

Attorney eFiling Program

Fast **Facts**

Kentucky state courts will be accepting court cases electronically in all 120 counties by the end 2015. The Administrative Office of the Courts is moving quickly to implement eFiling as part of the Judicial Branch's plan to better serve those who depend on the state court system.

eFiling was initially available only for civil cases in Circuit Court and District Court. The program was extended to criminal cases in the fall of 2014.

"Moving from a paper-based environment to one that is primarily electronic will transform the way Kentucky courts do business," Chief Justice John D. Minton Jr. said. "The cost savings to the court system and to practitioners will be substantial and the state's entire legal system will become more efficient when we process court cases electronically."

eFiling is part of the Judicial Branch's comprehensive, multiyear eCourt program. The goal is to update Kentucky's aging court technology to meet the demands on the court system and enable the courts to stay current with the mainstream of law and commerce.

The eCourt program will also upgrade the court system's technology infrastructure (hardware and software), replace its case management systems for the trial and appellate courts, and acquire a document management system that will electronically store and index court documents.

The Judicial Branch cleared a major hurdle on its eCourt program in March 2013, when it received legislative approval to issue bonds to fund a new case management system. Resolving the funding issue jump-started the eFiling process and made it possible to begin proof-of-concept testing in Franklin County in December 2013.

The statewide rollout of eFiling began in January 2015. Ten to 14 counties were on-boarded each month with Jefferson County being the last county implemented in October 2015.

Additional functionality will be the emphasis of the product development well into 2016 and includes small claims, probate, and much more.

Need Training & Certification?

You are cordially invited to attend training in order to become authorized to eFile. eFiling is not mandatory, but attorneys wishing to eFile must attend training in order to be authorized to file. The in-person training sessions are free and have been approved by the Kentucky Bar Association for 2.0 CLE credit hours. Paralegals, secretaries or other support staff are welcome to register along with an attorney. To view in-person training times and register, please visit <http://kyefiling.eventbrite.com/>.

Attorney Online eFiling Training and Certification is also available. Log in to KYeCourts here <https://kcoj.kycourts.net/kyecourts/Login> and click the eLearning tile.

Attorney Support Services

Filers may send their questions to [eCourtSupport@kycourts.net](mailto:ECourtSupport@kycourts.net) for assistance with eFiling issues. Assistance is also available if filers contact **502-573-2350, ext. 50109**. The help line is available during the AOC's regular business hours, 8:00 AM to 5:30 PM EST, Monday through Friday. Calls after that time will be forwarded to voice mail.

Have your envelope number handy!



eFiling

Learn how eFiling can benefit
your legal practice

Provided by the Administrative Office of the Courts

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eFiling Program Tips for Attorneys

Login and Profile Activities

- Login through <https://kcoj.kycourts.net/KYeCourts/login>.
- Verify User Profile data (you may change your password by clicking on the password icon also on this screen).
- Complete KBA Verification under Profile Identifiers (one time only activity).
- Add information on the Business Info tab. This information will populate automatically into your eFilings for you.
- Use the Additional eMails tab to send notifications to other emails (you can have up to 1000 total email address, maximum).

Notifications Field

Allows access to all NEF and NCP notifications for your eFilings.

Filings

Keep in mind when eFiling:

- While building an envelope the system displays the local time of the courthouse being filed into.
- PDF or PDF(A) documents uploaded (8 ½ x 11) – not to exceed 4MB per PDF.
- Total size of ALL documents contained within an uploaded envelope should not exceed 50 MB.
- DOC or DOCX documents are only used when submitting proposed orders – tendered documents.
- No password protections or Macros can be used on documents.
- Name fields have a 41 character string limit.
- If Selected Sheriff is not in drop down menu, then select return to filer and present document to sheriff conventionally (as Sheriff has not yet elected to participate in eFiling).
- VS300 is to be submitted through the eFiling system as well as filed conventionally.
- Motion date information must include the information provided by the court (date, time, location, and (if known) the Judge hearing the Motion).
- On the review screen, review data submitted for accuracy, review fee totals to verify that filing costs are correct.
- If IFP is utilized, upload IFP document at the bottom of the screen.

Support

- Use the Help button located in the eFiling Dashboard for News and Update information as well as contact information, eFiling Rules, User Guides, Reference Materials, and FAQ concerning eFiling.
- Send questions by email to: eCourtSupport@kycourts.net.
- Assistance is available by calling: 502-782-8699 x50109. This help line is available during the AOC's regular business hours, 8:00am to 5:30pm EST, Monday through Friday.
- When contacting the eCourt Support team, always provide the envelope number.