



KCJIS NEWS

AUGUST 2022

AFIS MESSAGES

TINA ORTEGA, IDENTIFICATION UNIT LAB TECH/TRAINER

Automated Fingerprint Identification System (AFIS) messages are created each time the Kansas Bureau of Investigation (KBI) processes a criminal submission received electronically or manually (hard card submission). Law enforcement agencies are currently receiving messages for criminal submissions through a KCJIS terminal and/or an email account set up during livescan installation/upgrade.

The KBI is in the process of replacing our AFIS. As part of this replacement project, we have an opportunity to make improvements on how agencies receive AFIS messages. The KBI would like to encourage our law enforcement partners to provide input on how your agency currently receives AFIS messages and how your agency would like to receive them in the future.

Please reach out to Tina Ortega at tina.ortega@kbi.ks.gov with your suggestions, comments, concerns, or if you have questions regarding AFIS messages. We appreciate your assistance and look forward to hearing from you.

NEW KCJIS COMMITTEE CHAIRPERSON

LESLIE MOORE, FORMER KCJIS COMMITTEE CHAIRPERSON

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Please help me in congratulating our new KCJIS Committee Chairperson, Captain Jim Oehm with the Kansas Highway Patrol (KHP). Captain Oehm has been the KHP representative since December 2017. We all look forward to his leadership for the next year. Congratulations, Captain Oehm!

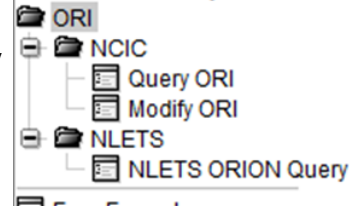


IS YOUR AGENCY INFORMATION CORRECT?

DON CATHEY, KCJIS INFORMATION SECURITY OFFICER KHP

Have you ever had to contact another agency beyond your local or neighboring ones (perhaps to follow-up on record details during a background check or a hit notification)? You can query other agency's contact information in OpenFox.

You can use a QO to query another criminal justice agency with a National Crime Information Center (NCIC) Originating Agency Identifier (ORI). You can also use a TQ to query the International Justice and Public Safety Network (NLETS) ORION files for ORI information if only their location is known.



Fun facts : Over 1400 agencies (in Kansas alone) are listed in a file of NCIC ORIs made available to the Kansas Highway Patrol (KHP) by the FBI.

Nlets has ORIs, too!

Because any agency may have a need to contact any other agency, the **Federal Bureau of Investigation (FBI) Criminal Justice Information System (CJIS) requires validation** of your agency's contact information contained in the ORI record maintained in NCIC **every other year (biennially)**. Similarly, NLETS policies require annual validation of their ORIs.

You may have noticed administrative messages in your OpenFox from the Kansas Bureau of Investigation (KBI) service desk asking each agency's Terminal Agency Coordinator (TAC) to double check the contact information and correct any discrepancies in the KCJIS Authorization and Customer Information System (KACIS).

This is our year to validate BOTH!

If possible, we would like to eliminate some extra and redundant actions required on your part. So, **please ensure your agency's information is correct in KACIS.**

The KHP and KBI will compare KACIS to NCIC and Nlets records respectively, reducing the incidents of having to bother you to re-verify the same information twice!

For more information on ORIs, check out:

- The Originating Agency Identifier chapter of the NCIC Operating manual available in the CJIS Manuals application of the KHP CJIS Launch Pad.
- Section 6: ORION of the Nlets manual available under the information menu bar on the KCJIS Portal.



To use an old phrase with apologies to bird

NEW KANSAS USE OF FORCE DATA COLLECTION: THE KBI WANTS YOU! MITCH BEEMER, INCIDENT BASED REPORTING MANAGER KBI

In February of 2022, the Kansas Bureau of Investigation (KBI) launched the new Kansas Use of Force Repository (KUFR). Submission to the use-of-force data collection can be made via the Kansas Criminal Justice Information System (KCJIS) web portal OR with paper forms. This new use-of-force data collection is an expansion of the FBI's National Use-of-Force Data Collection that a majority of Kansas law enforcement agencies have participated in since it started in January of 2019. The KBI is also currently working on finalizing the technical documentation for agencies to submit their use-of-force reports electronically from their local record management system to the Kansas Use of Force Repository.

