

IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

ADMINISTRATIVE ORDER NO. 23-01


Order Appointing Pro Tem Judge

Pursuant to law, and due to the demands of the docket in the 7th Judicial District and for good cause shown, Paul R. Klepper is hereby appointed as District Judge Pro Tem of the 7th Judicial District to serve from January 1, 2023, through January 1, 2024.

This court finds that Paul R. Klepper is a regularly admitted, active status member of the bar of the State of Kansas and is a fit and proper person to be appointed District Judge Pro Tem to carry out the duties of this appointment.

THE COURT ORDERS that Paul R. Klepper be and he is hereby appointed District Judge Pro Tem to serve from January 1, 2023 through January 1, 2024 for the purposes set forth above and shall have full power and authority as District Judge Pro Tem in these matters.

This order is effective as of January 6th, 2023.



James R. McCabria
Chief Judge

IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

ADMINISTRATIVE ORDER NO. 23-02

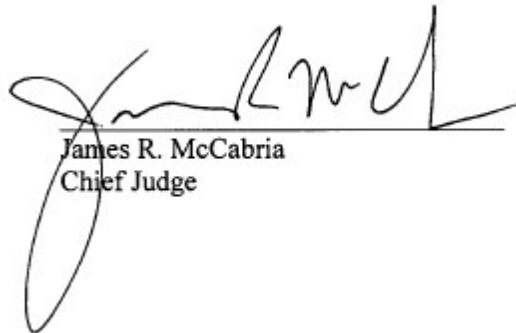
Order Appointing Pro Tem Judge

Pursuant to law, and due to the demands of the docket in the 7th Judicial District and for good cause shown, Blake C. Glover is hereby appointed as District Judge Pro Tem of the 7th Judicial District to serve from January 1, 2023 through January 1, 2024.

This court finds that Blake C. Glover is a regularly admitted, active status member of the bar of the State of Kansas and is a fit and proper person to be appointed District Judge Pro Tem to carry out the duties of this appointment.

THE COURT ORDERS that Blake C. Glover be and he is hereby appointed District Judge Pro Tem to serve from January 1, 2023 through January 1, 2024 for the purposes set forth above and shall have full power and authority as District Judge Pro Tem in these matters.

This order is effective as of January 6th, 2023.



James R. McCabria
Chief Judge

IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

ADMINISTRATIVE ORDER NO. 23-03

Administration of the Kansas Open Records Act


Pursuant to the Kansas Open Records Act, K.S.A. 45-215 *et seq.*, and Kansas Supreme Court Rule 1.03 (h), the court makes the following orders:

1. Kristopher Knowles, Administrative Assistant for Division 1, is appointed Freedom of Information Officer for the Seventh Judicial District. This appointment shall continue until revoked by the Chief Judge.
2. Whenever a request is made for access to public records in the custody of the Clerk of the District Court, an access fee of \$20.00 per hour (prorated by the quarter hour) may be charged for staff time required providing access to or furnishing copies of those records.
3. If the court determines help from a third party is required to respond to a records request – the third party’s charge for that help may be imposed.
4. If the court determines that a professional employee needs to assist with responding to a request –A \$60 per hour fee for time may be imposed.
5. Costs of copying and certifying public records are set forth below:

Copies	25¢/page
Certifications	\$10.00/document
6. Fees for transmitting documents are set forth below:

Pick up in person	No charge
First-Class Mail	50¢ first 5 pages/25¢ each additional 5 pages
Faxed copies (limited to 15 pages)	50¢/page
Email	No per page charge/fee may be charged to prepare documents. Certified documents cannot be emailed and must be picked in person or mailed
7. The official records custodian may waive any or all fees associated with responding to a request if the official custodian determines that only minimal time or effort is required to respond to the request and copies to be produced number five pages or less.
8. This order modifies and replaces any Administrative Order in relation to the Kansas Open Records Act requests.
9. The Clerk of the District Court is directed to post this order on the Clerk of the District Court website.

