

Held in Room 519 S, at the Statehouse at 10:00 a.m./~~p.m.~~, on March 22, 1979.

All members were present except: Senator Steineger

The next meeting of the Committee will be held at 10:00 a.m./~~p.m.~~, on March 23, 1979.

~~These minutes of the meeting held on XX were considered, corrected and approved.~~



Chairman

The conferees appearing before the Committee were:

- Charles Hamm - State Department of Social and Rehabilitation Services
- Robert Anderson - Governor's Task Force
- Michael Boyer - Governor's Committee on Criminal Administration
- Jim James - Judicial Administrator
- Ann Heiberger - League of Women Voters of Kansas
- Representative James Gillmore

Staff present:

- Art Griggs - Revisor of Statutes
- Jerry Stephens - Legislative Research Department
- Wayne Morris - Legislative Research Department

House Bill No. 2059 - Require district courts to submit juvenile statistics to SRS. Charles Hamm appeared before the committee and distributed copies of the stat cards; a copy is attached. He also distributed an estimate of the court costs for processing the stat cards, which is attached. Committee discussion with him followed.

Robert Anderson testified that the Governor's Task Force seemed to always be bogged down because of the lack of statistics. He discussed with the committee the importance of the need for more information on children of the state. Committee discussion with him followed.

Mike Boyer testified he had received three phone calls from district court clerks who were not going to be sending the information in anymore because they felt it was available from another source. He stated the main concern of the GCCA is receiving statistical data; program planners need demographic information; the purpose of this bill is to alleviate the collection process. The method is needed to collect information that is reliable and valid; this bill would allow for continuation of cooperation in obtaining that information. He stated he feels that the focus of the bill has been blown out of proportion.

continued -

HB 2059

Jim James testified with regard to the bill. A copy of his letter to Chief Justice Schroeder concerning the gathering of statistics and a copy of the statistical data form are attached. He distributed a copy of the Annual Report to committee members. Mr. James explained the system that is used to report data. He stated the courts need in-house computer capacity. They are willing to provide whatever information becomes the policy of the state but they don't want to overlook the problems to the judicial system. The courts need resources available to the courts to make it possible to have the information that is needed. Committee discussion with him followed.

Ann Heberger testified in support of the bill; she stated information is necessary for evaluation of programs.

In answer to a question from the chairman, Mr. Boyer related what information on the current stat card is needed and what is not useful; he also related what additional information is necessary.

Committee discussion followed, during which the thought was expressed that it was hoped that this matter could be resolved without legislation.

House Bill No. 2164 - Qualifications of certain judges of the district court. Representative Gillmore, the author of the bill, explained the bill and the reason it was necessary. Following committee discussion, Senator Hein moved to report the bill favorably; Senator Hess seconded the motion, and the motion carried.

The meeting adjourned.

These minutes were read and approved
by the committee on 4-25-79.

GUESTS

SENATE JUDICIARY COMMITTEE

NAME	ADDRESS	ORGANIZATION
Gene Steffer	Olpe Kansas	Citizen
Michael E Boyer	Topeka	CCCA
James R James	Ks Jud. Center	Jud. Admrs.
Maurice Kerner	Topeka	ST Planning + Research
Janet O'Brien	Topeka	CCCA
Ann Keldinger	Owland Park	L.W.V.K. + KCCO
Susan Linger	St. Office Bldg.	SRS
Robert C. Cuddegar	Olpe	Self
Robert C. Harder	Topeka	SRS
Muri Peterson	Emporia	LWV
Julie Johnson	Emporia	LWV
Georgina Taylor	Emporia	LWV
Jay Badger	Emporia	LWV
Charles D. Hamm	State Office Bldg	SRS
Mary Ellen Coolee	Wichita	City of Wichita
Sam Murrell	Salina	Central High School
Portanice D. Quince	Emporia	The Way College
Shelley Green	Emporia	The Way College
Kate Ranzi	"	"
Gary Harpelli	Salina	Central High School

SRS

COSTS FOR PROCESSING JUVENILE COURT STATISTICAL CARDS

	<u>Estimated Cost</u>
1. Staff time (planning, correspondence, typing, editing, phone calls, mailing, completing report)	777.44
2. Postage (two 1st class mailings of 105 pkgs. of approximately 200 cards, 158-1st class letters)	268.36
3. Cost of cards (20,000 purchased 7/78)	221.58
4. Phone calls (KANSAN)	3.00
	<hr/>
SRS Total Cost	\$1,270.38

Further detail on estimates is available upon request to the Department of Social & Rehabilitation Services.

SL:cw

3-22-79

Estimated
Total

ALL Agencies + Courts

COSTS FOR PROCESSING JUVENILE COURT STATISTIC CARDS

ACTIVITY	SALARY/HR.	ESTIMATED WORK TIME	ESTIMATED COST	
1. PLANNING	6.74	8 hours	53.92	
2. TYPE STAT CARD	3.59	8	28.72	
3. ORDER CARDS FROM PRINTER	3.59	1/2	1.80	
4. COST OF CARDS (20,000 purchased 7/78)	—	—	221.55	
5. INITIAL LETTER TO ¹⁰⁵ COURTS	compose	5.88	1/4	1.47
	type	3.59	1/4	.90
	mailing	3.59	1	3.59
	1st class postage, paper, envelope	105 letters x 17¢		17.85
6. PLAN NUMBER OF CARDS TO BE MAILED TO EACH COURT	5.62	1/2	2.81	
7. COUNT, READY CARDS FOR MAILING -- LABELS, PACKAGING, ETC.	3.30	10	33.00	
8. COST OF POSTAGE (1st class)	105 x avg. of 1.15/ply.		120.75	
9. COLLECT AND EDIT CARDS - (est. 20 days, or 160 hrs, to edit 20,000 cards)	3.16	79	249.64	
	3.59	50	179.50	
	4.95	20	99.00	
	3.30	10	33.00	
	5.62	1	5.62	
10. PICKUP/TAKE CARDS TO KEYPUNCH	3.59	1	3.59	
11. COST FOR KEYPUNCHING 20,000 CARDS	—	—	1245.27	
12. RETURN CARDS FROM KEYPUNCH TO SRS TO COURTS	3.59	1	3.59	
13. REMINDER LETTERS AND/OR TELEPHONE CONTACTS FOR CARD CORRECTIONS	compose	5.88	1/4	1.47
	type	3.59	1/4	.90
	telephone	5.62?	1/2	2.81

	SALARY/HR.	ESTIMATED WORK TIME	EST. COST
12 cont'd			
cost of calls (15, 2min @)	—	—	3
1st class postage, paper envelope		53 letters x 174	9.01
mailing	3.59	1/2	1.8
13 ASSEMBLE CARDS BY COURT AND MAIL			
BACK TO INDIVIDUAL COURTS -	5.62	5	28.1
LABELS, PACKAGING, ETC,	3.30	10	33.0
14. COST OF RETURN POSTAGE		105 x avg. of 1.15/ply, 120.75	
15. FILE REPORT			
complete	5.62	1	5.62
type + mail	3.59	1	3.59

Total for SRS ————— 1,270.38
 cost for keypunching 20,000 cards 1,245.27
 (paid by CCCA) 2,515.65

Estimated cost (based on Johnson Co.)

for probation or intake clerk to fill out cards.