There have been several agencies who have opted to wait to submit their use-of-force incidents until they have the ability to do so via an electronic submission process from their records management system, rather than use the KBI's use-of-force web portal. Unfortunately, the participation rate for Kansas agencies submitting use-of-force data has dropped significantly. Prior to January of 2022, Kansas averaged over 80% of local law enforcement agencies who participated in the FBI's National Use of Force Data Collection. Currently, Kansas has seen less than 50% of the agencies participating in the new Kansas use-of-force data collection.

As I am sure many in the law enforcement community are aware, law enforcement use-of-force has become a hot button topic for the media, and has a high interest for the public in recent years. One of the main reasons the Kansas Attorney General and the KBI Director decided to initiate the Kansas use-of-force data collection was to provide the public greater transparency and a deeper understanding of use-of-force incidents within the state of Kansas. Providing this overall statewide picture of use-of-force is restricted when the percentage of agency participation is not high enough to provide an accurate representation for the state of Kansas.

NEW KANSAS USE OF FORCE DATA COLLECTION: THE KBI WANTS YOU!, CONTINUED

The KBI would like to offer agencies, who are waiting for the electronic interface to be completed, the option of mailing their current use-of-force forms to the KBI. The KBI will extract the data from those forms without your agency having to dual enter the data into your local record management system and the KBI's Kansas Use of Force Repository. The KBI is willing to take on the added duty of entering these reports into the Kansas use-of-force data collection because the KBI believes strongly that greater participation in the use-of-force data collection benefits the law enforcement community in the state of Kansas.

If your agency would be willing to provide hard copies of use-of-force forms to the KBI so we can enter them on behalf of your agency to increase the percentage of agency participation in the state, please reach out to Dana Dickerson at (785) 296 4373 or Dana.Dickerson@kbi.ks.gov, or Mitch Beemer at (785) 296-8279 or Mitch.Beemer@kbi.ks.gov.

KBI ISD FIELD SUPPORT TRAINING JESSICA CROWDER, PROGRAM CONSULTANT II KBI

Due to COVID-19, the Kansas Bureau of Investigation (KBI) Information Services Division (ISD) Field Support unit is now able to provide training in-person with precautions.

- The trainer must be vaccinated.
- The facility must allow for attendees to have 6 feet between them.
- Training sessions should be spaced apart so if there is an outbreak of COVID, the location and people involved can be determined and notified.
- If food is provided, the food must be prepackaged.

If you are interested in receiving virtual or in-person training on any of the topics listed below, please feel free to reach out to the appropriate trainer. Thank you to every member of the Kansas criminal justice community who continues to keep Kansas safe during these difficult times.

| | | | |
|---|---|--|--|
| <p>Central Message Switch Carlos Salazar (785) 296-6832 Carlos.Salazar@kbi.ks.gov</p> | <p>Criminal History Records Rapsheet Differences Morgan Defore (785) 296-0816 Morgan.Defore@kbi.ks.gov</p> | <p>eCitation Karli Koci (785) 296-0492 Karli.Koci@kbi.ks.gov</p> | <p>Asset Seizure and Forfeiture Jessica Crowder (785) 296-8338 Jessica.Crowder@kbi.ks.gov</p> |
| <p>10-Print Identification Tina Ortega (785) 296-4483 Tina.Ortega@kbi.ks.gov</p> | <p>Use of Force Reporting Dana Dickerson (785) 296-4152 Dana.Dickerson@kbi.ks.gov</p> | <p>Kansas Incident Based Reporting Zach Brian (785) 296-7945 Zachary.Brian@kbi.ks.gov</p> | <p>Offender Registration/KsORT Cassidy Sands (785) 296-0638 Cassidy.Sands@kbi.ks.gov</p> |
| | <p>DNA Databank Jeff Hahn (785) 296-2113 Jeff.Hahn@kbi.ks.gov</p> | <p>Scrap Metal Bill Connor (785) 296-2387 Bill.Connor@kbi.ks.gov</p> | |

USE OF FORCE FAQ'S

DANA DICKERSON, PROGRAM CONSULTANT II KBI

The Kansas Use of Force (UoF) data collection is a new experience for everyone. The Kansas Bureau of Investigation (KBI) Use of Force unit has seen some frequently asked questions and errors that we believe should be shared with our local partners.