It is so ordered on this 6th day of January 2023.


James R. McCabria
Chief Judge

IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

ADMINISTRATIVE ORDER NO. 23-04

Order Affecting Assignment of Cases
Under Local Court Rule No. 1

WHEREAS, it is the responsibility of the Chief Judge to determine case assignments or reassignments in this district in accordance with our local rules; and

WHEREAS, this district has determined that it best serves the interests of justice, the administration of law and the interests of our community to administer certain specialty courts, which, at the time of this order, includes Behavioral Health Court (“BHC”)(presently Division Two) and Drug Court (presently Division Five); and

WHEREAS, this district has likewise determined that cases involving the care and treatment of persons pursuant to K.S.A. 59-2945, *et seq.* (concerning, the care and treatment of persons with mental illness) and/or K.S.A. 59-29b45, *et seq.*, (concerning the care and treatment of persons with alcohol or other substance abuse problems) are most comprehensively administered and monitored by assigning them to a single division;

NOW, THEREFORE, the clerk is hereby directed that in assigning or reassigning cases pursuant to the directive of Local Court Rule No. 1, the following applies:

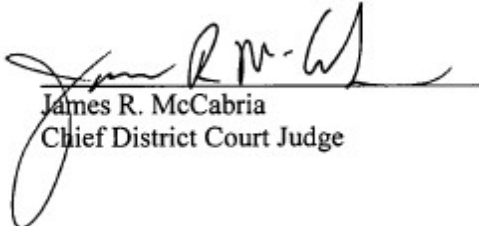
- 1) Cases filed pursuant to the care and treatment of persons pursuant to either K.S.A. 59-2945, *et seq.*, or 59-29b45, *et seq.*, (“CT cases”) shall be assigned to Division Five, except that when the District Attorney’s office provides notice to the clerk at the time of filing that the proposed patient has or had a case (past or present) assigned to BHC, the clerk shall assign the case to Division Two.

For any CT case assigned to Division Five, if that division discovers that the person had/has a current or prior BHC case with Division Two, upon the direction of the Division Five judge, the clerk shall reassign the case to Division Two.

- 2) When any defendant is accepted for participation in either BHC or Drug Court, the original division judge (if different from the division administering that specialty court) shall notify the clerk of that acceptance and the clerk shall then reassign the case to the division where the specialty court program is being administered.

If it is determined that the defendant who was accepted is no longer qualified to participate in the program, the division judge administering the program may direct the clerk to reassign the case to the division where it originated or keep the case for resolution.

IT IS SO ORDERED this 6th day of January, 2023.


James R. McCabria
Chief District Court Judge

IN THE DISTRICT COURT OF DOUGLAS COUNTY KANSAS

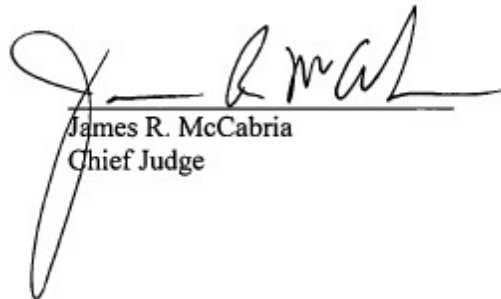
ADMINISTRATIVE ORDER NO. 23-05

**Order Authorizing Citizen Review Board Applicants to Access Official and Social Files of
Child in Need of Care Cases**

Pursuant to K.S.A. 38-2211 (a)(9) and (b)(9), Citizen Review Board applicants, as defined by Douglas County CRB Administrative Rules, and as limited by the Standards for the Kansas Citizen Review Board(s), are hereby authorized to access the official and social files of Child in Need of Care and/or CRB proceedings as deemed necessary to complete their training. This order should be construed to limit the applicants access to those files associated with the proceedings which they are attending as part of training. No Citizen Review Board applicant shall be authorized to copy, scan, or in any way duplicate, retain or transmit any documents or information they may receive as a result of this Order

Pursuant to K.S.A. 38-2209 (1)(b), Citizen Review Board applicants are subject to Contempt of Court sanctions including a civil penalty of up to \$1,000 for any person or entity that violates this section. Violation of the provisions of this order may constitute a class A nonperson misdemeanor.

