

**ADMINISTRATIVE ORDERS  
SPRING HILL MUNICIPAL COURT**

TAB NO.	ADMIN ORDER NO.	EFFECTIVE DATE	DESCRIPTION	REPEALED BY
1	2018-1 <b>Repealed</b>	1/18/2019	Court Schedule	2022-2
2	2018-2	1/18/2019	Municipal Judge Pro Tempore	
3	2018-3	1/18/2019	Admission of Out-of-State Attorneys to Practice	
4	2018-4	1/18/2019	Interpreter	
5	2018-5	1/18/2019	Courtroom	
6	2018-6	1/18/2019	Recording of Judicial Proceedings	
7	2018-7	1/18/2019	Attorneys	
8	2018-8	1/18/2019	Record Retention	
9	2018-9	1/18/2019	Items Prohibited in Court	
10	2018-10	1/18/2019	Open Carrying of Firearms is prohibited	
11	2018-11 <b>Repealed</b>	1/18/2019	Warrant Purge Policy	2022-1
12	2022-1	2/1/2022	Warrant Purge Policy	
13	2022-2	9/20/2022	Court Schedule	
14	2022-3 <b>Repealed</b>	9/20/2022	Payment Policy	2024-1
15	2024-1	3/19/2024	Payment Policy	
16	2025-01	2/4/2025	Substanstial Compliance	
17	2025-02	3/4/2025	Payment Plans	
18	2025-03	6/3/2025	Bond Schedule - Failure to Appear Warrants	
19	2025-04	6/3/2025	Bond Schedule - Warrantless Arrests	
20	2025-05	6/3/2025	Fine Schedule	
21	2025-06	6/3/2025	Setting of Fees	

**SPRING HILL MUNICIPAL COURT  
ADMINISTRATIVE ORDER 2018-1**

**Court Schedule**

**Clerks' Office**

The Clerk's office is open five (5) days a week, 8 a.m. to 5 p.m., Monday through Friday, except for holidays, for the purpose of payment of fines and filing papers in the Court Clerk's office.

**Court Docket**

The Court docket shall be 8:30 a.m. on the first and third Tuesday of each month, temporarily at the Spring Hill Community Center located at 613 South Race Street, Spring Hill, KS 66083.

**Public Holidays**

The Court will observe those public holidays designated by Spring Hill officials.

**Weather Cancellation for Court Days**

Court shall be cancelled on the same days that the Unified School District No. 230 declares a school day to be cancelled. The Court day shall be rescheduled to the next regular court day.

JANUARY 18, 2019

  
\_\_\_\_\_  
Alex B. Judd, Judge  
Spring Hill Municipal Court

**SPRING HILL MUNICIPAL COURT  
ADMINISTRATIVE ORDER 2018-2**

**Municipal Judge Pro Tempore**

If the Municipal Judge is temporarily unable to preside because of absence, illness, or disqualification, the judge “shall designate an attorney or other qualified person to act as judge pro tempore” (“pro tem”). A qualified person is one who meets the requirements of the Municipal Court Judge, which are as follows:

A pro tem judge must be a citizen of the United States and an attorney admitted to the practice of law in the state of Kansas.

If the Municipal Judge has not appointed a pro tem judge, then the Mayor shall appoint the pro tem judge.

JANUARY 18, 2019

A handwritten signature in blue ink, reading "Alex B. Judd", is written over a horizontal line.

Alex B. Judd, Judge  
Spring Hill Municipal Court

**SPRING HILL MUNICIPAL COURT  
ADMINISTRATIVE ORDER 2018-3**


**Admission of Out-of-State Attorneys to Practice**

Motions and orders for the admission of an attorney not licensed in Kansas to practice under Supreme Court Rule 116 shall be substantially in the form set out in Appendix A.

All pleadings or other papers filed by attorneys from other states pursuant to Supreme Court Rule 116 must also be signed by an attorney licensed to practice law in Kansas.

A nonrefundable fee of \$50.00, payable to the Clerk of the Spring Hill Municipal Court, shall accompany the motion and verified application in each case. An attorney employed by a governmental agency or an attorney who represents an indigent party may move for wavier of the fee for good cause shown.

JANUARY 18, 2019

  
\_\_\_\_\_  
Alex B. Judd, Judge  
Spring Hill Municipal Court

## **APPENDIX A**

IN THE MUNICIPAL COURT OF SPRING HILL, KANSAS

CITY OF SPRING HILL, KANSAS, )  
 )  
Plaintiff, )  
v. ) Case No. \_\_\_\_\_  
 )  
\_\_\_\_\_, )  
 )  
Defendant. )

**MOTION TO ADMIT OUT-OF-STATE ATTORNEY**  
**PRO HAC VICE FOR THIS CASE**

COMES NOW \_\_\_\_\_, a Kansas-licensed attorney in good standing and of record as counsel for the defendant in the above-captioned case, and hereby moves the Court for admission of \_\_\_\_\_, an attorney licensed in \_\_\_\_\_ *PRO HAC VICE* for purposes of this case only. In support of the motion, the undersigned submits the nonrefundable fee, together with the verified application of \_\_\_\_\_, which the undersigned has reviewed. As the moving attorney, I hereby acknowledge my obligation to remain actively engaged in the conduct of the case; to sign every pleading, document, brief, motion, and other papers filed in this case on behalf of our client; and to attend every hearing unless otherwise directed by the Court.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Kansas Bar Registration Number)

\_\_\_\_\_  
(Kansas Attorney – Typed or Printed)

\_\_\_\_\_  
(Business Telephone)

\_\_\_\_\_  
(Business Address)

\_\_\_\_\_  
(Business Email)

\_\_\_\_\_  
(City, State and Zip)

CERTIFICATE OF SERVICE  
(Include a signed certificate showing service of the motion and verified application upon the City Prosecutor and upon the above-named defendant).

