

1. Electronic Filing Instructions. On any new Chapter 61 case filed by an attorney, the attorney shall only submit the original of:

- 1) The Petition (and any attachments);
- 2) The Request for Service;
- 3) The Cover Sheet; and
- 4) The Filing/Sheriff's service fee

No copies of the above pleadings should be submitted.

The attorney shall put on the Request for Service the defendant's name and complete address. If there are multiple defendants being served at the same address, only one Request for Service is needed. If there are different addresses for service to be made, a separate Request for Service needs to be filed for each defendant's address.

Since a Summons will automatically be created by the computer system, an e-mail will be instantly sent to the attorney of record with a copy of the Summons attached and the pleadings attached. Attorneys should review the Summons received as it will have the assigned Answer date on it.

If service is requested of the Johnson County Sheriff's Department, after service (or attempted service) is made, an e-mail will be instantly sent to the attorney of record with a copy of the Return of Service attached. Attorneys should review the Return of Service received to verify whether or not service was obtained on the defendant.

Attorneys should contact either the law library or the Clerk's Office to insure that the Court has a current e-mail address. If an attorney's e-mail changes in the future, the attorney must notify the law library or the Clerk's Office of the change. In addition, if an attorney takes over a case already on file, either both attorneys need to sign and file with the Clerk a "Withdrawal of Counsel and Entry of Appearance of Substituted Counsel" pursuant to Local Civil Rule No. 7, or the former attorney needs to file a separate Motion and Order of Withdrawal following Local Civil Rule No. 7, and the new attorney needs to file a separate Entry of Appearance so that all future e-mails will be sent to that new attorney of record. The Clerk's Office on their own initiative can not add or remove an attorney from a case without following the Local Rules.

An attorney shall also submit the original only (no copies) on an Order to Appear, Citation in Contempt, Writ of Restitution, and Alias Summons.

At least two (2) copies are still required for a Garnishment, Bench Warrant, and Subpoena.

2. Filing/Service Fees. If service will be handled by the Johnson County Sheriff's Department, the filing fee and the Sheriff's service fee shall be combined into one check made payable to the "Clerk of the District Court". If multiple cases are filed, then a separate check is needed for each case. The service fee for serving an Order to Appear, Citation in Contempt, Writ of Restitution, and Alias Summons shall be made payable to the "Clerk of the District Court". The Service fee for serving a Garnishment, Bench Warrant, and Subpoena shall be made payable to the Johnson County Sheriff's Department.

If service is outside of Johnson County, then one check payable to the "Clerk of the District Court" for the filing fee and one check for the service fee payable to the outside agency doing the service is required.

3. Orders/Journal Entries. In Chapter 61, Limited Action cases, do not submit an Order (or Journal Entry) for the Judge's signature unless a defendant has defaulted and only plaintiff's signature is therefore required; both sides have signed off on the Order; or a hearing has been held and the Order is submitted containing signatures from both sides, or is submitted pursuant to Supreme Court Rule 170 and the Court receives a cover letter that sets forth the Rule 170 notification and the time period for making objections or signing the Order has already expired.