

IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

**ADMINISTRATIVE ORDER NO. 13-01**

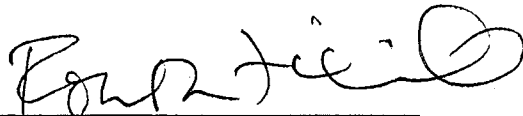
**ORDER APPOINTING DISTRICT COURT HEARING OFFICER**

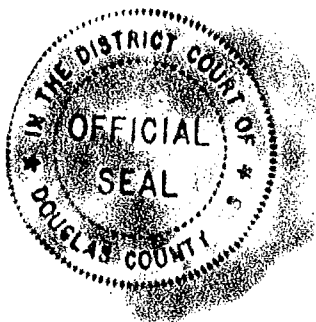
Pursuant to K.S.A. 2011 Supp. 20-375 *et seq.* and Supreme Court Rule No. 172, James George is hereby appointed as District Court Hearing Officer of the 7<sup>th</sup> Judicial District to serve from January 2, 2013 through January 1, 2014.

This appointment authorizes James George to hear all matters set out in the section of the Seventh Judicial District Local Court Rules pertaining to the District Court Hearing Officer and to exercise all powers and duties set forth therein as belonging to the District Court Hearing Officer.

In accordance with the limitations and procedures prescribed by law, and subject to any rules of the Supreme Court relating thereto, any appeal permitted to be taken from an order or final decision of the District Court Hearing Officer shall be tried and determined in a de novo hearing by a district judge; provided that, in civil cases where a record was made of the proceeding before the District Court Hearing Officer, the appeal shall be tried and determined on the record by the assigned district judge. The chief judge will assign each appeal to a district judge to hear pursuant to local court rule.

IT IS SO ORDERED this 2<sup>nd</sup> day of January, 2013.

  
\_\_\_\_\_  
Robert W. Fairchild  
Chief Judge



FILED  
JAN - 2 2013  
CLERK OF THE DISTRICT COURT

IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

FILED

ADMINISTRATIVE ORDER NO. 13-02

JAN - 2 2013  
wfb

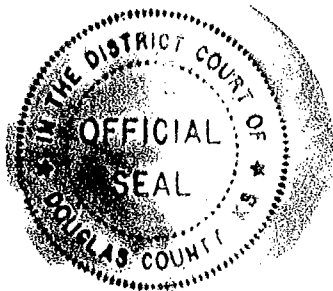
ORDER APPOINTING JUDGE PRO TEM

CLERK OF THE DISTRICT COURT

Pursuant to K.S.A. 20-310a (d) & (e) James George is hereby appointed as judge pro-tem of the 7<sup>th</sup> Judicial District to serve from January 2, 2013 through January 1, 2014. This appointment authorizes James George to hear original trials filed pursuant to the Small Claims Procedures Act and other actions within the jurisdiction of a district magistrate judge as provided by K.S.A. 2011 Supp. 20-302b. The chief judge will assign the cases to be heard and the duties to be performed by the judge pro tem.

In accordance with the limitations and procedures prescribed by law, and subject to any rules of the Supreme Court relating thereto, any appeal permitted to be taken from an order or final decision of the judge pro tem shall be tried and determined in a de novo hearing by a district judge; provided that, in civil cases where a record was made of the proceeding before the judge pro tem, the appeal shall be tried and determined on the record by the assigned district judge. The chief judge will assign each appeal to a district judge to hear pursuant to local court rule.

IT IS SO ORDERED this 2<sup>nd</sup> day of January 2013.



A handwritten signature in black ink, appearing to read "Robert W. Fairchild", written over a horizontal line.

Robert W. Fairchild  
Chief Judge

IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

ADMINISTRATIVE ORDER NO. 13-03

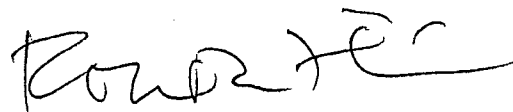
JAN - 2 2013  
CLERK OF THE DISTRICT COURT

The following attorneys are appointed to serve on the juvenile panel for the Seventh Judicial District for calendar year 2013:

Napolean Crews  
Juanita Carlson  
Rebekah Gaston  
Jodi Meyer  
J.C. Gilroy  
Craig Stancliffe

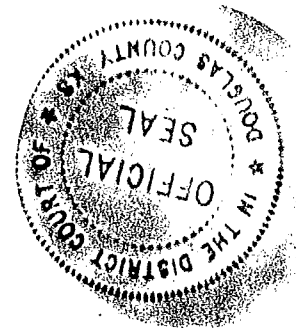
During this period members of the juvenile panel shall represent parties when appointed by the court in matters arising under the Kansas Parentage Act (K.S.A. 23-2201 *et seq.*, and amendments thereto), the Revised Kansas Code for Care of Children (K.S.A. 2011 Supp. 38-2201 *et seq.*, and amendments thereto), and the Revised Kansas Juvenile Justice Code (K.S.A. 2011 Supp. 38-2301 *et seq.*, and amendments thereto).

This order is made and is effective this 2<sup>nd</sup> day of January 2013.



Robert W. Fairchild  
Chief Judge

cc: Judge Pokorny  
Judge Huff  
Judge Malone  
Judge Martin  
Judge Kittel  
Judge Jim George  
Linda Koester-Vogelsang  
Doug Hamilton  
Juvenile Panel Members



FILED

JAN - 2 2013

CLERK OF THE DISTRICT COURT

IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

**ADMINISTRATIVE ORDER NO. 13-04**

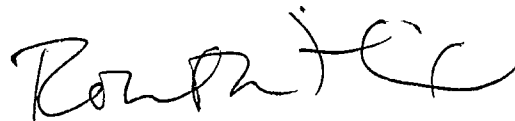
**ORDER APPOINTING JUDGE PRO TEM**

CLERK OF THE DISTRICT COURT

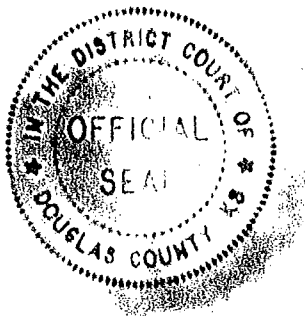
Pursuant to K.S.A. 2011 Supp. 20-310a (d) & (e) Juanita Carlson is hereby appointed as judge pro-tem of the 7<sup>th</sup> Judicial District to serve from January 2, 2013 through January 1, 2014. This appointment authorizes Juanita Carlson to hear original trials filed pursuant to the Protection from Abuse and Stalking Acts and other actions within the jurisdiction of a district magistrate judge as provided by K.S.A. 2011 Supp. 20-302b. The chief judge will assign the cases to be heard and the duties to be performed by the judge pro tem.

