

THE STATE OF KANSAS
24TH JUDICIAL DISTRICT



LOCAL COURT RULES

Honorable Bruce T. Gatterman
Chief Judge

Honorable Ken Schmidt
Honorable Kenton T. Gleason
Honorable Shelley L. Selfridge
Honorable R. Scott Barrows
Honorable Julie Fletcher Cowell
Honorable Dale E. Snyder

Magistrate Judge, Edwards County
Magistrate Judge, Hodgeman County
Magistrate Judge, Lane County
Magistrate Judge, Ness County
Magistrate Judge, Pawnee County
Magistrate Judge, Rush County

Pursuant to Supreme Court Rule 105, the 24th Judicial District of the State of Kansas hereby adopts the following Local Court Rules for the administration of the affairs of the District Courts within this Judicial District.

Updated April 23, 2018

LOCAL COURT RULES

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LOCAL COURT RULES

I. CLERK'S OFFICE

RULE 101 – District Court Rules

The Clerk of the District Court in each county of this Judicial District will maintain a complete set of District Court Rules. Copies of any or all rules will be provided without charge.

RULE 102 – Process

Process (including, but not limited to) Summons, Subpoenas, Writs of Attachment, Writs of Execution, and Garnishment shall be prepared by counsel. Following submission, process shall be issued back to the attorney through the eFlex system for the attorney to deliver to the sheriff for service. After service, the sheriff will return the documents directly to the court. The Clerk of the District Court will issue arrest warrants, bench warrants, protection from abuse orders, protection from stalking orders, restraining orders that are time sensitive, transport orders, and Order of Sale in civil actions directly to the sheriff. Self-represented parties shall prepare process and request issuance of such documents by the Clerk of the District Court.

RULE 103 – Pleadings

All pleadings and other documents in any case or proceeding to be filed with the Clerk of the District Court shall have two (2) inches of blank space in the upper righthand corner for use by the Clerk for filestamping.

All pleadings, briefs, praecipes, and correspondence shall contain the case number involved and conform to the requirements of Supreme Court Rule 111.

RULE 104A – Brief, Memorandum, or Other Communication with the Court

The 24th Judicial District is a multicounty judicial district. In accordance with Supreme Court Rule 137, a copy of each Brief, Memorandum, or other communication with the Court must be sent to the Assigned Judge at judge's chambers.

RULE 105 – Jury Questionnaires

A juror questionnaire is not a public record under the Kansas Open Records Act, and shall be kept confidential. Except as otherwise ordered by the Court, for good cause shown, only a judge, attorney, or a party to litigation to be heard by the jury will be permitted access to questionnaires returned by jurors. Jury questionnaires will be available to counsel prior to Trial dates. Copies of juror questionnaires are to be returned to the Clerk of the District Court not later than the conclusion of the Jury Trial. Neither counsel nor the parties shall make any copies of juror questionnaires, and all information contained therein shall remain confidential.

RULE 106 – Poverty Affidavits

A Poverty Affidavit submitted pursuant to K.S.A. 60-2001(b), or any other applicable Chapter, shall include, or be accompanied by, an affirmation that no attorney fee has been paid and that none will be paid until such time as all docketing fees have been fully paid. Exempted from this rule are actions prosecuted by Kansas Legal Services.

RULE 107 – Court Files and Records

No file or record of the Court shall be permitted to be outside of the physical possession and control of the Clerk of the District Court, or the Judge assigned to the case except on the signed receipt of an attorney or an abstracter with a place of business within the county where the files are maintained. Except as provided for hereinafter, files may be checked out for a period of ten (10) business days, but are subject to recall at any time by any Judge of the District Court or Clerk of the District Court. All files and records must be returned not later than three (3) days prior to any Trial or hearing.

No file or record shall be taken outside of the county of the Clerk's office except with the knowledge and consent of the Clerk, or by order of the Judge.

The Clerk shall maintain an index of files removed from the Clerk's office and shall retain the completed check out slip until the file has been returned to the Court.

RULE 108 – Review of Digital Recording or Electronic Tapes of Court Proceedings

Counsel or litigants may review electronic tape recordings of Court proceedings only upon first obtaining the consent of the Clerk of the District Court or of the Judge to whom the case is assigned. The Clerk may designate the time, place and manner of review following consultation with the Judge. Under no

circumstance shall the tape recording be taken from the Court or the office of the Clerk of the District Court.

Counsel or litigants requesting access to a hearing recorded by the digital recording equipment may request an appointment to listen to the record in the Courtroom. The Clerk of the District Court may designate the time, place, and manner of review. In the discretion of the Judge to whom the case is assigned, a copy of the digital record may be placed upon a CD, however a CD will not be cited in Court as the official record. The Clerk of the District Court will charge a reasonable handling fee for reproduction upon a CD, which funds shall be paid to the General Fund of the County.

RULE 109 – Email Images of Court Filings

The Courts of the 24th Judicial District will provide email images of Court filings in accordance with email guidelines of the 24th Judicial District. Email service is limited to documents previously imaged, and generally for a timeframe from and after January 1, 2008. Attorneys and self-represented litigants must complete the Request for Email Service of Copies. The general public or commercial entities must provide an email address in writing before the Court will email any requested documentation. Confidential documents in criminal, traffic, domestic, and juvenile offender cases and documents from adoption, care and treatment, child in need of care, search warrants and affidavits, and inquisition cases will only be emailed to judges, attorneys of record, and government agencies. For purposes of this rule, government agencies include Department of Children of Families of the State of Kansas, Kansas Sentencing Commission, Community Corrections, Larned State Hospital, Kansas Department for Aging and Disability Services, St. Francis, Kansas Department of Corrections, Kansas Bureau of Investigation, Kansas Attorney General, Federal Bureau of Investigation, and similar government entities. Each clerk will provide, upon request, a copy of current emailing guidelines of the 24th Judicial District.

Any issue relating to the providing of emailed images shall be referred to the Chief Clerk of the 24th Judicial District, whose decision shall be final. (Adopted August, 2016)

LOCAL COURT RULES

II. COURTROOM DECORUM, SAFETY & PROCEDURES

RULE 200 – Addressing the Court

Except when excused by the Court, attorneys or pro se litigants shall rise when addressing the Court, and shall make all statements to the Court from counsel table, the lectern facing the Court or from such other location or locations as approved by the Court. They shall not approach the bench, except upon the permission of the Court.

RULE 201 – Questioning Witnesses

Except when the Court permits relaxation of the rules, while questioning witnesses, attorneys or pro se litigants shall stand at counsel table, the lectern facing the Court, or from such other location or locations as approved by the Court. 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.