- I have heard the new Kansas Use of Force data collection program will be done collecting data the middle of 2022 and agencies will no longer need to submit reports. Is this really just a pilot program? If so, what is the projected date this program will be ending?
 - The Kansas Use of Force data collection program is voluntary. The new program is permanent and does not have a projected end date. Data collection will continue to aid in law enforcement transparency and make statistical data available regarding law enforcement uses of force.
- After I started a report and went back to finish it, I got an error of Access Denied. Why am I not able to finish my report?
 - This is due to a time-out error. The system will automatically save your work each time a new tab is selected. When you come back to the report you will need to do a CASE LOOKUP and modify the draft.
- How can I assign a new user role to one of my officers who got promoted?
 - Your Technical Agency Coordinator (TAC) must submit a new user request in the KCJIS Authorization and Customer Information System (KACIS) to assign the new user role to the individual. Next, you will need to send an email to UoFSupport@kbi.ks.gov with the user name and old user role. This will allow Kansas Bureau of Investigation (KBI) staff to delete the old user role and approve the newly requested role for the individual.
- If officers from my agency are present at an incident, but do not use force, does my agency need to submit a Use of Force Incident Report?
 - No. If officers from your agency do not apply any type of reportable force during the incident, your agency will not need to submit a Use of Force Incident Report.
- Officers from my agency had their firearm at the 'low and ready' position. Is this considered 'Active Pointing'?
 - No. If the officer did not point the firearm at the subject to gain compliance and it was just unholstered, it does not meet the definition of 'Active Pointing' for Kansas Use of Force data collection.
- My agency TAC submitted an agency access application in KACIS and it was approved, but why do none of my users have access to the KIBRS Portal application?
 - Your agency TAC will need to submit individual user requests to assign a user role (Agency Editor, Agency Approver, Agency Submitter) based on your agency's approved configuration.
- I have followed all of the training guides, criteria requirements, etc., as I entered my report. The system is giving me error messages and will not let me submit my report in the web application.
 - If you are getting an error, please contact Dana Dickerson. Please provide a screenshot of the error you are receiving and the steps you went through to see the error to assist in troubleshooting.
- I am being told I need to enter a Location Type. What is this?
 - The Location Type data element utilizes the same options as the Kansas Standard Offense Report (KSOR) Premise Code list. Remember, if you enter a college, university, sorority, etc., you will also need to enter the Campus Code.

The KBI would like to offer agencies the opportunity to host a Q&A session for your agency and surrounding agency partners. These sessions open the floor to ask questions, address concerns, and obtain clarification about the Kansas Use of Force data collection program. A demonstration of the new system will be made available after the Q&A session at the request of participants. Please contact Dana Dickerson if your agency would be interested in hosting one of these beneficial meetings.

| | |
|---|---|
| <p>Dana Dickerson Use of Force Program Consultant dana.dickerson@kbi.ks.gov (785) 296-4152</p> | <p>Kansas Use of Force Support UoFSupport@kbi.ks.gov</p> |
|---|---|

NEWS FROM THE KBI SERVICE DESK

CARLOS SALAZAR, NETWORK CONTROL TECHNICIAN III KBI

Token Things

Token Orders

Did you know that tokens can be ordered in batches up to 99 at a time? For example, if you need to order 300 tokens you will place 4 separate orders. The first three for 99 tokens and the fourth for the remaining 3 tokens.

Before ordering tokens, make sure the Agency Name and address are correct, to include any PO Boxes and/or Suites. Tokens are shipped to the agency address listed in the Kansas Authorization and Customer Information System (KACIS). If you need the tokens shipped to different address, please let us know via email and we will get that information to Optiv.

When ordering tokens for another agency you have KACIS administration over, be sure to select the agency needing the tokens rather than your agency. This will prevent the tokens being assigned to the incorrect Originating Agency Identifier (ORI).

Checking Token Expiration

It is important to keep track of when your tokens expire. This information can be found in KACIS by going to Views and selecting Agency Coordinator then Agency Tokens. Each of the columns can be sorted by clicking on their title.