9,600 min in one month

3-5 min/card, 20,000 cards*

~~34¢/card~~ at \$6.50/mo. salary

is 34¢/card

6800.00

~~7,843.30~~

~~10,359.15~~

Grand total

\$315.65

10,359.45

Office of Judicial Administrator

Unified Judicial Department

State of Kansas

JAMES R. JAMES
Judicial Administrator



Kansas Judicial Center
301 West 10th
Topeka, Kansas 66612
913 296-2256

February 14, 1979

To: Chief Justice Schroeder

Re: House Bill No. 2059

This bill would require direct reporting of juvenile cases to the Secretary of SRS on forms prepared by his office.

Our chief objection to the bill is its requirement that the courts report information on individual cases directly to an executive branch agency. Good management of the court system requires timely, accurate, and practical information on activities at the trial level. We cannot allow executive branch agencies to establish reporting requirements for the courts and still remain true to the constitutional mandate placing administrative authority of all courts of the state in the Supreme Court.

The data which the proponents of this bill contemplate will be gathered may be characterized, primarily, as socio-demographic information. While there is in the effort on behalf of this bill no direct link to the federal government, it does appear to represent an extension or outgrowth of the ever-expanding degree of federal intervention in the states' criminal justice systems. Requirements for such reporting to SRS are merely a starting point. Other similar requirements could be imposed through other agencies with their own peculiar needs; for example, in the domestic relations, mental health, alcohol, or child abuse areas. The judicial branch cannot allow an erosion of its own informational and managerial priorities caused by the requisites of agencies external to it.

This bill has been introduced at a time when our department is requesting funds to establish its own computer system which

Chief Justice Schroeder
February 14, 1979
page 2

will enhance our capability for collecting, compiling, and disseminating court data. House Bill No. 2059, in allowing other branches to establish priorities for the judiciary, would tend to fragment such a program.

The Supreme Court has established the office of Court Services Specialist who is working with the trial courts in developing and coordinating programs, many of which will require data relative to juvenile cases as well as other cases within the court services area. Moreover, the Judicial Council has established a court services advisory committee to study and make recommendations relative to the court services function. Their work will of necessity require the collection and compilation of information relating to juvenile cases. I also see their work as recommending what information should be collected on an on-going basis from the juvenile court departments.

In spite of the good intentions of all involved and assurances to the contrary, the bill is almost certain to cause duplication of reporting effort at the trial court level. The imposition of additional reporting requirements on both clerks and court services personnel would increase our problems, especially in view of the significant paper flow already attributable to unification and the new personnel system.

The number of trial court personnel has been frozen by legislative mandate for a period of 18 months. Our budgets are being highly scrutinized by the Legislature, but it still passes laws which impact greatly the workload of trial court personnel. (See, for instance, the statutes passed recently relative to victims reparations, law enforcement training fees, prosecutors training fees, and diversion reports. See also pending legislation regarding the disposition of fines arising out of noxious weed law, traffic violations, fish and game violation, and citations issued by the Highway Patrol--any of which would require an overhaul of the accounting systems locally and would create more work at that level.)

The court system is in a state of transition from a fragmented local system to a unified state system. For the first time, this

Chief Justice Schroeder

February 14, 1979

Page 3

office has started collecting information on all cases within all courts exercising state jurisdiction. Great progress has been achieved in this regard. While the information may not be entirely satisfactory to everyone concerned, it does represent a good start upon which improvements may be made in the future if we have the fiscal and personnel resources to make them. House Bill No. 2059 would tend to detract from the progress we have made.


JRJ

A. COURT _____

D. DATE OF BIRTH -
mo. day yr.

B. CHILD'S NAME OR NUMBER _____
(LAST) (FIRST) (MIDDLE)

E. AGE AT TIME OF REFERRAL -

C. ADDRESS _____ Area Code or Census Tract

F. SEX: 1 - Male 2 - Female

G. RACE: 1 - White 2 - Black 3 - Indian 4 - Other

ENTER ONLY ONE CODE IN THE DESIGNATED CODE BOX FOR EACH MAJOR CATEGORY FROM "H" TO "O"

H. DATE OF REFERRAL
mo. day yr.

L. REASON REFERRED
Offenses applicable to both juveniles and adults (excluding traffic)

M. MANNER OF HANDLING
1 Without Petition
2 With Petition

I. REFERRED BY
1 Law Enforcement Agency
2 School Department
3 Social Agency
4 Probation Officer
5 Parents or Relatives
6 Other Court
7 Other Source (Specify) _____

- 01 Murder and non-negligent manslaughter
- 02 Manslaughter by negligence
- 03 Forcible rape
- 04 Robbery: Purse snatching by force
- 05 Robbery: All except purse snatching
- 06 Assault: Aggravated
- 07 Assault: All except aggravated
- 08 Burglary - breaking or entering
- 09 Auto theft: Unauthorized use
- 10 Auto theft: All except unauthorized use
- 11 Larceny: Shoplifting
- 12 Larceny: All except shoplifting
- 13 Weapons - carrying, possessing, etc.
- 14 Sex offenses (except forcible rape)
- 15 Violation of drug laws: Narcotic
- 16 Violation of drug laws: All except narcotic
- 17 Drunkenness
- 18 Disorderly conduct
- 19 Vandalism
- 20 Other (Specify) _____
- 21 Arson
- 22 Trespassing

N. DATE OF DISPOSITION
mo. day yr.

J. PRIOR DELINQUENCY (Excluding Traffic) REFERRALS

a. This Calendar Year -
0 1 2 3 4 5 or more referrals

b. In Prior Years -
0 1 2 3 4 5 or more referrals

O. DISPOSITION
00 Waived to Criminal Court

Complaint Not Substantiated
01 Dismissed: Not Proved or Found Not Involved

Complaint Substantiated
No Transfer of Legal Custody
11 Dismissed: Warned, Adjusted, Counseled
12 Held Open Without Further Action
13 Probation Officer to Supervise
14 Referred to Another Agency or Individual for Supervision or Service
15 Runaway Returned to _____
16 Other (Specify) _____

K. CARE PENDING DISPOSITION

00 No Detention or Shelter Care Overnight

Detention or Shelter Care Overnight or Longer in:
01 Jail or Police Station
02 Detention Home
04 Foster Family Home
08 Other Place (Specify) _____

Offenses applicable to juveniles only (excluding traffic)

- 31 Running away
- 32 Truancy
- 33 Violation of curfew
- 34 Ungovernable behavior
- 35 Possessing or drinking of liquor
- 36 Other (Specify) _____

Transfer of Legal Custody to:
21 Public Institution for Delinquents
22 Other Public Institution
23 Public Agency or Department (Including Court)
24 Private Agency or Institution
25 Individual
26 Other (Specify) _____

Traffic offenses

- 41 Driving while intoxicated
- 42 Hit and run
- 43 Reckless driving
- 44 Driving without a license
- 45 All other traffic (Specify) _____

99 Inapplicable - Specify Proceedings

In this category ("K") if more than one code is applicable, add the appropriate codes and enter total sum in coding box.