In accordance with the limitations and procedures prescribed by law, and subject to any rules of the Supreme Court relating thereto, any appeal permitted to be taken from an order or final decision of the judge pro tem shall be tried and determined in a de novo hearing by a district judge; provided that, in civil cases where a record was made of the proceeding before the judge pro tem, the appeal shall be tried and determined on the record by the assigned district judge. The chief judge will assign each appeal to a district judge to hear pursuant to local court rule.

IT IS SO ORDERED this 2<sup>nd</sup> day of January 2013.



Robert W. Fairchild  
Chief Judge



FILED

JAN -7 2013

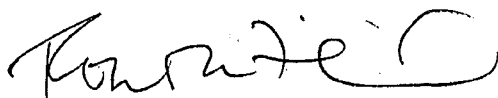
IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

CLERK OF THE DISTRICT COURT

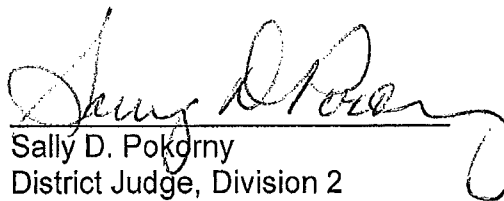
**ADMINISTRATIVE ORDER 13-05  
ORDER ESTABLISHING PANELS OF ATTORNEYS TO REPRESENT  
INDIGENT DEFENDANTS**

The attorneys named on the lists attached hereto are appointed to serve on the misdemeanor and felony panels for representation of indigent defendants for the Seventh Judicial District for the period beginning January 2, 2013 and ending January 1, 2014.

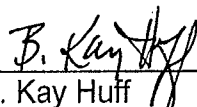
This order is made and is effective this 7<sup>th</sup> day of January 2013.



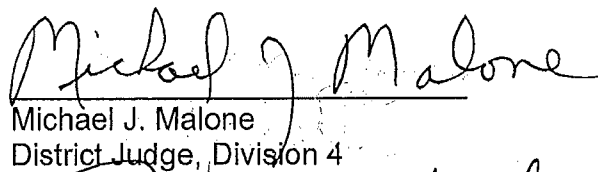
Robert W. Fairchild  
District Judge, Division 1



Sally D. Pokorny  
District Judge, Division 2



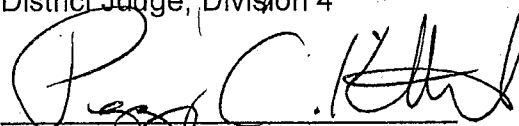
B. Kay Huff  
District Judge, Division 3



Michael J. Malone  
District Judge, Division 4

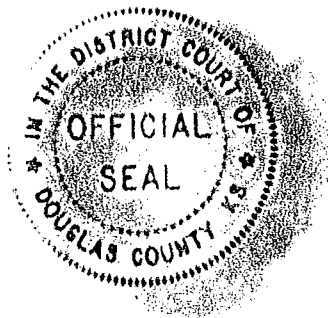


Paula B. Martin  
District Judge, Division 5



Peggy C. Kittel  
District Judge, Division 6

cc: Doug Hamilton



## 2013 FELONY PANEL

Babbit, Kevin	331-0300	<a href="mailto:kbabbit@fed-firm.com">kbabbit@fed-firm.com</a>
Billam, Jason B.	979-6428	<a href="mailto:JBillam@BillamHenderson.com">JBillam@BillamHenderson.com</a>
Butler, Julia	691-9128	<a href="mailto:julia.v.butler@gmail.com">julia.v.butler@gmail.com</a>
Carlson, Juanita	749-5986	<a href="mailto:jcarlson@1040nh.com">jcarlson@1040nh.com</a>
Chahine, Hatem	979-1850	<a href="mailto:jayhawkhatem@yahoo.com">jayhawkhatem@yahoo.com</a>
Clarke, Michael	832-2181	<a href="mailto:mrc@clarkeandwilson.com">mrc@clarkeandwilson.com</a>
Coleman, Christopher	371-1154	<a href="mailto:chriscolemanlegal@gmail.com">chriscolemanlegal@gmail.com</a>
*Collister, Edward	842-3126	<a href="mailto:collkamp@sbcglobal.net">collkamp@sbcglobal.net</a>
Crawford, John	424-4123	<a href="http://PhilCrawfordlaw.com">PhilCrawfordlaw.com</a>
Crews, Napoleon	856-5562	<a href="mailto:ncrews@crewslawfirm.net">ncrews@crewslawfirm.net</a>
Gilroy, J.C.	856-2755	<a href="mailto:jcgilroy@sunflower.com">jcgilroy@sunflower.com</a>
Glendining, Jessica	856-0100	<a href="mailto:jessica@defendks.com">jessica@defendks.com</a>
Griffy, Skip	842-0040	<a href="mailto:sg328@aol.com">sg328@aol.com</a>
Hall, Adam	842-3126	<a href="mailto:collkamp@sbcglobal.net">collkamp@sbcglobal.net</a>
Henderson, Courtney	979-6428	<a href="mailto:CHenderson@BillamHenderson.com">CHenderson@BillamHenderson.com</a>
Jilka, Michael	218-2999	<a href="mailto:mjilka@jilkalaw.com">mjilka@jilkalaw.com</a>
Kautsch, Max	840-0077	<a href="mailto:kautschlaw@yahoo.com">kautschlaw@yahoo.com</a>
Keck, Angela R.	(888)782-9720	<a href="mailto:Achievingjustice@gmail.com">Achievingjustice@gmail.com</a>
Kerns, John	856-2228	<a href="mailto:johnwkerns71@gmail.com">johnwkerns71@gmail.com</a>
Lee, Clinton	748-1214	<a href="mailto:clintonlee@att.net">clintonlee@att.net</a>
Matthews, David	550-9452	<a href="mailto:dhmatthewslaw@gmail.com">dhmatthewslaw@gmail.com</a>
Robinson, Greg	979-1180	<a href="mailto:GRobinsonEsq@aol.com">GRobinsonEsq@aol.com</a>
Rumsey, James	856-3264	<a href="mailto:rumseylaw@sunflower.com">rumseylaw@sunflower.com</a>
Seiden, Joshua	289-8490	<a href="mailto:joshua@seidenlawoffice.com">joshua@seidenlawoffice.com</a>
Smith, Branden	856-0780	<a href="http://Branden@SmithLegalLLC.com">Branden@SmithLegalLLC.com</a>
Sonntag, Geoffrey	289-5105	<a href="mailto:geoffsonntag@hotmail.com">geoffsonntag@hotmail.com</a>
Stancliffe, Craig	842-6432	<a href="mailto:cstancliffe@sunflower.com">cstancliffe@sunflower.com</a>
Swain, Sarah G.	842-2787	<a href="mailto:swainlawoffice@gmail.com">swainlawoffice@gmail.com</a>
Wells, Jerry	856-3925	
Whitman, Charles	843-4353	<a href="mailto:whitlegal@sunflower.com">whitlegal@sunflower.com</a>

