

# EIGHTEENTH JUDICIAL DISTRICT LOCAL COURT RULES

## General Rules

### Rule 100: Court Structure

The District Court of the Eighteenth Judicial District shall be divided into departments. The departments shall be designated as Civil, Criminal, Domestic, Probate and Juvenile.

The Civil, Criminal, Domestic and Juvenile Departments shall each have a Presiding Judge to generally supervise the business of such departments. Such Judges will be appointed by the Chief Judge. The Chief Judge may remove such Judge in his/her discretion.

### Rule 101: Department Staffing

The Civil Department shall consist of 5 Trial Judges, including the Presiding Civil Judge.

The Criminal Department shall consist of 10 Trial Judges, including the Presiding Criminal Judge.

The Family Law Department shall consist of 5 Trial Judges, including the Presiding Family Law Judge.

The Juvenile Department shall consist of 4 Trial Judges, including the Presiding Juvenile Judge.

Probate Department shall consist of the Probate Judge.

### Rule 102: Traffic / First Appearance Judge

In addition to the Judges assigned pursuant to Rule 101, a Judge shall be assigned by the Chief Judge as the Traffic / First Appearance Judge. The Judge so assigned shall have responsibility over all traffic cases filed in the Eighteenth Judicial District. In addition, the Judge so assigned will conduct all first appearance hearings required by K.S.A. 22-2901.

### Rule 103: Drug Court / Chapter 61 Judge

In addition to the Judges assigned pursuant to Rule 101, a Judge shall be assigned by the Chief Judge as the Drug Court / Chapter 61 Judge. The Judge so assigned shall have responsibility over all cases that have been approved and accepted into Drug Court. In addition, all Chapter 61 cases that are designated as landlord – tenant or debt collection cases in which the defendant has appeared shall be assigned to the Drug Court / Chapter 61 Judge. All other Chapter 61 cases shall be assigned to the Judges in the Civil Department.

### Rule 104: Chief Judge

The Chief Judge shall perform the duties as specified by the Rules of the Supreme Court and the Kansas Statutes Annotated as amended.

#### Rule 105: Absence of Chief Judge

In the absence of the Chief Judge, these duties shall be performed by any Judge the Chief Judge designates.

#### Rule 106: Administrative Orders

All District Court Administrative Orders will be filed with the Clerk of the District Court. Copies of such orders shall be furnished to the Sedgwick County Law Library.

#### Rule 107: Court Sessions

Unless otherwise ordered, court shall be in regular session from 9:00 A.M. to 12:00 Noon and 1:30 P.M. to 5:00 P.M., Monday through Friday.

#### Rule 108: Department Vacancies

Any vacancy created in any of the Departments shall be filled by seniority. Any vacancy created in the Traffic/First Appearance Court or the Drug Court/Chapter 61 Court shall be fulfilled by appointment by the Chief Judge.

#### Rule 109: Department Vacancies

Beginning in January 2021, and every third year thereafter, by seniority, and with the approval of the Chief Judge, the Judges may elect to rotate out of assigned department. At any time, with the approval of the Chief Judge, Judges by agreement may swap assignments. Any Judge who changes assignment may, with the approval of the Chief Judge, retain individual cases in which a change of the assigned judge would not be in the interests of justice.

#### Rule 111: Form of Filing Generally

- a. **Applicability.** Except as provided in subsection (f), this rule sets out requirements that apply to every document prepared for and filed with the court.
- b. **Typeface.** The document must be:
  1. in a dark ink on light colored paper;
  2. in a conventional style font not smaller than 12-point with no more than 12 characters per inch;
  3. legible upon scanning and copying; and
  4. on only one side of an 8½" x 11" sheet.

- c. Margins.** The margin on the top of a document must be at least 1½ inches. Margins on the bottom and sides of the document must be at least 1 inch.
- d. Spacing.** Text must be double-spaced, except that single spacing may be used for a subparagraph, legal description of real estate, itemization, quotation, headers and footers, and similar subsidiary portions of the document.
- e. Required Information.** The document must include the following:
1. the name of the court in the center of the top of the first page;
  2. the case caption and, if the document is filed in an existing case, the case number on the top of the first page below the name of the court;
  3. the name, signature, address, telephone number, fax number if any, and e-mail address if any, of the person filing the document; and
  4. the attorney's Kansas registration number after the attorney's name if the document is filed by a Kansas attorney or the attorney's state and registration number if the document is filed by an attorney not licensed in Kansas.
- f. Exceptions.** The requirements in this rule specifying type size, margins, and spacing do not apply to:
1. a form approved by the Supreme Court or the Kansas Judicial Council;
  2. a form required by a governmental agency, such as a form prepared by the Kansas Sentencing Commission;
  3. a document prepared in accordance with the requirements in a statute or other Supreme Court rule, such as preparation of a transcript; or
  4. a document submitted by a self-represented litigant.

[**History:** Am. effective September 8, 2006; Restyled rule and amended effective July 1, 2012; Am. effective November 18, 2016; Am. effective June 14, 2019; Am. effective October 11, 2019.]