This order is made and is effective this 6th day of January, 2023.



James R. McCabria
Chief Judge

IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

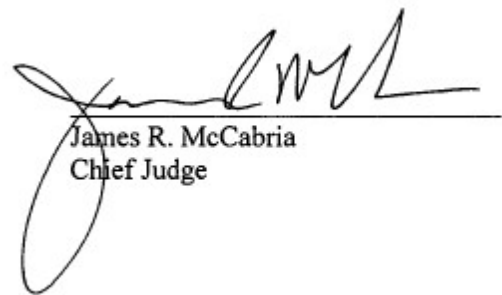
ADMINISTRATIVE ORDER NO. 23-06

Order Appointing Attorneys to Receive Criminal Appointments
And
Care and Treatment Cases

The attorneys identified in Appendix 1 (Felony Panel) and Appendix 2 (Misdemeanor Panel) are the attorneys who are qualified and approved to receive judicial appointments in this District to represent indigent criminal defendants for the period January 1, 2023 to January 1, 2024. This order supersedes any prior order on this same topic. This order does not affect the order of appointment in any given case.

The attorneys identified in Appendix 3 (Care and Treatment Panel) are attorneys who are qualified and approved to receive judicial appointments in this District to represent persons who are the subject of a care and treatment petition pursuant to K.S.A. Chapter 59. Compensation in these cases is the same as set forth in Administrative Order 22-02.

This order is made and is effective this 6th day of January, 2023.



James R. McCabria
Chief Judge

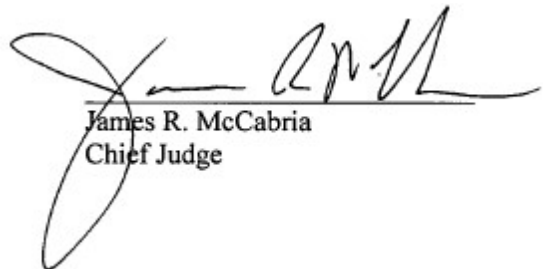
IN THE DISTRICT COURT OF DOUGLAS COUNTY KANSAS
ADMINISTRATIVE ORDER NO. 23-07
Order Pertaining to Appointment of Attorneys to Represent Juveniles

Attached hereto as Appendix 1 (Juvenile Offender Panel), Appendix 2 (Limited Juvenile Offender Panel – Level 1-3) and Appendix 3 (CINC Panel) are the attorneys that have been approved by the judges of the Seventh Judicial District as qualified to be appointed as legal counsel for the panels to which they have been assigned for the period January 1, 2023 and ending January 1, 2024.

During this period, counsel shall represent parties when appointed by the court in matters arising under the Kansas Parentage Act (K.S.A. 23-2201, *et seq.* and amendments thereto), the Revised Kansas Code for Care of Children (K.S.A. 38-2201 *et seq.* and amendments thereto), and the Revised Kansas Juvenile Justice Code (K.S.A. 38-2301 *et seq.*, and amendments thereto).

All terms of payment for such appointments shall be effective as of the date of the appointment.

This order is made and is effective this 6th day of January, 2023.


James R. McCabria
Chief Judge

Appendix 1A (Juvenile Offender)

Teresa Barr
Brenda Clary
Kansas Legal Services
Danielle Packer
Craig Stancliff
Douglas County Legal Aid

Appendix 2A (Limited Juvenile Offender—Level 1-3)

Hatem Chahine
Branden Smith
John Philip Crawford

Appendix 3A (CINC)

Teresa Barr
Samantha Harrington
Kansas Legal Services
Jessica Leffler
Danielle Packer
Craig Stancliffe