**IN THE MUNICIPAL COURT OF SPRING HILL, KANSAS**

CITY OF SPRING HILL, KANSAS,	)	
	)	
Plaintiff,	)	
v.	)	Case No. _____
	)	
_____	)	
	)	
Defendant.	)	

**VERIFIED APPLICATION OF AN OUT-OF-STATE ATTORNEY  
FOR ADMISSION *PRO HAC VICE* TO PRACTICE IN THE CAPTIONED CASE**

\_\_\_\_\_ (Name of Non-Kansas Attorney), an attorney not licensed to practice in Kansas, moves this Court under Supreme Court Rule 116 for its order allowing the out-of-state attorney to practice in this Court for the professional business and purpose of this case only, to represent the defendant in the above-captioned case.

\_\_\_\_\_ (Name of Kansas Attorney), an attorney who is regularly engaged in the practice of law in Kansas, and who is in good standing under all the applicable rules of the Supreme Court of the State of Kansas, moved for my admission *pro hac vice*. Said Kansas attorney shall be actively engaged in the conduct of the case; shall sign all pleadings, documents, and briefs; and shall be present throughout all court or administrative appearances, unless otherwise directed by the Court.

In support, the applicable shows the Court that he/she is regularly admitted to the following bars and/or courts of record: \_\_\_\_\_ (show all states and other jurisdictions where you are admitted to practice law); is regularly engaged in the practice of law in each such jurisdiction(s); is in good standing pursuant to the rules of the highest appellate court of such jurisdiction(s); and is not currently the subject of disciplinary action, nor has been the subject of a disciplinary action under investigation, including but not limited to suspension or disbarment (if otherwise, please provide a detailed description of the nature and status of the action of investigation, as well as the address of the disciplinary authority in charge).

The applicant was granted permission previously to appear *PRO HAC VICE* in the State of Kansas within the past twelve months; Case Name: \_\_\_\_\_, Case Number: \_\_\_\_\_, Court where Granted: \_\_\_\_\_. (List all such admissions, if any).

\_\_\_\_\_ (Applicant's Name) acknowledges that he/she will be held to the standard of conduct of the State of Kansas, the Kansas Rules of Professional Conduct, and will be subject to the orders of, and amenable to disciplinary action by, the courts

and administrative tribunals of the State of Kansas. The out-of-state attorney has sworn to and signed the Out-of-State Attorney's Oath, which is attached hereto.

This application, the statements herein made and all information provided are complete, true, and correct under penalty of perjury. The signators acknowledge that we have a continuing obligation to advise the Court if a change occurs with regard to any information herein provided.

Respectfully submitted:

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(Signature)

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(Signature)

---

(Out-of-State Attorney – Typed or Printed)

---

(Kansas Attorney – Typed or Printed)

---

(State and Bar Registration No(s))

---

(Kansas Bar Registration No.)

---

(Business Address)

---

(Business Address)

---

(City, State and Zip)

---

(City, State and Zip)

---

(Email Address)

---

(Email Address)



I do, under penalty of perjury, so swear (or affirm).

**IN THE MUNICIPAL COURT OF SPRING HILL, KANSAS**

CITY OF SPRING HILL, KANSAS,

Plaintiff,

V.

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

Defendant.

## ORDER ADMITTING OUT-OF-STATE ATTORNEY TO PRACTICE

**IT IS HEREBY ORDERED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, that I, \_\_\_\_\_ (name of out-of-state attorney), whose address is \_\_\_\_\_, is admitted to practice law before this Court for the business of this case only, having made the showing required Supreme Court Rule 116, and having sworn to and signed the Out-of-State Attorney's Oath.

This Order shall be effective only so long as the out-of-state attorney has associated continually and, unless otherwise ordered by the Court, is personally appearing with \_\_\_\_\_ (name of attorney licensed in Kansas), upon whom service may be had in all manners connected with this action with the same effect as if personally made on the out-of-state attorney.

Submitted by:

Judge of the Municipal Court

(Signature)

(Signature)

(Out-of-State Attorney – Typed or Printed)

(Kansas Attorney – Typed or Printed)

(State and Bar Registration No(s))

(Kansas Bar Registration No.)

(Business Address)

(Business Address)

(City, State and Zip)

(City, State and Zip)

(Email Address)

(Email Address)

**SPRING HILL MUNICIPAL COURT  
ADMINISTRATIVE ORDER 2018-4**

**Interpreter**

For persons whose primary language is not English, or who are deaf, hard of hearing, or speech impaired, the Court shall appoint a qualified interpreter to assist those persons during the court proceeding pursuant to K.S.A. 75-4351 *et seq.*

January 18, 2019

A handwritten signature in blue ink, appearing to read "Alex B. Judd", is written over a horizontal line.

Alex B. Judd, Judge  
Spring Hill Municipal Court

IN THE MUNICIPAL COURT OF SPRING HILL, KANSAS

SPRING HILL, KANSAS,

Plaintiff,

v.

\_\_\_\_\_

Defendant.

)  
)  
)  
)  
)  
)  
)

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

**OATH OF INTERPRETER**  
**(Foreign Language)**

I, \_\_\_\_\_, do solemnly swear or affirm:  
(Print Interpreter's Name)

1. I will make a true interpretation from the English language into the \_\_\_\_\_ language in an understandable manner to the person for whom I have been appointed.
2. I will repeat the statements of such person from the \_\_\_\_\_ language into the English language to the best of my skill and judgment.
3. I declare under penalty of perjury under the laws of the State of Kansas that the foregoing is true and correct.

