Tax Warrant	PLETAX			
RETURNS				
RET: Return of Service	RETROS			
RET: Return of Service - Arrest/Bench Warrant	RETABW			If the return is for an Arrest Warrant, manually UNSEAL the case in FullCourt.
RET: Return of Service - Search Warrant	RETSWT			
RET: Return of Service - Tax Warrant	RETTW			

***Queue Descriptions:**

Clerk's Signature -- This queue function is to allow the clerk to attach their signature to documents filed.
Clerk Tasks -- This queue is strictly a view only queue, once the queue entry has been viewed the "Complete" button can be selected to remove the entry from the queue.
Proposed Orders -- This queue function is to allow the judge to attach their signature to documents filed.
Judicial Review -- This queue is strictly a view only queue, once the queue entry has been viewed the "Complete" button can be selected to remove the entry from the queue.
Court Reporters -- This queue function is to allow court reporters to view transcript requests and orders.

When a document is set to route automatically to a queue in e-flex, the queue will show on the Clerk Review screen as shown below:

Send To Queues: (optional)

Documents and Associated Queue's

Send To Queue **Before** Approval:

Post Submission to: Proposed Order Requiring Service for review on: [] Assign to: [] Add

Send To Queue **After** Approval Update (Click 'Update Queues' if document codes were changed)

Post Submission to: [] for review on: [] Assign to: [] Add

Queue	for review on
Proposed Orders	[]

System