\*Appeals and 1507 cases only

## 2012 NON-FELONY PANEL

Ananda, Jennifer	841-4040	<a href="mailto:jennifer@highbergerananda.com">jennifer@highbergerananda.com</a>
Babbit, Kevin	331-0300	<a href="mailto:kbabbit@fed-firm.com">kbabbit@fed-firm.com</a>
Bellemere, Julia	760-1883	<a href="mailto:juliabellemere@sunflower.com">juliabellemere@sunflower.com</a>
Brittingham, Kyle	843-8117	<a href="mailto:kylebrit@gmail.com">kylebrit@gmail.com</a>
Butler, Julia	691-9128	<a href="mailto:julia.v.butler@gmail.com">julia.v.butler@gmail.com</a>
Carlson, Juanita	749-5986	<a href="mailto:jcarlson@1040nh.com">jcarlson@1040nh.com</a>
Chahine, Hatem	979-1850	<a href="mailto:jayhawkhatem@yahoo.com">jayhawkhatem@yahoo.com</a>
Coleman, Christopher	371-1454	<a href="mailto:ChrisColemanLegal@gmail.com">ChrisColemanLegal@gmail.com</a>
Crawford, John	424-4123	<a href="http://PhilCrawfordlaw.com">PhilCrawfordlaw.com</a>
Crews, Napoleon	856-5562	<a href="mailto:ncrews@crewslawfirm.net">ncrews@crewslawfirm.net</a>
Fredley, Tracy	328-9446	
Gilroy, J.C.	856-2755	<a href="mailto:jcgilroy@sunflower.com">jcgilroy@sunflower.com</a>
Glendining, Jessica	856-0100	<a href="mailto:jessica@defendks.com">jessica@defendks.com</a>
Griffy, Skip	842-0040	<a href="mailto:sg328@aol.com">sg328@aol.com</a>
Hall, Adam	842-3126	<a href="mailto:collkamp@sbcglobal.net">collkamp@sbcglobal.net</a>
Jilka, Michael	218-2999	<a href="mailto:mjilka@jilkalaw.com">mjilka@jilkalaw.com</a>
Kautsch, Max	840-0077	<a href="mailto:kautschlaw@yahoo.com">kautschlaw@yahoo.com</a>
Kennedy, Erin	218-3019	<a href="mailto:erinmkennedylaw@me.com">erinmkennedylaw@me.com</a>
Kerns, John W.	856-2228	<a href="mailto:johnwkerns71@gmail.com">johnwkerns71@gmail.com</a>
Kincaid, Jeffrey	380-7748	<a href="mailto:jeff@bisonlegal.com">jeff@bisonlegal.com</a>
Lee, Clinton	748-1214	<a href="mailto:clintonlee@att.net">clintonlee@att.net</a>
Lungstrum, Richard	760-5447	<a href="mailto:rlungstrum@aya.yale.edu">rlungstrum@aya.yale.edu</a>
Matthews, David	550-9452	<a href="mailto:dhmatthewslaw@gmail.com">dhmatthewslaw@gmail.com</a>
Peoples, Chris	841-4700	<a href="mailto:cpeoples@rilinglaw.com">cpeoples@rilinglaw.com</a>
Riling, Bobbie Lee	841-4700	<a href="mailto:briling@rilinglaw.com">briling@rilinglaw.com</a>
Robinson, Gregory	979-1180	<a href="mailto:GRobinsonEsq@aol.com">GRobinsonEsq@aol.com</a>
Rumsey, James	856-3264	<a href="mailto:rumseylaw@sunflower.com">rumseylaw@sunflower.com</a>
Sanger, Danielle	979-4353	<a href="mailto:dsanger@sangerlawoffice.com">dsanger@sangerlawoffice.com</a>
Seiden, Joshua	289-8490	<a href="mailto:joshua@seiden-law.com">joshua@seiden-law.com</a>
Siler, Franklin	813-1828	
Simpson, Madeline	843-0450	<a href="mailto:msimpson@petefishlaw.com">msimpson@petefishlaw.com</a>
Smith, Branden	856-0780	<a href="mailto:Branden@SmithLegalLLC.com">Branden@SmithLegalLLC.com</a>
Sonntag, Geoffrey	289-5105	<a href="mailto:geoffsonntag@hotmail.com">geoffsonntag@hotmail.com</a>
Stancliffe, Craig	842-6432	<a href="mailto:cstancliffe@sunflower.com">cstancliffe@sunflower.com</a>
Tubbs, Michael	856-2081	<a href="mailto:mtubbs@tubbslaw.com">mtubbs@tubbslaw.com</a>
Wells, Jerry	856-3925	
White, Keith	842-2010	<a href="mailto:kwhite5030@hotmail.com">kwhite5030@hotmail.com</a>
Whitman, Charles	843-4353	<a href="mailto:whitlegal@sunflower.com">whitlegal@sunflower.com</a>