Neglect (abuse, desertion, inadequate care, etc.)

- 51 Abuse
- 52 All other neglect (Specify) _____

Special proceedings (adoption, consent to marry, etc.)

- 61 Specify _____

County

INVENTORY OF MISCELLANEOUS CASES
for the quarter ending _____, 19____

OFFICE OF THE JUDICIAL ADMINISTRATOR

CASE TYPE	TOTAL FOR MONTH			TOTAL FOR QUARTER
	1st Mo.	2nd Mo.	3rd Mo.	
Small claims - total filed				
Informal juvenile cases				
Total number of juvenile offenders (all cases)				
Trusts -				
Created by will				
Created by other means				
Total opened				
Total closed				
Adoption proceedings				
Treatment proceedings				
Mental illness				
Alcoholism				
Determination of descent proceedings				
Miscellaneous probate proceedings				
Other types not reported on this or other forms (Please specify)				

INSTRUCTIONS FOR COMPLETING THE INVENTORY OF MISCELLANEOUS CASES

This form is to be filled in on a monthly basis and forwarded to the Office of the Judicial Administrator at the end of every quarter. Please note that only aggregate totals for each case type are asked for. Use the first column to report totals for the first month of the quarter; the second column for the second month; and the third column for the third month. At the end of the quarter, enter totals for each case type in the fourth column. (For reporting purposes, the fiscal year quarters are: July-Sep.; Oct.-Dec.; Jan.-Mar.; Apr.-June.)

Enter the judicial district number and county identification code (license plate abbreviation) in the upper left corner.

Under the title, in the appropriate blank, enter the last month and year of the quarter being reported on.

1. Enter the total number of small claims cases filed during the month.
2. Enter the total number of informal juvenile cases filed during the month. (In some counties these are called non-judicial cases.) Enter the total number of juvenile offenders (individuals, not cases) in both formal and informal juvenile cases filed during the month.
3. Enter the total number of trusts created by will and the number created by other means. Enter the total number opened in the month. Enter the total number of trusts closed during the month.
4. Enter the total number of adoption proceedings begun during the month.
5. Enter the total number of treatment proceedings of each type (mental illness or alcoholism) begun during the month.
6. Enter the total number of determination of descent proceedings begun during the month.
7. Enter the total number of other miscellaneous probate proceedings requiring court hearings begun during the month.
8. Enter any other types of cases or proceedings which impose significant burdens on the clerk's office or on judges' time and which are not reported on any other form. Identify each type briefly and enter the total for the month.

_____ Judicial District

_____ County

TRAFFIC CASELOAD SUMMARY

For the quarter ending _____, 19__

1. NUMBER OF TRAFFIC CASES PENDING AT BEGINNING OF QUARTER
(must equal pending at end of last quarter)

2. NUMBER OF TRAFFIC CASES FILED DURING QUARTER:

- a. Reckless driving (8-1566)
- b. Driving under the influence (8-1567)
- c. Fleeing a police officer (8-1568)
- d. Other Ch. 8 violations
- e. Ch. 66 violations
- f. Other violations

TOTAL FILINGS

3. TOTAL CASELOAD *(1 plus 2)*

4. NUMBER OF TRAFFIC CASES DISPOSED OF DURING QUARTER:

- a. Guilty pleas
- b. Bond forfeitures
- c. Dismissals
- d. Trials *(on pleas of not guilty)*
 - (1) Court
 - (2) Jury

XXXXXXXXXX

TOTAL DISPOSITIONS

5. NUMBER OF TRAFFIC CASES PENDING AT END OF QUARTER:
(3 minus 4; must equal actual pending traffic caseload)

Instructions for completing TRAFFIC CASELOAD SUMMARY (form OJA-8)

This form is to be completed at the end of each quarter of the fiscal year (July-Sep., Oct.-Dec., Jan.-Mar., Apr.-June). It should be sent to the Office of the Judicial Administrator, Statistical Reporting Section, no later than the 15th of the month following the end of the quarter.

Please note that the form calls for only total numbers; there is no breakdown of individual cases. This does not mean that the information is not important; the numbers must be accurate. The instructions are as follows:

Enter the judicial district and county (license abbreviation) in the upper left corner.

Under the title, enter the last day of the quarter in the space provided.

1. Enter the number of traffic cases actually pending as of the first day of the quarter. This number must equal the number reported as pending at the end of the last quarter.
2. Under each category (a-f), enter the total number of traffic cases filed during the quarter. Add "a" through "f" and enter the total in the appropriate box in the right-hand column.
3. Enter total caseload by adding items 1 and 2.
4.
 - a. Enter the number of traffic cases disposed of during the quarter by guilty pleas. (Include nolo contendere pleas.)
 - b. Enter the number of cases disposed of as bond forfeitures.
 - c. Enter the number of cases dismissed during the quarter.
 - d. Enter the total number of formal trials (only after pleas of not guilty) of each type held for traffic cases during the quarter.

Add "a" through "d" and enter the total in the appropriate box in the right-hand column.

5. Enter the number of traffic cases actually pending as of the last day of the quarter. This figure should equal item 3 minus item 4. It also must equal the amount shown as pending at the beginning of the next quarter.

DIVERSION PROGRAM REPORT TO JUDICIAL ADMINISTRATOR

____ Judicial District _____ Case number
____ County _____ / _____ / _____ Date case filed
Defendant's name _____ / _____ / _____
Last First Middle

Offense(s) charged _____
(by statute number)

Date entered into diversion agreement _____ / _____ / _____
Date

Disposition:

Case dismissed (with prejudice). _____ / _____ / _____
Date

Criminal proceedings resumed. _____ / _____ / _____
Date

OJA 10

INSTRUCTIONS FOR COMPLETING GUARDIANSHIP/CONSERVATORSHIP
ESTATES CASELOAD REPORT

This form is designed to be used on a continuous basis. That is, cases can be logged in on it as they are filed; and the termination information entered when the case is terminated. It is not necessary to enter termination data on the original filing line. If you have many sheets to check or the filing data is on a sheet which has been sent in previously, you may enter the termination information only along with the case number and date filed. Of course, if you prefer to enter the information on one case all on one line, you may do so.

