

**MUNICIPAL COURT APPEAL INSTRUCTIONS**  
**For non-person crimes**

The following four (4) documents are required for filing:

1. A completed "**CRIMINAL COVER SHEET**                   "
2. "**NOTICE OF APPEAL FROM MUNICIPAL COURT**"
3. "**JOURNAL ENTRY**" from the city involved with the appeal.  
This document is obtained from the city where the case is being appealed from, and must have the city judge signature. The following information must be on the journal entry:
  - a. Defendant's social security number
  - b. Defendant's date of birth
  - c. Defendant's home address
  - d. Date of offense and all charges

If this information is not on the Journal Entry, the Appeal will not be processed.

4. "**APPEARANCE BOND**" This must be signed by an 18<sup>th</sup> Judicial District Court Judge.

\* Turn in all four (4) documents to the Sedgwick County Courthouse, 7<sup>th</sup> floor Criminal Department. A filing fee of \$96.50 is required at time of filing.



For office Use Only

### CRIMINAL COVER SHEET

The criminal information sheet neither replaces nor supplements the filing and service of pleadings or other papers as required by law. This form is required for use by the Clerk of the District Court for the purposes of initiating the criminal docket sheet. This information will not be available to the public and this document will be stored in a separate location from the case file and then destroyed within a reasonable time. A new case **will not be accepted** without a cover sheet attached. (THIS FORM MUST BE TYPED OR PRINTED LEGIBLY). This form can be found at [www.kscourts.org](http://www.kscourts.org).

#### DEFENDANT'S INFORMATION

(ATTACH ADDITIONAL SHEET, IF NECESSARY)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_ SEX: \_\_\_\_\_

DL OR STATE ID NO: \_\_\_\_\_  
State and Number

SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

RACE: White Black Asian American Indian/Alaskan  
Pacific Island Unknown

ETHNICITY: Hispanic Non-Hispanic Unknown

ALIAS NAMES USED:

KDR Transaction Number \_\_\_\_\_

#### COMPLAINT INFORMATION

VIOLATION DATE: \_\_\_\_\_

OFFICER: \_\_\_\_\_

OFFICER NO: \_\_\_\_\_

#### ATTORNEYS (if known)

(Firm Name, Address, Telephone Number and Supreme Court ID Number)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The requirement that Social Security numbers be included on criminal cases is not mandatory. The number is used for purposes of identification and may be disclosed as permitted by law. This form is not considered to be a public record.

IN THE EIGHTEENTH JUDICIAL DISTRICT  
DISTRICT COURT, SEDGWICK COUNTY, KANSAS  
CRIMINAL DEPARTMENT

DISTRICT COURT CASE#

\_\_\_\_\_  
PLAINTIFF

\_\_\_\_\_  
DEFENDANT

NOTICE OF APPEAL FROM MUNICIPAL COURT

Take notice that \_\_\_\_\_ does appeal to the District Court of Sedgwick County, Kansas, for the judgment rendered and made in the above entitled action on the \_\_\_\_\_ day of \_\_\_\_\_; whereby the defendant was found guilty of

\_\_\_\_\_  
And sentence to \_\_\_\_\_

Appeal bond set by the Municipal Court \_\_\_\_\_

Dated: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

This case is set for \_\_\_\_\_ trial on \_\_\_\_\_ at 9:00 AM in Division \_\_ on the 10th floor, Courtroom 10-1 in the Sedgwick County Courthouse.

cc sent to Municipal Court Clerk on: \_\_\_\_\_

cc sent to City Attorney on: \_\_\_\_\_



D C 1 8

IN THE EIGHTEENTH JUDICIAL DISTRICT  
DISTRICT COURT, SEDGWICK COUNTY, KANSAS

FOR CLERK'S USE ONLY

\_\_\_\_\_  
Plaintiff/Petitioner

VS

\_\_\_\_\_  
Defendant/Respondent

Case No. \_\_\_\_\_

Arresting  
Agency  
Case No. \_\_\_\_\_

**APPEARANCE BOND**

CRIMINAL

TRAFFIC

CIVIL

DOMESTIC

We, \_\_\_\_\_, as principal, and the undersigned as surety, do hereby bind ourselves to the State of Kansas in the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) conditioned upon the appearance of the principal on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_ .m., in the District Court of Sedgwick County, Kansas before Division \_\_\_\_\_, and thereafter before a Judge when ordered to answer the charge of \_\_\_\_\_

\_\_\_\_\_ and from time to time thereafter as the Court may require until the case is terminated.

Other conditions of this bond are: \_\_\_\_\_

If the amount of the bond required for the person's appearance or the other conditions are modified from the above amount or conditions, then this bond is null and void, and a new bond in the required amount and/or with the modified other conditions must be posted at that time.

We, the undersigned, state that this bond is continuing in nature.

Failure to appear at the time/date and location listed above will result in a bench warrant for the immediate arrest of the principal and judgment against principal and surety for the amount of the bond.

Date \_\_\_\_\_

Prepared by: \_\_\_\_\_

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Surety

\_\_\_\_\_  
Address

\_\_\_\_\_  
Surety

\_\_\_\_\_  
Address

Approved: \_\_\_\_\_  
DATE

\_\_\_\_\_  
Judge of District Court, Div. \_\_\_\_\_



D C 1 8