The screenshot shows the KACIS Administration interface. The breadcrumb trail is 'Views / Agency Coordinator / Agency Tokens'. The left sidebar has 'Agency Tokens' selected. The main table displays the following data:

| Token Serial Number | Assigned to User | Token Status | Valid from | Expiration date | Agency name |
|---------------------|------------------|--------------|------------|-----------------|-------------|
| [Redacted] | [Redacted] | Assigned | 6/4/2018 | 6/29/2022 | [Redacted] |
| [Redacted] | [Redacted] | Assigned | 6/4/2018 | 6/29/2022 | [Redacted] |
| [Redacted] | [Redacted] | Assigned | 6/4/2018 | 6/29/2023 | [Redacted] |
| [Redacted] | [Redacted] | Assigned | 9/26/2018 | 10/29/2021 | [Redacted] |
| [Redacted] | [Redacted] | Assigned | 9/26/2018 | 10/30/2021 | [Redacted] |
| [Redacted] | [Redacted] | Assigned | 9/26/2018 | 10/30/2021 | [Redacted] |
| [Redacted] | [Redacted] | Assigned | 9/26/2018 | 10/29/2021 | [Redacted] |

It is best practice to order replacement tokens at least three weeks prior to the expiration date printed on the back of the tokens. Your expiring tokens may not be usable the day before the expiration date printed on the back of the tokens. If you do not receive an email from Optiv or hear anything from the KBI Service Desk within a week of placing your token order through KACIS, please call the KBI Service Desk at (785) 296-8245 to check on your order status.

If your tokens have expired, leaving you unable to log in to order new tokens, please have your Technical Agency Coordinator (TAC) send an email to ServiceDesk@kbi.ks.gov to let the KBI Service Desk know how many tokens you need to order. We will place an order and your behalf and you will receive a confirmation email.

Token Assignments

There are various ways to assign tokens to Agency Users.

One way to assign tokens to agency users is to select Unassign Token from Agency User. This will remove the token from the users account before you are able to assign the new token. This method will remove the users PIN along with the token. They will need to login to the [KCJIS Web Portal](#) using only the code displayed on the front of the new token and set a new PIN.

The screenshot shows the 'Select Identity and Action' form. It has two main sections: 'Select Agency User' and 'Select Action'. In the 'Select Action' section, the 'Unassign Token from Agency User' radio button is selected and highlighted with a red box. At the bottom right, there are three buttons: 'Next', 'Terminate Request', and 'Cancel'.

NEWS FROM THE KBI SERVICE DESK, CONTINUED

CARLOS SALAZAR, NETWORK CONTROL TECHNICIAN III KBI

The other option for assigning a token is by selecting Assign/Replace Token to Agency User. This will give you options to select a reason you are assigning a new token.

Select Identity and Action

Select Agency User

Identity * [REDACTED]

RSA Token [REDACTED]

Select Action

Action *

Unassign Token from Agency User

Assign/Replace Token to Agency User

Next Terminate Request Cancel

No matter which option you select (Broken, Broken Not covered under warranty, Lost, or Expired), the new token will be added to the user account as a Replacement Token. The existing PIN will transfer to the new token. The user only needs to login with the new token using the same PIN.

Replacement Reason

Token Replace Operation *

Broken

Broken - not covered under warranty

Lost

Expired

Token Notes *

Replace Token Terminate Request Cancel

Please be sure to assign new tokens to users prior to the expiration of the old ones. The replacement tokens can be assign 30 days in advance if needed. For example, if your tokens expire October 29th, it is acceptable to assign the replacement token as early as September 29th.

KACIS

KACIS Work Items

One very important item for TAC's to do on a regular basis is to check your My Work Items in the KCJIS Authorization and Customer Information System (KACIS). The My Work Items is where any open work items that are assigned to you are listed and are in need of your attention. Work items can include information regarding tokens or terminals that you as a TAC must click on to open the link and complete the requested action to avoid delays with your requested item.

You can access the My Work items on the Home screen under the Service Catalog section or under Views by selecting My Work Items as you see below.

If you would like assistance sorting through your My Work Items or have questions about the items in your listing, please feel free to contact the KBI Service Desk at (785) 296-8245 or ServiceDesk@kbi.ks.gov. Remember, a clean inbox is a happy inbox.

NEWS FROM THE KBI SERVICE DESK, CONTINUED

CARLOS SALAZAR, NETWORK CONTROL TECHNICIAN III KBI

The image displays two screenshots of the KACIS Administration web interface. The left screenshot shows the 'Service Catalog' with 'User Access Management' selected. The right screenshot shows the 'My Views' section with a list of work items: 256076, 256040, and 255877.

Desktop 4

Have you completed your installation?

If your agency is already running Desktop 4 or are in the process of pushing this to all of your terminals, thank you! If your agency has not completed this download, please install Desktop 4 as soon as possible.

We need to have all message terminals using OpenFox Desktop 4. Keep in mind it only needs to be downloaded once per terminal. The download instructions include details on making the launcher icon available to all users of that computer.

