
Notice to Self-Represented Litigants with Pending Cases in the U.S. District Court for the District of Kansas

Contact Information and Office Hours

During this time, please call or email with any questions you may have. Staff are available by phone to assist you Monday through Friday from 9 AM to 4:30 PM. You may also leave a message and your call will be promptly returned during office hours. If you do not have access to a phone or email, before you travel to your local clerk's office, please call and verify the walk-in office hours as they may have changed.

Please call or e-mail us at:

Kansas City	913-735-2200	ksd_clerks_kansascity@ksd.uscourts.gov
Topeka	785-338-5400	ksd_clerks_topeka@ksd.uscourts.gov
Wichita	316-315-4200	ksd_clerks_wichita@ksd.uscourts.gov

Filing Documents in Your Case

The State of Kansas currently has a statewide "stay home" order. Therefore, instead of bringing documents to the courthouse, we suggest you file documents using any of the following methods:

- **E-mailing Documents** - Documents bearing an original signature may be scanned and submitted as an attachment to an e-mail and sent to the clerk's office (see e-mail addresses above). Documents submitted by e-mail must be in PDF format and must comply with the administrative procedures with respect to exhibits. No other formats will be accepted. The clerk's office will file e-mailed documents in the court's electronic filing system also known as CM/ECF. Your documents will be filed on the date they are received.

As an alternative to submitting scanned documents, you can sign the document with your signature as s/ signature (e.g. s/ John Smith). If this method is used, within five business days you must submit the original version of the document bearing your original signature to the clerk's office along with a copy of the e-mail. The clerk's office will attach a scanned copy of the version bearing the original signature to the docket entry for verification purposes.

- **Sending Documents by Mail** – The clerk's office will file stamp the documents on the date they are received, scan the original documents into an electronic format and file them in the court's electronic filing system.
- **Sending Documents by Facsimile (fax)** - Documents bearing an original signature may be submitted by facsimile transmission (see fax numbers below). The clerk's office will convert documents transmitted by facsimile to an electronic format and file them in the court's electronic filing system. Your documents will be filed on the date they are received.
 - Kansas City: 913-735-2201
 - Topeka: 785-338-5401
 - Wichita: 316-315-4201