

IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

**ORDER ESTABLISHING PANELS OF ATTORNEYS TO REPRESENT  
INDIGENT DEFENDANTS**

The attorneys named on the lists attached hereto are appointed to serve on the misdemeanor and felony panels for representation of indigent defendants for the Seventh Judicial District for the period beginning January 1, 2005 and ending December 31, 2005.

This order is made and is effective this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

\_\_\_\_\_  
Robert W. Fairchild  
District Judge, Division 1

\_\_\_\_\_  
Jack A. Murphy  
District Judge, Division 2

\_\_\_\_\_  
Jean F. Shepherd  
District Judge, Division 3

\_\_\_\_\_  
Michael J. Malone  
District Judge, Division 4

\_\_\_\_\_  
Paula B. Martin  
District Judge, Division 5

cc: Doug Hamilton

## 2005 FELONY PANEL

Bock, Shelley	856-8100	1046 New Hampshire, Lawrence, KS
Carlson, Juanita	749-5986	1046 New Hampshire, Ste.# 52, Lawrence, KS
Casad, Ben	865-3835	901 Kentucky, Lawrence, KS
Chahine, Hatem	979-1850	1309 Missouri, Lawrence, KS
Clarke, Michael	832-2181	1441 Wakarusa Drive, Suite 200, Lawrence,KS
Collister, Edward	842-3126	3311 Clinton Pkwy. Ct., Lawrence, KS
George, James	842-1888	2812 Meadow Dr., Lawrence, KS
Gilroy, J.C.	842-0770	1040 New Hampshire Ste.#34, Lawrence, KS
Griffy, Skip	842-0040	901 Kentucky, Lawrence, KS
Hawkins, Joan	843-1009	3300 Mesa Way, Suite C, Lawrence, KS
Huff, Kay	832-1944	1040 New Hampshire
Keck, Angela R.	842-2782	601 Missouri, Suite 3, Lawrence, KS
Kelly, Kevin	832-2889	P.O. Box 1236, Lawrence, KS
Kunen, Jessica	832-1606	1046 New Hampshire, Lawrence, KS
Lopes, Albert	843-0057	3312 W. 24 <sup>th</sup> St. Terr., Lawrence, KS
Robinson, Greg	979-1180	901 Kentucky, Lawrence, KS
Selassie, Joyce E. Haile	749-2969	1040 New Hampshire, Lawrence, KS
Stancliffe, Craig	842-6432	1244 Rhode Island, Lawrence, KS
Stoller, Angie	842-3126	3311 Clinton Pkwy. Ct., Lawrence, KS
Swain, Sarah G.	842-2787	601 Missouri, Suite 3, Lawrence, KS
White, Keith	842-2010	1319 Iowa St., Lawrence, KS
Whitman, Charles	843-4353	P.O. Box 1, Lawrence, KS 66044

## 2005 NON-FELONY PANEL

Bock, Shelley	856-8100	1046 New Hampshire, Lawrence, KS
Carlson, Juanita	749-5986	1046 New Hampshire, Ste. 52, Lawrence, KS
Casad, Benjamin	865-3835	811 New Jersey, Lawrence, KS
Chahine, Hatem	979-1850	1809 Missouri, Lawrence, KS
George, James	842-1888	2812 Meadow Dr., Lawrence, KS
Geile, John	856-3432	P.O. Box 172, Lawrence, KS
Griffy, Skip	842-0040	901 Kentucky, Lawrence, KS
Hawkins, Joan	843-1009	3300 Mesa Way, Suite C, Lawrence, KS
Jesse, James	550-9346	4609 Trail Rd., Lawrence, KS
Johnson, Thomas	856-4115	2808 Harrison Place #6; Lawrence, KS
Keck, Angela R.	749-4345	601 Missouri, Suite 3, Lawrence, KS
Kelly, Kevin	832-2889	P.O. Box 1236, Lawrence, KS
Kunen, Jessica	832-1606	1046 New Hampshire, Lawrence, KS
Lopes, Albert	843-0057	3312 W. 24 <sup>th</sup> St. Terr., Lawrence, KS
Luce, Hudson	841-2389	3700 Clinton Parkway #208, Lawrence, KS
Newlin, Jennifer	749-2737	1040 New Hampshire, Lawrence, KS
Peter, Julia	979-2000	P.O. Box 1421, Lawrence, KS
Robinson, Gregory	979-1180	3915 W. Tenth Circle, Lawrence, KS
Simpson, Carolyn	979-4353	1867 E. 500 Rd., Lawrence, KS
Stancliffe, Craig	842-6432	1244 Rhode Island, Lawrence, KS
Stoller, Angie	842-3126	3311 Clinton Pkwy. Ct., Lawrence, KS
Swain, Sarah G.	749-4345	601 Missouri, Suite 3, Lawrence, KS
White, Keith	842-2010	1319 Iowa St., Lawrence, KS
Whitman, Charles	843-4353	P.O. Box 1, Lawrence, KS 66044

IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

**ADMINISTRATIVE ORDER NO. 05-02**

The following attorneys are appointed to serve on the juvenile panel for the Seventh Judicial District for calendar year 2005:

Juanita Carlson  
Jim George  
Kevin Kelly  
Martin Miller  
Jennifer Newlin  
Craig Stancliffe

During this period members of the juvenile panel shall represent parties when appointed by the court in matters arising under the Kansas Parentage Act (K.S.A. 38-1110 *et seq.*, and amendments thereto), the Kansas Code for Care of Children (K.S.A. 38-1501 *et seq.*, and amendments thereto), and the Kansas Juvenile Offenders Code (K.S.A. 38-1601 *et seq.*, and amendments thereto). Panel members shall only be required to represent parties in cases arising under the Juvenile Offenders Code which involve off-grid felonies, severity level I through III non-drug felonies, severity level I and II drug felonies, or which have other complex juvenile offender characteristics or are cases in which Douglas County Legal Aid Society has a conflict of interest.

This order is made and is effective this 2<sup>nd</sup> day of January 2005.

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Robert W. Fairchild  
Chief Judge

cc: Judge Murphy  
Judge Shepherd  
Judge Malone  
Judge Martin  
Hon Peggy Kittel  
Doug Hamilton  
Juvenile Panel Members

IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

**ADMINISTRATIVE ORDER NO. 05-03**

**ORDER APPOINTING DISTRICT COURT HEARING OFFICER**

Pursuant to K.S.A. 23-492 *et seq.* and Supreme Court Rule No. 172, Peggy C. Kittel is hereby appointed as District Court Hearing Officer of the 7<sup>th</sup> Judicial District to serve from January 1, 2005 through December 31, 2005. This appointment authorizes Peggy C. Kittel to hear all matters set out in the section of the Seventh Judicial District Local Court Rules pertaining to the District Court Hearing Officer and to exercise all powers and duties set forth therein as belonging to the District Court Hearing Officer.

In accordance with the limitations and procedures prescribed by law, and subject to any rules of the Supreme Court relating thereto, any appeal permitted to be taken from an order or final decision of the District Court Hearing Officer shall be tried and determined in a de novo hearing by a district judge; provided that, in civil cases where a record was made of the proceeding before the District Court Hearing Officer, the appeal shall be tried and determined on the record by the assigned district judge. The chief judge will assign each appeal to a district judge to hear pursuant to local court rule.

IT IS SO ORDERED this 2<sup>nd</sup> day of January, 2005.

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Robert W. Fairchild  
Chief Judge

IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

**ADMINISTRATIVE ORDER NO. 05-05**

**ORDER APPOINTING JUDGE PRO TEM**

Pursuant to K.S.A. 2003 Supp. 20-310a (d) & (e) Peggy C. Kittel is hereby appointed as judge pro-tem of the 7<sup>th</sup> Judicial District to serve from January 1, 2005 through December 31, 2005. This appointment authorizes Peggy C. Kittel to hear original trials filed pursuant to the Small Claims Procedures Act and other actions within the jurisdiction of a district magistrate judge as provided by K.S.A. 2003 Supp. 20-302b. The chief judge will assign the cases to be heard and the duties to be performed by the judge pro tem.

In accordance with the limitations and procedures prescribed by law, and subject to any rules of the Supreme Court relating thereto, any appeal permitted to be taken from an order or final decision of the judge pro tem shall be tried and determined in a de novo hearing by a district judge; provided that, in civil cases where a record was made of the proceeding before the judge pro tem, the appeal shall be tried and determined on the record by the assigned district judge. The chief judge will assign each appeal to a district judge to hear pursuant to local court rule.

IT IS SO ORDERED this 2<sup>nd</sup> day of January 2005.