The forms are to be mailed to the Office of the Judicial Administrator on a quarterly basis. All cases filed or terminated during the quarter should be reported at the end of the quarter.

Please read and follow these instructions carefully. Where certain abbreviations or codes are specified, use precisely what is called for. It is of utmost importance that every office use the same codes and abbreviations so that we can use data processing equipment to aid our summarizations.

Enter the judicial district and county designations in the upper left corner.

Enter the dates indicating the quarter covered (for example, July-Sep. '77, Oct.-Dec. '77, Jan.-Mar. '78 or Apr.-June '78) in the blank following "for the period."

Filing Information

1. Enter the case number.
2. Enter the date filed.
3. Enter the type of case. If guardianship, enter "GUAR." If conservatorship, enter "CONS." If both, enter "BOTH." A case involving a personal representative should be entered as an involuntary conservatorship ("CONS" here, "INV" in col. 4). A case involving a curator should be entered as a voluntary guardianship ("GUAR" here, "VOL" in col. 4).
4. Enter the nature of the guardianship or conservatorship: if voluntary, enter "VOL;" if involuntary, enter "INV."

Termination Information

5. Enter the date guardian or conservator was appointed.
6. Indicate whether estate inventory was valuation ("VAL") or appraisal ("APP").
7. Enter the date of final settlement of the estate.
8. Enter the judge-ID of the judge presiding over the case at final settlement. Use the judge-ID's as specified in the instructions for criminal (OJA-1) and civil (OJA-2) case reports.
9. Enter any clarifying remarks necessary for your or our records.

Judicial district _____
County _____
Case no. _____
Date filed _____
mo. da. yr.

KANSAS UNIFIED JUDICIAL DEPARTMENT
OFFICE OF THE JUDICIAL ADMINISTRATOR

CRIMINAL CASE REPORT

F I L I N G

A. Source:

- (1) Original
- (2) Retrial or reinstatement
- (3) Appeal from municipal court
- (4) Appeal from DMJ

B. _____ Judge-ID

C. _____ Number of defendants

D. _____ Number of charges

E. ____/____/____-____/____/____/____/____ Most serious offense

- (1) Felony class
- (2) Misdemeanor class

T E R M I N A T I O N

F. ____/____/____ Date of first appearance

- (1) Released on bond
_____ Amount of bond
- (2) Not released

H. ____/____/____ Date of arraignment

I. Plea entered:

- (1) Guilty
- (2) Nolo contendere
- (3) Not guilty

G. ____/____/____ Date of preliminary hearing

J. ____/____/____ Date of trial start

K. ____/____/____ Date of termination

L. Disposition type:

- (1) Dismissal by prosecutor
- (2) Dismissal by judge
- (3) Judgment on plea of guilty or nolo contendere to original charge
- (4) Judgment on plea following reduction in charge or counts
- (5) Trial to court
- (6) Trial by jury-12 person
- (7) Trial by jury-less than 12
- (9) Mistrial
- (8) Other disposition

N. _____ Judge-ID, at termination

O. ____/____/____ Date sentenced

P. Sentence type:

- (1) Fine
- (2) Probation with restitution or reparation
- (3) Probation
- (4) Imprisonment, county jail
- (5) Imprisonment, Department of Corrections

M. Trial Verdict:

- (1) Guilty, most serious charge
- (2) Guilty, lesser charge only
- (3) Not guilty

Q. Length of sentence:

_____ months-Minimum
_____ months-Maximum

- R. Sentence suspended

INSTRUCTIONS FOR CRIMINAL CASE REPORT (OJA-1)

GENERAL

Form OJA-1, CRIMINAL CASE REPORT, is to be used to report all nontraffic criminal cases filed in the district court.

The three-part form requires no carbon paper for duplication. When a case is filed the upper portion of the form should be completed. The top (white) page then should be set aside until the defendant's first appearance. The two remaining pages should be retained in office files. Once the defendant has made a first appearance (or its equivalent) the white page should be sent to the Office of the Judicial Administrator. When a case has been terminated, the lower portion of the form should be completed and the second (pink) page sent to the Office of the Judicial Administrator. The white, or commencement, pages and the pink, or termination, pages should be accumulated in the clerk's office and mailed weekly to this office. The last (yellow) page is a file copy to be kept in the clerk's office.

Special note on cases with multiple defendants.

For statistical reporting purposes, each defendant in multi-defendant cases is to be treated as a separate case. That is, a criminal case report should be filed for each defendant regardless of whether or not the case is severed formally. In such a case, the same case number should be used with a letter added on the end to delineate defendants. For example, when a case naming three defendants is filed, that case should be reported once for each defendant. The case numbers used would be, for example, 77CRØ111A, 77CRØ111B, and 77CRØ111C. Item C under the filing section of the report form always should contain the number of defendants originally charged in the case.

SPECIFIC

FILING

The following information is to be completed when a case is filed.

CASE IDENTIFICATION (Upper left corner).

Enter the judicial district number and county designation (license tag abbreviation).

Enter the case number and date the case was filed.
Please use the month-day-year format indicated.

7/1/78

A. SOURCE. (Mark only one box.)

Indicate the source of the case by placing an 'X' in the appropriate box. If the case is a retrial or reinstatement, you must mark the square at (2). Do not put an asterisk in front of the case number. The edit programs will accept a duplicate number if the square at (2) is marked. The same holds true for appeals from DMJ's (4)--no asterisk is necessary.

[Note: If the case is a retrial or reinstatement, enter the effective date of the reinstatement as the "date filed" in the case identification box. The "filing" date of a reinstatement (or new trial) is the date the reinstatement is ordered to be effective by the judge. Do not use the original filing date. Do not put an asterisk in front of the case number.]

B. JUDGE-ID.

Enter the three-digit identification code of the judge hearing the case. If no judge has been assigned, leave blank. The format and assignment of judge-ID's is explained in an appendix to these instructions.

C. NUMBER OF DEFENDANTS.

Enter the number of defendants originally charged in the case.

D. NUMBER OF CHARGES.

Enter the total number of charges originally filed against the defendant in the case. A charge is identified by a statute number. In other words, to determine the number of charges against a defendant, count the different statutes under which he is charged. Do not count multiple counts of the same charge. For example, in a case in which the defendant has been charged with three counts of criminal damage to property (21-3720) and two counts of criminal trespass (21-3721), the total number of charges is two--one for each statute.