Date: \_\_\_\_\_

\_\_\_\_\_  
Interpreter's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Judge of the Municipal Court

**SPRING HILL MUNICIPAL COURT  
ADMINISTRATIVE ORDER 2018-5**

**Courtroom**

**Courtroom Decorum and Dress**

Attorneys and court officials shall be properly attired in keeping with the dignity of the profession and seriousness of proceedings, except judicial discretion may be exercised in extreme conditions. Defendants must be properly attired. The judge will determine the meaning of proper attire.

Judicial robes shall be worn by the judge and/or pro tem judge when holding court.

**Who is Permitted within Bar**

During the hearing of any case, all members of litigant's families shall remain in the gallery of the courtroom proper, other than attorneys connected with the case, court personnel, litigants and witnesses called to testify, except with the court's approval in division.

**Bail Bondsmen, Sureties, Agents Conduct**

No bail bondsman, surety, or his/her licensed agent shall transact business with non-court personnel inside the courtroom.

No bondsman, surety, or his/her licensed agent shall address the court "in session" respecting any defendant unless requested to do so by the judge, or in case of a surrender of a defendant in open court. No bondsman, surety, or his/her licensed agent shall call aloud the name of any defendant, under bond, scheduled to appear on the days' docket either in the courtroom or while in adjoining areaways adjacent to the courtroom.

**Witness Oath**

Witnesses shall be sworn in near the bench by the Court Clerk or the Judge prior to testifying.

JANUARY 18, . 2019

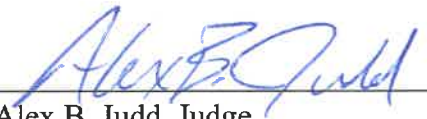
  
\_\_\_\_\_  
Alex B. Judd, Judge  
Spring Hill Municipal Court

**SPRING HILL MUNICIPAL COURT  
ADMINISTRATIVE ORDER 2018-6**

**Recording of Judicial Proceedings**

All persons, except those authorized in advance by the court to record proceedings, shall be prohibited from broadcasting, televising, recording, transcribing, or taking photographs in the courtroom, and in the corridors and stairways adjacent thereto.

JANUARY 18, 2019

  
\_\_\_\_\_  
Alex B. Judd, Judge  
Spring Hill Municipal Court

**SPRING HILL MUNICIPAL COURT  
ADMINISTRATIVE ORDER 2018-7**

**Attorneys**

**Entries of Appearance**

Any attorney retained on behalf of a defendant to appear in court on any case pending shall promptly file a written entry of appearance, to include the attorney's name, address, phone number, Kansas bar number, date of entry and case number.

**Conduct of Attorneys**

**Witness Exclusion**

Motions to separate or exclude a witness pursuant to common law rule (referred to as "The Rule"), in any case must be made in advance of the commencement of a court hearing.

**Witness Examination**

Only one attorney shall examine a witness in chief and only one attorney shall cross-examine said witness for the opposing party, unless there are separate defendants represented by separate counsel and their cases are consolidated for trial, in which case each party's attorney may examine accordingly.

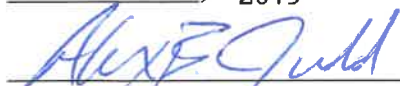
**Withdrawal of Attorneys**

Any attorney who desires to withdraw as attorney of record for any party to any action pending in this court shall comply with Supreme Court Rule 117, Rules relating to District Court.

**Failure of Attorneys to Answer Docket Call**

When a defendant appears at his/her scheduled court date, and the attorney does not, absent prior notice to the court, the court may continue the case or, upon defendant's request, allow the case to proceed. The court may order an attorney to show cause why contempt should not be found and sanctions imposed.

JANUARY 18, 2019




Alex B. Judd, Judge  
Spring Hill Municipal Court

**SPRING HILL MUNICIPAL COURT  
ADMINISTRATIVE ORDER 2018-8**

**Record Retention**

Pursuant to Supreme Court Administrative Order 138, any records of municipal ordinance convictions of misdemeanors, including reckless driving (K.S.A. 8-1566), driving on a suspended license (K.S.A. 8-262(a)), no driver's license (K.S.A. 8-235), failure to stop at an injury accident (K.S.A. 8-1602), eluding a Police Officer (K.S.A. 8-1568), and open container (K.S.A. 8-1599) and all previous cites shall be maintained for fifty (50) years from the date of filing unless reproduced in accordance with K.S.A. 12-122. Such reproductions will be deemed to be an original record for all purposes in accordance with K.S.A. 12-123.

JANUARY 18, ' 2019

  
\_\_\_\_\_  
Alex B. Judd, Judge  
Spring Hill Municipal Court



**SPRING HILL MUNICIPAL COURT  
ADMINISTRATIVE ORDER 2018-9**

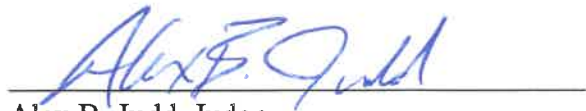
**Items Prohibited in Court**

The Court finds it is in the best interests of the administration of the Court and of justice, as well as the best interests of the patrons of the Court, to enhance the safety and security of the Court facility, to set forth the following noninclusive list of prohibited items in the courtroom:

Martial arts / Defense weapons	Crochet knitting needles
Metal forks	Fingernail files (metal)
Multi tools	Firearms
Pen knife	Handcuff key
Pepper Spray	Leatherman
Mace	Long metal chains (billfold / wallet chains)
Pocket knives	Toy weapons
Pocket tools	Scissors
Razor blades	Screwdriver
Stun guns	Utility knives
Table / Steak knives	Brass knuckles
Aerosol sprays	Bladed instruments or cutting tools of any size or description
Ammunition	
Box cutters	
Carpet knife	

The prohibited items listed above are not intended to be all inclusive, and may be updated as necessary. To ensure everyone's security, Court security officers may determine that an item not on the list is prohibited and/or construed as a weapon.

