

JOHNSON COUNTY CLERK OF THE DISTRICT COURT  
 STATE OF KANSAS – TENTH JUDICIAL DISTRICT  
 RECORDS MANAGEMENT DEPARTMENT  
 150 W Santa Fe, Olathe, KS 66061  
 913-715-3480 – dcc-records@jocogov.org  
REQUEST FOR RECORD COPY

Pursuant to Open Records Act K.S.A. 45-215 through 45-230

To be completed by requester. Please print clearly:

NAME: \_\_\_\_\_ BUSINESS/ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE OR EMAIL: \_\_\_\_\_

I hereby acknowledge that K.S.A. 45-230 provides: "No person shall knowingly sell, give or receive, for the purpose of selling or offering for sale, any property or service to persons listed therein, any list of names and addresses contained therein, or derived from public records..." (Exceptions noted (1), (2), (3), (4), and (5).) I understand and acknowledge that a violation of this law can subject the violator to payment of a civil penalty set by the court not to exceed \$500 for each violation.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PLEASE FILL OUT ONE FORM PER CASE. RECORDS REQUESTED:

**CASE #:** \_\_\_\_\_ **CASE CAPTION:** \_\_\_\_\_

File stamp date	Name of document	Document #	Check (✓) to certify	Check (✓) to Authenticate	# of copies

FEES:

To be completed by Records Custodian			
Total # of pages		@ \$.50 per page	\$
Total # of Certifications		@ \$1.00 per document	\$
Total # of Authentications		@ \$2.00 per document	\$
Pre-authorized staff research, hourly		@ \$12.00 per hour	\$
		Total:	\$

**Payment types accepted**

- Mail in requests: cashier's check, money order or personal check. Please write driver license number and date of birth on personal check. Please do not mail cash.
- In person: cash, cashier's check, money order, personal check, debit cards, credit cards. Personal check, debit and credit cards will require photo i.d. of person listed on face of check or card.
- Via email: complete payment slip with credit card information.

**\*\*\*\* There is a \$4.95 processing fee to use debit or credit.**

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