

KSApp FAQ Responses – Journal Entry, April 30th, 2026

How do I register a profile in the KSApp?

- Please reach out to Payton.fenwick@ks.gov or kssc.ksapp@ks.gov to get an account registered. You will need to provide your email address, role, county (if you are a prosecutor) in order for an account to be registered. Once someone on the research staff gets your account registered, the email that was provided for the account will receive two emails: one will have account set-up information, the other has the main page of the KSApp shared within it.

How should I call when I have a question or am stuck filling out a JE?

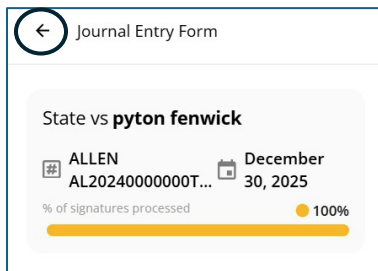
- Call or email Payton Fenwick, you can also email kssc.ksapp@ks.gov as well. In the KSApp, there is also a “Buzz” feature on the right hand side. You can always send questions privately or publicly using this feature.

What should I do if all the Domo/KSApp emails are going to my Spam folder?

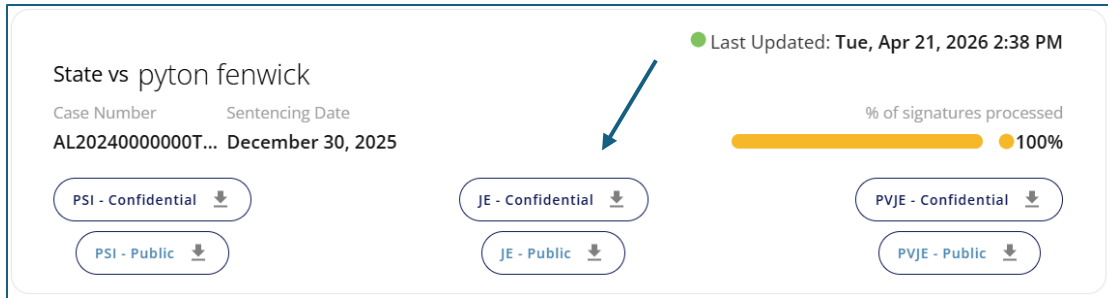
- Unfortunately, there is nothing KSSC or Domo can do to prevent the emails from going to your spam folder. You will need to contact your department’s IT specialist to get this resolved.

If I want to review the form in its PDF version and not in the questionnaire, how do I do this?

- At any point while completing the JE, you can go back to the main page of the case using the back arrow.



- The main page of the case will have two download options. When you download the form, you can view the PDF version of the JE. Anything that was completed in the questionnaire will appear in the PDF, no matter how complete it is.



What is the difference between the confidential and the public version of the JE?

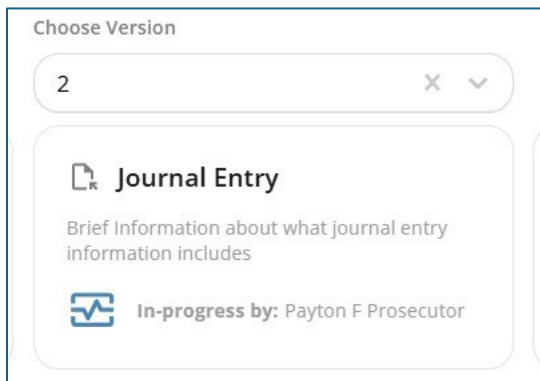
- There is no different between the confidential and the public version of the JE UNLESS you have added an attachment to the JE that you marked as “Confidential”. If you’ve included a confidential attachment to the JE, this will not appear in the public version.

How do I amend a JE in the KSApp?

- The “Amend Journal Entry” will appear next to the “Manage Attachments” button once the document has been signed by all necessary parties (prosecutor, defense and judge).

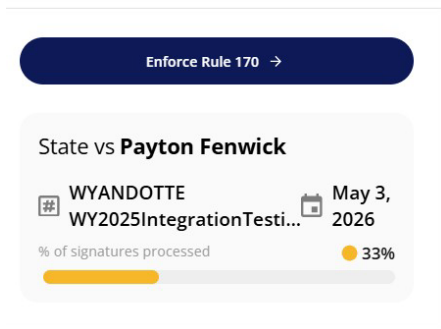


- Once you’ve clicked the amend button, the main page of the case will allow you to toggle between versions of the JE.



