

Rule 1.05

FORM OF FILING; GENERAL REQUIREMENTS

- (a) **Page Type and Statutory Requirements.** Unless the court permits otherwise, a filer must use black type or print on an 8½" x 11" page with one-inch margins for each document filed in a case. K.S.A. 60-205, 60-210, and 60-211 apply to all filings.
- (b) **Filer Information.** A filer must include the filer's name; address; telephone number; email address; and fax number, if any, on each document filed in a case. An attorney must also include the attorney's Kansas registration number on the document and indicate the party represented.
- (c) **Lead Attorney.** If multiple attorneys appear on behalf of the same party, the attorneys must designate a lead attorney for purposes of subsequent filings and notices.
- (d) **Electronic Format.** A filer must submit an electronically filed document in a portable document format (PDF).
- (e) **Electronic Document Size.** A filer must not submit an electronically filed document that exceeds 10 MB. A filer should contact the Office of the Clerk of the Appellate Courts for assistance with any document that exceeds this size restriction.
- (f) **Paper Copy.** A Kansas licensed attorney need not provide a paper copy of an electronically filed document.
- (g) **Time Computation.** A court will compute time periods as described in K.S.A. 60-206(a) and (d).
- (h) **Date of Electronic Filing.** A court will consider an electronically filed document as filed on the date and at the time reflected in the file stamp on the document. The clerk of the appellate courts may change the file stamp date on a document only when directed by a court.
- (i) **Case File.** The clerk of the appellate courts must keep a separate file for each case and preserve all filed documents. The clerk must record the file date for each document and maintain a case summary comparable to the appearance docket required under K.S.A. 60-2601.

[**History:** Am. effective July 1, 1982; Am. effective July 1, 1988; Am. effective February 8, 1994; Restyled rule and amended effective July 1, 2012; Am. effective December 19, 2016; [Am. effective January 6, 2025.](#)]