JANUARY 18, 2019



Alex B. Judd, Judge  
Spring Hill Municipal Court

**SPRING HILL MUNICIPAL COURT  
ADMINISTRATIVE ORDER 2018-10**

**Open Carrying of Firearms is Prohibited**

The Court hereby finds it is in the best interests of the administration of justice and the safety of all persons to set forth the following policy:

The open carrying of firearms in the Municipal Court building is hereby prohibited. Signs shall be posted in accordance with K.S.A. 75-7c24. Any person who violates this section shall not be subject to a criminal penalty but will be denied access to the building or be subject to removal from the building.

JANUARY 18, 2019

  
\_\_\_\_\_  
Alex B. Judd, Judge  
Spring Hill Municipal Court

**SPRING HILL MUNICIPAL COURT  
ADMINISTRATIVE ORDER 2018-11**

**Warrant Purge Policy**

**Purpose**

To establish a procedure to purge warrant files of cases that have been inactive for a significant period thereby indicating that service of the warrant is unlikely or remote. The following policy outlines a rational and orderly basis to consider cases for close out.

**Policy**

The Court finds that while it is important to maintain the integrity of the court process and the enforcement of court orders, the amount of time and effort devoted to service of bench warrants is beyond the Court's control. In addition, the Court is cognizant of the case law in Kansas regarding unnecessary delay in warrant service. Therefore, the Court finds that if cases fall within the parameters outlined below, and there are no known service attempts by the Spring Hill Police Department, the likelihood of warrant service is remote.

**Procedure**

All cases in warrant status will be reviewed for dismissal or close-out yearly pursuant to the following criteria:

**Traffic Infractions**

All traffic infractions in which at least 5 years have elapsed since date of offense with no disposition shall be dismissed by the Court for lack of prosecution without objection by the City Prosecutor.

**Other Traffic Offenses**

All other traffic offenses in which at least 10 years have elapsed since date of offense with no disposition, with exception of DUI, shall be dismissed by the Court for lack of prosecution without objection by the City Prosecutor.

## **Criminal Cases**

All criminal misdemeanor offenses with victims (except when victim is a merchant) and all DUI offenses in which at least 10 years have elapsed since date of offense will be reviewed for decision regarding dismissal after being forwarded to the City Prosecutor.

## **Criminal Cases**

All other criminal misdemeanor offenses and unclassified ordinance violations in which at least 10 years have elapsed since date of offense shall be dismissed by the Court for lack of prosecution without objection by the City Prosecutor.

## **Motions**

All cases with motions filed to revoke/terminate diversion in which at least 10 years have elapsed from the filing date of the motion shall be reviewed by the City Prosecutor for withdrawal of motion and close-out.

## **Motions**

All cases with motions filed to revoke probation in which at least 10 years have elapsed from the filing date of the motion shall be reviewed by the Court for denial of the motion and close-out.

## **Any Case Targeted For Purge That Has Money Owing**

In any case that has been targeted under this policy for purging in which there is money due and owing, the Court Clerk shall check driving or other records to determine if a more recent address can be located and if so, send the defendant a "30-day collection" letter prior to the Court considering any fine abatement or submission to collections or debt set-off program.

January 18, 2019



Alex B. Judd, Judge  
Spring Hill Municipal Court

**SPRING HILL MUNICIPAL COURT  
ADMINISTRATIVE ORDER NO. 2022-1**

**Warrant Purge Policy**

**Purpose**

To establish a procedure to purge warrant files of cases that have been inactive for a significant period thereby indicating that service of the warrant is unlikely or remote. The following policy outlines a rational and orderly basis to consider cases for rescission of warrant and/or close out.

**Policy**

The Court finds that while it is important to maintain the integrity of the court process and the enforcement of court orders, the amount of time and effort devoted to service of bench warrants is beyond the Court's control. In addition, the Court is cognizant of the case law in Kansas regarding unnecessary delay in warrant service. Therefore, the Court finds that if cases fall within the parameters outlined below, and there are no known service attempts by the Spring Hill Police Department, the likelihood of warrant service is remote. THE COURT HAS FINAL DISCRETION REGARDING THE PURGE OF WARRANTS AND DISMISSAL OF CASES AND MAY DEVIATE FROM THE GUIDELINES BELOW AS DEEMED APPROPRIATE.

**Procedure**

All cases in warrant status will be reviewed for rescission of warrant status and/or dismissal and close-out yearly pursuant to the following criteria:

**Minor Traffic Infractions/Equipment Violations/Parking Tickets**

All minor traffic infractions (i.e. seatbelt violations, tag violations), minor equipment violations (i.e. tag light violations, headlamp violations), and parking tickets in which at least 1 year has elapsed since issuance of bench warrant.

**Traffic Offenses except Driving While Suspended and DUI**

All other traffic offenses except DUI and Driving While Suspended in which at least 3 years have elapsed since issuance of bench warrant.