E. MOST SERIOUS OFFENSE.

Enter the statute number (e.g. /2/1/-/3/7/2/0/) of the most serious offense with which the defendant is charged. Enter chapter and section numbers only. Do not try to squeeze in subsection identifiers. If the last portion of the number contains only three digits, enter them in the last three spaces and put a zero in the first space. For example, KSA 32-146 should be entered as /3/2/-/0/1/4/6/. If necessary, consult the list of numbers provided by this office to be sure that the one you wish to use is allowable.

The relative seriousness of two or more crimes can be determined by comparing their classes: a class A felony is more serious than a class B felony; class B is more serious than class C, etc. Unclassified crimes (for which the class is not specified in the statute) are to be entered as class U. Class U is the least serious crime in each category (felony or misdemeanor). No misdemeanor is more serious than the least serious felony--class U.

Place an 'X' in the appropriate box to indicate whether the most serious offense was a felony or misdemeanor and enter the class.

Appeals of city ordinance violations should be treated as class U misdemeanors. For such cases put "CI-ORDN" in the blanks for statute number (/C/I/ - /O/R/D/N/).

The district courts have original jurisdiction over home rule county resolutions. Cases involving such resolutions also should be treated as class U misdemeanors. For these enter "CO-RESO" in the blanks for statute number (/C/O/ - /R/E/S/O/).

Once the above information has been entered on the reporting form, the white (commencement) copy should be torn off and set aside. The two remaining copies should be placed in a file (some courts find a loose-leaf notebook easy to use) to await the termination of the case.

When the defendant has made a first appearance, or its equivalent, you may send in the commencement copy of the form. The first appearance is just that--an individual's first appearance before a judge. It is at this time that the judge provides opportunity for the defendant to be released on bond (see KSA 22-2901). In some instances, this process of fixing the terms of an appearance bond is conducted by phone. In some counties, the sheriff's department may be authorized to release on bond persons arrested for minor offenses. Each of these two methods accomplishes the purpose of the first appearance; therefore, you would send in the commencement sheet after either event has occurred.

TERMINATION

A case is considered terminated when the judge has dropped it from his (active) docket. The following information is to be completed upon termination of a case.

F. DATE OF FIRST APPEARANCE.

Enter the date of defendant's first appearance before a judge. As indicated above, there are circumstances when the equivalent of this appearance is handled by special procedures. In such cases, enter the date of the event used as a first appearance. However, never enter a date which precedes the date the case was filed. If the event which serves as the first appearance occurred prior to the date filed, use the latter as the date of first appearance.

If the defendant was released on bond in exchange for something of value (money, property, title to property, etc.), place an 'X' in the box labeled "Released" and enter the dollar amount or value of the item used as surety. [In other words, if the defendant was released merely on his own signature or that of a private party, leave both boxes blank.]

If the defendant was released on the signature of a commercial bondsman or bonding company, mark the "Released" box and enter the dollar amount of the bond, whether or not the court actually received the money at time of release.

If the defendant was released on his own recognizance, leave both boxes blank.

If the defendant was not released--remained in custody--place an 'X' in the box labeled "Not Released."

G. DATE OF PRELIMINARY HEARING.

For felony cases enter the date the preliminary examination was held. If the defendant waived preliminary examination, enter "9's" in the date spaces (99/99/99).

For misdemeanor cases leave this field blank.

H. DATE OF ARRAIGNMENT.

Enter the date that the defendant formally entered his plea to the charges against him. Although, at his arraignment, a defendant may waive the formal reading of the charges against him, he always (well, 99 times out of 100) will enter a plea.

I. PLEA ENTERED.

Place an 'X' in the box which indicates the plea entered by the defendant at arraignment.

J. DATE OF TRIAL START.

If the case went to trial, enter the date that the trial started.

If the case never went to formal trial, leave blank.

K. DATE OF TERMINATION.

Enter the date judgment was rendered in the case. If the case was dismissed, enter the date of dismissal. If "other disposition" (for example, change of venue) is appropriate, enter the date of that disposition.

L. DISPOSITION TYPE. (Mark only one box.)

Indicate by placing an 'X' in the appropriate box the nature of the disposition of the case.

(1) If dismissed on motion of the prosecuting attorney, mark this square.

(2) If dismissed by the judge on his own motion or on that of the defense, mark this square.

(3) If judgment was rendered on a plea of guilty or nolo contendere to the original charge or charges, mark this square.

(4) If judgment was rendered on a plea of guilty or nolo contendere to a lesser charge or to fewer counts, mark this square. In other words, if the defendant pleaded guilty, but not to the most serious original charge and all its counts, mark this square.

(5)-(6)-(7) If the case went to trial, indicate the type of trial by placing an 'X' in box (5), (6), or (7), as appropriate. If the case was disposed of by one of the four preceding disposition types (dismissal or judgment on a plea) after the start of the trial do not mark (5), (6), or (7); mark one of the preceding types. However, be sure to enter the trial start date at J.

(9) If the judge declared the case a mistrial, mark this square. ("Hung jury" cases are mistrials.)

(8) If the case was disposed of by some means other than those above, mark this square. For example, this square should be marked for cases in which venue was changed to another jurisdiction.

M. TRIAL VERDICT. (Mark only one box; and only if 5 or 6 or 7 under L is marked.)

If the case was terminated by means of a trial, indicate the judge's or jury's verdict by marking the appropriate box.

If a guilty verdict was rendered to a charge other than the most serious original charge, mark the square at (2).

N. JUDGE-ID AT DISPOSITION.

Enter the judge identification code of the judge who presided over the final disposition of the case. You should enter the code of the judge who carried the workload of disposing of the case.

O. DATE SENTENCED.

Enter the date the judge handed down the original sentence in the case.

P. SENTENCE TYPE.

Indicate the nature of the sentence given the defendant, by placing an 'X' in the appropriate box. You may mark more than one box, if the sentence involves two types (e.g. a fine and probation).

(Restitution or reparation is money ordered by the judge to be paid by the defendant to the victim or victims of his crime.)

Q. LENGTH OF SENTENCE.

If the judge ordered the defendant imprisoned, enter the minimum and maximum terms of imprisonment as specified by the judge. Round off to whole months. If the defendant was sentenced to less than one month, enter "Ø" in "Minimum" and "1" in "Maximum." Otherwise, if no minimum was specified (i.e., a flat sentence was given), enter the number of months in both blanks.

[If the information is available, complete these fields even if the sentence was suspended.]

R. SENTENCE SUSPENDED.

Mark this space if the judge suspended all or part of the sentence handed down.

ADDITIONAL GUIDELINES

The caseload identification information must be accurate and complete. Use the proper district number, county abbreviation, and date format. All of this information, in addition to the case number, is necessary to identify uniquely each case.

The information on the upper portion of the termination (pink) sheet must correspond exactly with that submitted on the original commencement (white) sheet.

