

BERNADINE LUMBRERAS
CLERK of the DISTRICT COURT



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DISTRICT COURT
EIGHTEENTH JUDICIAL DISTRICT
SEDGWICK COUNTY COURTHOUSE
525 N. MAIN -11TH FLOOR
WICHITA, KANSAS 67203

REQUEST FOR RECORD INSPECTION OR FOR A COPY

Pursuant to Open Records Act K.S.A. 45-215 through 45-230

To be completed by person making the request

NAME: _____ BUSINESS/ORGANIZATION _____

STREET: _____ APT/STE# _____ CITY: _____ ST: _____ ZIP: _____

PHONE: _____ EMAIL: _____

I certify that I do not intend to, and will not: (1) Use any list of names or addresses contained in or derived from the records or information requested for the purpose of selling or offering for sale any property or service to any person listed or to any person who resides at any address listed; or (2) sell, give, or otherwise make available to any person any list of names or addresses contained in or derived from the records or information for the purpose of allowing that person to sell or offer for sale any property or service to any person listed or to any person who resides at any address listed. See K.S.A. 45-230.

Signature: _____ Date: _____

PLEASE FILL OUT ONE FORM PER CASE

CASE# _____ CASE CAPTION: _____

File Stamp Date	Name of Document	✓ to Certify	# of copies

CHARGES: A charge for providing access to public records is authorized by state law and has been established by the Kansas Supreme Court. Charges are set to compensate for the actual costs in honoring your request. The fee schedule established for this Judicial District is posted in the office of the Clerk of the District Court. The charge for access to and/or copies of record(s) you have requested is estimated to be \$ _____

Payment Types Accepted

BY MAIL: Cashier's Check
Money Order
Personal Check

IN PERSON: Cash
Cashier's Check
Debit/Credit Card
Personal Check

THE SECTION BELOW IS TO BE COMPLETED BY THE RECORD CUSTODIAN

REQUEST RECEIVED: Date _____ Time _____

RECORDS PROVIDED or DENIED: Date: _____ Time: _____

TIME INVOLVED: _____ hours _____ minutes = \$ _____

of COPIES _____ @ 25¢ ea. = \$ _____ # Certified _____ @\$10 ea. = \$ _____

RECORDS CUSTODIAN