

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

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**ADMINISTRATIVE ORDER NO. 23 - 02**

**ORDER REGARDING REQUESTS PURSUANT TO  
THE OPEN RECORDS ACT K.S.A. 45-215 et. seq.**

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WHEREAS it is the obligation and intent of the Tenth Judicial District Courts to comply with the Kansas Open Records Act (KORA), K.S.A. 45-215 et. seq. and relevant case law.

WHEREAS it is the obligation and intent of the Tenth Judicial District Courts to comply with Supreme Court Rule 106B - Public Access to District Court Electronic Case Records - and all related Supreme Court Administrative Orders.

IT IS THEREFORE ORDERED that the following shall apply in furtherance of these obligations:

1. The present Tenth Judicial District Court Administrator is designated as the “records officer” pursuant to Supreme Court Rule 106B(a)(10), the “official custodian” pursuant to K.S.A. 45-217(h), and the “local freedom of information officer” pursuant to K.S.A. 45-226. The Court Administrator shall be responsible for safeguarding access under KORA to public records held by the court.
2. All requests for records must be made in writing to the Court Administrator, clearly and specifically describing the records requested. A form that may be used for such requests shall be maintained on the District Court website [https://courts.jocogov.org/dc\\_Kora.aspx](https://courts.jocogov.org/dc_Kora.aspx) for download or copying.
3. Pursuant to K.S.A. 45-220, the Court Administrator, “shall adopt procedures to be followed in requesting access to and obtaining copies of public records, which procedures shall provide full access to public records, protect public records from damage and disorganization, prevent excessive disruption of the (courts’) essential functions, provide assistance and information upon request and insure [ensure] efficient and timely action in response to applications for inspection of public records.”

4. Upon receiving a proper request for access to or obtaining copies of public records, the Court Administrator shall make an initial determination as to whether the records sought are public. If so, the request shall be approved, and access provided. If copies of public records are requested, the Court Administrator may charge a reasonable fee, including the cost of staff time in making the copies available, plus the cost of copies, not exceeding \$.50 per page. An estimate shall be provided to the requestor. If digital recordings are requested the cost shall be a flat fee of \$50 per hearing, up to one day in length. The Court Administrator shall require advance payment for the reproduction of records (plus a 2.4% credit card processing fee if a credit card is used), and upon receipt of payment, shall produce them within a reasonable time, commensurate with the size and nature of the request.

**BY ORDER OF THE COURT** this 19<sup>th</sup> day of April 2023.

*J. Charles Droege .*

J. Charles Droege  
Chief Judge – 10<sup>th</sup> Judicial District