Do not try either to commence a case using a termination (pink) sheet or to terminate a case using a commencement (white) sheet. The edit programs will not accept information submitted on the wrong forms.

If a case is discovered to have been reported incorrectly, submit a new commencement or termination sheet with the correct information. Attach a note to the sheet requesting that the earlier report be deleted from the file. The note should include the original case identification data.

The screening process used in the Judicial Administrator's office will catch some errors. In such instances the commencement or termination sheet will be returned to the clerk with the omitted information or mistake circled. Correct the information on the original sheet, if possible, and return it promptly. Remember to correct the information on the office file copy (or copies).

KANSAS UNIFIED JUDICIAL DEPARTMENT
OFFICE OF THE JUDICIAL ADMINISTRATOR

CIVIL CASE REPORT
(other than probate)

____ Judicial district
____ County
____ Case no.
____/____/____ Date filed
mo. da. yr.

FILING

A. Procedure:

- (1) Ch. 60, domestic relations
- (2) Ch. 60, other
- (3) Ch. 61

B. _____ Judge-ID

C. Source:

- (1) Original
- (2) Retrial or reinstatement
- (3) De novo appeal from DMJ
- (4) Record appeal from DMJ
- (5) Other appeal

D. Nature of action:

- | | | |
|---|--|---|
| (1) <input type="checkbox"/> Contract | (9) <input type="checkbox"/> Small claim appeal | (15) <input type="checkbox"/> Divorce, annul., or sep. maint. |
| (2) <input type="checkbox"/> Product liability | (10) <input type="checkbox"/> Tax appeal | (16) <input type="checkbox"/> Recip. in |
| (3) <input type="checkbox"/> Pers. injury—auto neg. | (11) <input type="checkbox"/> 60-1507 | (17) <input type="checkbox"/> Recip. out |
| (4) <input type="checkbox"/> Pers. injury—med. neg. | (12) <input type="checkbox"/> Habeas corpus | (18) <input type="checkbox"/> Other domestic relations |
| (5) <input type="checkbox"/> Property damage | (13) <input type="checkbox"/> Workmen's comp. | (19) <input type="checkbox"/> |
| (6) <input type="checkbox"/> Other tort | (14) <input type="checkbox"/> Other (not domestic relations) | (20) <input type="checkbox"/> |
| (7) <input type="checkbox"/> Real estate | | (21) <input type="checkbox"/> |
| (8) <input type="checkbox"/> Personal property | | |

TERMINATION

E. ____/____/____ Date of pretrial conference

F. ____/____/____ Date of trial start

G. ____/____/____ Date trial ended

H. ____/____/____ Date of disposition

I. Disposition type:

- (1) Dismissed by judge for cause
- (2) Dismissed by judge for lack of action
- (3) Dismissed by agreement of parties
- (4) Contested—no formal trial
- (5) Trial—court
- (6) Trial—12 person jury
- (7) Trial—less than 12 person jury
- (8) Uncontested
- (9) Other disposition

J. _____ Judge-ID, at termination

K. Judgment type:

- (1) Regular
- (2) Directed verdict
- (3) Judgment N.O.V.
- (4) Summary
- (5) Default

L. If dom. rel. case, enter nature of judgment:

- (1) Divorce granted
- (2) Divorce denied
- (3) Annulment granted
- (4) Annulment denied
- (5) Separate maintenance granted
- (6) Separate maintenance denied

INSTRUCTIONS FOR CIVIL CASE REPORT (OJA-2)

GENERAL

Form OJA-2, CIVIL CASE REPORT, is to be used to report all civil cases, other than small claims, filed under Chapter 60 or Chapter 61 procedures. Probate proceedings are not to be reported on this form.

The form is of three parts which require no carbon inserts for duplication. When a case is filed, the upper portion of the form should be completed. The top (white) page then should be sent to the Office of the Judicial Administrator. The two remaining pages should be retained in office files. When a case has been terminated, the lower portion of the form is to be completed and the second page (pink) sent to the Office of the Judicial Administrator. The white, or commencement, pages and pink, or termination, pages should be accumulated in the clerks' office and mailed in batches weekly to this office. The last page (yellow) is a file copy to be kept in the clerk's office.

SPECIFIC

FILING

The following information is to be completed when a case is filed.

CASE IDENTIFICATION (Upper left corner).

Enter the judicial district number and county designation (license tag abbreviation).

Enter the case number and date the case was filed. (Please use the month-day-year format indicated.)

A. PROCEDURE.

Indicate by placing an 'X' in the appropriate box which chapter governs the procedure to be used in this case. Please note that a distinction is made between domestic relations and other Chapter 60 cases. Also note that this section applies only to the procedure, regardless of the statute under which the action was brought.

B. JUDGE-ID.

Enter the three-digit identification code of the judge hearing the case. If no judge has been assigned, leave blank. The format and assignment of judge-ID's is explained in an appendix to these instructions.

C. SOURCE. (Mark only one box.)

Indicate the source of the case by placing an 'X' in the appropriate box. If the case is a retrial or reinstatement, you must mark the square at (2). Do not put an asterisk in front of the case number. The edit programs will accept a duplicate number if the square at (2) is marked. The same holds true for appeals from DMJ's--no asterisk is necessary. Box (5) is for cases such as appeals of decisions of administrative agencies or boards.

[NOTE: If the case is a retrial or reinstatement, enter the effective date of the reinstatement as the "date filed" in the case identification box. The "filing" date of a reinstatement (or new trial) is the date the reinstatement is ordered to be effective by the judge. Do not use the original filing date. Do not put an asterisk in front of the case number.]

D. NATURE OF ACTION. (Mark only one box.)

Indicate the nature of action in the case by placing an 'X' in the appropriate box.

(1) If an action is contractual in nature, mark this square. This includes actions for recovery of money (sometimes called debt/collection cases) filed under Chapter 61.

(2) If the case involves a question of product liability, mark this square.

(3) If the case is a personal injury case involving auto negligence, mark this square. If a property damage claim also is involved mark the square indicating the claim which has the highest dollar value.

(4) If the case is a personal injury case involving medical negligence, mark this square.

(5) If the case is a property damage case, mark this square. As indicated above for (3), if an auto negligence case involves both personal injury and property damage claims, mark the square indicating the claim with the higher dollar value.

(6) If the case involves a tort and does not fall into categories (2) through (5), mark this square. All personal injury cases not involving auto or medical negligence should be placed in this category.

(7) If the case involves real estate, mark this square. This includes: foreclosures, eminent domain or condemnation cases, partitions, quiet title actions, and forcible entry and detainer actions (Chapter 61).

(8) If the case is a dispute over personal property, mark this square. Replevin actions under Chapter 61 should be included here.

