



**JOHNSON COUNTY DISTRICT COURT**  
**COURT ADMINISTRATION**  
STATE OF KANSAS • TENTH JUDICIAL DISTRICT  
150 W. Santa Fe • Olathe, Kansas • 66061 • (913) 715-3300

REQUEST FOR PUBLIC RECORDS

Pursuant to the 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 STATE THE SPECIFIC NATURE OF YOUR RECORDS REQUEST, INCLUDING CASE NUMBERS, IF APPLICABLE, AND WHETHER YOU SEEK ACCESS TO RECORDS OR COPIES OF RECORDS.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IF YOU SEEK ACCESS TO OR COPIES OF RECORDED HEARINGS, YOU MUST PROVIDE THE BELOW INFORMATION. PLEASE FILL OUT A SEPARATE REQUEST FOR EACH HEARING. RECORDING(S) REQUESTED:

Case Number	Hearing Date & Time	Court #

THE COMPLETED FORM SHOULD BE EMAILED TO THE COURT ADMINISTRATOR AT [LAURA.BREWER@KSCOURTS.ORG](mailto:LAURA.BREWER@KSCOURTS.ORG)  
**COPIES OF DOCUMENTS SHALL BE CHARGED AT \$.50 PER PAGE**, PLUS A REASONABLE COST OF STAFF TIME FOR PREPARATION.  
**COPIES OF RECORDED HEARINGS SHALL BE CHARGED AT \$50 PER HEARING**, FOR EACH DAY UP TO ONE DAY IN LENGTH.

**Payment types accepted:** Cash, cashier's check, money order, personal check, debit cards, credit cards. Personal check, debit and credit cards will require photo ID of person listed on face of check or card. If wishing to pay online, you will be provided with instructions once the request is approved.