

94-2-4. Filing procedure and time limits. (a)(1) Each party filing any action with the court shall file the application or appeal and shall pay any applicable fees required by K.A.R. 94-2-21. Each document filed shall be deemed to have been filed when actually received and file-stamped by the secretary or the secretary's designee, and the action shall commence on that date if the document is in the form prescribed by these regulations or by statute.

(2) Each application and appeal shall be accompanied or followed by any applicable filing fees, as specified in K.A.R. 94-2-21.

(b) In computing any period of time prescribed by statute or these regulations for any appeal or application, the computation shall be made pursuant to K.S.A. 60-206, and amendments thereto, unless the method of computation is otherwise specified in these regulations or by statute. A legal holiday shall be each day designated in K.A.R. 1-9-2.

(c) When by these regulations or by notice given by the court, an act is required to be completed within a specified time, the time for completing the act may be extended by the court, if a motion is filed by a party before the expiration of the specified time. A motion for extension of time filed after the time limit has expired may be granted by the court only if the failure to act within the time limit was the result of excusable neglect.

(d) Any individual or entity may file documents at the court office between the hours of 8:00 a.m. and 5:00 p.m. on any business day. Each document, whether mailed, hand-delivered, or sent by facsimile machine or as electronic mail, shall be received by 5:00 p.m. to be file-stamped and considered filed on that date. The time of receipt shall

be that time shown by the court's time clock, the time printed by the court's facsimile machine on the final page of the facsimile-received document, or the time shown as received by the court's electronic mail system.