(9) If the case is an appeal of a decision under the small claims procedure, mark this square.

(10) If the case is an appeal of a decision of a tax board, mark this square.

(11) If the case is an action brought under KSA 60-1507, mark this square.

(12) If the case is a habeas corpus action, mark this square.

(13) If the case involves a workmen's compensation claim, mark this square.

(14) Mark this square if the case does not fit into one of the preceding categories and is not a domestic relations case.

[NOTE: If the case involves more than one of the above categories, mark the one square which indicates the category of action having the highest dollar value.]

(15) If the case is a petition for a divorce, annulment, or separate maintenance, mark this square.

(16) If the case is the filing of a reciprocal child support agreement which originated in a different state, mark this square.

(17) If the case is a reciprocal child support case in which the agreement is forwarded to another jurisdiction, mark this square.

(18) If the case is any other type of domestic relations case, such as a common law action for child support or an action for custody of minor children or a paternity suit, mark this square.

Do not use boxes (19)-(21) unless instructed to do so by the Office of the Judicial Administrator.

Once the information in sections A through D has been entered, the white (commencement) copy should be torn off and set aside for weekly mailing to the Office of the Judicial Administrator. The two remaining copies should be placed in a file (or loose-leaf notebook) to await the termination of the case.

TERMINATION

The following information is to be completed when a case is terminated. A case is considered terminated when the judge renders his decision in that case.

E. DATE OF PRETRIAL CONFERENCE.

Enter the date that the pretrial conference, if any, was held. If there was no pretrial conference, leave blank.

F. DATE OF TRIAL START.

If the case went to trial, enter the date the trial started. If not tried, leave blank. ["Trial" means formal trial--an adversary proceeding before the judge in which both sides are offered the opportunity to present evidence or testimony, after which the judge is to render his verdict. A case can be contested without going to trial.]

G. DATE TRIAL ENDED.

If the case was tried, enter the date that the trial was terminated. If dismissed prior to termination of trial, leave blank.

H. DATE OF DISPOSITION.

Enter the date judgment was rendered in the case. If disposition is "dismissed" or "other disposition," enter the effective date of that disposition.

I. DISPOSITION TYPE. (Mark only one box.)

Enter an 'X' in the box which best describes the manner of disposition of the case.

If the case was dismissed, mark the square at (1), (2) or (3) which indicates the source of and reason for dismissal. A dismissal by a judge for cause may be on his own motion or that of a party. A dismissal for lack of action sometimes is called a dismissal for lack of prosecution. A dismissal by agreement is a dismissal (or settlement) mutually agreed upon by all parties to the action.

If the case was contested--that is, an answer to the plaintiff's petition was filed--but did not go to a formal trial, enter an 'X' in (9). Do not use this block if the case was dismissed; use either (1), (2), or (3).

If the case went to trial (see item F, above), enter an 'X' in the box which indicates the type of trial--court, 12-man jury, or less than 12-man jury. If the case was terminated by other means (e.g. dismissal) after the start

of the trial, do not mark (4), (5) or (6); rather, mark the appropriate disposition. Be sure, however, to enter the date of trial start at F; this will indicate that a trial did start, regardless of the ultimate disposition of the case.

If no answer was filed or the defendant failed to appear for trial, mark (7)--"uncontested." [You should also mark (5) under item K.]

A recip-out case is considered terminated when the case has been sent to a foreign jurisdiction. The disposition type is "uncontested."

A recip-in case may have a contested, uncontested, or dismissed type of termination.

Cases which have been terminated via a change of venue should have a disposition type of item (8) (other disposition).

J. JUDGE-ID AT TERMINATION.

Enter the judge identification code of the judge who presided over the termination of the case. Enter the code for the judge who carried the case not merely the judge who signed the journal entry which terminated the case.

K. JUDGMENT TYPE.

Indicate the type of judgment entered in the case by placing an 'X' in the appropriate box. Dismissals and certain "other disposition" cases may not have judgments rendered; therefore, you may omit this item for such dispositions.

(1) If the judgment rendered was not one of the special types listed as (2), (3), (4), or (5), mark this square.

(2) If the judge directed the jury to return a verdict for one party or the other, mark this square.

(3) If the judge rendered a judgment for one part notwithstanding the verdict of the jury for the other party, mark this square. This is called a judgment non obstante verdicto (notwithstanding the verdict).

(4) If summary judgment has been granted in the case, mark this square.

(5) If default judgment has been granted, mark this square.

L. DOMESTIC RELATIONS TERMINATION.

[Do not omit item K. If you can enter an 'X' here, you should also complete K.]

If the case was a domestic relations case, enter the judgment type by placing an 'X' in the appropriate box.

Enter a judgment type here only if applicable. For example, a dismissal of a divorce case would require no entry here; it should be entered under I.

ADDITIONAL GUIDELINES

The caseload identification information must be accurate and complete. Use the proper district number, county abbreviation, and date format. All of this information is necessary to identify uniquely each case.

The information on the upper portion of the termination (pink) sheet must correspond exactly with that submitted on the original commencement (white) sheet.

Do not try either to commence a case using a termination (pink) sheet or to terminate a case using a commencement (white) sheet. The edit programs will not accept information submitted on the wrong forms.

If a case is discovered to have been reported incorrectly, submit a new commencement or termination sheet with the correct information. Attach a note to the sheet requesting that the earlier report be deleted from the file. The note should include the original case identification data.

The screening process used in the Judicial Administrator's office will catch some errors. In such instances, the commencement or termination sheet will be returned to the clerk with the omitted information or mistake circled. Correct the information on the original sheet, if possible, and return it promptly. Remember to correct the information on the office file copy (or copies).

INSTRUCTIONS FOR CASE TRANSFER FORM (OJA-3)

General

Form OJA-3, CASE TRANSFER FORM, is to be used to transfer a case from the caseload of one judge to that of another. Only cases originally reported on forms OJA-1 (criminal) or OJA-2 (civil) may be changed using this form. It is provided so that the computer files and hence, the output reports, may reflect more accurately the workload of each judge. This form is a tool for your use. While we would prefer that all courts keep us informed of changes in case assignments, we recognize that the volume of changes or the nature of the calendaring systems in some courts make up-to-date accounting difficult.

Proper use of this form will insure that your pending caseload listing portrays each judge's caseload correctly. The form may be used as often as necessary in a given case. But it would save all of us time if temporary changes (for example, for the purpose of hearing a single motion in a case where the assigned judge is out for the day) were not reported.

These forms may be sent in at any stage of a case prior to termination. They should be submitted with the weekly batch of commencements and terminations.

Specific

Case identification (upper left corner).

Enter the judicial district number and county designation (license tag abbreviation).

Enter the case number and date the case was filed.

