

Proposed Supreme Court Rule 124: Contact Information

The Kansas Supreme Court is accepting public comment on proposed Supreme Court Rule 124, which establishes a procedure for courts to collect contact information from any party, witness, or potential juror to facilitate case processing, scheduling, or participation in a hearing or trial.

The proposed language is shown using underlining.

Comment may be made by email to SCRulespubliccomment@kscourts.org until 5 p.m. Friday, August 21, 2020. The subject line must read “Rule 124.”

Rule 124

Contact Information

(a) Collection of Information.

- (1) To facilitate case processing, scheduling, or participation in a hearing or trial, a court may collect contact information from any party, witness, or potential juror.
- (2) The contact information may include a current mailing address, phone number, and email address.

(b) Form. The court must use a form available from the Office of Judicial Administration to collect the contact information.

(c) Not a Public Record. The form containing the contact information is not a public record under the Kansas Open Records Act.

(d) Retention of Completed Form.

- (1) The court must retain the completed form in a secure electronic or physical location.
- (2) The court must not retain the completed form in the case file maintained by the clerk of the district court.
- (3) If the court retains the completed form in a physical location, it must keep the form in a separate paper file.

(e) **Destruction of Completed Form.** The court must destroy a completed form containing contact information when the following time period expires:

(1) if the information is from a party or witness, 30 days after the case is closed;

(2) if the information is from a potential juror, 30 days after the court dismisses the potential juror from serving on a jury; or

(3) if the information is from a juror, 30 days after the court dismisses the jury.