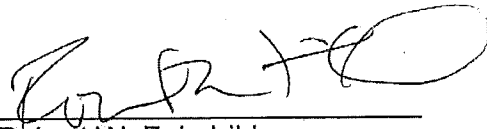
IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

**ADMINISTRATIVE ORDER NO. 13-06**

The following changes are hereby made to the juvenile panel for the  
Seventh Judicial District:

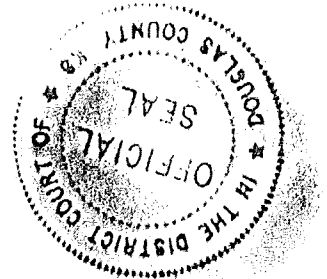
Rebekah Gaston has resigned and is relieved of her responsibilities.

This order is made and is effective this 15<sup>th</sup> day of January 2013.



Robert W. Fairchild  
Chief Judge

cc: Judge Pokorny  
Judge Huff  
Judge Malone  
Judge Martin  
Judge Kittel  
Judge George  
Linda Koester-Vogelsang  
Sandra Walls  
Heather Krause-Minnick  
Doug Hamilton  
Katherine Shaw  
Rebekah Gaston





IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

**ADMINISTRATIVE ORDER NO. 13-07**

The following changes are hereby made to the juvenile panel for the  
Seventh Judicial District:

Kansas Legal Services is appointed to serve as a member of the juvenile  
panel to replace Rebekah Gaston.

This order is made and is effective this 30<sup>th</sup> day of January 2013.



Robert W. Fairchild  
Chief Judge

cc: Judge Pokorny  
Judge Huff  
Judge Malone  
Judge Martin  
Judge Kittel  
Judge George  
Linda Koester-Vogelsang  
Doug Hamilton  
Katherine Shaw  
Kansas Legal Services

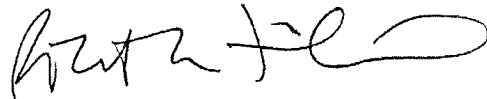
IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

**ADMINISTRATIVE ORDER NO. 13-08**

**ORDER APPOINTING TEMPORARY CHIEF JUDGE**

Due to the absence of the chief judge from the State of Kansas, Peggy C. Kittel is hereby appointed as the temporary chief judge of the 7<sup>th</sup> Judicial District to serve from February 13, 2013 through February 22, 2013, inclusive.

IT IS SO ORDERED this 30<sup>th</sup> day of January 2013.



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Robert W. Fairchild  
Chief Judge

Cc: Linda Koester-Vogelsang  
Douglas Hamilton

IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

ADMINISTRATIVE ORDER NO. 13-09

JUVENILE OFFENDER AND CINC DOCUMENT DISTRIBUTION

All documents filed or submitted to the Court in Child in Need of Care (CINC) and Juvenile Offender (JV) cases shall be submitted to the court by electronic mail (e-mail). The person submitting such documents is responsible for distributing copies of the documents to all attorneys of record and involved agencies (e.g., CASA and other service providers).

All agencies (including governmental departments and agencies) and attorneys appearing in CINC or JV cases must provide the Clerk of the District Court with an electronic mail address to which they wish to have documents sent. The Court's electronic mail address for filing CINC and JV documents is [jcjvclerk@douglas-county.com](mailto:jcjvclerk@douglas-county.com).

The Clerk's office will distribute file-stamped court issued documents to attorneys, government representatives and agencies by e-mail as directed by the Court. The clerk will send copies of all legal documents to parties, interested parties and child placement providers by first class mail unless such person requests that such documents be distributed to them by electronic mail after filing with the clerk a waiver of mail service in the form attached to this administrative order.

Parties submitting social history documents must file a cover sheet with the documents in the format set forth below. Parties filing any other document with the Clerk of the District Court shall also file a cover sheet containing the information stated in Paragraphs 1-4 below clearly set forth in the top half of the document and the information stated in Paragraph 5 below set forth in the bottom half of the document, to wit:

1. **Case Number.** The case number, including the full four digit year, case type, and full case number assigned to the case. If the party submitting the document submits the document for more than one case, the full case numbers for all cases in which the document is being submitted must be set out in the cover sheet.
2. **Last name, first name, year of birth of child(ren)** who is/are the subject of the document or report;
3. **Type of Document** (e.g., case plan, report, evaluation), name of entity submitting it, and date of report;
4. **Date, time, and location of hearing if applicable.** A document that is filed, but not for a specific hearing, need not contain a hearing date, time and location.
5. **A list of those persons who have been given copies of the document.**

The Clerk of the District Court shall send copies of this order to all persons or entities currently filing reports with the court and to all new persons or entities when the court orders such person or entity to prepare a report for the court.

IT IS SO ORDERED this 6<sup>th</sup> day of February 2013.

A handwritten signature in black ink, appearing to read 'Robert W. Fairchild', written over a horizontal line.

Robert W. Fairchild  
Chief Judge

Cc: Hon. Peggy Kittel  
Hon. James George  
Heather Krase-Minnick  
Sandra Walls  
Linda Koester-Vogelsang  
Douglas Hamilton

<b>IN THE SEVENTH JUDICIAL DISTRICT  District Court, Douglas County, Kansas</b>	
_____ A Juvenile under the age of 18 years To-wit: YOB: XX	Case No. _____ J _____

**WAIVER OF NOTICE BY MAIL AND CONSENT TO NOTICE BY E-MAIL**

\_\_\_\_\_, whose last known address is:

\_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_, having been informed of his/her right to notice of hearing by first class mail, waives notice of hearing by first class mail and consents that all notices of hearing and journal entries/orders in this matter may be sent to him/her by electronic mail at the following e-mail address:

\_\_\_\_\_

\_\_\_\_\_  
Signature

Dated \_\_\_\_\_

STATE OF KANSAS

ss:

COUNTY OF DOUGLAS

This instrument was signed and sworn to before me by \_\_\_\_\_  
on \_\_\_\_\_.