RULE 202 – Objections

Objections shall be to the Court. Attorneys will not be permitted to argue with each other during Court proceedings. Objections shall be brief, concise and no longer than is necessary to state the nature of the objection. Argument or a "talking objection" is improper. Once the Court has ruled on an objection, there will be no additional argument.

RULE 203 – Courtroom Decorum and Dress

All attorneys and Court officials shall wear appropriate attire while attending Court proceedings. Attorneys will advise their clients and witnesses of the formalities of the Court, including proper attire, and seek full cooperation therewith to avoid embarrassment to the Court and lay persons as well.

RULE 204 – Persons Permitted Within Bar of Court

During the trial of any case, or the presentation of any matter to the Court, no person, including members of litigant's families, shall be permitted within the bar of the Courtroom proper, other than attorneys, Court personnel, litigants, and witnesses called to the stand.

RULE 205 – Cell Phones, Cameras, and Recording Equipment

Electronic and photographic media coverage of judicial proceedings shall be undertaken only in accordance with Supreme Court Rule 1001. Still or motion pictures, audio or videotapes, and recording equipment and cameras of all types are otherwise prohibited in

the Courtroom. Cell phones shall be turned off in the Courtroom, or checked with the Clerk of the District Court by counsel, parties, witnesses and spectators. Nothing within this rule shall prohibit the authorized use of cameras or recording equipment in the presentation of evidence at any hearing or trial.

RULE 206 – Firearms

Unless specifically authorized by the Judge, law enforcement and correctional officers shall not appear in the courtroom as witnesses or otherwise with their firearms. All firearms shall be checked with the County Attorney's office or the Clerk of the District Court prior to any Court appearances.

RULE 207 – Weapons in the Courtroom or Any Court Areas of Operation

With the exception of weapons carried by law enforcement personnel under specific authorization by the Judge, no weapons, including firearms or any explosive device, other than exhibits shall be permitted in any Courtroom, or any Court area of operation. No other person shall bring a weapon other than an exhibit into any courtroom except as 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; further, the court may require that any weapon intended for introduction as an exhibit be retained in the custody of the Sheriff or other person designated by the Court before and after its introduction as an exhibit.

RULE 208 – Persons Subject to Search

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.

RULE 209 – Weapons Visible on Witnesses

No weapon shall be visible on the person or an officer who is testifying in Court unless otherwise ordered by the Court.

RULE 210 – Hats

No spectator, counsel or party shall wear a hat or other head covering in the Courtroom unless expressly given permission to do so by the presiding Judge.

RULE 211 – Food and Beverages

Spectators will not be permitted to consume food or beverage in the Courtroom.

RULE 212 – Signs

No spectator, counsel or party shall carry a sign or display pins, buttons or other materials that are designed to communicate a position or message to others while a Trial is proceeding.

RULE 213 – Other Activities

Spectators will not be permitted to engage in any activity that interferes with giving attention to the Court proceedings.

RULE 214 – Conversations

Spectators, counsel and parties shall have due respect for proceedings being conducted while Court is in session, and toward that end shall exercise restraint in carrying on conversations with other spectators, counsel or parties.

LOCAL COURT RULES

III. PROCEDURAL

RULE 301 – Scheduling Hearing on Motions

Except for issues or cases suitable for summary hearing or disposition on Motion Day Docket, no matters are to be set for hearing without first contacting either the Court's Administrative Assistant (when the hearing will involve the District Judge) or the District Magistrate Judge in the county where the hearing will be conducted. It is generally the responsibility of all counsel and pro se parties to coordinate a convenient hearing date or dates before contacting the District Judge's Administrative Assistant or the District Magistrate Judge to ask that the hearing be placed on the Court's calendar. A notice of hearing and a showing of proper service being made on all the opposing parties or counsel shall accompany motions on which oral argument is requested.

RULE 302 – Continuances

All continuances must be requested in writing. No continuance will be granted, and no hearing or proceeding will be considered as continued without a Court appearance or conference with all parties participating, and submission of a written order for approval by the presiding Judge prior to the hearing or Trial in question. The requirement of a written order may be waived orally by a Judge in an emergency situation on the condition that a written order be supplied by the attorney or party requesting the continuance as soon as practicable thereafter. It is the responsibility of the attorney requesting the continuance to serve notice on all opposing counsel, and to obtain a hearing for the requested continuance from the assigned Judge. If no continuance has been granted as specified above and the prosecution, plaintiff or petitioner, as may be applicable, does not appear in Court ready for the hearing with necessary witnesses available, the case will be dismissed for lack of prosecution. If the defendant or respondent, as may be applicable, fail to appear, appropriate sanctions may be entered by the Court. If a criminal defendant fails to appear, the non-appearance will be considered a violation of bond conditions, and a bench warrant will be issued for arrest of the defendant.

RULE 303 – Scheduling Alternate Hearing Dates

When a continuance has been granted, it shall be the responsibility of the requesting party to obtain a new setting from the Court's Administrative Assistant (when the hearing involves the District Judge) or the District Magistrate Judge,

and to coordinate and confirm a new date with all opposing parties and/or counsel.

RULE 304 – Notification

In the event a hearing is continued, counsel shall notify their respective clients, and subpoenaed witnesses shall be notified of such continuance by the attorney who subpoenaed them.

RULE 305 – Appointment of Interpreter

Any person in need of interpreter services shall, personally or through his or her attorney, make written request for an interpreter at least 5 business days prior to any hearing, proceeding or trial at which such services are necessary. The notice shall contain the caption of the case and the date and time of the Trial, hearing or proceeding. It shall also specify the type of interpretation required.

The Court, upon inquiry and interview of any person before the Court or upon motion or notice by counsel or a party, shall make a determination as to the necessity for an interpreter in accordance with K.S.A. 75-4351 et. seq.

All persons qualified by the Court to act as an interpreter shall complete an interpreter's oath (Appendix 3A – Interpreter's Oath). The interpreter shall be paid for services, and mileage shall be reimbursed at a rate determined by the Chief Judge. Fees for interpreters paid by the Board of Indigents Defense Services shall be in accordance with the standards adopted by such Board. Interpreter costs may be assessed to any party, person or entity as the Court deems appropriate, subject to any limitations provided by applicable law.

RULE 306 – Transcripts and Additional Copies of Transcripts

Whenever an individual requests a transcript of a 24th Judicial District proceeding, a Request for Court Transcript (Appendix 3B – Request for Court Transcript) shall be completed and submitted to the presiding Judge for signature. The transcript and one copy will be prepared at the requesting individual's expense. The original transcript shall then be filed with the Clerk of the District Court and the copy delivered to the requesting individual.

