

**IN THE DISTRICT COURT OF JOHNSON COUNTY, KANSAS
ADMINISTRATIVE ORDER NO. 04-06**

**RE: DOCUMENT IMAGING OF CIVIL CASES
CASE PRESERVATION**

WHEREAS, K.S.A. 20-159 authorizes a chief judge of judicial district to photograph, micro photograph or otherwise reproduce or to have photographed, micro photograph or otherwise reproduced any of the court records, papers or documents which are by law placed in the courts of that judicial district and to acquire necessary facilities and equipment and to acquire, maintain and use all such appropriate containers, files and otherwise reproduced;

WHEREAS, K.S.A. 20-159 also provides that a court may use reproduction methods which include digital storage and retrieval of official court records; and

WHEREAS, K.S.A. 20-357 authorizes that the chief judge of a judicial district, within the limits of the district court budget, may purchase, lease, or acquire the equipment and facilities necessary to carry out the purpose and intent of K.S.A. 20-159 and amendments thereto and by contract and agreement arrange for the use thereof, and may employ personnel necessary to operate the equipment and facilities; and

WHEREAS, Kansas Judicial Branch Rules Adopted by the Supreme Court, Rules Adopted by the Supreme Court, Rules Relating to District Courts, Rule 108, Reproduction and Disposition of Original Court Records, states that the chief judge is authorized to provide for the reproduction of all court records, documents, and filings including electronic transmissions in accordance with K.S.A. 20-357 and 20-159, and is authorized to provide for equipment to convert the reproductions to usable form, providing all records shall be indexed and stored for convenient retrieval and reproduction.

IT IS THEREFORE ORDERED that the Tenth Judicial District, through the Clerk of the District Court shall use digital document imaging as the means of preserving and reproducing documents filed in civil cases filed on and after January 1, 2005.

IT IS FURTHER ORDERED that the following instructions shall apply:

1. The Clerk of the District Court shall no longer microfilm any portion of a civil case or marriage license application, on or after January 1st, 2005.
2. All documents of a civil case and marriage license application shall be immediately scanned into a digital imaging and indexed into the district court case management system.
3. Any formal document received by the Clerk of the District Court, from a previously filed civil case, on or after January 1st, 2005 shall be scanned into a digital imaging and shall

CLERK OF DISTRICT COURT
JOHNSON COUNTY, KS

2004 DEC 31 AM 8:26
5 JAN 3

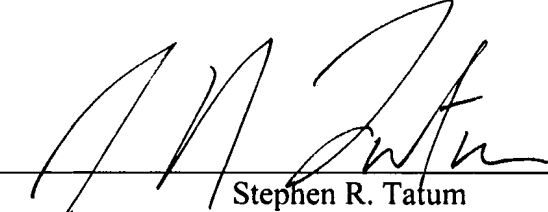
COMP

2004 DEC 31 AM 8:26
5 JAN 3

not require the scanning of previously filed documents of the same case.

4. The access to these documents shall conform to Kansas Statutes. Justice Information Management Services (JIMS) and the Clerk of the District Court shall jointly share the responsibility to ensure the preservation and reproduction of records, including provisions for the transfer of digital document images from existing equipment to future technologies.
5. Retention and destruction of digital document images shall at all times comply with Rule 108, Reproduction and Disposition of Original Court Records.

BY ORDER OF THE COURT this 29th day of December, 2004



Stephen R. Tatum
Chief Judge, Tenth Judicial District of Kansas

20041229 10:00 AM