If you have any questions or are having any troubles installing Desktop 4, please contact the KBI Service Desk and let us assist you at (785) 296-8245 or ServiceDesk@kbi.ks.gov.

NLETS Validations

It is once again time to validate agency data that is contained in KACIS and International Justice and Public Safety Network (Nlets) Orion file. Please verify this information is accurate and up to date.

Agency TAC(s) need to do three things.

- 1) Login to KACIS and update your agency information.
- 2) Login to open fox and check your ORI information is correct in the Orion file (NLETS.TQ).
- 3) Let us know you have verified the information in both by sending a Kansas Administrative Message (KAM) to KSKBI0000.

KACIS website

Each agency's TAC(s) must verify the accuracy of the information contained in KACIS by logging into the website then select KACIS (IAM). Select Agency Management, select Modify Agency, and select your agency to confirm your agency information is correct. Make any necessary changes to your agency information, then click modify.

Repeat this process for any agencies you may administer through KACIS. If no changes are necessary click terminate request.

NEWS FROM THE KBI SERVICE DESK, CONTINUED

CARLOS SALAZAR, NETWORK CONTROL TECHNICIAN III KBI

Nlets Orion file

Log in to OpenFox and scroll down to the folder labeled ORI, then Nlets, then open "Nlets Orion Query." Look up your agency ORI. Verify everything is correct. Please ensure the correct email address is in the remarks section. Please also note the updated date. Once we validate your information with Nlets that date will change to a current date.

Please let the KBI Service Desk know after you have verified your agency information is correct or needs changing. This should be done for both KACIS and Nlets send a Kansas Administrative Message (KAM) to our ORI KSKBIO000 stating the following:

ORI (*your ORI here*) *Your Agency* - I have verified the information is correct in both KBI KACIS and Nlets Orion file. No changes are necessary.

or

ORI (*your ORI here*) *Your Agency* - I have made changes and updated the information in KACIS. Please change the email address in Nlets Orion file to example@emailaddress.com (KBI will make the changes for Nlets Orion file).

Any agency that has ORI user agreements in place with other agencies will be responsible for getting the information verified and updated for their non-terminal agencies.

All verifications must be done no later than July 31, 2022.

Thank you for your prompt attention and assistance with this Nlets ORI review. Please remember to check KACIS, check Nlets, and send a KAM.

If you have any questions please call the KBI service desk at (785) 296-8245 or servicedesk@kbi.ks.gov.

Warm Welcome

We have two new additions to the KBI Service Desk; Sebastian Loyd and Sarah Steedley.

Sebastian is from Fort Scott and moved to Topeka shortly after graduating college at Pittsburg State University. He worked at the Kansas Legislature for a short time then at OITS. Sebastian has three cats: Piper, Naomi, and Finn. In his free time he enjoys watching football and playing videogames. He is also currently learning more about cooking.

Sarah previously worked for OITS at the EBIT Service Desk, taking IT support requests for the majority of the executive branch agencies in Kansas. In 2015, Sarah earned a Bachelor's of Science degree in Earth Science from Emporia State University. She is from Colony, Kansas, and moved to Topeka in 2017. Her favorite pastimes are playing Minecraft and watching crime shows.



MEDIA DESTRUCTION

LEONA COURTER, KCJIS INFORMATION SECURITY OFFICER KHP

Technology is rapidly changing and with it, the needs surrounding information security are constantly evolving as well. What does this mean for individual agencies? As those who have attended recent Local Agency Security Officer (LASO) classes know, there is a new version of the Federal Bureau of Investigation (FBI) Criminal Justice Information System (CJIS) Policy in progress that will call for stricter protection of the systems we use to access criminal justice information systems.

With the upcoming FBI CJIS policy revision, there is one notable change regarding physical (paper) media destruction. If you dispose of paper media that contains CJIS inside of your agency, it may be of benefit to begin planning for or purchase a **cross-cut shredder** to remain in compliance with policy. As defined in NIST 800-88 rev. 1, the shredded paper must be no larger than 1 mm x 5 mm. This document can be found on the Launch Pad following the path provided or link below.