A. Case type.

Place an 'X' in the appropriate box to indicate the type of case.

B. From judge-ID ... to judge-ID

In the first blank, enter the judge identification code of the judge from whom the case is being transferred.

In the second blank, enter the code of the judge to whom the case is being transferred.

C. Date of transfer.

Enter the effective date of the transfer.

D. Reason for transfer.

Indicate by placing an 'X' in the appropriate box the reason for the transfer.

- (1) If the transfer is part of the normal caseflow processing (the calendaring system you use), mark this square.
- (2) If the transfer has been necessitated by a judge's disqualifying himself from the case, mark this square.
- (3) If the transfer is due to other special circumstances (such as the illness of a judge), mark this square.

____ Judicial district

____ County

_____ Case no.

____/____/____ Date filed
mo. da. yr.

A. Case type:

- (1) — Criminal
- (2) — Civil

KANSAS UNIFIED JUDICIAL DEPARTMENT
OFFICE OF THE JUDICIAL ADMINISTRATOR
CASE TRANSFER FORM

Form OJA-3

B. From judge—ID_____ to judge—ID_____

C. Date of transfer____/____/____

D. Reason for transfer:

- (1) — Normal caseflow procedure
- (2) — Judicial self-disqualification
- (3) — Other special circumstance

CR

INSTRUCTIONS FOR COMPLETING JUVENILE CASELOAD REPORT

This form is designed to be used on a continuous basis. That is, cases can be logged in on it as they are filed; and the termination information entered when the case is terminated. It is not necessary to enter termination data on the original filing line. If you have many sheets to check or the filing data is on a sheet which has been sent in previously, you may enter the termination information only, along with the case number and date filed. Of course, if you prefer to enter the information on one case all on one line, you may do so.

The forms are to be mailed to the Office of the Judicial Administrator on a quarterly basis. All cases filed or terminated during the quarter should be reported at the end of the quarter.

Please read and follow these instructions carefully. Where certain abbreviations or codes are specified, use precisely what is called for. It is of utmost importance that every office use the same codes and abbreviations so that we can use data processing equipment to aid our summarizations.

ONLY FORMAL JUVENILE CASES--IN WHICH A PETITION IS FILED CHARGING A JUVENILE AS DELINQUENT, MISCREANT, WAYWARD, TRUANT, DEPENDENT AND NEGLECTED, OR A TRAFFIC OFFENDER--SHOULD BE REPORTED ON THIS FORM.

Enter the judicial district and county designations in the upper left corner.

Enter the dates indicating the quarter covered (for example, July-Sep. '77, Oct.-Dec. '77, Jan.-Mar. '78 or Apr.-June '78) in the blank following "for the period."

Filing Information

1. Enter the case number.
2. Enter the date the case was filed.
3. Enter the nature of the charge in the petition as follows: delinquent= DELQ; miscreant = MSCR; wayward = WAYW; truant = TRUN; dependent and neglected = D & N; traffic offender = TRAF.
4. Enter the judge-ID of the judge to whom the case is assigned. Use the judge-ID's specified in the instructions for forms OJA-1 and OJA-2. If no judge is assigned, leave blank.
5. Enter the age of the child at time of filing.
6. Indicate by entering "YES" or "NO" whether the child was placed in temporary detention or custody prior to or during the hearing (see KSA 38-819).

Termination Information

7. Enter the date of disposition of the case. This should be the date on which judgment was rendered in the case. If it was dismissed, this should be the date of dismissal.
8. Enter the judge-ID of the judge who presided over the termination of the case.
9. For nontraffic cases, enter the type (only one) of disposition here, using the codes that follow:

<u>Disposition</u>	<u>Codes</u>
a. waived to regular criminal procedures	WAIVED
b. petition dismissed	DISMSD
c. supervision by probation officer ordered	SUP-PO
d. supervision by other agency ordered	SUP-OTH
e. referred to SRS but not for custody	REF-SRS
f. ordered to custody of SRS	CUS-SRS
g. ordered to custody of parent or other relative	CUS-REL
h. ordered to custody of other private individual	CUS-OTH
i. committed to youth center at Atchison, Beloit, Osawatomie or Topeka	COM-YC
j. committed to other facility	COM-OTH
k. other dispositions not fitting above categories	OTHER

10. For traffic cases only, enter the type (only one) of disposition here, using the following codes:

<u>Disposition</u>	<u>Codes</u>
a. payment of penalty (fine) ordered	FINE
b. driver's license revoked or suspended	DL-REV
c. directed to attend traffic school	TR-SCH

or

any one of the codes from 9, above, which is appropriate.

11. If a D & N petition is sustained and placement outside the home is ordered, indicate whether such placement is temporary or permanent by entering "TEMP" or "PERM."
12. Enter any clarifying remarks necessary for your or our records.

INSTRUCTIONS FOR COMPLETING DECEDENT ESTATES CASELOAD REPORT

This form is designed to be used on a continuous basis. That is, cases can be logged in on it as they are filed; and the termination information entered when the case is terminated. It is not necessary to enter termination data on the original filing line. If you have many sheets to check or the filing data is on a sheet which has been sent in previously, you may enter the termination information only along with the case number and date filed. Of course, if you prefer to enter the information on one case all on one line, you may do so.

The forms are to be mailed to the Office of the Judicial Administrator on a quarterly basis. All cases filed or terminated during the quarter should be reported at the end of the quarter.

Please read and follow these instructions carefully. Where certain abbreviations or codes are specified, use precisely what is called for. It is of utmost importance that every office use the same codes and abbreviations so that we can use data processing equipment to aid our summarizations.

Enter the judicial district and county designations in the upper left corner.

Enter the dates indicating the quarter covered (for example, July-Sep. '77, Oct.-Dec. '77, Jan.-Mar. '78 or Apr.-June '78) in the blank following "for the period."

Filing Information

1. Enter the case number.
2. Enter the date the case was filed.
3. Enter the judge-ID of the judge-ID initially assigned to the case. Use the same judge-ID codes as for the criminal (OJA-1) and civil (OJA-2) case reports. If no judge is assigned, leave blank.
4. Enter "SMP" if the case was filed under the Kansas Simplified Estates Act (KSA 59-3201). If not, enter "STD" to indicate that standard procedures are to be followed.
5. If the case originated in another county or state, enter the name of that county or state. If it originated in your county, leave blank. Do not confuse this with transcripts which your office may prepare for filing elsewhere.

Termination Information

6. If letters testamentary or letters of administration were granted enter "GRTD." If refused, enter "RFSD."
7. Enter the type of inventory, either "VAL" for valuation or "APP" for appraisal.
8. Enter the date of final settlement.
9. Enter the judge-ID of the judge presiding over the termination of the case.
10. Enter any clarifying remarks necessary for your or our records.