

Robert W. Fairchild, Judge
Jack A. Murphy, Judge
Jean F. Shepherd, Judge
Michael J. Malone, Judge
Paula B. Martin, Judge
Stephen N. Six, Judge
Peggy C. Kittel, Judge

Linda Koester-Vogelsang
Court Administrator
785-832-5264

Douglas A. Hamilton
Clerk of the District Court
785-832-5256

DOUGLAS COUNTY DISTRICT COURT
Seventh Judicial District
Judicial Center, 111 E. 11th St.
Lawrence, Kansas 66044-2966



Ron Stegall
Chief Executive Probation Officer
785-832-5218

Michelle Roberts
Chief Court Services Officer
785-832-5218

Shannon Murphy
Community Corrections,
Deputy Director
785-832-5220

Katy Nitcher
Court Trustee
785-832-5315

Heather Kruse-Minnick
Citizen Review Board Director
785-832-5219

July 15, 2005

To: Kerry Gaines, CASA; Michelle Roberts, Court Services; Wade Bowie and Angela Miller, District Attorney; Elenor Buffington, Social and Rehabilitation Services (SRS); Pam Weigand, Douglas County Youth Services (DCYS); Nancy Farrar DCCCA; Kansas Children's Service League; Erin Bailey, Kaw Valley Behavioral Healthcare; Janice Storey, Bert Nash; Rebecca Shupert and Karen Smith, The Shelter

Juanita Carlson, Jim George, Kevin Kelly, Martin Miller, Jennifer Newlin, Craig Stancliffe, Shelley Hickman Clark, Douglas County Legal Aid

From: Douglas A. Hamilton, Clerk of the District Court;
Heather Kruse-Minnick, Citizen Review Board

Cc: Judge Robert Fairchild; Judge Jean Shepherd; Judge Peggy Kittel; Linda Koester-Vogelsang, Court Administrator

Re: Juvenile clerk and document submission

Please find attached a copy of Administrative Order 05-08

Starting, July 18, 2005 Administrative Order 05-08 will replace Administrative Order 03-05 as the controlling order for report submission procedures on Juvenile Offender (JO) and Child in Need of Care (CINC) cases. Administrative Order 05-08, supersedes and nullifies Administrative Order 03-05.

Concurrent with this change to report submission procedures, the juvenile clerk will be moved from the Clerk of the District Court's office to the front office in the CRB suite of offices. A distribution center for local agencies, juvenile panel attorneys, DCLA, and chamber boxes for Divisions III and Pro Tem will be maintained near the CRB front office. This distribution center will replace the distribution center formerly maintained by the juvenile clerk in the lower level of the judicial center. Pursuant to Administrative Order 05-08, those agencies submitting documents will also distribute the document(s) and clearly mark on the original filed with the court to whom the document has been distributed. If agencies submit late reports, it may be good cause for a continuance and delay permanency.

The distribution center near the front CRB office is only for agency distribution and for court distribution. Pursuant to Local Court Rule No. 16, attorneys must still file originals of motions and replies to motions with the juvenile clerk **and** submit a chamber copy with the administrative assistant for the assigned judge. Additionally, originals of entries of appearances are to be filed with the juvenile clerk **and** a chamber copy is to be submitted to the administrative assistant for the assigned judge. The juvenile clerk and CRB deputy clerks remain responsible for distributing orders from the court and will utilize the distribution center.

We recognize that this requires a significant change in the way you file documents with the court. During this transition time, we will not refuse cases that do not comply with Administrative Order 05-08. We will work with agencies and attorneys to efficiently and effectively process the flow of paperwork in juvenile cases.

IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

(Seventh Judicial District)

ADMINISTRATIVE ORDER NO. 05-08

All agencies submitting documents such as reports, evaluations, or case plan(s) to the court for child in need of care hearing or a juvenile offender hearing before any division of the court or Citizen Review Board (CRB), shall file an original with the juvenile clerk on or before the date ordered by the Court. It is the responsibility of the agency to distribute the document to the assigned division, all attorneys involved, including the district attorney, the guardian ad litem, the attorneys for interested parties, as well as other appropriate agencies at the same time or prior to submitting the original to the juvenile clerk. Distribution shall be completed either through the distribution center provided by the court or by first class mail. The distribution center shall contain receptacles for the assigned division chamber/bench copy, juvenile panel members, and the regularly submitting local agencies. Any entity requesting a copy of the file stamped report for their records shall provide an extra copy to be returned to them.

All reports shall be filed with a cover sheet containing the elements in below numbers 1-4 clearly marked in the top half of the document. The element in number 5 shall be clearly marked in the lower half of the coversheet:

1. Case number

Case numbers shall be listed with full four digit year, case type, and full case number. If the report is for more than one case, all full case numbers to which the report applies should be on the report. ***NB -#1*** Reports for a child with multiple cases or for a sibling group with multiple cases require only one original report with all cases numbers indicated on the cover sheet.

2. Last name, first name, DOB of child(ren) who is/are the subject of the report; and case caption if different. ***NB #2*** Only cases prior to January 2004 have a case caption different from the child's name. As those cases are closed all reports should transition to last name, first name format.

3. Type of document (e.g. case plan, report, evaluation), name of entity submitting it, and date of report;
4. Date, time, and location of hearing *if applicable*
#4 Documents submitted which are not specifically for a scheduled hearing would not contain a hearing date and/or location.
5. A list of those to whom the document submitter has completed distribution.

If circumstances arise causing an entity to submit a report the day of the court hearing or (CRB) meeting, a representative of the entity shall bring to the hearing or meeting the original report and sufficient copies for all unrepresented parties, appropriate agencies, attorneys, chamber/bench copy, and CRB members, if applicable. The entity shall distribute copies prior to the beginning of the hearing or meeting. The entity is to retain the original until all copies are distributed either in person, at the distribution center, or via first class mail. Distribution shall be completed by the entity on the day of the hearing. Following documentation on coversheet of the original as indicated above, the entity shall file the original of the report with the juvenile clerk. Entities who do not comply with this administrative order and require the Court to make copies for distribution will be charged photocopy fees in accordance with Administrative Order 00-3.

The Clerk of the District Court is directed to distribute a copy of this order to all entities that currently file reports with the court and to new entities when they are first ordered to prepare a court report. This order is effective July _____, 2005.

Robert W. Fairchild

Chief Judge