Launch Pad>CJIS Documents>Technical Security Information> NIST 800-88 revision 1 Media Sanitization Guidelines

https://kansas.cjisapps/launchpad/cjisdocs/docs.cgi?cat_id=3



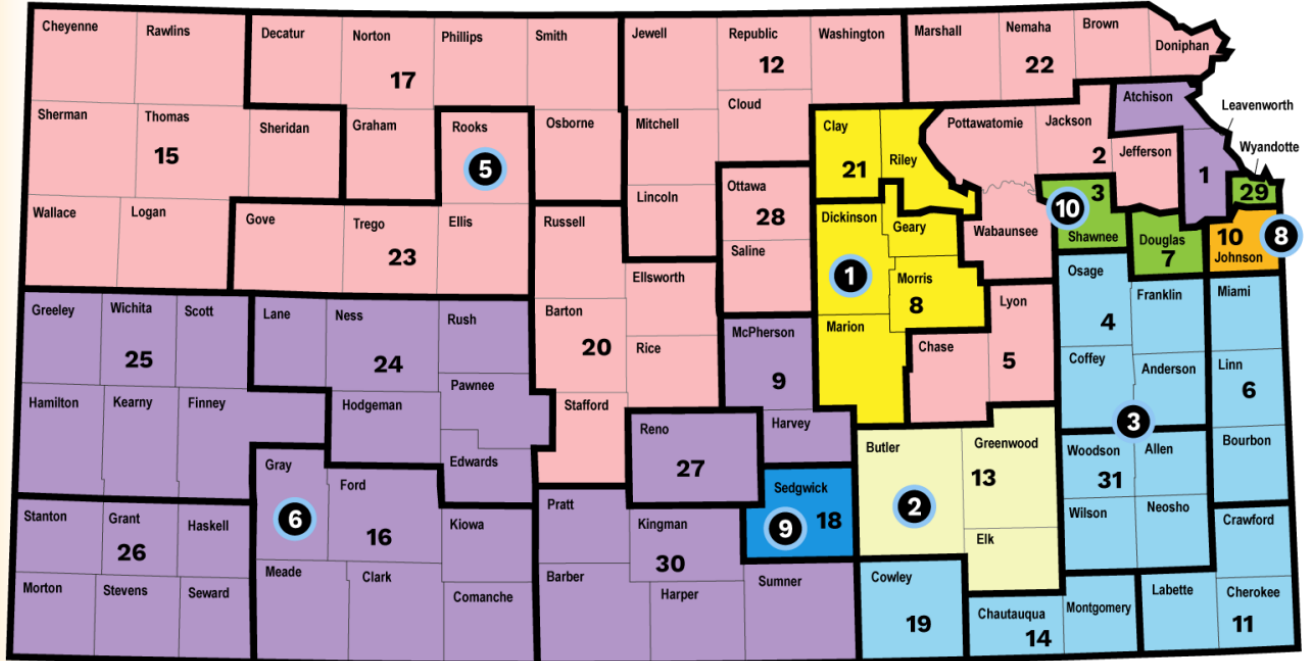
What if my agency uses a contracting shredding company to destroy our paper documents?

If your agency chooses to utilize an outside company for document destruction, there are a few guidelines to keep in mind! If they are **escorted** by authorized personnel from the time they enter the secure location to the time they shred the documents (watch it snow!), then all you need is the contract. However, if your shredding company takes the documents **off-site**, they **must** complete the appropriate level of security awareness training AND the security addendum and signed certification pages are required to be incorporated into your agency's contract with them.

If you have any questions regarding the method of destruction used by your agency, please contact your technical security auditor.



**CCMS PROJECT UPDATE
STATE OF KANSAS OFFICE OF JUDICIAL ADMINISTRATION**



Track 5 courts go-live date is July 11

District courts in Track 5 are scheduled to start using the Kansas eCourt case management system July 11. Track 5 includes 40 counties and nine judicial districts.

Courts in Track 5 are:

- 2nd Judicial District: Jackson, Jefferson, Pottawatomie, and Wabaunsee counties
- 5th Judicial District: Chase and Lyon counties
- 12th Judicial District: Cloud, Jewell, Lincoln, Mitchell, Republic, and Washington counties
- 15th Judicial District: Cheyenne, Logan, Rawlins, Sheridan, Sherman, Thomas, and Wallace counties
- 17th Judicial District: Decatur, Graham, Norton, Osborne, Phillips, and Smith counties
- 20th Judicial District: Barton, Ellsworth, Rice, Russell, and Stafford counties
- 22nd Judicial District: Brown, Doniphan, Marshall, and Nemaha counties
- 23rd Judicial District: Ellis, Gove, Rooks, and Trego counties
- 28th Judicial District: Ottawa and Saline counties

TOGA wallet accounts

To pay filing fees to courts operating on the Kansas eCourt case management system, you must set up a TOGA wallet account under your user profile in the [Kansas Courts eFiling system](#).