IN THE DISTRICT COURT OF DOUGLAS COUNTY KANSAS

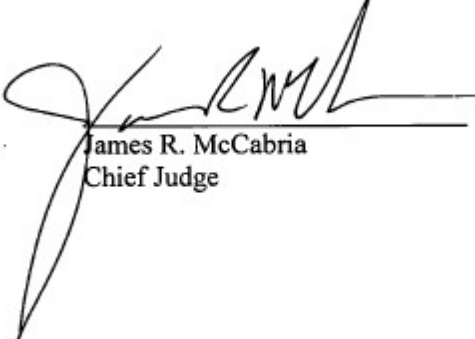
ADMINISTRATIVE ORDER NO. 23-08

2023 Citizen Review Board Members

I hereby designate and assign the following individuals to serve as a member of the Douglas County Citizen Review Board from January 1, 2023 through December 31, 2023.

- Tammy Bennett
- DeAnn Berndsen
- Mary Boatright
- Judy Condra
- Ashley Countryman
- Ehren Feldmeyer
- Sandra Gautt
- Joan Golden
- Linda Haskins
- Jody Johnson
- Susan Kang
- Jill Kleinberg
- Lori Michel
- Rich Minder
- Rebecca Ryan
- Jennifer Sanner
- Anne Tormohlen
- Erika Zimmerman

This order is made and is effective this 6th day of January, 2023.




James R. McCabria
Chief Judge

IN THE DISTRICT COURT OF DOUGLAS COUNTY KANSAS
ADMINISTRATIVE ORDER NO. 23-09
Order Appointing Special Process Server

On this 23rd day of May 2023, upon the Motion of Sheriff Jay Armbrister;

Vance Collins who is of legal age and meet the statutory requirements for process servers, is appointed as a Special Process Server and authorized to make service of process in cases generally during the period from May 23, 2023, through May 23, 2024, pursuant to K.S.A 60-303.

This order is made effective this 23rd day of May, 2023.



James R. McCabria
Chief Judge

IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

ADMINISTRATIVE ORDER 23-10

ORDER SUPPLEMENTING ORDER OF APPOINTMENT

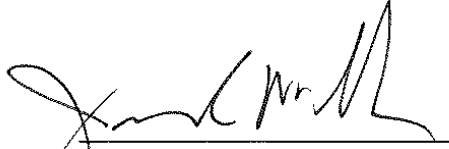
WHEREAS, Administrative Order 19-19 executed by Chief Judge Peggy Carr Kittel on August 21, 2019, Administrative Order 20-27 executed on June 12, 2020, and Administrative Orders 20-40 executed on December 4, 2020 and Administrative Order 22-11 executed on January 14, 2022, appointed and extended the appointment of Todd B. Butler (Kansas Bar # 12711) to carry out certain actions;

WHEREAS, having been duly advised as to the status of the matters within the scope of those orders, and finding that there remains ongoing duties and actions necessary to fulfill the purpose of those orders,

NOW, THEREFORE, this Order issues to supplement and expand as necessary the authority previously granted Todd B. Butler to fulfill the previous orders of the court, to include the following actions as he deems necessary and appropriate:

1. Check #27556 from Butler & Associates, PA provided to Janet L. McKillip on February 1, 2022 should be returned to Butler & Associates, PA for destruction.
2. Butler & Associates, PA will reissue a check transferring remaining identifiable Collection Law Center, LLC funds to the estate of Janet L. McKillip.

BY ORDER OF THE COURT this 16th day of June, 2023.