This rule applies to all Court matters where an official record has been taken, including, but not limited to, motions, preliminary hearings, arraignment, trial, sentencing, etc. If additional copies of a transcript are requested by any person, a reasonable fee, based on the rates fixed by the State Board of Examiners of Court Reporters with the approval of the Supreme Court, will be assessed. Upon payment of the fee, the official Court Reporter or

Transcriptionist, as applicable, shall furnish the transcript requested. No person shall duplicate official transcripts with the intention of circumventing this Rule.

RULE 307 – Extended Juvenile Jurisdiction Prosecution

When a District Magistrate Judge either authorizes the prosecution of a respondent as an adult in a juvenile offender case pursuant to K.S.A. 38-2347(f)1, or designates any juvenile offender case as an extended jurisdiction juvenile prosecution pursuant to K.S.A. 38-2347(f) 2, the proceedings shall be transferred forthwith to the Chief Judge for scheduling.

RULE 308 – Authority to Write Bonds

Any person proposing to write appearance and bail bonds under the authority or approval of the Chief Judge of this Judicial District shall submit a written application to the Chief Judge specifying the following information:

- 1) The name of the applicant seeking authority
- 2) The name of the company or agency, if any, under which the applicant is employed, working or doing business
- 3) The applicant's business mailing address, street address, and email address
- 4) The applicant's business and cellular telephone numbers and
- 5) The county or counties where approval is sought.

Where applicable, the following additional information shall be provided:

- 1) Name, mailing address, and email address of insurance company surety
- 2) State of Kansas Insurance Agent's License Number and
- 3) Surety limits.

Individuals proposing to write bonds on behalf of insurance companies shall attach to the application a certificate of insurance and of their authority to write bonds. Insurance companies must be authorized to do business in the State of Kansas. Such individuals are limited to writing bonds in a cumulative amount not exceeding \$100,000 within the 24th Judicial District, unless prior written certification and approval of the Chief Judge has been obtained.

Individuals writing bonds other than on behalf of an insurance company shall attach to the application a verified financial statement describing the property by which such surety proposes to justify and the encumbrances thereon, the number and amount of other bonds and undertakings for bail entered into by such surety, and remaining undischarged, and such sureties other liabilities.

Certificates of Insurance and verified financial statements shall be renewed and submitted upon request of the Chief Judge. Failure to submit such documentation upon demand shall result in revocation of bonding authority.

Upon compliance with the terms and conditions set out therein, a certificate of the authority and qualifications of the individual authorized to write bonds will be issued to the applicant and to the Sheriff and Clerk of the District Court in each county where said individual is authorized to write bonds.

The discretion of the Sheriff of any county of this District to accept and approve bonds pursuant to the authority of K.S.A. 22-2806 and all amendments thereto, and Kansas Supreme Court Rule No. 114, or other appropriate authority shall not be altered or affected by this Rule or any Certificate issued pursuant thereto.

RULE 309 – Attorney Fee Vouchers

Attorney fees for services provided by appointed counsel during any calendar year must be submitted for review by the Court on or before DECEMBER 15 of such calendar year. If not so submitted, such attorney fees will not be paid in the current calendar year, nor in any subsequent calendar year unless, prior to December 15, the Court has granted permission for the appointed attorney to submit a request for payment at a later date. This Rule is necessary to meet general fund budgetary requirements of the respective counties in the 24th Judicial District. This rule does not apply to appointments of assigned counsel by the State Board of Indigents Defense Services.

LOCAL COURT RULES

IV. PRO SE LITIGANTS

RULE 401 – Self-Represented Litigant Advisory

Due to the specialized knowledge and training necessary to conduct a Trial, it is advisable for a litigant to have an attorney. Self-represented litigants should be aware that the Trial Judge will not give or offer to give personal instruction regarding courtroom procedures, take over responsibilities that would ordinarily be attended to by trained legal counsel as a matter of course (e.g. preparation of motion, framing questions which comply with the rules of evidence, selecting a Jury, preparing Jury Instructions, and similar duties) or otherwise aid or assist the pro se litigant in presenting his/her case.

RULE 402 – Self-Represented Litigants

Requirements imposed by these Local Court Rules upon “counsel” or “attorney” also apply to parties who are self-represented. All self-represented litigants are required to follow the same standards, rules of procedure, and rules of evidence as are binding upon litigants who are represented by counsel.

LOCAL COURT RULES

V. CRIMINAL PROCEEDINGS

RULE 501 – Request for Jury Trials in Felony Cases

Felony Trial dates are normally set at the time of felony arraignments. To facilitate Trial settings, counsel must have access to their calendars at arraignment.

RULE 502 – Appeals and Request for Jury Trials in Misdemeanor Cases

All counsel representing criminal misdemeanor defendants who request a Jury Trial, or who have appealed a conviction from Municipal Court or from a District Magistrate Judge shall appear on the next scheduled Motion Day in which the Chief Judge will be sitting. It is the responsibility of defense counsel, county, and city attorneys, respectively, to secure the next Court date and time of appearance from the Clerk of the District Court or from the Administrative Assistant of the Chief Judge. As appropriate, county and city attorneys shall appear. To facilitate Trial settings, counsel must have access to their calendars at such hearing.

RULE 503 – Prisoner Restraints at Trials and Other Court Appearances

Unless specifically ordered by the Chief Judge, no restraints are to be used upon a prisoner when the Jury is present. At the discretion of the transporting officer, and as directed by the presiding Judge other than at Jury Trials, prisoners may be brought into the Courtroom bound or shackled.

RULE 504 – Prisoner Clothing

In all Jury Trials, the prisoner shall be allowed to wear suitable civilian clothing.

RULE 505 – Acknowledgment of Rights and Entry of Plea

When a plea of guilty or no contest is to be entered by a defendant to a felony or felonies pursuant to plea negotiations an Acknowledgment of Rights and Entry of Plea form (Appendix 5A – Acknowledgment of Rights and Entry of Plea) signed by the defendant and defendant's attorney must be submitted for filing of record prior to or at the time of the plea hearing. The Acknowledgment of Rights and Entry of Plea form shall state in detail all provisions of the agreement between the parties, including, but not limited to, charges to be dismissed,

charges to be amended, restitution to be paid by the defendant, recommendations to be made by the prosecutor or defense, and any agreement of the prosecutor or defendant not to oppose motions or request by the other party in any hearing or hearings.

Compliance with the provisions of this Rule is required prior to the Court conducting a hearing to accept a felony plea.

RULE 506A – Procedure for Revocation of Probation Hearings

The following procedure shall be used in scheduling motions for revocation of felony probation:

- 1) The probationer, in the custody of the Sheriff, or on bond, shall be brought before a District Magistrate Judge for review of bond and for determination for assignment of appointed counsel under the regulations of the State Board of Indigents Defense Services.
- 2) Motions for revocation of probation shall be heard on a Motion Day if summary in nature. If either party expects the hearing to require more than 15 minutes, the same shall be handled by special setting.
- 3) The Court may, for good cause shown, waive the length of hearing provisions of this rule.