\_\_\_\_\_  
Deputy Clerk of the Court/Notary Public/District Court Judge

CC; ADA/DCF/Contractor/GAL/Momatty/Dadatty

IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

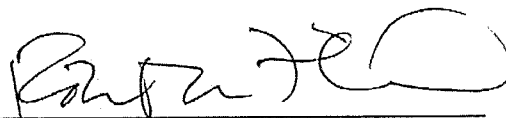
**ADMINISTRATIVE ORDER 13-10  
ORDER FOR DESTRUCTION OF CERTAIN ACCOUNTING RECORDS  
FIVE YEARS AFTER AUDIT**

Pursuant to Kansas Supreme Court Rule 108 (e)(9), the clerk of the district court is hereby authorized to destroy certain accounting records without notice 5 years after the records have been audited and approved, to wit: bank statements, daily reports, and monthly reports, as well as any receipts, canceled checks, check stubs, and deposit slips that may be attached.

Receipts, canceled checks, check stubs, and deposit slips that are *not* attached to bank statements, daily reports, or monthly reports may be destroyed at any time.

Criminal, juvenile, and all other case ledger reports may be destroyed without notice 100 years after the date the case was filed.

This order is made and is effective this 7<sup>th</sup> day of February 2013.



Robert W. Fairchild  
Chief Judge

cc: Douglas Hamilton

IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

**FILED**

**ADMINISTRATIVE ORDER NO. 13-11**

FEB 7 2013

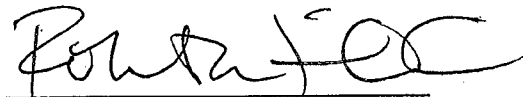
**ORDER APPOINTING JUDGE PRO TEM**

*43*  
CLERK OF THE DISTRICT COURT

Pursuant to K.S.A. 2011 Supp. 20-310a (d) & (e) Branden Smith is hereby appointed as judge pro-tem of the 7<sup>th</sup> Judicial District to serve from January 2, 2013 through January 1, 2014. This appointment authorizes Branden Smith to hear original trials filed pursuant to the Protection from Abuse and Stalking Acts and other actions within the jurisdiction of a district magistrate judge as provided by K.S.A. 2011 Supp. 20-302b. The chief judge will assign the cases to be heard and the duties to be performed by the judge pro tem.

In accordance with the limitations and procedures prescribed by law, and subject to any rules of the Supreme Court relating thereto, any appeal permitted to be taken from an order or final decision of the judge pro tem shall be tried and determined in a de novo hearing by a district judge; provided that, in civil cases where a record was made of the proceeding before the judge pro tem, the appeal shall be tried and determined on the record by the assigned district judge. The chief judge will assign each appeal to a district judge to hear pursuant to local court rule.

IT IS SO ORDERED this 7<sup>th</sup> day of February 2013.



Robert W. Fairchild  
Chief Judge

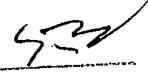
IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

FILED  
DOUGLAS COUNTY  
DISTRICT COURT

**ADMINISTRATIVE ORDER NO. 13-12**

2013 MAR 22 A 9:33


**ORDER APPOINTING JUDGE PRO TEM**

Pursuant to K.S.A. 2011 Supp. 20-310a (d) & (e) Julia Butler is hereby BY 

appointed as judge pro-tem of the 7<sup>th</sup> Judicial District to serve from March 23, 2014 through March 29, 2014. This appointment authorizes Julia Butler to hear original trials filed pursuant to the Protection from Abuse and Stalking Acts and other actions within the jurisdiction of a district magistrate judge as provided by K.S.A. 2011 Supp. 20-302b. The chief judge will assign the cases to be heard and the duties to be performed by the judge pro tem.

In accordance with the limitations and procedures prescribed by law, and subject to any rules of the Supreme Court relating thereto, any appeal permitted to be taken from an order or final decision of the judge pro tem shall be tried and determined in a de novo hearing by a district judge; provided that, in civil cases where a record was made of the proceeding before the judge pro tem, the appeal shall be tried and determined on the record by the assigned district judge. The chief judge will assign each appeal to a district judge to hear pursuant to local court rule.

IT IS SO ORDERED this 23<sup>rd</sup> day of March 2013.

  
Robert W. Fairchild  
Chief Judge





IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

FILED  
DOUGLAS COUNTY  
DISTRICT COURT

ADMINISTRATIVE ORDER NO. 13-14

2013 APR -9 P 1:33

ORDER APPOINTING TEMPORARY CHIEF JUDGE

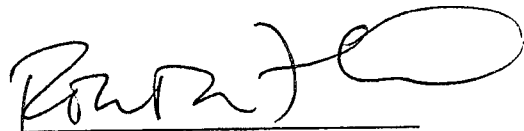
BY RF

Due to the absence of the chief judge from the State of Kansas, Peggy C.

Kittel is hereby appointed as the temporary chief judge of the 7<sup>th</sup> Judicial District

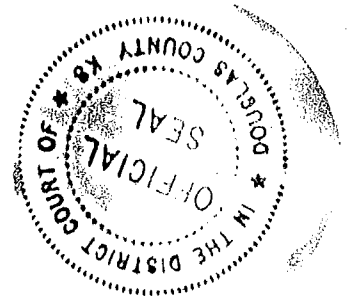
to serve from April 11, 2013 through April 16, 2013, inclusive.

IT IS SO ORDERED this 9<sup>th</sup> day of April 2013.



Robert W. Fairchild  
Chief Judge

Cc: Linda Koester-Vogelsang  
Douglas Hamilton



IN THE DISTRICT COURT OF DOUGLAS COUNTY

FILED  
DOUGLAS COUNTY  
KANSAS COURT

ADMINISTRATIVE ORDER NO. 13-15 2013 MAY -3 A 9:11

ORDER APPOINTING JUDGE PRO TEM

BY \_\_\_\_\_

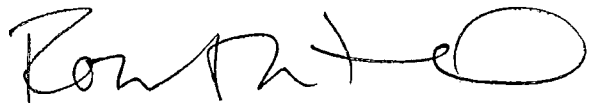
*RF*

Pursuant to K.S.A. 2012 Supp. 20-310a (d) & (e) Julia Bellemere is hereby appointed as judge pro-tem of the 7<sup>th</sup> Judicial District to serve on May 7, 2013.