James R. McCabria
Chief Judge

IN THE SEVENTH JUDICIAL DISTRICT OF KANSAS
ADMINISTRATIVE ORDER 23-12

ORDER SUPPLEMENTING ORDER OF APPOINTMENT

WHEREAS, Administrative Order 22-25 executed on October 14, 2022, appointed Calvin Karlin (Kansas Bar #09555) to carry out certain actions;

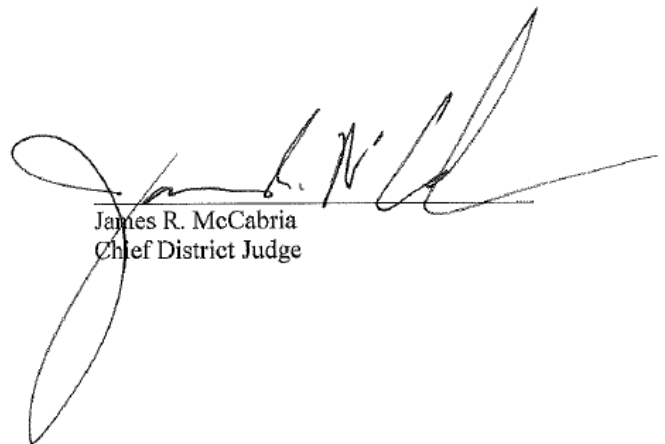
WHEREAS, having been duly advised as to the status of the matters within the scope of those orders, and finding that there remains ongoing duties and actions necessary to fulfill the purpose of those orders,

NOW, THEREFORE, this Order issues to supplement and expand as necessary the authority previously granted Calvin Karlin to fulfill the previous orders of the court:

Having engaged in reasonable efforts to identify the owners of remaining trust funds, Calvin Karlin is authorized to transfer any unidentifiable property to the Lawyer's Fund for Client Protection as authorized by Kansas Supreme Court Rule 235 (2023 Kan. S. Ct. R. at 307).

Nothing in this Order should be interpreted as requiring further orders to approve any such transfer but nothing should be interpreted to prevent further direction as deemed prudent.

IT IS SO ORDERED this 17th day of July 2023.


James R. McCabria
Chief District Judge

IN THE SEVENTH JUDICIAL DISTRICT OF KANSAS
ADMINISTRATIVE ORDER 23-14

ORDER REGARDING ELECTRONIC DELIVERY OF DOCUMENTS
TO CLERK FOR FILING DURING ODYSSEY/EFLEX SUSPENSION

WHEREAS, as a result of an incident that caused the Kansas courts electronic case management and filing systems to be indefinitely suspended as of October 12, 2023; and

WHEREAS on October 16, 2023, the Kansas Supreme Court issued Administrative Order 2023-CC-074, which directs that documents may be filed with the court clerk by mail, in-person or by fax; and

WHEREAS, this judicial district has the ability to accept delivery of certain documents from practicing attorneys during regular business hours via electronic mail delivery that correlates for all meaningful purposes with the in-person delivery option; and

WHEREAS, making electronic mail delivery available serves the administration of law, increases efficiency of the operations of the district court and assists attorneys in the filing and receipt of necessary court documents;

NOW, THEREFORE, effective immediately, and within the limits of this Order:

- 1) Attorneys only. Any attorney admitted to practice law in this jurisdiction may deliver to the Seventh Judicial District court clerk (“court clerk”), via the email address specified herein, documents for filing in any existing case where said attorney is attorney of record (or the document being submitted is an entry of appearance). Nothing about this Order requires an attorney deliver documents to the court clerk via email. All other options for delivery via fax, in-person or traditional mail remain available.
- 2) Limitations. The following documents are **excluded** from email delivery and **may not be so delivered**:
 - a) Petitions, motions or other pleadings which require the payment of a filing fee;
 - b) Documents intended to open or initiate a case (documents must pertain to an already existing case);