RULE 506B – Procedure for Revocation of Diversion

The following procedure shall be used in scheduling motions for revocation of felony diversion:

- 1) The diversioner, in the custody of the Sheriff, on bond, or upon his/her own recognizance, shall be brought before a District Magistrate Judge for review of bond and for determination for assignment of appointed counsel under the regulations of the State Board of Indigents Defense Services.
- 2) The District Magistrate Judge shall determine the Motion to Revoke Diversion. If the diversion is revoked, the case shall be scheduled for preliminary hearing, if required. If preliminary hearing has previously been held or waived, the case shall be scheduled for arraignment or re-arraignment on the next ensuing Motion Day docket. Pending arraignment, the District Magistrate Judge shall determine all issues of bond.

RULE 507 – Proposed Jury Instructions

At least 10 days in advance of Trial, proposed Jury Instructions shall be furnished to the Court and exchanged by counsel. Pattern Jury Instructions are to be clearly identified as such with the PIK number indicated on each instruction. For non-PIK instructions, legal authority for the same must be cited. The Court may receive additional requests relating to Jury Instructions during the course of Trial at any time prior to the giving of final instructions.

RULE 508 – Speedy Trial

On the first working day of each month, the County Attorney for each county within the 24th Judicial District shall certify in writing to the Chief Judge all felony cases that are not scheduled for Trial wherein the elapsed speedy trial time has reached, or will within that month reach: a) 50 days for in jail cases; and/or b) 140 days for on bond or multiple case defendants.

When any criminal case is scheduled for Trial or continued for Trial, the County Attorney prosecuting such case shall review the speedy trial time elapsed and advise the Chief Judge forthwith if the beginning Trial date is not within the speedy trial provisions of K.S.A. 22-3402.

LOCAL COURT RULES

VI. DOMESTIC PROCEEDINGS

RULE 601– Mandatory Mediation

Unless waived by the presiding Judge, any contested issues of child custody, residency, or parenting time shall be submitted to mediation before being scheduled for a final evidentiary hearing. This rule applies to all domestic actions, including those filed under the Kansas Parentage Act, and may be required in actions filed under the Protection From Abuse Act.

Mediation may be conducted by 24th Judicial District Court Services officers without cost. The parties may also, at their expense, select any person or persons to mediate their conflict and submit an agreement to the Court for consideration.

Court Services Mediators shall maintain qualifications required by rules relating to mediation, Supreme Court Rule 901 et. seq.

Counsel shall submit a proposed Order for Mediation to the Court, approved by one or both counsel, in substantially the form set forth within Appendix 6A to these Rules.

RULE 602 – Court Trustee Program

The Chief Judge shall establish a Court Trustee under the provisions of the applicable statutes and Supreme Court Rules. The establishment of the Court Trustee and the Office of Court Trustee shall be by Administrative Order, which may be amended from time to time. Any such Order in effect on the date that this rule is adopted shall continue until amended by the Chief Judge.

The Court Trustee shall be authorized and empowered to pursue all civil remedies available to establish and enforce payment of child support. The District Court Trustee shall also enforce, but not establish or modify spousal maintenance orders.

RULE 603 – Parenting Guidelines

If the parties in a Domestic Relations action are unable to agree upon a suitable Parenting Plan for the minor child or minor children of the parties, the Court will

generally order structured parenting time in accordance with the Parenting Guidelines of the 24th Judicial District. (Appendix 6B)

RULE 604 – Pretrial Conferences

Unless waived by counsel for good cause, with approval of the Court, a Pretrial Conference shall be held in all contested divorce, separate maintenance or post-judgment motions for change in child custody or parenting time.

“Contested domestic relations case” shall mean any domestic relations action in which child custody, child support, child residency and/or parenting time, property and debt division, and/or spousal maintenance are in dispute, and in which evidence is to be presented to the Court. Discovery will be completed and all evaluations or expert reports shall be finalized prior to the Pretrial Conference, unless otherwise ordered by the Court.

A proposed settlement, current Domestic Relations Affidavit, Child Support Worksheet (if applicable), Parenting Plan (if applicable) and a Domestic Relations Pretrial Questionnaire (Appendix 6C) shall be presented to the Court and exchanged by the parties at least 10 days prior to the scheduled Pretrial Conference. Pursuant to Supreme Court Rule 137, copies of these documents shall be submitted to the Court in chambers.

LOCAL COURT RULES

VII. CHAPTER 60 CIVIL PROCEEDINGS

RULE 701 – Case Management Conferences

A Case Management Conference will be scheduled by the Court pursuant to K.S.A. 60-216. Additional Case Management Conferences may be scheduled by the Court as necessary to insure timely resolution of cases. This rule in no manner prevents counsel or parties from requesting the scheduling of a Case Management Conference.

RULE 702 – Completion of Discovery

As a general rule, all discovery shall be completed by the time of the final Pretrial Conference.

RULE 703 – Pretrial Conferences in Chapter 60 Civil Cases

A Pretrial Questionnaire shall be filed with the Court and copies served on other parties to the case, with courtesy copy to the Court in chambers pursuant to Supreme Court Rule 137, at least 10 days prior to the scheduled Pretrial Conference. The completed and signed Pretrial Questionnaire shall be in substantial conformity with the form set forth in Appendix 7A of these Rules. The names of prospective witnesses, including expert witnesses, and respective addresses for such witnesses shall be listed in the Pretrial Questionnaire. All exhibits to be introduced at Trial shall be identified in the Pretrial Questionnaire.

At least one of the attorneys for each party participating in the Pretrial Conference shall have authority to enter into stipulations and to make admissions regarding all matters that the participants may reasonably anticipate may be discussed. Each party, or its representative, shall be personally present at the Pretrial Conference unless specifically excused by the Court.

RULE 704 – Agreed Pretrial Order

Prior to any Pretrial Conference setting, counsel shall confer to determine if they can agree to submission of a jointly prepared Pretrial Order. When an agreed Pretrial Order is submitted to the Court prior to the Pretrial Conference, counsel may appear at the Pretrial Conference by conference call by making prior arrangements between themselves and the Court for the placing of the call.

Any agreed Pretrial Order shall cover all relevant matters outlined in Supreme Court Rule 140.

RULE 705 – Servicemembers Civil Relief Act

No default judgment may be taken unless the party seeking the default has complied with the provisions of the Servicemembers Civil Relief Act of 2003. The Court will not enter a default judgment unless the party seeking the default has filed an affidavit stating whether or not the adverse party is in the active service of the military. If the party seeking a default judgment is unable to determine whether or not the defendant is in the active service of the military after completing a good faith investigation, such party shall file an Affidavit of Inability to Determine Military Service.