This appointment authorizes Julia Bellemere to hear original trials regarding child support and other actions within the jurisdiction of a district magistrate judge as provided by K.S.A. 2012 Supp. 20-302b. The chief judge will assign the cases to be heard and the duties to be performed by the judge pro tem.

In accordance with the limitations and procedures prescribed by law, and subject to any rules of the Supreme Court relating thereto, any appeal permitted to be taken from an order or final decision of the judge pro tem shall be tried and determined in a de novo hearing by a district judge; provided that, in civil cases where a record was made of the proceeding before the judge pro tem, the appeal shall be tried and determined on the record by the assigned district judge. The chief judge will assign each appeal to a district judge to hear pursuant to local court rule.

IT IS SO ORDERED this 3<sup>rd</sup> day of May 2013.



Robert W. Fairchild  
Chief Judge


IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

FILED  
DOUGLAS COUNTY  
DISTRICT COURT

**ADMINISTRATIVE ORDER NO. 13-16**

2013 JUN 12 A 11: 39

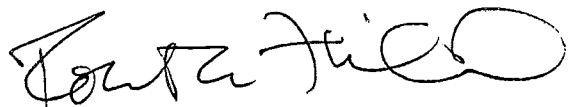
The following changes are hereby made to the juvenile panel for the

BY 

Seventh Judicial District:

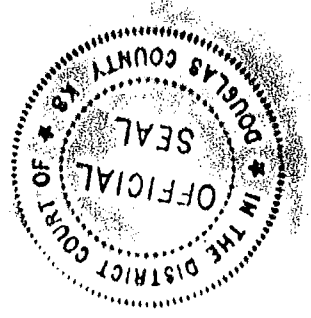
Tracy Fredley is added to the juvenile panel effective September 1, 2013. Ms. Fredley and J.C. Gilroy will share one panel position. Miss Fredley will handle child in need of care cases and J.C. Gilroy will handle juvenile offender cases. They will divide the monthly stipend between themselves on such basis as they see fit.

This order is made and is effective this 12<sup>th</sup> day of June 2013.



Robert W. Fairchild  
Chief Judge

- cc: Judge Pokorny
- Judge Huff
- Judge Malone
- Judge Martin
- Judge Kittel
- Judge George
- Linda Koester-Vogelsang
- Doug Hamilton
- Katherine Shaw
- Tracy Fredley
- J.C. Gilroy







ADMINISTRATIVE ORDER NO. 13-19

2013 JUN 27 P 4: 26

**ORDER PROHIBITING THE CARRYING OF ANY WEAPON WITHIN  
THE COURTROOMS AND COURT AREAS OF OPERATION IN THE  
SEVENTH JUDICIAL DISTRICT**

*SE*

1. The Court is concerned about the safety of all persons who are Court employees, are summoned to court, or appear in Court as jurors, witnesses, attorneys or litigants.
2. An integral part of any Court's duty to administer justice and fairly adjudicate disputes is the duty to insure that all parties have the opportunity to advance their causes in a safe, civil and fair atmosphere. It is fundamental principal of law that a trial Court is vested with the discretion to provide for security within a courtroom and within any Court areas of operation. In order to carry out this function the Court may take measures to promote the safety of Court officers and employees, attorneys, litigants, and members of the public while they are conducting the business of the Judicial Branch wherever it may occur.
3. As one of the three separate branches of government the Court has inherent power and authority to set policy regarding matters reasonably necessary for the proper functioning of the judiciary, and the orderly and efficient exercise of the administration of justice. The Court has the inherent power and authority to impose security

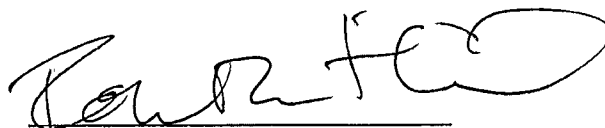
measures to provide for the safety of all persons who are in Courtrooms or Court areas of operation.

4. For the purposes of this Administrative Order, "Courtroom or any Court areas of operation" means those areas in any building that are used for Court proceedings or to conduct Court-related business, including, but not limited to, Courtrooms, ancillary Courtrooms, jury rooms, judges' chambers and the offices of the Clerk of the District Court, court reporters, Court Services Department, Community Corrections Department, Court Trustee, Court-Appointed Special Advocates, Citizen Review Boards, and any other offices and areas used for official Court business; together with waiting areas, corridors, and hallways adjacent thereto.
5. Except as otherwise provided within this Administrative Order, all persons, other than persons designated as Court Security Officers by the Douglas County Sheriff, are prohibited from carrying or possessing any weapon, including a firearm or explosive device, in the Courtrooms or Court areas of operation of the Seventh Judicial District of Kansas.
6. Nothing contained herein shall limit the authority of a Judge of this Judicial District to authorize or prohibit a law enforcement officer or Court security officer from possessing and carrying a firearm in that judge's Courtroom or Court area of operation.
7. Appropriate notice of this weapon restriction shall be posted in all Courtrooms and Court areas of operation of this Judicial District. This



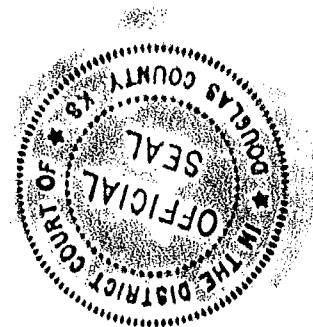
Administrative Order will be enforced through the contempt power of  
the Court

IT IS SO ORDERED this 27<sup>th</sup> day of June 2013.



