

# Discovery Request Form

## Douglas County District Attorney

111 E. 11th St., Unit 100

Lawrence, KS 66044

damedia@douglascountyks.org



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*Please Print/Only One Case per Sheet*

State of Kansas vs. (Full Name)

Division Number

Case Number

Type of Case

Criminal

Juvenile

Traffic

Date of Request

Email Address

Attorney

Bar Number

Retained

Appointed

*If out of town attorney, please provide the following information*

Daytime Phone Number

Street Address

City

State

Zip

Email Address

## Notes

- A. Only ONE copy of the police report(s) per case will be provided. If there is a change of attorneys on a case, you must obtain the police report(s) from the previous attorney.
- B. Prior to first appearance an Order Appointing Counsel or an Entry of Appearance must be received from the defense attorney by the District Attorney's office before police reports can be released.
- C. Discovery will NOT be provided prior to the first appearance.
- D. New email address for discovery requests: [dafileclerk@douglascountyks.org](mailto:dafileclerk@douglascountyks.org)

### *Probation Violation*

**Do not fill out this form for violations of probation.**

Contact the prosecutor directly or go to the District Court Clerk's Office for copies of documents pertaining to violations of probation.

### *Extradition*

Discovery information pertaining to Extradition does not originate in our jurisdiction.

To prevent the inadvertent release of Discovery to an unintended party, Discovery will only be released to the Attorney of Record, an attorney from their firm or an office assistant whose name has been previously provided to the District Attorney's Office as someone authorized to pick up Discovery.