### **Criminal Cases**

All DUI Offenses in which at least 10 years have elapsed since issuance of bench warrant.

All criminal misdemeanor offenses with victims in which at least 5 years have elapsed since issuance of bench warrant.

All other criminal misdemeanor offenses and unclassified ordinance violations not otherwise listed in which at least 3 years have elapsed since issuance of bench warrant.

### **Codes Violations/Cases Involving Animals/Driving While Suspended**

All codes violations, cases involving dogs or other animals, and Driving While Suspended offenses in which at least 5 years have elapsed since issuance of bench warrant.

### **Diversion Motions**

All cases with motions filed to revoke/terminate diversion in which at least 5 years have elapsed from the filing date of the motion shall be reviewed by the City Prosecutor for withdrawal of motion and close-out.

### **Probation Motions**

All cases with motions filed to revoke probation in which at least 5 years have elapsed from the filing date of the motion shall be reviewed by the Court for denial of the motion and close-out.

### **Any Case Targeted for Purge that has Money Owing**

In any case that has been targeted under this policy for purging in which there is money due and owing, the Court Clerk shall check driving or other records to determine if a more recent address can be located and if so, send the defendant a "30-day collection" letter prior to the Court considering any fine abatement or submission to collections or debt set-off program. Any suspension of Kansas driver's license shall remain in place pending payment of reinstatement fee.

Administrative Order No. 2018-11 is hereby repealed.  
IT IS SO ORDERED

Dated this 1st day of February, 2022



Michelle DeCicco, Judge  
Spring Hill Municipal Court

**IN THE MUNICIPAL COURT OF SPRING HILL, KANSAS  
ADMINISTRATIVE ORDER NO. 2022-2  
COURT SCHEDULE**

**Court Schedule Clerks' Office**

The Clerk's office is open five (5) days a week, 8 a.m. to 5 p.m., Monday through Friday, except for holidays, for the purpose of payment of fines and filing papers in the Court Clerk's office.

**Court Docket**

The Court docket shall be 8:30 a.m. on the first and third Tuesday of each month, at the Spring Hill Civic Center located at 401 N. Madison, Spring Hill, KS 66083.

**Public Holidays**

The Court will observe those public holidays designated by Spring Hill officials.

Administrative Order No. 2018-1 is hereby repealed.  
IT IS SO ORDERED

Dated this 20<sup>th</sup> day of September, 2022



Michelle DeCicco  
Municipal Court Judge

**SPRING HILL MUNICIPAL COURT  
ADMINISTRATIVE ORDER NO. 2022-3**

**PAYMENT POLICY**

**Payment of Fines and Fees**

The Court will accept cash, checks, money orders, and VISA, Mastercard, American Express and Discover credit cards for court fines, fees, and restitution.

**Cash Policy**

If payment is in cash, no more than \$5.00 shall be in coin. A maximum of 20 quarters may be used to reach the \$5.00.

If payment is made with fifty (50) pennies or more; and/or forty (40) nickels or more, and/or fifty (50) dimes - said coins shall be properly wrapped in appropriate wrappers with each wrapped roll signed and dated by the payor. The roll shall also contain a phone number at which the payor can be reached in the event of any discrepancies regarding the amount contained in the roll.

**Check Policy**

No personal checks may be accepted for an amended charge or for any case that has an associated reinstatement fee, or restitution. An exception applies if the check is that of the attorney entered on the case.

Dated this 20th day of September, 2022



Michelle DeCicco, Judge  
Spring Hill Municipal Court



**SPRINGHILL MUNICIPAL COURT  
ADMINISTRATIVE ORDER NO. 2024-1**

**PAYMENT POLICY**

**Payment of Fines and Fees**

The Court will accept cash, checks, money orders, VISA, Mastercard, American Express and Discover credit cards for court fines, fees and restitution.

**Cash Policy**

If payment is in cash, no more than \$5.00 shall be in coins. A maximum of 20 quarters may be used to reach the 45.00.

**Check Policy**

No personal checks may be accepted for any case that has an associated reinstatement fee, or restitution. An exception applies if the check is that of an attorney entered on the case.

Date this 19th day of March, 2024.

Michelle Decicco

Michelle Decicco, Judge

Spring Hill Municipal Court

**SPRING HILL MUNICIPAL COURT  
ADMINISTRATIVE ORDER 2025-01**

**COURT FINDING OF SUBSTANTIAL COMPLIANCE**

The Court hereby finds it is in the best interests of the administration of justice to set forth the following policy relating to a modification of a defendant's restricted or suspended driver's license upon a finding of substantial compliance with court orders.

Pursuant to SB500, the Court has the discretion to determine at what point in the court process to notify the Kansas Department of Revenue that a Defendant is in substantial compliance with the court's orders. This Court finds that the definition of substantial compliance will be as follows:

1. The defendant has plead guilty to the charge in the case;
2. The defendant has paid restitution in full, and
3. a minimum of half of the total amount due on the case for which the defendant's driver's license is either restricted or suspended; or
4. The Court otherwise makes orders specific to a case concerning a finding of substantial compliance.

If a defendant pays half of the total amount due in one payment, the clerk is authorized to notify KDOR that the defendant is in substantial compliance with the court's orders. The clerk may do so without review of the Judge.

If a defendant is on a payment plan and reaches the point of having paid a minimum of half of the total due, this court will not make a finding of substantial compliance on its own accord. Said defendant must contact the court clerk in writing with a request for a finding of substantial compliance. The clerk is authorized to notify KDOR that the defendant is in substantial compliance with the court's orders. The clerk may do so without review of the Judge.