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Robert W. Fairchild  
Chief Judge

**IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS**

**ADMINISTRATIVE ORDER NO. 05-06**

Until modified by further order of the court Local Rule No. 1 of this court is modified to provide the following:

- A) All cases shall be assigned or reassigned by the Clerk to a division of court in the manner directed by the chief judge. Cases shall be assigned to the judges in a manner that will equalize the caseload among the judges and will prevent the predetermined selection of a desired division of court by a litigant. The division to which assignment is made shall be noted on the appearance docket, the file, and the judge's docket sheet. After such assignment, all proceedings shall be held in the division to which the case has been assigned. In the event of the absence or disqualification of such judge, or upon the request of a party, the chief judge may appoint the judge of another division to hear the case. In the absence of the assigned judge, default judgment, judgment by agreement of the parties, or non-dispositional orders may be signed by another judge within the district without reassignment by the chief judge.
- B) In civil cases when two or more cases arise out of the same transaction, such cases shall be assigned to the division that has been assigned the case with the earlier filing date. In criminal cases, when two or more cases arise out of the same event or charge the same defendant, such cases shall be assigned to the division that had been assigned the earlier trial setting or preliminary hearing date.
- C) Any case dismissed and refiled shall be assigned to the same division to which it was previously assigned.
- D) Any case assigned to a division of court may be reassigned by the chief judge to another division of court as the judicial work of the district may require.
- E) Criminal
  - 1) Duty Judge
    - a) A duty judge shall be designated each week to review probable cause arrests, search and arrest warrant affidavits. The chief judge shall set a duty judge schedule and it shall include all divisions of the district court.
    - b) The duty judge shall review weekend warrantless arrests.
  - 2) First Appearances - All first appearances, misdemeanor arraignments, and initial bond hearings shall be held at 3:00 p.m., Monday-Friday.
  - 3) Felony
    - a) All felony cases shall be assigned to Division 1, 2, 4, 5 or 6.
    - b) Each assigned division of court shall set aside time each week for preliminary hearings. Unless otherwise ordered, preliminary hearings shall be set as follows:
      - Division 1 - Tuesday from 2:00 to 3:30 p.m.
      - Division 2 - Monday from 2:00 to 3:30 p.m.
      - Division 4 - Wednesday from 2:00 to 3:30 p.m.
      - Division 5 - Thursday from 2:00 to 3:30 p.m.
      - Division 6 - Tuesday from 9:30 a.m. to 12:00 p.m.
  - 4) Misdemeanor and Traffic
    - a) All misdemeanor cases shall be assigned to Divisions 1, 2, 4, 5, or 6.



- b) All municipal court appeals shall be assigned to Divisions 1, 2, 4, 5 or 6.
- c) Each assigned division of court shall set aside time each week for trial settings or other hearing settings. Unless otherwise ordered, the trial settings or other hearing settings shall be set as follows:
  - Division 1 - Tuesday at 1:30 p.m.
  - Division 2 - Monday at 1:30 p.m.
  - Division 4 - Wednesday at 1:30 p.m.
  - Division 5 - Thursday at 1:30 p.m.
  - Division 6 – Tuesday at 9:00 a.m.
- d) All traffic cases and fish & game cases shall be assigned to Division 6.
- e) All appeals from traffic and fish & game decisions made by a pro-tem judge shall be assigned to Division 5.
- f) Division 6 shall set times each month for the hearing of traffic and fish & game trials.

F) Civil

1) Major Civil

All Chapter 60 cases, excluding divorce and protection from abuse cases, shall be assigned to Divisions 1, 2, 4, 5 or 6. A docket call of all major civil cases on file for more than ninety (90) days shall occur each month.

2) Administrative Agency Appeals

All administrative agency appeals shall be assigned to Division 1, 2, 4, 5 or 6.

3) Limited Civil

All Chapter 61 cases, excluding small claims cases, shall be assigned to Divisions 1, 2, 4, 5 or 6. A docket call of all Chapter 61 cases on file for more than sixty (60) days shall occur each month.

4) Small Claims

All small claims actions shall be assigned to a pro-tem judge. All appeals from small claims shall be assigned to Division 4.

5) Probate

All probate cases (Chapter 59), excluding adoption cases, shall be assigned to Division 2.

6) Care & Treatment

All care & treatment cases (Chapter 59 and 65) shall be assigned to Divisions 1, 2, 4, 5 or 6.

7) Habeas Corpus

All 60-1501 et seq. cases shall be assigned to the division of court to which the original criminal case had been assigned.

8) Domestic Relations

All domestic relations, protection from abuse cases, and amendment of birth certificates shall be assigned to Division 3, except as provided in Rule 18.

9) Adoption

All adoption cases shall be assigned to Division 3.

10) Juvenile

- a) All child in need of care and juvenile offender cases shall be assigned to Division 3.

b) All appeals from juvenile offender decisions of a pro-tem judge shall be assigned to Division 3.

