

MAY - 1 2023

3:40 P
Clerk of the District Court
Thomas County Kansas

IN THE 15TH JUDICIAL DISTRICT
Cheyenne, Logan, Rawlins,
Sheridan, Sherman, Thomas & Wallace Counties

ADMINISTRATIVE ORDER NO. 23-1

WHEREAS, pursuant to Kansas Supreme Court Rule 107(b), the chief judge is responsible for and has supervisory authority over the court's clerical, court reporters, and administrative functions.

WHEREAS, the Clerks of the District Courts receive requests for transcripts of proceedings.

WHEREAS, some proceedings in any one case are electronically recorded and others are taken by a court reporter,

WHEREAS, it would benefit the requesters, the judges, Clerks of the District Courts, and the official court reporter to have a uniform process and forms for these requests and the orders associated with them.

IT IS THEREFORE ORDERED that for transcript requests for proceedings held the 15th Judicial District shall be made as follows:

1. A request for transcript must be in writing and filed in the case.¹ All requests must be accompanied by a proposed order approving the request, except for case on appeal to the Court of Appeals or Kansas Supreme Court. The written request and proposed order shall include the presiding judge's name, hearing type, the date or dates of the hearing type, and portion of the proceeding to be transcribed. A self-represented litigant may

¹ Kansas Supreme Court Rules 3.03, 365; K.S.A. 22-4509

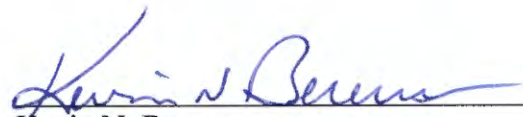
include a poverty affidavit in criminal, child in need care, or juvenile cases to have the court determine whether the transcript will be provided to the person without cost.

2. Requests for transcripts should be made on the forms provided by the district except requests by court-appointed counsel in an indigent felony criminal appeal or felony 60-1507 case. The court-appointed counsel in felony appeal or felony 60-1507 cases should use the Board of Indigent Defense Services (BIDS) form. No order is required in cases on appeal to the Court of Appeals or Kansas Supreme Court.
3. The forms for requests and proposed orders shall be available upon request from the Clerk of the District Court or on the 15th Judicial District of Kansas website.
4. All requests for transcripts will require prepayment of the estimated cost of the transcript before preparation of the transcript will begin, except, prepayment of transcripts will not be required from the county attorney, court-appointed counsel for indigent defendants, Guardian ad Litem in juvenile and child in need of care, special prosecutors in criminal cases, the Attorney General's Office of Kansas, the State or state agency or subdivision, city prosecutor, the appellate public defender's office, or indigent self-represented litigant in juvenile, child in need of care, criminal, or 60-1507 cases. Request for prepayment of transcript will be made by the filing of a Demand for Payment of Estimated Cost of Transcript.
5. Payment for the actual cost of completing the transcript shall be paid before the original transcript will be provided to the requestor or filed with the Court, unless excepted by statute, court rule, or order of the court.

6. The Clerks of the District Court shall file a Demand for Actual Cost of Transcript or a Notice of Actual Cost of Transcript and Overpayment as needed for transcripts prepared under their direction.
7. The Official Court Reporter will be responsible for making demands for estimated costs, billing, and collecting costs of all transcripts assigned to the Official Court Reporter.

IT IS BY THE COURT SO ORDERED. This order is effective as of May 1, 2023.

Dated May 1, 2023



Kevin N. Berens
Chief District Judge
Fifteenth Judicial District