If the driver's license of a defendant is reinstated following a finding of substantial compliance but the defendant remains on a payment plan for the balance due, the defendant must still pay all fees, including the reinstatement fee, unless otherwise ordered by the court.

Further, once the Court makes a finding of substantial compliance and the driver's license of a defendant is reinstated, the Court will not additionally restrict or suspend a driver's license for a failure to pay. If there is a failure to pay after a finding of substantial compliance, all fines and fees will be submitted to collections.

Dated this 4<sup>th</sup> day of February, 2025.



Michelle DeCicco, Judge  
Spring Hill Municipal Court

**SPRING HILL MUNICIPAL COURT  
ADMINISTRATIVE ORDER NO. 2025-02**

**PAYMENT PLANS**

The Court hereby finds it is in its best interest of the administration of justice to set forth the following policy:

The Court finds that the use of payment plans to collect eligible outstanding court fines and costs is prudent. Further, it is in the best interest of the Court to establish a Payment Plan Agreement to be signed by eligible defendants who are approved to participate in a payment plan. Further, it is in the best interest of the Court that the Court Clerk shall establish procedures to carry out this Order.

IT IS THEREFORE ORDERED that the Judge and the Prosecutors shall be authorized to approve the use of payment plans to collect eligible outstanding court fines and costs in accordance with a Payment Plan Agreement.

IT IS FURTHER ORDERED that the Court Clerk shall establish procedures to carry out this Order and keep a copy on file in the Office of the Court Clerk.

IT IS HEREBY ORDERED.

Dated this 4<sup>th</sup> day of March, 2025.



Michelle Decicco, Judge  
Spring Hill Municipal Court

**SPRING HILL MUNICIPAL COURT  
ADMINISTRATIVE ORDER NO. 2025-03**

**BOND SCHEDULE – FAILURE TO APPEAR WARRANT**

The Court hereby finds it is in its best interest of the administration of the Court and of justice to establish a bond schedule for failure to appear warrants and shall be effective on the date of this order. Further, it is also in the best interest of the Court Clerk, or designee, to assign the bond amount for first and second warrants in the process of creating Failure to Appear warrants on the court software. Further, it is in the best interest of the Court that the Court Clerk shall establish procedures to carry out this Order.

IT IS THEREFORE ORDERED that the following bond schedule shall be effective on the date of this Order.

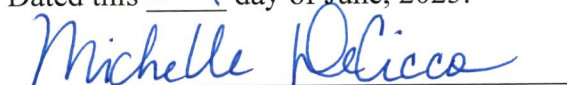
IT IS THEREFORE ORDERED that the Court Clerk, or designee, is hereby authorized to assign the bond amount in accordance with the following bond schedule when creating Failure to Appear warrants on the court software.

Charge	Warrant	Bond Amount
Class A/B DUI	First Warrant	\$2500 Cash or Surety
Class A Misdemeanor	First Warrant	\$2500 Cash or Surety
Class B Misdemeanor	First Warrant	\$1000 Cash or Surety
Class C Misdemeanor	First Warrant	\$500 Cash or Surety
U	First Warrant	\$250 Cash or Surety
Special	First Warrant	\$250 Cash, Surety or Total Fine Due
Accident Cases	First Warrant	Set by Judge
All charges above	Second Warrant	Double Bond Amount
All charges above	Third Warrant	Set by Judge
<b>Officer Discretion:</b> Officer can authorize signature bonds on a situational basis, unless noted on warrant as “No Modification”. Officer can also take partial cash and remainder signature on a situational basis, unless noted on warrant as “No Modification”.		
<b>Payment Bond:</b> If noted on warrant as an option, Defendant must plea, sign warrant and pay payment bond amount.		

IT IS FURTHER ORDERED that the Court Clerk shall establish procedures to carry out this Order and keep a copy on file in the Office of the Court Clerk. Said bonds are at the discretion of the Judge and may or may not always comply with the schedule.

IT IS HEREBY ORDERED.

Dated this 3rd day of June, 2025.



Michelle Decicco, Judge  
Spring Hill Municipal Court



**SPRING HILL MUNICIPAL COURT  
ADMINISTRATIVE ORDER NO. 2025-04**

**BOND SCHEDULE – WARRANTLESS ARRESTS**

The Court hereby finds it is in its best interest of the administration of the Court and of justice to establish a bond schedule for warrantless arrests. This policy only relates to new, warrantless arrests. Arrests based upon arrest warrants and bench warrants are not affected. Arrest warrants and bench warrants are governed by the bond amount and the method listed on the warrant.

IT IS THEREFORE ORDERED that the following bond schedule shall be effective on the date of this Order.

All bonds on this schedule are own recognizance bonds and no defendants shall be required to post a cash or surety bond when arrested on a warrantless arrest. The amounts listed below are in reference to the most serious offense charged.

- **The following crimes shall have bonds in the amount of \$250 PR:**

- Interlock violations
- MIP
- No Driver's License
- No Proof of Insurance
- Reckless driving
- Disorderly Conduct

- **The following crimes shall have bonds in the amount of \$500 PR:**

- Driving While Suspended
- Trespass
- Battery
- Obstruction of legal process
- Possession of a controlled substance
- Interference with LEO
- Assault
- Criminal Damage to Property
- Telephone Harassment
- Pedestrian under the Influence
- Possession of Paraphernalia

- **The following crimes shall have bonds in the amount of \$1,000 PR:**

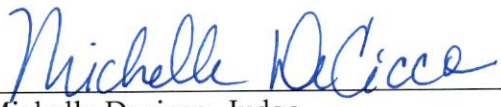
Fleeing and Eluding  
Possession of a Controlled Substance (2<sup>nd</sup> offense)  
Battery to a LEO  
Driving Under the Influence  
Driving While Habitual Violator

- **Any municipal offense not listed above shall have the following bond amounts:**

Class A Offense: \$1000 PR  
Class B Offense: \$500 PR  
Class C Offense: \$250 PR

IT IS HEREBY ORDERED.