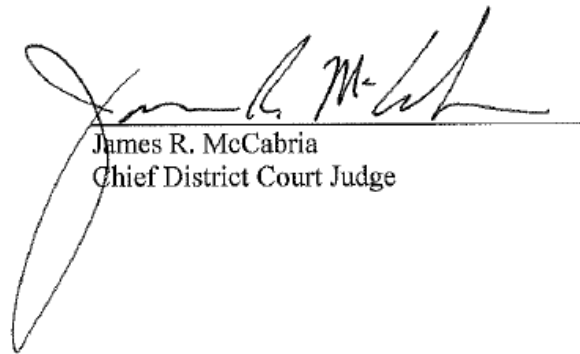
- c) Confidential documents or documents that the Court has ordered, or is being requested to order, sealed;
 - d) Documents which require court approval or signature before filing. Proposed orders should be sent directly to the judge;
 - e) Any document delivered to the court clerk which violates this provision **may be struck by the Court without prior notice** to the parties and, in that event, will be considered to have NOT been filed in the case regardless of any file stamp applied to the document.
 - f) Delivery SHALL BE LIMITED to the public hours of operation for the court clerk – presently 8 a.m. to Noon and 1 p.m. to 4:30 p.m. Monday – Friday. Any email delivery outside of these hours will be rejected by the clerk and shall not be effective to constitute delivery for filing within the limitations of this Order.
- 3) Required Information. Emails requesting delivery of documents via the email address authorized by this Order must:
- a) Include the full case number in the subject line of the email and must include in the body of the email the full caption of the parties to the case;
 - b) Attach documents in PDF format ONLY;
 - c) Attach only documents to be filed in the case identified in the subject line of the email. Thus, an email may contain multiple documents for filing in a single case, but may not include documents for filings in multiple cases in one email.
 - d) Include the following language in the body of the email:
“I understand and agree that by using email to file the attached documents, I will have the obligation to provide filed stamped copies to all current counsel of record or to any self-represented litigant in the case, either via electronic mail or U.S. Mail.”
- 4) Service of Copies. Any attorney who utilizes the email address authorized by this Order to deliver documents to the court clerk for filing shall be obligated to provide file stamped copies to all then-current counsel of record (or to any self-represented litigant), either via electronic email or U.S. Mail, of any file stamped copies they receive back via email from the court clerk. The attorney receiving the file stamped copy must effectuate the service directed herein within 24 hours of receipt of the file stamped copy from the court clerk.

Upon request of the Court, the attorney must be able to verify that service occurred in accordance with this directive.

Chambers Copies. Delivery via email to the clerk does not include delivery to the Court. Counsel should still send chamber copies to the appropriate judge.

- 5) Authorized Email Address. The following email address is hereby the sole and exclusive means for utilizing the email delivery option authorized by this Order: DCCPleaseFile@douglascountyks.org. By using this email address, any attorney agrees to be bound by the requirements of this Order.

IT IS SO ORDERED this 9th day of November, 2023.



James R. McCabria
Chief District Court Judge

IN THE SEVENTH JUDICIAL DISTRICT OF KANSAS

ADMINISTRATIVE ORDER 23-14-A

**ORDER REGARDING ELECTRONIC DELIVERY OF DOCUMENTS
TO CLERK FOR FILING DURING ODYSSEY/EFLEX SUSPENSION**

WHEREAS, this Court entered Administrative Order 23-14 (“AO 23-14”), which authorized attorneys to deliver documents to the court clerk via email for filing; and

WHEREAS, that process has been in use and working as expected; and

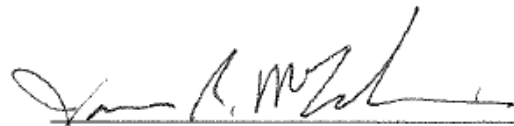
WHEREAS, the Court has determined that email delivery of documents to the court clerk by court employees and staff will also assist in the administration of law, increase efficiency of the operations of the district court and simplify the filing and receipt of necessary court documents for the court clerk;

NOW, THEREFORE, effective immediately, employees of the district court, including court services officers, administrative assistants, and court reporters, are hereby authorized to utilize the same email address as authorized by AO 23-14, to deliver such documents as may be appropriate for filing in the case. Any such emails must contain the same case information as required by Paragraph 3, subsections a-c, of AO 23-14, which provides as follows:

3) Required Information. Emails requesting delivery of documents via the email address authorized by this Order must:

- e) Include the full case number in the subject line of the email and must include in the body of the email the full caption of the parties to the case;**
- f) Attach documents in PDF format ONLY;**
- g) Attach only documents to be filed in the case identified in the subject line of the email. Thus, an email may contain multiple documents for filing in a single case, but may not include documents for filings in multiple cases in one email.**

IT IS SO ORDERED this 15th day of November, 2023.