Robert W. Fairchild  
Chief Judge

cc: Craig Weinaug  
Sheriff Ken McGovern  
Chief Tarik Khatib  
Judges  
Clerk of the District Court



IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

FILED  
DOUGLAS COUNTY  
DISTRICT COURT

ADMINISTRATIVE ORDER NO. 13-20

ORDER APPOINTING TEMPORARY CHIEF JUDGE

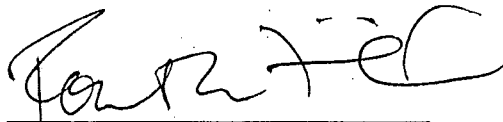
2013 JUL 29 P 4: 52

Due to the absence of the chief judge from the State of Kansas, ~~By Peggy C.~~ 

Kittel is hereby appointed as the temporary chief judge of the 7<sup>th</sup> Judicial District

to serve from August 4, 2013 through August 11, 2013, inclusive.

IT IS SO ORDERED this 29<sup>th</sup> day of July 2013.



Robert W. Fairchild  
Chief Judge

Cc: Linda Koester-Vogelsang  
Douglas Hamilton  
Judge Kittel

IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

FILED  
DOUGLAS COUNTY  
DISTRICT COURT

ADMINISTRATIVE ORDER NO. 13-21

2013 OCT 15 A 9:59

ORDER APPOINTING TEMPORARY CHIEF JUDGE

BY

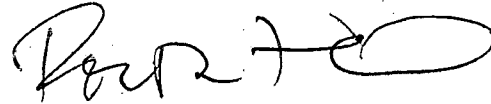
SSZ

Due to the absence of the chief judge from the State of Kansas, Peggy C.

Kittel is hereby appointed as the temporary chief judge of the 7<sup>th</sup> Judicial District

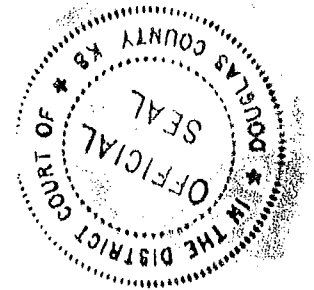
to serve from October 16, 2013 through October 23, 2013, inclusive.

IT IS SO ORDERED this 15<sup>th</sup> day of October 2013.



Robert W. Fairchild  
Chief Judge

Cc: Linda Koester-Vogelsang  
Douglas Hamilton  
Judge Kittel



IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

FILED  
DOUGLAS COUNTY  
DISTRICT COURT

ADMINISTRATIVE ORDER NO. 13-22

2013 OCT 24 A 8:44

ORDER APPOINTING JUDGE PRO TEM

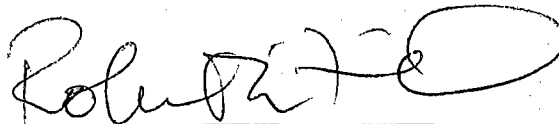
BY



Pursuant to K.S.A. 2012 Supp. 20-310a (d) & (e) J.C. Gilroy is hereby appointed as judge pro-tem of the 7<sup>th</sup> Judicial District to serve October 24, 2013. This appointment authorizes J.C. Gilroy to hear original trials filed pursuant to K.S.A. Chapter 61 and other actions within the jurisdiction of a district magistrate judge as provided by K.S.A. 2012 Supp. 20-302b. The chief judge will assign the cases to be heard and the duties to be performed by the judge pro tem.

In accordance with the limitations and procedures prescribed by law, and subject to any rules of the Supreme Court relating thereto, any appeal permitted to be taken from an order or final decision of the judge pro tem shall be tried and determined in a de novo hearing by a district judge; provided that, in civil cases where a record was made of the proceeding before the judge pro tem, the appeal shall be tried and determined on the record by the assigned district judge. The chief judge will assign each appeal to a district judge to hear pursuant to local court rule.

IT IS SO ORDERED this 24<sup>th</sup> day of October 2013.



Robert W. Fairchild  
Chief Judge



IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

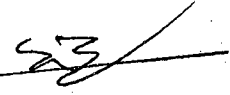
FILED  
DOUGLAS COUNTY  
DISTRICT COURT

ADMINISTRATIVE ORDER NO. 13-23

2013 OCT 24 A 10:02

7<sup>TH</sup> JUDICIAL DISTRICT 2014 HOLIDAYS

BY



The following dates have been approved as the holidays for calendar year 2014:

New Year's Day	Wednesday, January 1, 2014
Martin Luther King Day	Monday, January 20, 2014
Presidents Day	Monday, February 17, 2014
Memorial Day	Monday, May 26, 2014
Independence Day	Friday, July 4, 2014
Labor Day	Monday, September 1, 2014
Columbus Day	Monday, October 13, 2014
Veterans Day	Tuesday, November 11, 2014
Thanksgiving Day	Thursday, November 27, 2014
	Friday, November 28, 2014
Christmas Eve (half-day)	Wednesday, December 24, 2014
Christmas Day	Thursday, December 25, 2014
	Friday, December 26, 2014

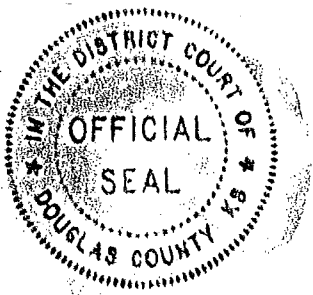
Observance of these holidays by the district court may be deferred whenever observance of the holiday would interfere with judicial proceedings in progress.

BY THE ORDER OF THE COURT this 24<sup>th</sup> day of October, 2013.



Robert W. Fairchild  
Chief Judge

cc: All Departments of the District Court  
Craig Weinaug, County Administrator  
Nancy Dixon  
Katherine Shaw



IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS

FILED  
DOUGLAS COUNTY  
DISTRICT COURT

ADMINISTRATIVE ORDER NO. 13-25

2013 NOV -5 P 2:40

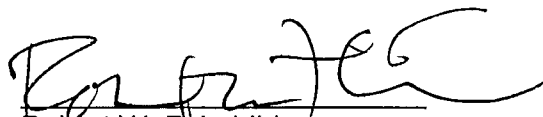
7<sup>TH</sup> JUDICIAL DISTRICT MEAL & TRAVEL POLICY

BY

RF

In September 2013 the Board of County Commissioners of Douglas County adopted a formal policy regarding reimbursement to county employees for meal and travel expenses. The Seventh Judicial District hereby adopts the County meal and travel policy as its own. The County policy is attached hereto and incorporated by reference as if more fully set out herein.