RULE 706 – Proposed Jury Instructions

At least 10 days in advance of Trial, proposed Jury Instructions shall be furnished to the Court and exchanged by counsel. Pattern Jury Instructions are to be clearly identified as such with the PIK number indicated on each instruction. For non-PIK instructions, legal authority for the same must be cited. The Court may receive additional requests relating to Jury Instructions during the course of Trial at any time prior to the giving of final instructions.

LOCAL COURT RULES

VIII. REPEAL

RULE 801 – Repeal of All Prior Local Court Rules

All Local Court Rules of the 24th Judicial District adopted prior to the date of the adoption hereof, shown below, are hereby repealed. The repeal of prior Local Court Rules shall not have the effect of repealing administrative orders heretofore promulgated by a Chief Judge.

THESE LOCAL COURT RULES ARE ADOPTED BY THE 24TH JUDICIAL DISTRICT EFFECTIVE THE 1ST DAY OF JANUARY, 2008 (AMENDED APRIL 23, 2018)

Bruce T. Gatterman, Chief Judge

LOCAL COURT RULES

APPENDIX

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- 3B – Request for Court Transcript
- 5A – Acknowledgment of Rights and Entry of Plea
- 6A – Order for Mediation
- 6B – Parenting Guidelines
- 6C – Domestic Relations Pretrial Questionnaire
- 7A – Pretrial Questionnaire
- 8A – Request for Email Service of Copies (Adopted June 1, 2011)

THE STATE OF KANSAS
TWENTY-FOURTH JUDICIAL DISTRICT

IN THE DISTRICT COURT OF _____ COUNTY, KANSAS

PLAINTIFF

-VS-

CASE NO. _____

DEFENDANT

INTERPRETER'S OATH K.S.A. 75-4351 et. seq.

I, the undersigned, do solemnly swear that I will make a true interpretation in an understandable manner to the person for whom such interpreter is appointed, and unless prohibited by law, I will repeat the statements of such person in the English language to the best of my skill and judgment, so help me God.

Interpreter

Address

City, State

ZIP

SUBSCRIBED AND SWORN to before me this ____ day of _____,
20__.

Judge of the District Court

Approved Compensation: K.S.A. 75-4352

\$_____ per hour for _____ hours = \$_____

Prevailing State rate per mile for _____ miles = \$_____

Total \$_____

Judge

Date

Revised 4/23/18

THE STATE OF KANSAS
TWENTY-FOURTH JUDICIAL DISTRICT

IN THE DISTRICT COURT OF _____ COUNTY, KANSAS

PLAINTIFF/PETITIONER

-VS-

CASE NO. _____

DEFENDANT/RESPONDENT

REQUEST FOR COURT TRANSCRIPT

COURT REPORTER

TRANSCRIPTIONIST

HEARING DATE: _____

COMPLETE: _____ PARTIAL: _____

SPECIAL INSTRUCTIONS _____

NAME: _____

ADDRESS: _____

CITY/ST/ZIP: _____

Clerk of the District Court to provide copy to: Transcriptionist and Adm. Asst.

Revised 3/9/15

THE STATE OF KANSAS
TWENTY-FOURTH JUDICIAL DISTRICT

IN THE DISTRICT COURT OF _____ COUNTY, KANSAS

STATE OF KANSAS

PLAINTIFF

-VS-

CASE NO. _____

DEFENDANT

ACKNOWLEDGMENT OF RIGHTS AND ENTRY OF PLEA

COMES NOW, the above-named Defendant, upon receiving advice from his/her attorney, does freely and voluntarily give this Court to understand as follows:

1. My full name is _____. My date of birth is _____, and I am now ____ years of age. I have completed _____ years of schooling and I (can) (cannot) read and write English.
2. I have not been taking any drugs or medication of any kind except _____, and any such drugs or medications do not impair my mental facilities or judgment; I remain in full control of my mental faculties and judgment.
3. Plea negotiations have been conducted with my consent and approval through my attorney, and I understand the Plea Agreement with the County Attorney to be as follows:

Count I : _____ a Level ____ (person)(non-person)felony with a sentence of ____ to ____ mths and a maximum fine of _____.

Count II : _____ a Level ____ (person)(non-person) felony with a sentence of ____ to ____ mths and a maximum fine of _____.

Count III : _____ a Level ____ (person) (non-person)
felony with a sentence of ____ to ____ mths and a maximum fine of
_____.

4. I understand that for any crime committed on or after July 1, 1993, the Kansas Sentencing Guidelines Act will apply. Under this Act, a presumptive sentence will be determined by the Court, by combining the severity level of the current crime of conviction and my prior criminal history. I have been informed by the State, at the time of my plea, that my criminal history is believed to be a criminal history category _____. I understand that if additional criminal history is discovered before sentencing, that it can be used to increase my sentence.

Under some circumstances the Court may depart from the presumptive sentence; may sentence me to a longer or shorter sentence than the presumptive sentence; may give me probation when prison is presumed; or may order me to prison when probation is presumed.

I understand that if I am entering plea(s) of GUILTY or NO CONTEST to more than one offense, the Court may, in its discretion, order that the sentence imposed for each offense be served concurrently or consecutively. The length of the total sentence imposed, however, may not exceed twice the base sentence unless there is a departure.

I understand that in addition to the penalties described above, upon the completion of any prison term, I will be required to serve a term of post-release supervision. The length of the required post-release supervision will depend upon the severity level of the offense and the amount of good time earned while imprisoned.

If I am currently under post-release supervision and that status is being terminated as a result of a new felony or misdemeanor conviction, I understand that I will have to serve the remaining balance of the post-release supervision in addition to any new sentence that is imposed in this case.

5. I understand that if I am ordered to serve my sentence, I may receive a credit for good time earned while in the custody of the Secretary of Corrections. Good time credit is specific to the crime of conviction. I understand that the decision of whether I receive good time credits is not within the power of the sentencing judge.

