

IN THE DISTRICT COURT OF DOUGLAS COUNTY KANSAS

ADMINISTRATIVE ORDER NO. 22-23

Multiple Substitution Counsel

WHEREAS, from time to time the Clerk of the Court receives requests to substitute counsel in criminal and traffic cases that involve the same attorney of record on multiple cases; and

WHEREAS, it serves the efficient administration of these cases for the Clerk to be authorized to complete such requests in bulk on written application of counsel;

NOW, THEREFORE, it is ordered that:

- 1) An attorney may request to be substituted as counsel in multiple cases, by submitting the request in writing on the form attached to this order as Exhibit A and titled "Multiple Substitution of Counsel Request Form" ("MSCR"), identifying each such case by party names and case number, and the identity of the current attorney of record.
- 2) A separate MSCR shall be used for each attorney seeking to make an entry of appearance. As an example, if Attorney Joe Smith requests to become attorney of record in 60 cases, that application may occur on a single MSCR form. But, Attorney Joe Smith and Attorney Jill Jones may not submit a single MSCR form for Attorney Joe Smith to become counsel of record in 60 cases and Attorney Jill Jones to become attorney of record in 60 different cases. Two MSCR form requests would need to be submitted.
- 3) Such requests will presumptively be rejected if the total number of cases is less than ten absent special circumstances presented in the request.
- 4) The Chief Judge shall have authority to direct the clerk to reject the MSCR. The Clerk shall also maintain the MSCR in the clerk's record journal.

It is so ordered this 9th day of September, 2022.

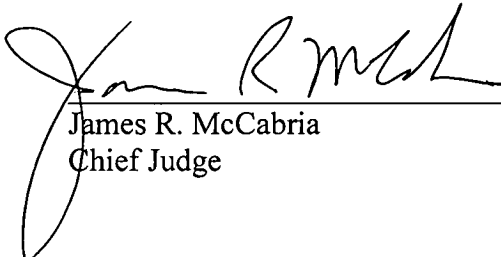

James R. McCabria
Chief Judge

Exhibit A
Multiple Substitution of Counsel Request Form

I, _____, an attorney in good standing, duly licensed and admitted to the practice of law in the State of Kansas, hereby request to enter my appearance as attorney of record in the following identified cases. For each case below, I certify that I have listed the current attorney of record, that I have communicated with that counsel as required by law or the Kansas Rules of Professional Conduct (or that no such communication is required) and that the client has been informed that I would be making this request and has expressed no objection.

<u>Case No.</u>	<u>Plaintiff</u>	<u>Defendant</u>	<u>Current Attorney of Record</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The undersigned attorney hereby certifies, under the pain and penalty of perjury, that the above request is true and accurate.

Attorney

Kansas Bar Number