Dated this 3rd day of June, 2025.

  
\_\_\_\_\_  
Michelle Decicco, Judge  
Spring Hill Municipal Court

**IN THE MUNICIPAL COURT OF SPRING HILL, KANSAS**  
**ADMINISTRATIVE ORDER NO. 2025-05**  
**FINE SCHEDULE**

The following fine schedule shall apply in the City of Spring Hill, Kansas for violation of sections of the Standard Traffic Ordinance (STO) classified as Ordinance Traffic Infractions. The description of offenses contained in this schedule of fines is for reference only and is not a legal definition.

<b>Section Number</b>		<b>Fine</b>
Sec. 12	Obedience to and Required Traffic-Control Devices; Presumption of Legality.....	\$125.00
Sec. 13	Red Light Violations .....	\$155.00
14 thru 17	Traffic Control Device Violations .....	\$130.00
Sec. 18	Interfere with Traffic Control Device.....	\$150.00
Sec. 26.1	Removal of Vehicle from Roadway After Accident	\$100.00
Sec. 33	<b>Speeding.....See Fine Schedule Below.....</b>	
Sec. 34	Minimum Speed Regulations .....	\$125.00
Sec. 35	Speed Limitation on Motor Driven Cycle .....	\$120.00
Sec. 38 – 46	Overtaking and Passing, Driving on Right Side of Roadway .....	\$135.00
Sec. 47	Following Too Closely .....	\$130.00
Sec. 48	Driving on Divided Highways, Left, and U-Turns .....	\$130.00
Sec. 49	Turning Violations .....	\$125.00
Sec. 50	Right, Left and U-Turns at Intersections .....	\$125.00
Sec. 51	U-Turns, when NO sign .....	\$125.00
Sec. 52	Turning on Curve or Crest of Grade .....	\$125.00
Sec. 53	Starting Parked Vehicle .....	\$120.00
Sec. 54	Turning Movements and Required Signals .....	\$125.00
Sec. 55 – 56	Turning Signals .....	\$130.00
Sec. 57	Vehicle Approaching or Entering Intersection .....	\$130.00
Sec. 58	Vehicle Turning Left .....	\$155.00
Sec. 59	Stop Signs and Yield Signs .....	\$130.00
Sec. 60	Vehicle Entering Roadway .....	\$140.00
Sec. 61	Yielding to Emergency Vehicles .....	\$205.00
Sec. 62	Highway Construction and Maintenance .....	\$125.00
Sec. 63	Pedestrian Obedience to Traffic Regulations .....	\$50.00
Sec. 64	Pedestrian Right-of-Way .....	\$130.00
Sec. 65	Jaywalking.....	\$50.00
Sec. 66	Driver to Exercise Due Care .....	\$135.00
Sec. 67	Pedestrians in Crosswalks .....	\$40.00
Sec. 68	Pedestrians on Highway .....	\$60.00
Sec. 69	Pedestrians Soliciting Rides or Business .....	\$60.00
Sec. 70	Driving Through Safety Zone .....	\$125.00
Sec. 71	Pedestrians' Right of Way on Sidewalk .....	\$140.00
Sec. 72	Pedestrians' Yield to Emergency Vehicle .....	\$85.00
Sec. 73	Blind Pedestrian Right of Way .....	\$130.00
Sec. 75	Bridge and Railroad Signals .....	\$120.00
Sec. 76-77	Railroad Signals .....	\$155.00
Sec. 78-79	Certain Vehicles at R.R. Signals .....	\$155.00
Sec. 80	Emerging from Alley or Private Drive .....	\$130.00
Sec. 81(a)	Overtaking and Passing School Bus, First Conviction	\$315.00
Sec. 81(a)	Overtaking and Passing School Bus, Second Conviction Within Five Years	\$750.00
Sec. 81(a)	Overtaking and Passing School Bus, Third or Subsequent Violation Within Five Years	\$1,000.00
Sec. 81(b)	Overtaking and Passing School Bus	\$100.00
Sec. 81(c )	Overtaking and Passing School Bus	\$100.00
Sec. 81(d)	Overtaking and Passing School Bus	\$100.00
Sec. 82	Overtaking and Passing Church Bus or Day Care Program Bus	\$100.00
Sec. 83	Parking Outside Business and Residence Districts .....	\$25.00
Sec. 85	No-parking Violations .....	\$25.00
Sec. 85e	Fire Lane .....	\$50.00
Sec. 86	No-parking Violations .....	\$35.00
Sec. 87	Handicapped Parking-Violator to Call Court – First Offense	\$100.00
Sec. 88	Parking for Certain Purposes Prohibited.....	\$40.00