6. I understand that if I am not a United States citizen, a conviction of a criminal offense may result in my deportation from the United States; incarceration by immigration officials for an indefinite period until I am deported; and exclusion from admission to the United States and/or denial of naturalization and citizenship in the United States.
7. I further understand that a felony conviction shall result in the loss of my privilege to possess a firearm for a period of at least five (5) years. It may further result in the loss of a number of privileges including becoming ineligible to hold any public office in Kansas, to vote in any election in Kansas and to serve as a juror.
8. I have also been informed that my conviction may be expunged from my criminal history pursuant to K.S.A. 21-4619 and 21-4619b. I understand that my eligibility for an expungement and the time period at which a motion for expungement may be filed is dependent on the nature and level of the crime for which I am convicted and may be subject to some limitations as defined by statute.
9. I understand from discussions with my attorney, and I have been advised by the Court, that regardless of the plea agreement between myself, my attorney, and the County Attorney, this Court is not bound to agree to, nor to accept, the terms of the plea agreement. I further understand that if I enter a plea of GUILTY or NO CONTEST, this Court may impose against me any or all of the maximum penalties and the maximum fines in combination; will order the payment of court costs against me; may require that I pay full restitution and reparations for all personal injury, property loss or damage; may impose administrative costs of a probation program; will require me to reimburse the state for my reasonable attorney fees if I am represented by appointed counsel; and may take whatever other action the Court deems appropriate and which is permitted by law, to ensure the public safety.
10. I UNDERSTAND FROM DISCUSSIONS WITH MY ATTORNEY, AND HAVE BEEN ADVISED BY THE COURT, THAT BY ENTERING A PLEA OF GUILTY OR NO CONTEST, THAT I AM SURRENDERING AND WAIVING THE FOLLOWING LEGAL RIGHTS, WHICH I WOULD BE ABLE TO EXERCISE IF I CHOSE TO GO TO TRIAL:
 - ❑ A plea of GUILTY is an admission of guilt to the crimes charged and relieves the State of Kansas of its burden to prove my guilt.
 - ❑ A plea of NO CONTEST is an admission that the State of Kansas has sufficient evidence to prove my guilt and that I will not contest such evidence. Such a plea would require the prosecutor to advise the Court

of the evidence which the State would present to prove my guilt, and once my plea is accepted by the Court, my plea of no contest is treated by the court as if I had entered a plea of guilty.

- ❑ I have a right to a trial where my guilt or innocence on all of the criminal charges against me would be determined by a Jury, or if I choose to waive a Jury, by a Judge.
- ❑ At a trial, I would have the right to confront the witnesses against me and have them cross-examined by my attorney.
- ❑ At a trial I would have the right to compel the attendance of witnesses who may have information favorable to me and to call these witnesses to testify on my behalf.
- ❑ At a trial I would have the right to compel documentary and physical evidence favorable to me.
- ❑ At a trial, it would be the burden of the State of Kansas to prove, beyond a reasonable doubt, each element of the charge(s) against me before I could be found guilty.
- ❑ At a trial, the Judge and the Jury would presume that I am innocent unless and until the State of Kansas proved otherwise, beyond a reasonable doubt.
- ❑ At a trial, I alone would have the final decision, after consulting with my attorney, whether I would testify on my own behalf, and I understand that I would not be required to testify or to present any evidence to prove my innocence. If I enter a plea of guilty, I waive the right to remain silent, and the Court may require me to tell the Court the facts known to me which would show that I am guilty.
- ❑ If I were to be convicted of any offenses in this Court, I would have the right to ask the Court for a new trial based on any legal errors which may have denied me my right to a fair trial or which may have otherwise prejudiced me in my defense.
- ❑ If I were to be convicted of any offenses in this Court, and if my motion for a new trial were denied, I would have the right to appeal my conviction(s) and sentence(s) to a Kansas Appellate Court where I would be entitled to have such Court review the transcripts and record of my trial for any prejudicial error.

- During any such appeal, I would be entitled to the services of a competent appellate attorney and to the transcripts of my trial or other proceedings which might be necessary to my appeal. If I could not afford an attorney or transcripts, they would be provided to me by the Court.
- If I go to trial, I retain the right to appeal from any adverse ruling or order made against me by the Court or Jury, including the legal sufficiency of the evidence presented against me to prove my guilt, any legal defects in the criminal proceedings, the sentences or other penalties imposed, and the denial of probation.

11. I understand that if I plead guilty or no contest to these crimes, I may be required to register under the Kansas Offender Registration Act (KORA). I have discussed this possibility with my attorney as set out below **(Defendant must initial the appropriate box):**

_____ I have been advised as a result of my plea that I do not have a duty to register under KORA.

_____ I have been advised as a result of my plea that I have a duty to register because my conviction will make me:

(Initial all that apply.) (If checked, a completed Notice of Offender Registration form must be finalized and attached.)

_____ A sex offender

_____ A violent offender

_____ A drug offender.

12. After fully discussing my potential defenses to the charges in this case, the legal options available to me in these proceedings, and the above-mentioned matters with my attorney, I advise this Court that I understand it is my decision, alone, whether to accept or reject the plea agreement and whether to enter a plea of GUILTY or NO CONTEST to the charge(s) herein. My decision to accept the plea agreement and change my plea is completely voluntary without anyone having threatened me or promised me anything of benefit, and is without duress or coercion other than that which the plea agreement provides.

13. I understand that despite my plea of GUILTY or NO CONTEST, I retain a limited right to appeal the sentence which may be imposed. If the

sentence imposed is the presumptive sentence the Appellate Court will only have jurisdiction to hear appeals based on the accuracy of my criminal history score, the accuracy of the crime severity level determination. If the sentence imposed is not the presumptive sentence, claims of partiality, prejudice, oppression or corrupt motive may be the basis of an appeal. I also understand that if the sentence imposed is that agreed to in the plea agreement, the Appellate Court will not review my sentence. I understand that any appeal must be filed within 10 days of the date my sentence is pronounced in Court and that if I cannot afford an attorney or the costs of an appeal, the Court will appoint counsel to represent me and will order that a transcript of the necessary portions of the transcript be provided to my counsel.

14. I have read this Acknowledgment of Rights and Entry of Plea, or I have had it read to me, and I fully understand its contents. I fully and completely understand the consequences of my plea(s) pursuant to the plea agreement and I accept that the plea agreement in consideration of what I believe is in my best welfare and in my own best interests.

WHEREFORE, and for the reasons stated herein, I hereby advise this Court that I wish to enter plea(s) of _____ **GUILTY** _____ **NO CONTEST** to the Criminal Charges as contained in the INFORMATION filed herein, a copy of which I have read and discussed with my attorney.

SIGNED in open Court this _____ day of _____, 20____.

Defendant

CERTIFICATE OF ATTORNEY

The undersigned, attorney for the above-named Defendant, hereby certifies:

1. I have read and fully explained to the Defendant the allegations contained in the Complaint/Information on file herein and the duration of the Kansas Sentencing Guidelines for each Criminal Charge in this case, and I am satisfied that the Defendant is physically and mentally competent to understand the pending Criminal Charges. Further, I have no reason to believe that the Defendant is under the influence of drugs or intoxicants.