11) Special

All cases designated Special (“SP”) by the filing code shall be assigned to Division 1.

G) Jury Trials

Unless otherwise ordered, civil and criminal jury trials shall be scheduled to begin as follows:

Division 1 - Wednesday at 9:00 a.m.

Division 2 - Wednesday at 9:00 a.m.

Division 4 - Monday at 9:00 a.m.

Division 5 - Monday at 9:00 a.m.

Division 6 – Wednesday at 9:00 a.m.

IT IS SO ORDERED this 4<sup>th</sup> day of February 2005.

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Robert W. Fairchild  
District Judge, Division No. 1

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Jack A. Murphy  
District Judge, Division No. 2

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Jean F. Shepherd  
District Judge, Division No. 3

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Michael J. Malone  
District Judge, Division No. 4

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Paula B. Martin  
District Judge, Division No. 5

IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

**ADMINISTRATIVE ORDER NO. 05-07**

**ORDER APPOINTING TEMPORARY CHIEF JUDGE**

Due to the absence of the chief judge from the State of Kansas, Jean F. Shepherd is hereby appointed as the temporary chief judge of the 7<sup>th</sup> Judicial District to serve from June 26, 2005 through July 3, 2005, inclusive.

IT IS SO ORDERED this 23<sup>rd</sup> day of June 2005.

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Robert W. Fairchild  
Chief Judge

Cc: Judges  
Linda Koester-Vogelsang  
Douglas Hamilton

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. 11<sup>th</sup> 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.

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**Robert W. Fairchild**

Chief Judge

IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

**ADMINISTRATIVE ORDER NO. 05-08A**

**7<sup>TH</sup> JUDICIAL DISTRICT 2006 HOLIDAYS**

The following dates have been approved as the holidays for calendar year 2006:

New Year's Day	Monday, January 2, 2006
Martin Luther King Day	Monday, January 16, 2006
Presidents Day	Monday, February 20, 2006
Memorial Day	Monday, May 29, 2006
Independence Day	Tuesday, July 4, 2006
Labor Day	Monday, September 4, 2006
Columbus Day	Monday, October 9, 2006
Veterans Day	Friday, November 10, 2006
Thanksgiving Day	Thursday, November 23, 2006
	Friday, November 24, 2006
Christmas Day	Monday, December 25, 2006

Observance of these holidays by the district court may be deferred whenever observance of the holiday would interfere with judicial proceedings in progress.

BY THE ORDER OF THE COURT this 5<sup>th</sup> day of July, 2005

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Robert W. Fairchild  
Chief Judge

cc: All Departments of the District Court  
Craig Weinaug, County Administrator  
Dr. Howard Schwartz



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. 11<sup>th</sup> 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.

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**Robert W. Fairchild**

Chief Judge

IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

**ADMINISTRATIVE ORDER NO. 05-10**

The following attorney is appointed to replace Jim George to serve on the juvenile panel for the Seventh Judicial District for calendar year 2005:

Shelley Kurt Bock

During this period members of the juvenile panel shall represent parties when appointed by the court in matters arising under the Kansas Parentage Act (K.S.A. 38-1110 *et seq.*, and amendments thereto), the Kansas Code for Care of Children (K.S.A. 38-1501 *et seq.*, and amendments thereto), and the Kansas Juvenile Offenders Code (K.S.A. 38-1601 *et seq.*, and amendments thereto).

Panel members shall only be required to represent parties in cases arising under the Juvenile Offenders Code which involve off-grid felonies, severity level I through III non-drug felonies, severity level I and II drug felonies, or which have other complex juvenile offender characteristics or are cases in which Douglas County Legal Aid Society has a conflict of interest.

This order is made and is effective this 28<sup>th</sup> day of July 2005.

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Robert W. Fairchild  
Chief Judge

cc: Judge Murphy  
Judge Shepherd  
Judge Malone  
Judge Martin  
Judge Six  
Judge Kittel  
Doug Hamilton  
Shelley Kurt Bock

IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

**ADMINISTRATIVE ORDER NO. 05-11**

**ORDER APPOINTING TEMPORARY CHIEF JUDGE**

Due to the absence of the chief judge from the State of Kansas, Jean F. Shepherd is hereby appointed as the temporary chief judge of the 7<sup>th</sup> Judicial District to serve from July 31, 2005 through August 3, 2005, inclusive. Jack Murphy is appointed as temporary chief judge of the 7<sup>th</sup> Judicial District to serve from August 3, 2005 through August 7, 2005, inclusive.