James R. McCabria
Chief District Court Judge

IN THE DISTRICT COURT OF DOUGLAS COUNTY KANSAS

ADMINISTRATIVE ORDER NO. 23-15

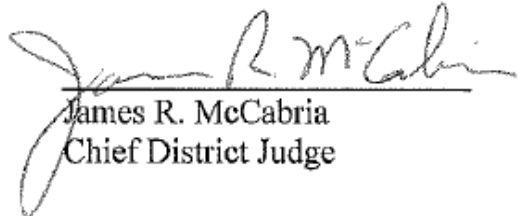
7TH JUDICIAL DISTRICT 2024 HOLIDAYS

The following dates have been approved as the holidays for calendar year 2024:

New Year's Day	Monday, January 1, 2024
Martin Luther King Jr. Day	Monday, January 15, 2024
Presidents' Day	Monday, February 19, 2024
Memorial Day	Monday, May 27, 2024
Juneteenth	Wednesday, June 19, 2024
Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Columbus Day/Indigenous Peoples' Day	Monday, October 14, 2024
Veterans Day	Monday, November 11, 2024
Thanksgiving Day	Thursday, November 28, 2024
	Friday, November 29, 2024
Christmas Day	Wednesday, December 25, 2024

Observance of these holidays by the district court may be deferred whenever observance of the holiday would interfere with judicial proceedings in progress.

BY THE ORDER OF THE COURT this 16th day of November 2023.


James R. McCabria
Chief District Judge

IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

ADMINISTRATIVE ORDER NO. 23-16

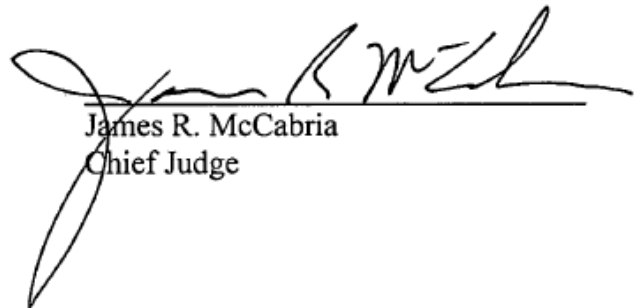
Order Appointing Pro Tem Judge

Pursuant to law, and due to the demands of the docket in the 7th Judicial District and for good cause shown, Tim Riling is hereby appointed as District Judge Pro Tem of the 7th Judicial District to preside over such assignments or dockets as are directed by the Chief Judge on December 18, December 19, and December 20, 2023.

This court finds that Tim Riling is a regularly admitted, active status member of the bar of the State of Kansas and is a fit and proper person to be appointed District Judge Pro Tem to carry out the duties of this appointment.

THE COURT ORDERS that Tim Riling be and he is hereby appointed District Judge Pro Tem to on December 18, December 19, and December 20, 2023 for the purposes set forth above and shall have full power and authority as District Judge Pro Tem in these matters.

This order is effective as of December 12, 2023.



James R. McCabria
Chief Judge

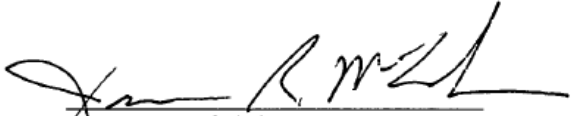
IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

ADMINISTRATIVE ORDER NO. 23-17

Order Appointing Temporary Chief Judge

Due to the absence of the regularly appointed chief judge for this judicial district from the State of Kansas, the Honorable Sally Pokorny is hereby appointed as the temporary chief judge of the 7th Judicial District to serve from December 27, 2023 through December 29, 2023.

This order is effective as of December 20, 2023.



James R. McCabria
Chief Judge