KSApp Filing Exceptions | Practitioner Quick Guide

Kansas Sentencing Commission • Effective July 1, 2026

- **Website:** sentencing.ks.gov
- **Email:** kssc.ksapp@ks.gov
- **Email for Clerks:** kssclje@ks.gov
- **Coordinator:** (785) 296-0923

When a case cannot be filed in the Kansas Sentencing Application (KSApp), follow the exception cards below.
Use the role-specific steps.

Approval Rule
All exceptions require prior KSSC approval. **Clerks must reject any PSI, JE, or PVJE eFilings that have not been approved by the KSSC.**

01 Pre-2016 Cases

What to Do
- **CSOs:** File outside KSApp with KSSC approval. KSSC staff will check box on the PSI titled "Form approved by KSSC."
- **Attorneys:** File outside KSApp with KSSC approval. KSSC staff will check box on the JE titled "Form approved by KSSC."
- **Clerks: Prefile:** Ensure the check box is marked on PSI/JE or reject. **Post-file:** Attach PSI to JE and JE to PVJE. Email packet to KSSC.
- **Forms:** Available at sentencing.ks.gov.

02 Pre-2026 PSI Not Originating in KSApp

What to Do
- **CSOs:** File outside KSApp with KSSC approval. KSSC staff will check box on the PSI titled "Form approved by KSSC."
- **Attorneys:** File outside KSApp with KSSC approval. KSSC staff will check box on the JE titled "Form approved by KSSC."
- **Clerks: Prefile:** Ensure the check box is marked on PSI/JE or reject. **Post-file:** Attach PSI to JE or JE to PVJE. Email packet to KSSC.

03 PVJE Filed Without PSI & JE in KSApp

What to Do
- **Attorneys:** File outside KSApp with KSSC approval. KSSC staff will check box on the PVJE titled "Form approved by KSSC."
- **Clerks: Prefile:** Ensure the check box is marked on PVJE or reject. **Post-file:** Attach PSI and JE to PVJE. Email packet to KSSC.

04 Pro Se Defendant Without Standby Counsel

What to Do
- **CSOs:** File outside KSApp with KSSC approval. KSSC staff will check box on the PSI titled "Form approved by KSSC."
- **Prosecutor:** File outside KSApp with KSSC approval. KSSC staff will check box on the JE titled "Form approved by KSSC."
- **Clerks: Prefile:** Ensure the check box is marked on PSI/JE or reject. **Post-file:** Attach PSI to JE. Email packet to KSSC.

05 JE with Incorrect eFile Case Number Format

What to Do
- **CSOs:** Complete PSI in the KSApp. Once the form is submitted in the KSApp, download the completed PSI from the KSApp and file the PSI outside KSApp.
- **Attorneys:** Complete JE in the KSApp. Once JE is submitted by defense, download and file the JE outside of the KSApp.
- **Clerks: Prefile:** Ensure the checkbox is marked on PSI and JE or reject.

06 Cases With No PSI Ordered

What to Do
- **Attorneys:** File outside KSApp with KSSC approval. KSSC staff will check box on the JE/PVJE titled "Form approved by KSSC."
- **Clerks: Prefile:** Ensure the check box is marked on JE or reject. **Post-file:** Attach JE or attach JE to PVJE, as applicable. Email packet to KSSC.

07 KSApp System Error

What to Do
- **Required step:** Contact the KSApp Coordinator for instructions and approval.

08 Other Situations Not Listed

What to Do
- **Required step:** Contact the KSApp Coordinator for instructions and approval.

Approval Process

Step 1 - Email kssc.ksapp@ks.gov, including form and case number in subject line (e.g., JE Approval Requested).
Step 2 - Include case caption, county, case number, exception for each form requested, and your name. You may send multiple requests in a single email, with one line per case. If there is a different email address to which you would like the forms sent, please note.
Step 3 - KSSC will log the request and email the fillable form(s) to the email you specify. The check box titled "Form Approved by KSSC" will be checked by KSSC staff, and the specific case number requested will appear on each form.
Step 4 - Complete the fillable form and distribute it to opposing counsel for approval and signature.
Step 5 - Convert to PDF and file outside KSApp through eFlex.

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