You must set up your account before you can begin to pay filing fees through the eFiling system when you file in courts operating on the Kansas eCourt case management system.

Courts in Track 5 will require a TOGA wallet account for eFiling payments beginning July 11.

To set up your account, follow the [TOGA Wallet Account Instructions](#) on the [eFiling Updates](#) page.

CCMS PROJECT UPDATE, CONTINUED STATE OF KANSAS OFFICE OF JUDICIAL ADMINISTRATION

Track 5 go-live impact on courts in Tracks 1, 2, and 3

There will be minimal impact to courts in Tracks 1, 2, and 3 when data from Track 5 courts is added to the Kansas eCourt case management system.

From **5 p.m. Friday, July 8**, to **8 a.m. Monday, July 11**, the Kansas eCourt case management system will be offline for courts in Tracks 1, 2, and 3. The courts will not accept electronic filings or electronic payments.

The [Kansas District Court Public Access Portal](#) will not be able to retrieve case data from these courts during this time.

Courts affected are:

- 4th Judicial District: Anderson, Coffey, Franklin, and Osage counties
- 6th Judicial District: Bourbon, Linn, and Miami counties
- 8th Judicial District: Dickinson, Geary, Marion, and Morris counties
- 11th Judicial District: Cherokee, Crawford, and Labette counties
- 13th Judicial District: Butler, Elk, and Greenwood counties
- 14th Judicial District: Chautauqua and Montgomery counties
- 19th Judicial District: Cowley County
- 21st Judicial District: Clay and Riley counties
- 31st Judicial District: Allen, Neosho, Wilson, and Woodson counties

Track 5 go-live schedule

To prepare Track 5 courts to convert from FullCourt to the Kansas eCourt case management system, courts in Track 5 must stop taking filings and payments made electronically.

Supreme Court Administrative Order 2022-CC-051 establishes the conversion schedule for Track 5, which begins at **6 p.m. Wednesday, July 6**, and ends at **8 a.m. Monday, July 11**.

The conversion schedule is:

Wednesday, July 6

At 6 p.m., Track 5 courts stop taking electronic filings and electronic payments.

Thursday, July 7, and Friday, July 8

Track 5 courts will be open and operating during regular business hours and accepting paper filings. Payments must be made in cash or by paper check.

Monday, July 11

At 8 a.m., Track 5 courts are fully operating on the eCourt case management system and electronic filing and electronic payments resume.

Supreme Court Rules 20–24

Unless otherwise indicated, these rules apply to courts as they are brought onto the Kansas eCourt case management system. They require the filer to correctly designate the case and document type. They also require the filer to indicate if the document complies with Rule 24 protecting personally identifiable information or if it is filed under seal.

CCMS PROJECT UPDATE, CONTINUED

STATE OF KANSAS OFFICE OF JUDICIAL ADMINISTRATION

These rules are necessary to protect individuals' personally identifiable information as district court records are made accessible through the public access portal as part of the Kansas eCourt case management system.

Supreme Court Rules 20–24 are known as the [Kansas eCourt rules](#) and they can be found on the [Search Rules page](#).

Future tracks

We have scheduled probable go-live dates for some of our future tracks:

- Track 6 is currently scheduled to go live September 12. The track includes courts in southwest and southcentral Kansas, as well courts in Atchison and Leavenworth counties.
- Track 9 is currently scheduled to go live October 31. This track is the 18th Judicial District, which is Sedgwick County District Court.
- Go-live dates for Tracks 7, 8, and 10 are yet to be scheduled. These tracks include courts in metro areas in northeast Kansas and appellate courts.

Courts that had been in Track 4 were distributed to other tracks and the track number retired.

The [Statewide Rollout Plan](#) is updated as new information becomes available.

[Centralized Case Management System Project](#)

[Project vision and guiding principles](#)

[Efiling Updates](#)

[Search District Court Records](#)

[Kansas eCourt Courts](#)

[Kansas eCourt intranet page](#) (court personnel only)



The KCJIS Newsletter is published in cooperation of the Kansas Criminal Justice Coordinating Council and KCJIS Committee

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