IT IS SO ORDERED this 29<sup>th</sup> day of July 2005.

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Robert W. Fairchild  
Chief Judge

Cc: Judges  
Linda Koester-Vogelsang  
Douglas Hamilton

IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS  
(Seventh Judicial District)

ADMINISTRATIVE ORDER NO. 05-12

1. Mandatory Provisions in Orders for Support. Unless otherwise ordered, each order for the support of a child or for maintenance of a spouse or ex-spouse (order for support) entered in the district shall include the following applicable language:

IT IS FURTHER ORDERED that pursuant to Kansas Supreme Court Administrative Order No. 168 all [child support] [maintenance support] payments shall be made payable and paid to the Kansas Payment Center at P.O. Box 758599, Topeka, Kansas 66675-8599. Any payments not made in accordance with this provision shall be presumptively disallowed.

IT IS FURTHER ORDERED that the District Court Trustee shall monitor and enforce the child support order and may pursue remedies available to the obligee to enforce the order for support.

IT IS FURTHER ORDERED that each party shall complete the Court Trustee Information Form providing the District Court Trustee with the party's name, social security number, address, and employer including business address. Further, this form is to be updated within seven (7) days after any change in the party's name, address or employer including employer's business address. The District Court Trustee shall provide a copy of this completed form and all updates to the other party.

IT IS FURTHER ORDERED that the Child Support Order Information Sheet be completed and shall accompany but not be attached to the Journal Entry filed with the Clerk of the District Court per Kansas Supreme Court Administrative Order No. 168.

IT IS FURTHER ORDERED that withholding of income to enforce this order for support and any modifications shall take effect without further notice pursuant to K.S.A. 23-4,107 and any amendments thereto.

IT IS FURTHER ORDERED that the amount of [child support] [maintenance] payable per month is [\$            ], due on or before the [    ] day of each month beginning on [    ].



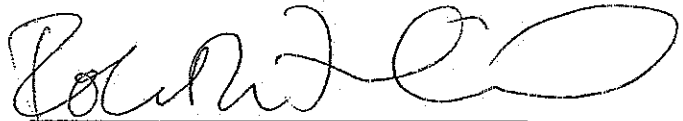
2. Hearings on Income Withholding. If an obligor moves to stay issuance of an order of income withholding, the hearing officer shall set a hearing to permit the obligor to assert any affirmative defenses authorized by K.S.A. 23-4,110, and within 45 days of notice of intent to the obligor the hearing officer shall provide a decision on whether or not the withholding of income is to occur.

3. Time Standards. The Administrative Judge of the District shall monitor all cases subject to the expedited judicial process in order to insure that any action to establish, modify, or enforce support obligations is completed from the time of filing to the time of disposition within the following time frames:

- (i) 90% in 90 days
- (ii) 98% in 180 days
- (iii) 100% in 365 days

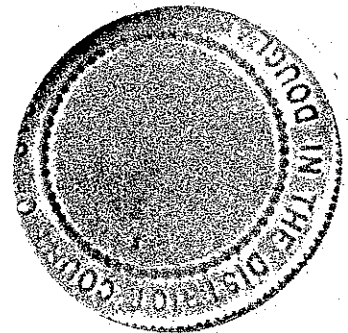
4. Date and Notice. This order replaces Local Administrative Order 00-02, supplements the Local Court Rules and is effective the 22<sup>nd</sup> day of August, 2005.

The Clerk of the Court is directed to mail a copy of this order to the Office of Judicial Administration and to deliver a copy to the attorneys having applicable business in the District.



Robert W. Fairchild  
Administrative Judge

c: Judge Murphy  
Judge Shepherd  
Judge Malone  
Judge Martin  
Judge Six  
Judge Kittel  
Doug Hamilton  
Katy Nitcher



IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

**ADMINISTRATIVE ORDER NO. 05-13**

In all criminal and traffic cases, unless otherwise ordered by the judge, the term "costs" shall include the docket fee and when applicable, witness fees, probation fees, extradition expenses, BIDS application fees, ADSAP fees, KBI lab fees and surcharges.

Administrative Order No. 02-06 is hereby rescinded and replaced by this administrative order.

This order is made and is effective this 6<sup>th</sup> day of October, 2005.

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Robert W. Fairchild  
Chief Judge

cc: Judge Murphy  
Judge Shepherd  
Judge Malone  
Judge Martin  
Judge Six  
Judge Kittel  
Charles Branson  
Doug Hamilton  
Katy Nitcher  
Linda Koester-Vogelsang