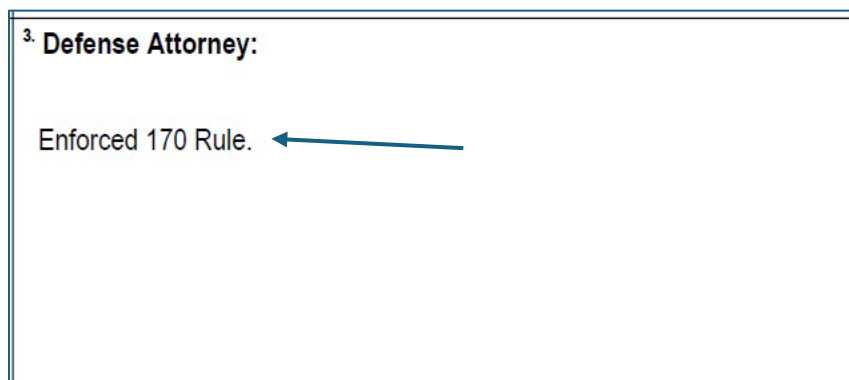
How does Rule 170 work in the KSApp?

- The option to enforce Rule 170 will not appear until the two weeks have passed since prosecutor submitted the JE and it has not been signed by defense.



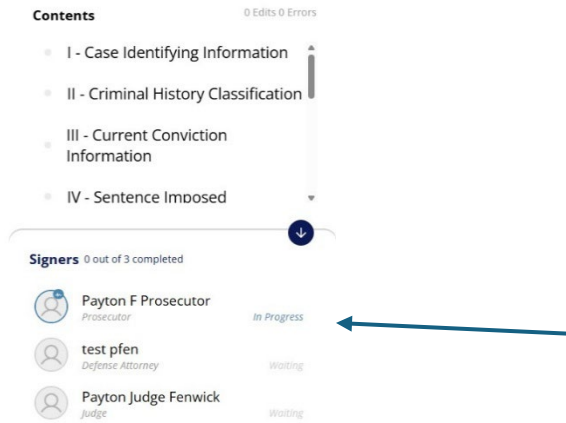
Note: When you press the Rule 170 button, there are no other steps between clicking the button and the JE noting that Rule170 was enforced. Please be sure you want to enforce Rule 170 before pressing the button in the KSApp.

- When the prosecutor presses the Rule 170 button, it will be noted in the defense attorney's signature box.

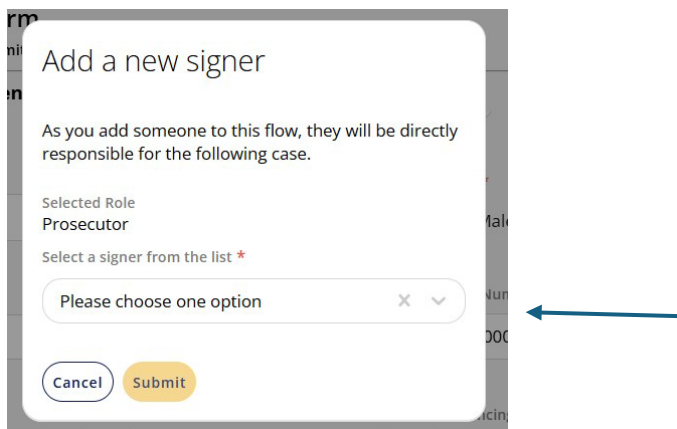


What if my administrative/legal assistant typically completes the JE for me and I review and sign after they've completed it?

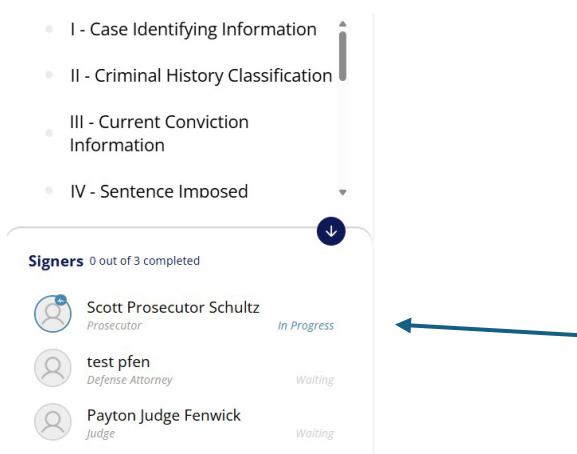
- The prosecutor, defense and judge are assigned to the case via the PSI. If you need your legal assistant to have access to the JE to complete/edit it, there are two options.
 - If you are comfortable sharing your KSApp login information with your AA/LA, feel free to do so. In this instance, the AA/LA will login to your account, complete the necessary steps for the JE (for prosecutors, complete the JE but for defense counsel, review and request edits).
 - If you are not wanting to share login information, you will use the signer's box to assign your AA/LA as signer so they will be able to access and edit the JE.



- The signer's box is under the contents section on the left side of the form. To change the signer, you will click whichever name you are needing to switch.



