

## **PREFACE**

The following rules are adopted by the Judges of the 6<sup>th</sup> Judicial District, pursuant to Rule 105 of the Rules of the Supreme Court of the State of Kansas. They are intended to supplement and not contravene the Rules of the Supreme Court and Kansas Statutes. The rules that follow numbered 1 through 44 are hereby adopted and effective immediately. Rules adopted in the future will bear the effective date. The rules will become effective upon the filing of the same with the Clerk of the Supreme Court.

These rules shall apply to all matters pending before any court in this district unless specifically superseded by statute.

1. All administrative rules of the 6<sup>th</sup> Judicial District of Kansas which are in effect immediately prior to the effective date of these rules are hereby repealed.

Any of the rules of this District may be modified by the presiding judge in any action as that judge shall deem necessary to meet emergencies or to avoid injustice or great hardship.

In these rules, wherever there is a reference to a section of the statute by number, it shall be deemed to be a reference to the Kansas Statutes Annotated or supplement or amendment thereto unless a different statute is indicated. Likewise, wherever there is a reference to a rule of the Supreme Court by number, it shall be deemed to be a reference to the Kansas Supreme Court Rules relating to District Court, as amended, unless a different rule is indicated.

Current copies of these rules will be on file in each office of the Clerk of the District Court in this District.

## **RULE 1 RULES OF DECORUM**

Notwithstanding any other provisions the individual Judges may make pursuant to their inherent powers to maintain the order and dignity of the court, the following rules of decorum for matters heard in any court of this district are hereby adopted:

- 1.1 Spectators will not be permitted to consume food or beverage in the courtroom. Spectators will not be permitted to read books, magazines, knit or engage in any other activity which interferes with giving attention to the court proceedings. Each individual judge may allow jurors to consume beverages while in the jury box.
- 1.2 No spectator, counsel or party shall carry a sign or display pins, buttons or other materials which is designed to communicate a position or message to others while a trial is proceeding.

- 1.3 These rules shall apply to any building occupied or used by the Court, and to the environs of any such building. It shall be in effect at all times that judges or court personnel are present whether or not court proceedings are actively under way.
- 1.4 All persons seeking entry to a courtroom are subject to search by the Sheriff or other officers designated by the Sheriff or by the court. Such search may include briefcases, parcels, purses or other containers carried by persons seeking entry to a courtroom.
- 1.5 With the exception of weapons carried by law enforcement personnel, no weapons other than exhibits shall be permitted in any courtroom. No other person shall bring a weapon other than an exhibit into any courtroom unless specifically permitted by this rule. The court may require that any firearm intended for introduction as an exhibit, be presented to the Sheriff for a safety check prior to its being brought into any courtroom.
- 1.6 Attorneys or *pro se* litigants shall rise when addressing the court, and shall make all statements to the court from the counsel table or the lectern facing the court. They shall not approach the bench except upon the permission of the court.
- 1.7 While questioning witnesses, attorneys or *pro se* litigants shall stand at the counsel table or at the lectern. They shall not approach the witness except with the court's permission. Only one attorney for each party may participate in the examination or cross-examination of a witness. When interrogating a witness, counsel shall not use first names, but shall always use surnames unless granted permission by the Court. The same attorney shall conduct the examination of and any objections pertaining to a witness.
- 1.8 When appearing in court, all attorneys shall be suitably attired, and to the extent possible shall advise their clients to be similarly attired in apparel other than shirts without collars, shorts, sandals, overalls, torn or tattered jeans.
- 1.9 No smoking shall be permitted within the courtroom at any time.
- 1.10 In keeping with the dignity and serious nature of court proceedings, proper attire is required in the courtrooms. No participant in a case may appear in t-shirts, tank-tops, tube-tops, cut-offs, shorts, excessive or distracting facial jewelry or other inappropriate clothing. Attorneys are responsible for ensuring that clients and witnesses comply with this dress code.

## **RULE 2 FILES AND RECORDS**

- 2.1 **Removal of Records, Check Out Procedure.** All files requested for review will be retrieved only after the person requesting the file has filled out a "check-out" card. This card must reflect the case name and number, the name of the person checking out the file,

1.3 These photos shall be placed in the District Court file covered by the Clerk, and on the evening of

of view such films shall be returned to the filmmaker from whom they were obtained.

10 of them shall be placed in the District Court file covered by the Clerk, and on the evening of

and not later than the date of the Supreme Court and Kansas State by the Sheriff that the

numbered office of the Sheriff and the effective is immediately. Rules adopted effective,

Rule 1 with the exception of those provisions which are hereby repealed. Rules adopted effective,

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Rule 11 with the exception of those provisions which are hereby repealed. Rules adopted effective,

Rule 12 - Civil Case Management Through Pretrial Conference. 12

Rule 13 with the exception of those provisions which are hereby repealed. Rules adopted effective,

Rule 14 with the exception of those provisions which are hereby repealed. Rules adopted effective,

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# LOCAL RULES

## THE 6TH JUDICIAL DISTRICT

### DISTRICT

#### RULES OF DECORUM

**RICHARD M. SMITH**

**Chief District Judge**

**GERALD W. HARR**

**District Judge**

**EMILY L. HARRIS**

**District Judge**

**REBECCA R. STEPHAN**

**District Judge**