

Electronic Filing Instructions

New Chapter 60 or 61 case:

- 1) The Petition (and any attachments/exhibits) as one document.
- 2) Any affidavits, notices, motions or orders (please upload separately)

The attorney shall put on the Request for Service screen the defendant's name and complete address. If there are multiple defendants being served at the same address, you must select each defendant and enter the address individually.

A Summons will be created by the 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.

Orders to Appear, Citations in Contempt and Writ of Restitution

Upload the motion and the order as separate documents.

Click the service button.

Fill out the service screen. If you want service to an out-of-state or out of county sheriff you will need to find out the service amount and enter it in the space provided. We will print out the packet and mail it to the sheriff that is indicated.

Alias Service

Pick a previous service

The same documents are going to go out again.

You can change the type of service and/or the address.

There is no option to upload additional documents to include in the service.

If you want to serve something that wasn't previously served you will need to upload a request and service instruction form. If you are serving the document by certified mail or process server click no service.

If you are having the sheriff serve it click Service, fill out the screen and pay the sheriff fee. We will use the request and service instruction form and select all of the documents that you want served. It is just a way to get the fee paid without having to send in a check.

Garnishments (Chapter 60 and Chapter 61)

Upload the entire garnishment packet as one document.

Select the correct document type. Order of Garnishment – Chapter 60 or 61

Click on Service, you must be logged in as the attorney of record.

Add Non –case participant (add garnishee name and click save)

The garnishee should be in the drop down to select for service.

Select them and finish filling out the service screen.

If you select service to be done by a county other than Johnson.

Select the county and pay the required service fee.

We will cut a check, print out the service packet and mail it to the correct county sheriff dept.

Subpoenas

Upload the subpoena only.
Click the service button
Add the witness as a non-case participant
Fill out the rest of the service screen.
We create the request form with the information you enter.
We will sign the subpoena and issue it to the place you have selected.

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.

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't add or remove an attorney from a case without following the Local Rules.