

Misc

IN THE DISTRICT COURT OF JOHNSON COUNTY, KANSAS  
ADMINISTRATIVE ORDER NO. 03-~~11~~ 11

RE: DOCUMENT IMAGING OF JUVENILE 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 photographed 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 the 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 juvenile offender and child in need of care cases, filed after December 31<sup>st</sup>, 2003.

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 juvenile offender, or child in need of care case, after December 31<sup>st</sup>, 2003.
2. All documents of a juvenile offender, or child in need of care case, 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 juvenile offender, or child in need of care case, shall result in the digital imaging of the

COMPUTER

CLERK OF DISTRICT COURT  
CE  
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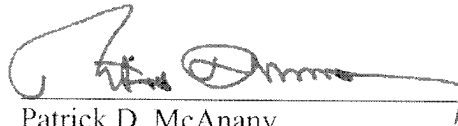
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entire case file.

4. The access to this documents shall conform to Kansas Statutes. Justice Information Management Services (JIMS) and the Clerk of the District Court shall jointly share 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 11<sup>th</sup> day of December, 2003.



Patrick D. McNany  
Chief Judge, Tenth Judicial District of Kansas

RECEIVED  
CLERK OF DISTRICT COURT  
TENTH JUDICIAL DISTRICT OF KANSAS  
TOPEKA, KANSAS

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CLERK OF DISTRICT COURT  
TENTH JUDICIAL DISTRICT OF KANSAS  
TOPEKA, KANSAS