

IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS  
**ADMINISTRATIVE ORDER NO. 20-23**  
Administration of the Kansas Open Records Act


Pursuant to the Kansas Open Records Act, K.S.A. 45-215 *et seq.*, and Kansas Supreme Court Rule 1.03 (h), the court makes the following orders:

1. Kristopher Knowles, Administrative Assistant for Division 1, is appointed Freedom of Information Officer for the Seventh Judicial District. This appointment shall continue until revoked by the Chief Judge.
2. Whenever a request is made for access to public records in the custody of the Clerk of the District Court, an access fee of \$20.00 per hour (prorated by the quarter hour) may be charged for staff time required providing access to or furnishing copies of those records.
3. If the court determines help from a third party is required to respond to a records request – the third party’s charge for that help may be imposed.
4. If the court determines that a professional employee needs to assist with responding to a request –A \$60 per hour fee for time may be imposed.
5. Costs of copying and certifying public records are set forth below:

Copies	25¢/page
Certifications	\$10.00/document
6. Fees for transmitting documents are set forth below:

Pick up in person	No charge
First-Class Mail	50¢ first 5 pages/25¢ each additional 5 pages
Faxed copies ( <i>limited to 15 pages</i> )	50¢/page
Email	No per page charge/fee may be charged to prepare documents. Certified documents cannot be emailed and must be picked in person or mailed
7. The official records custodian may waive any or all fees associated with responding to a request if the official custodian determines that only minimal time or effort is required to respond to the request and copies to be produced number five pages or less.
8. This order modifies and replaces any Administrative Order in relation to the Kansas Open Records Act requests.
9. The Clerk of the District Court is directed to post this order on the Clerk of the District Court website.

It is so ordered on this 10<sup>th</sup> day of April 2020.

  
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James R. McCabria  
Chief Judge