2. To the best of my knowledge and belief, the statements, representations and declarations made by the Defendant are in all respects accurate and true.
3. The plea offered by the Defendant accords with my understanding of the facts related by the Defendant to me and is consistent with my investigation of this case.
4. I have made no promise to the Defendant concerning any sentence, other than the recommendations made herein, that the Court may impose.

SIGNED by me after full discussion of the contents of this Acknowledgment of Rights and Entry of Plea Agreement with the Defendant, this _____ day of _____, 20____.

Attorney for Defendant

ORDER ACCEPTING DEFENDANT'S PLEA

Following the presenting of Defendant's plea and his/her attorney's statements and certificate, I have examined the Defendant as to the statements herein contained.

I find the plea of the Defendant was made freely, voluntarily and understandingly, because the Defendant is guilty as charged, and not out of ignorance, fear, inadvertence, threat or coercion, and with full understanding of the consequences thereof. I further find that there is a factual basis for the Criminal Charges filed herein, and that the Defendant has committed the essential elements of the crime charged and is mentally competent.

IT IS THEREFORE ORDERED that on this _____ day of _____, 20____, in open Court, that the Defendant's plea be accepted at the request of the Defendant and entered in accordance with the certificate of Defendant's attorney.

Judge of the District Court

THE STATE OF KANSAS
TWENTY-FOURTH JUDICIAL DISTRICT

IN THE DISTRICT COURT OF _____ COUNTY, KANSAS

In the Matter of the Marriage of _____)
_____ and _____) Case No. _____

**ORDER FOR MEDIATION
CHILD CUSTODY/PARENTING TIME**

Petitioner: _____ Phone: _____

Address: _____

Respondent: _____ Phone: _____

Address: _____

On this _____ day of _____, 20____, IT IS ORDERED that the above-named parties shall meet with Court Services Mediators for resolution of custody/parenting time issues concerning the following minor child(ren):

NAME

AGE

IT IS FURTHER ORDERED that the above-named parties shall forthwith contact Shana O'Neill, Court Services Officer, 606 Topeka, Larned, Kansas, 67550, telephone (620) 285-3100, to confirm a date and place of mediation to develop a mutual agreement involving custody/parenting time issues for their child(ren).

Hearing Date: _____

Judge of the District Court

Approved: _____

Attorney for Petitioner

Attorney for Respondent

THE STATE OF KANSAS
TWENTY-FOURTH JUDICIAL DISTRICT

PARENTING GUIDELINES

It is usually in your child's best interest for each parent to have frequent, meaningful and continuing access to your child(ren). A Parenting Plan Agreement made by both parents is preferred to a Court imposed solution. However, if one or both parents are unable to agree on a schedule of parenting time, the following guidelines shall be used in most cases. In situations where the non-custodial parent may not have had on-going contact with the child(ren), initial visitation may be shorter. Further, these provisions may not be applicable to very young children or in situations where geographical distances between parents make compliance impossible. The parents, in exercising parenting time, should be flexible and adapt to the existing circumstances, such as the child's age, on-going activities, and any religious holidays not set out below.

If the parents do not agree otherwise, the following shall be considered the MINIMUM schedule of parenting time to which the non-custodial parent shall be entitled:

- 1) Every other weekend from 6:00 p.m. on Friday until 6:00 p.m. on Sunday.
- 2) In years ending in an odd number:
 - a) The night before each child's birthday;
 - b) Memorial Day weekend from 6:00 p.m. on Friday until 6:00 p.m. on Monday;
 - c) Independence Day (Fourth of July Holiday) from 6:00 p.m. on July 3 until 6:00 p.m. on July 5;
 - d) Thanksgiving Holiday from 6:00 p.m. on Wednesday until 6:00 p.m. on Sunday;
 - e) Christmas Holiday from 6:00 p.m. on December 26 until 6:00 p.m. on the day before school starts for the second semester.

- 3) In years ending in an even number:
 - a) Each child's birthday;
 - b) Easter weekend from 6:00 p.m. on Good Friday until 6:00 p.m. Easter Sunday;
 - c) Labor Day weekend from 6:00 p.m. on Friday until 6:00 p.m. on Monday;
 - d) Halloween evening from 6:00 p.m. until 8:00 p.m., if practical;
 - e) Christmas Holiday from 6:00 p.m. on the day school is out until 6:00 p.m. on December 26.
- 4) School Spring Break shall be evenly scheduled between the parents with the non-custodial parent to have preference as to dates of parenting time.
- 5) Every year on the non-custodial parent's birthday and Mother's Day and Father's Day weekend, whichever is applicable to the non-custodial parent.
- 6) Summer parenting time for child(ren) attending school:
 - a) Two (2) non-consecutive thirty (30) day periods to be determined by May 1 of each year. The first thirty (30) day period to start one (1) week after the end of school and the second thirty (30) day period to end no later than one (1) week before the beginning of school.
 - b) There shall be no weekend parenting time by the custodial parent during the extended summer parenting time unless mutually agreed by and between parents. Brief parenting time with the custodial parent shall not be deemed to interrupt the consecutive nature of the non-custodial parent's parenting time.
 - c) If all Court ordered Child Support is current and the first thirty (30) day summer parenting time is completed, child support of the non-custodial parent shall abate by 50% OR to an amount not less than 33% of the combined Total Child Support Obligation (line D.6. Child Support

Worksheet), which ever amount is less, for the month of July. If the second thirty (30) day summer parenting time is completed, child support shall abate in the same amount for the month of August. Written evidence of the summer visitation must be signed by both parents, dated and sent to the Clerk of the Court so that the abatement of the child support may be recorded in the case ledger by the Clerk of the District Court with the Kansas Payment Center, Topeka, Kansas – no abatement will be authorized by the Court without this filing/writing/letter, etc.

Unless prior arrangements are made, the non-custodial parent shall pick up the child(ren) at the times specified and return them at the times specified. The custodial parent shall have the child(ren) ready for the parenting time at the time they are to be picked up and shall be present at the home to receive the child(ren) at the time they are returned.

The non-custodial parent shall give the custodial parent three (3) days prior notice if he/she does not intend to exercise scheduled parenting time; in emergency situations notice shall be given as soon as possible under the circumstances.

Each parent shall supply the other with his/her current address and telephone number. Each parent shall allow liberal but reasonable telephone and mail privileges with the child(ren).

The custodial parent shall share all school and medical reports within ten (10) days of their receipt and shall immediately notify the non-custodial parent in the event of a medical emergency. The custodial parent shall inform the non-custodial parent of school and/or social functions permitting parental participation within twenty-four (24) hours of receipt of notification of such function.