BY THE ORDER OF THE COURT this 5<sup>th</sup> day of November 2013.



Robert W. Fairchild  
Chief Judge

cc: Judges  
All Departments of the District Court  
Craig Weinaug, County Administrator  
Nancy Dixon  
Katherine Shaw  
Linda Koester-Vogelsang



### **Policy: Food and Meal Purchases**

It is the ethical responsibility of every public servant to ensure that expenditures are in the interest of Douglas County, and are for legal, appropriate county business. We are entrusted by the citizens to be good stewards of their tax dollars. The purchase of food and/or meals for county employees should be in alignment with Federal guidelines.

### **Procedure: Food and Meal Purchases**

#### **Food purchases (meals/refreshments):**

The Internal Revenue Service distinguishes between taxable and non-taxable meals.

#### **Food the county will purchase and is non-taxable:**

Meals directly related to business meetings. When the employee is asked to represent the county at meetings of exempt organizations, chamber of commerce, trade or professional associations and the meal is related and necessary to the meeting.

Meals provided to employees to occasionally enable them to work overtime or "work through" an unusually busy time. This does not include routinely occurring overtime.

Meals consumed by the employee on a county related trip that requires an overnight stay, see more in the Overnight Travel Section/per diem.

Food or beverage that does not comprise a complete meal (i.e. light refreshments) provided for:

- inter-agency meetings involving non-county staff
- meetings where the public is expected to attend

*Unusual and specifically authorized circumstances may be approved by the Chief Judge for District Court or County Administrator or Asst. County Administrator for other departments.*

#### **Food the county will purchase, but the IRS considers a **taxable** benefit:**

Meals purchased immediately before or after training in another city, but not requiring an overnight stay may be paid for by the county, if approved by the Department Head. However, this meal is a taxable benefit and will be accounted for by payroll.

In all above situations *except Overnight Travel*, employees may use the Pcard (see more information in Pcard section), or submit receipts for reimbursement. The maximum costs for meals purchased by the county are: **breakfast \$ 10, lunch \$15 and dinner \$25**. Reimbursement will be limited to the lower of the amount actually expended or the maximum costs allowed. Overnight travel will use a per diem, not Pcard.

Food the county will **not** purchase: (If an unallowable charge is made to the Pcard. The amount will be withheld from the employee's wages.)

The county will not pay for alcohol.

The county will not pay for food costs above the stated maximums, breakfast: \$ 10, lunch \$15 and dinner \$25.

The county will not purchase meals for non-county employees unless there is an appropriate work related reason to do so. (Food for witnesses, invited speakers, jurors are examples of appropriate work related reasons.)

The county will not pay for two employees to go out to lunch.

The county will not pay for a meal or light refreshments during a routine meeting held at meal time, during work hours.

The county will not pay for holiday, birthday, or seasonal meals.



### Policy: Overnight Travel

Douglas County will pay for authorized expenditures incurred by County employees while traveling overnight as a function of their employment with Douglas County. The expenses must be consistent with this policy and the related procedures.

### Procedure: Overnight Travel

A per diem allowance will be paid for meals related to a business trip with an overnight stay. Lodging and transportation should be purchased with the Pcard.

All overnight travel and per diem requests must be approved by the department head or those authorized to approve accounts payable vouchers for the department.

Per Diem Authorization form along with supporting document (e.g. meeting agenda or conference registration) must be turned in to Julie Clouse, Administrative Services, with adequate time to process before the trip. Forms turned in by **Wednesday**, will have checks available **Thursday** morning of the following week. The Per Diem Authorization form is on the Intranet under the "Forms and Documents" heading.

No manual checks will be issued for per diems.

**Do not use your Pcard for meals, if you have received a per diem allowance.** If an employee receives a per diem and then by mistake uses the Pcard for a meal, the amount will be withheld from the employee's wages.

Per diem rates will follow the rates provided by the U.S. General Services Administration. Currently, the standard IRS meal per diem is \$46. Some metro areas in the U.S. have higher per diem rates.

Partial travel days will have prorated per diem rates.

100% Travel begins before 7 AM or at desired location	Travel ends at or after 6 PM
75% Travel begins before 11 AM	Travel ends before 6 PM
50% Travel begins before 6 PM	Travel ends before 11 AM

If the event includes a meal, the corresponding amount (breakfast \$10, lunch \$15, dinner \$25) will be deducted from the per diem.

If the overnight travel is cancelled or cut short for any reason, the amount of the remaining per diem will be deducted from the employee's wages. The employee or department head will inform Accounts Payable, if this occurs.



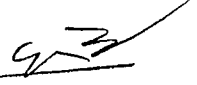
**PFA/PFS DUTY JUDGE SCHEDULE**  
January 3, 2014-July 4, 2014

FILED  
DOUGLAS COUNTY  
DISTRICT COURT

2013 NOV 21 A 11:47

<b>Week</b>	<b>Assigned Judge</b>
1/3-1/10	Judge Kittel
1/10-1/17	Judge Kittel
1/17-1/24	Judge Pokorny
1/24-1/31	Judge Huff
1/31-2/7	Judge Pokorny
2/7-2/14	Judge Kittel
2/14-2/21	Judge Huff
2/21-2/28	Judge Pokorny
2/28-3/7	Judge Kittel
3/7-3/14	Judge Huff
3/14-3/21	Judge Pokorny
3/21-3/28	Judge Kittel
3/28-4/4	Judge Kittel
4/4-4/11	Judge Huff
4/11-4/18	Judge Pokorny
4/18-4/25	Judge Huff
4/25-5/2	Judge Kittel
5/2-5/9	Judge Huff
5/9-5/16	Judge Pokorny
5/16-5/23	Judge Huff
5/23-5/30	Judge Kittel
5/30-6/6	Judge Huff
6/6-6/11 @ noon	Judge Pokorny
6/11 (noon)-6/13 (5 pm)	Judge George
6/13 (5 pm)-6/20	Judge Pokorny
6/20-6/27	Judge Kittel
6/27-7/4	Judge Huff

BY \_\_\_\_\_



After hours and holidays call the duty judge.