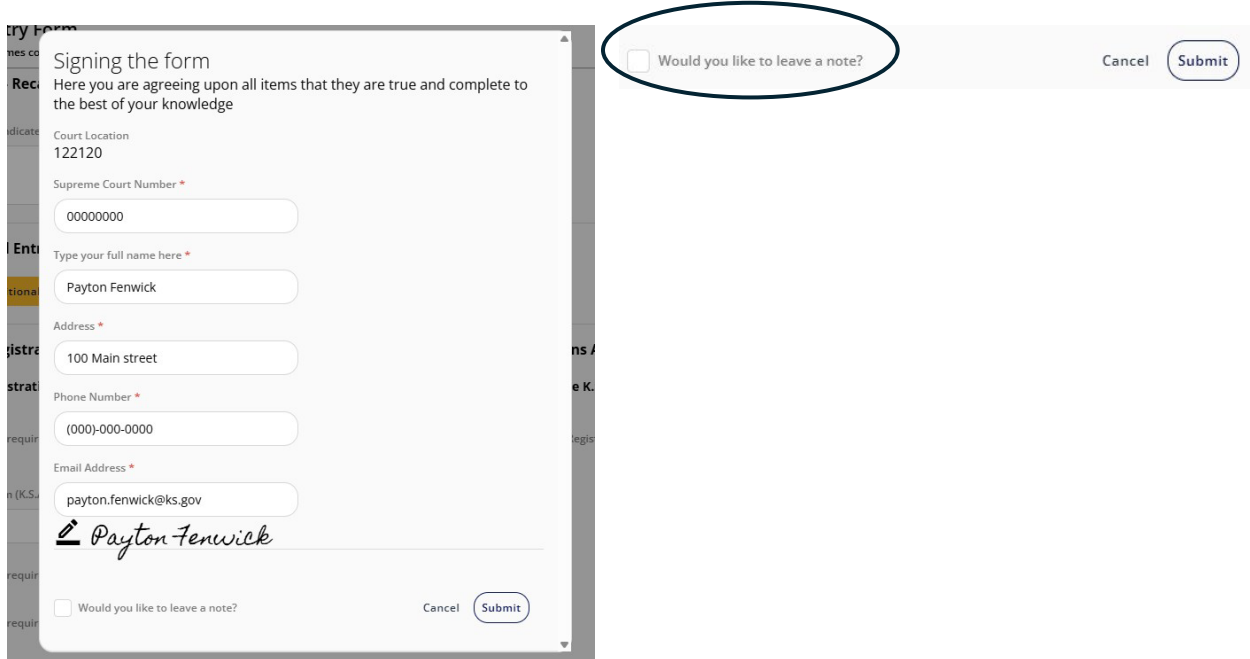
- Once this box appears, click into the dropdown and start typing the name you are needing it switched to. Once you select this name, hit the yellow submit button.



- Once the new name appears in this box, that individual will then have the ability to edit the form as necessary.

What if I want to leave notes to send to the opposing counsel when I submit the JE?

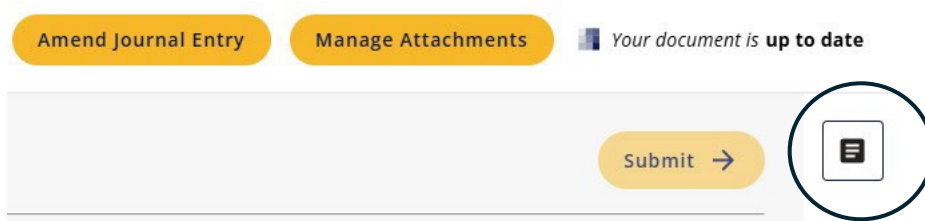
- When you hit the submit button, there is a check box that allows you to leave a note when you submit the form. This is especially helpful when there are edits going back and forth between the two attorneys.



The screenshot shows a 'Signing the form' dialog box. The title is 'Signing the form' and the text below it says 'Here you are agreeing upon all items that they are true and complete to the best of your knowledge'. The form contains several fields: 'Court Location' (122120), 'Supreme Court Number' (00000000), 'Type your full name here' (Payton Fenwick), 'Address' (100 Main street), 'Phone Number' ((000)-000-0000), and 'Email Address' (payton.fenwick@ks.gov). Below these fields is a signature field with a handwritten signature 'Payton Fenwick'. At the bottom of the dialog box, there is a checkbox labeled 'Would you like to leave a note?' which is circled in red. To the right of the dialog box, there are 'Cancel' and 'Submit' buttons.

How can I track the progress of the JE?

- There is a notes button on the right side of the form.



The screenshot shows a form header with three buttons: 'Amend Journal Entry', 'Manage Attachments', and 'Your document is up to date'. Below these buttons is a 'Submit' button with a right-pointing arrow. To the right of the 'Submit' button is a square icon with a document symbol, which is circled in red.

- When you click this, a log of when the JE was signed, by who, and any notes that were left when the form was submitted will appear.

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Female

8. Sentencing Da

in, Judge 05/06/2026

NEW

Note

Payton Fenwick 04/30/2026

payton.fenwick@ks.gov
(000)-000-0000
100 Main street

00000000 Prosecutor

Possession of meth case

NEW

Edited

Payton Fenwick 04/30/2026

payton.fenwick@ks.gov
(000)-000-0000
100 Main street

00000000 Defense

NEW

Note

Payton Fenwick 04/30/2026

payton.fenwick@ks.gov
(000)-000-0000
100 Main street

00000000 Defense Declined

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