Neither parenting time nor child support is to be withheld due to either parent's failure to comply with a Court order. If a dispute arises concerning

parenting time, the parents shall first attempt to resolve the dispute by Mediation with the assistance of Shana O'Neill, Court Services Officer, 606 Topeka, Larned, Kansas, 67550, telephone (620) 285-3100.

If the parents mutually agree to change the custody or parenting time provisions of their current Court order, they shall contact their attorneys and petition the Court to approve and order that change. In the event that the parties do not obtain a Court order the Court shall not be bound by any agreement of the parents.

Bruce T. Gatterman, Chief Judge

THE STATE OF KANSAS
TWENTY-FOURTH JUDICIAL DISTRICT

IN THE DISTRICT COURT OF _____ COUNTY, KANSAS

PETITIONER

-VS-

CASE NO. _____

RESPONDENT

DOMESTIC RELATIONS PRETRIAL QUESTIONNAIRE

INSTRUCTIONS: This questionnaire must be completed by each party and copies mailed to the Judge and all other counsel at least ten (10) days prior to Pretrial Conference. All questions must be answered or indicated as not applicable. All answers must be typed. If the space provided is not sufficient for your answers, you may type your own questionnaire and answers in accordance with this format.

1. Name of the Party you represent:
2. Date:
3. List the issues you believe will be presented to the Court for decision in the trial of this matter:
4. State any requests for admission or stipulations you desire from the opposing party:
5. State your proposed date for valuation of property:
6. List all exhibits you intend to present at trial:
7. List names and addresses of all witnesses you intend to call at trial, together with a brief summation of the testimony expected from each witness:
8. Please identify any rulings which you desire the Court to make prior to Trial, or which you believe would expedite the Trial of this case:

9. Is discovery complete? If not, state discovery which you desire to complete, and an estimate of the time for completion of this discovery:
10. If custody or parenting time of a minor child or children of the parties is contested, have the parties participated in mandatory mediation under Local Rules of the 24th Judicial District?
11. Is there any need for special reports from psychologists, psychiatrists, schools, etc? If so, specify:
12. What are the prospects of settlement?
13. Would a settlement conference be of assistance for any or all of the issues in this case?
14. If this is a motion for change of custody, support or visitation, state what facts constitute a material change in circumstances justifying a new order, or state why it is unnecessary to show a change of circumstances:

Attorney for _____

CERTIFICATE OF SERVICE

On this ____ day of _____, 20____, a true and correct copy of this document was mailed, postage prepaid, to:

The Honorable Bruce T. Gatterman
P.O. Box K
Larned, Kansas 67550

(other counsel of record)

and the original to:

Clerk of the District Court

THE STATE OF KANSAS
TWENTY-FOURTH JUDICIAL DISTRICT

IN THE DISTRICT COURT OF _____ COUNTY, KANSAS

PLAINTIFF/PETITIONER

-VS-

CASE NO. _____

DEFENDANT/RESPONDENT

PRETRIAL QUESTIONNAIRE

INSTRUCTIONS: This questionnaire must be completed by each party and copies mailed to the Judge and all other counsel at least ten (10) days prior to Pretrial Conference. All questions must be answered or indicated as not applicable. All answers must be typed. If the space provided is not sufficient for your answers, you may type your own questionnaire and answers in accordance with this format.

1. The name of the party you represent:
2. Contentions and theories of recovery:
 - A. Theory of your claim or defense and supporting factual contentions (including, if applicable, grounds of negligence or comparative negligence against parties and non-parties, and affirmative defenses):
 - B. List and itemize total of damages claimed:
3. Request for amendments to your pleadings:
4. Request for admissions and stipulations:
 - A. The Court has jurisdiction over the parties and the subject matter.
 - B. Venue is proper in _____ County, Kansas.

5. List names and addresses of all witnesses you intend to call at trial and identify any which have not already been shown to opposing counsel. (Identify as an expert any witness you intend to call as an expert.)
6. List all exhibits you intend to offer at trial and identify any which have not already been shown to opposing counsel:
7. Motions:
 - A. List motions you have pending:
 - B. List motions you intend to file prior to trial and date by which you propose to file each motion:
8. Trial Assignment:
 - A. Is this trial to the Court or to a jury or to a master to be appointed by the Court?
 - B. Will a jury of six members be accepted?
 - C. What is the estimated time for trial?
 - D. Should case receive priority setting, and if so, why? (If due to out-of-town witnesses, please specify. Counsel are required to bring scheduling calendars to the Pretrial Conference.)
9. Guardian Ad Litem:
 - A. Does any party require a Guardian Ad Litem?
10. Expert or Cumulative Witness Limitations:
 - A. List request for limitation of witnesses:
11. Questions of fact:
12. Question of law:
13. Unusual questions of evidence:
14. Anticipated problems relative to Jury Instructions:
15. Settlement:

- A. What are the prospects of settlement?
 - B. Would a settlement conference be of assistance?
16. Do you request authority to file trial briefs? If so, set forth requested time schedule for filing:
17. State any procedural problems or recommendations:
18. Discovery (It is presumed that all discovery is completed at the time of Pretrial.)
- A. If further discovery is requested, specify what further discovery is necessary, and state why and when it would be completed:
 - B. State when it would be completed and request leave under Supreme Court Rule 136 to continue specified limited discovery:

Attorney for _____

CERTIFICATE OF SERVICE

On this ____ day of _____, 20____, a true and correct copy of this document was mailed, postage prepaid, to:

The Honorable Bruce T. Gatterman
P.O. Box K
Larned, Kansas 67550

(other counsel of record)

and the original to:

Clerk of the District Court

24TH JUDICIAL DISTRICT

Edwards, Hodgeman, Lane, Ness, Pawnee and Rush Counties

REQUEST FOR EMAIL SERVICE OF COPIES

The courts of the 24th Judicial District will provide copies of filings by email beginning June 1, 2011. This service is limited to documents filed from and after January 1, 2008. Complete this request and send the form to each District Court from which you wish to receive email copies. Provide only one email address per attorney or firm.

Documents from Adoption, Care and Treatment, Child in Need of Care, or any other confidential case will only be emailed to the attorney of record.

Most records will be produced within three (3) business days from the time the request is received. If the request is denied or delayed, you will receive a written explanation for the delay or denial.

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

BAR NUMBER: _____

Attorney

Edwards County
P. O. Box 232
Kinsley, KS 67547
(620) 659-2442

Hodgeman County
P. O. Box 187
Jetmore, KS 67854
(620) 357-6522

Lane County
P. O. Box 188
Dighton, KS 67839
(620) 397-2805

Ness County
P. O. Box 445
Ness City, KS 67560
(785) 798-3693

Pawnee County
P. O. Box 270
Larned, KS 67550
(620) 285-6937

Rush County
P. O. Box 387
La Crosse, KS 67548
(785) 222-2718