Thru 92	Parking Violations .....	\$40.00
Sec. 93	Parking Disabled and Other Vehicles .....	\$75.00
Sec. 94-96	Parking Violations .....	\$45.00
Sec. 97	Overtime Parking .....	\$25.00
Sec. 103	Use of Headphone or Television Receivers in Vehicle .....	\$110.00
Sec. 107	Unattended Motor Vehicle; Ignition; Key and Brakes .....	\$100.00
Sec. 108	Obstruction of Driver's View of Driving Mechanism .....	\$125.00
Sec. 109	Coasting .....	\$120.00
Sec. 110	Following Fire Apparatus Prohibited .....	\$120.00
Sec. 111	Crossing Fire Hose .....	\$120.00
Sec. 112	Putting Glass, Etc., on Highway .....	\$155.00
Sec. 113	Stop When Traffic Obstructed .....	\$115.00
Sec. 114	Snowmobile Operation Limited .....	\$105.00
Sec. 114.1	Unlawful Operation of All-Terrain Vehicle .....	\$105.00
Sec. 114.4	Unlawful Operation of a Golf Cart .....	\$105.00
Sec. 116	Driving Upon Sidewalk .....	\$125.00
Sec. 117	Limitations on Backing .....	\$125.00
Sec. 118	Avoiding Traffic Control Devices .....	\$125.00
Sec. 122	Street Barrier .....	\$105.00
Sec. 123	Opening and Closing Vehicle Doors .....	\$115.00
Sec. 124	Riding in House Trailers .....	\$105.00
Sec. 126.1	Obstructing License Plates .....	\$100.00
Sec. 126.2	Use of Wireless Communication Devices .....	\$150.00
Sec. 127	Effect of Regulations on Bikes, Mopeds, Etc.....	\$105.00
Sec. 129	Riding Bicycles, Seats, Riders Limited .....	\$105.00
Sec. 130	Clinging to Vehicles .....	\$105.00
Sec. 131	Bike Riding on Roadway and Paths .....	\$105.00
Sec. 132	Carrying Articles on Bicycles .....	\$105.00
Sec. 133	Lamps and Other Equipment on Bicycles .....	\$105.00
Sec. 138	Riding on Motorcycles .....	\$105.00
Sec. 139	Operating Motorcycles on Roadways .....	\$115.00
Sec. 140	Clinging to Other Vehicles .....	\$105.00
Sec. 141	Motorcycle Foot Rests and Handlebars .....	\$105.00
Sec. 142	Equipment for Motorcycle Operator or Rider .....	\$105.00
Sec. 144	Lights .....	\$115.00
Sec. 146	Headlamps .....	\$115.00
Sec. 147	Tail Lamps .....	\$105.00
Sec. 148	Reflectors .....	\$105.00
Sec. 149	Stop Lamps and Turn Signals .....	\$105.00
Sec. 151	Additional Equipment Required on Certain Vehicle .....	\$105.00
Sec. 152	Color of Lamps .....	\$105.00
Sec. 153	Mounting of Lamps .....	\$105.00
Sec. 154	Visibility of Lamps .....	\$105.00
Sec. 156	Lamps or Flags on Projecting Loads .....	\$105.00
Sec. 157	Lamps on Parked Vehicles .....	\$105.00
Sec. 158	Lamps on Other Vehicles and Equipment .....	\$105.00
Sec. 159	Spot Lamps and Auxiliary Lamps .....	\$105.00
Sec. 160	Authorized Emergency Vehicles .....	\$105.00
Sec. 161	Signal Lamps and Signal Devices .....	\$105.00
Sec. 162	Vehicular Hazard Warning Lights .....	\$105.00
Sec. 164	Multiple-Beam Road Lighting Equipment .....	\$105.00
Sec. 165	Use of Multiple-Beam Equipment .....	\$105.00
Sec. 166	Single Beam Road Lighting Equipment .....	\$105.00
Sec. 167	Alternate Road Lighting Equipment .....	\$105.00
Sec. 168	Number of Driving Lamps .....	\$105.00
Sec. 169	Special Restrictions on Lamps .....	\$105.00
Sec. 170	School Buses .....	\$105.00
Sec. 171	Lighting Equipment and Warning Devices on Bus .....	\$105.00
Sec. 172	Highway Construction and Maintenance Vehicles .....	\$105.00
Sec. 173	Brakes, Performance Requirements .....	\$105.00
Sec. 174	Horns and Warning Devices .....	\$105.00
Sec. 175	Noise Prevention, Mufflers .....	\$105.00



Sec. 176	Mirrors .....	\$105.00
Sec. 177	Windshield, Eye Protection .....	\$105.00
Sec. 178	Tire Equipment .....	\$105.00
Sec. 179	Spilling Loads on Highway .....	\$205.00
Sec. 180	Trailers and Towed Vehicles .....	\$100.00
Sec. 181	One-way Glass and Window Applications .....	\$100.00
Sec. 182	Child Passenger Seats .....	\$60.00
Sec. 182.1 a1	Seat Belts .....	\$30.00
Sec. 182.1 a2	Seat Belts Ages 14-18 .....	\$60.00
Sec. 183	Head Lamps .....	\$105.00
Sec. 184	Tail Lamps .....	\$105.00
Sec. 185	Reflectors .....	\$105.00
Sec. 186	Stop Lamps .....	\$105.00
Sec. 187	Multiple Beam Road Lighting Equipment .....	\$105.00
Sec. 188	Lights on Motor-Driven Cycles .....	\$105.00
Sec. 189	Brake Equipment Required .....	\$105.00
Sec. 190	Performance Ability of Brakes .....	\$125.00
Sec. 191	Other Equipment .....	\$105.00
Sec. 198	Vehicle License; Illegal Tag .....	\$155.00
Sec. 208	Truck Route Violation.....	\$200.00

**SPEEDING (Sec. 33, Adopted by 10.01.060)**

MPH Over Limit	Fine	MPH Over Limit	Fine
6.....	\$90.00	23 .....	\$205.00
7 .....	\$95.00	24 .....	\$215.00
8 .....	\$100.00	25 .....	\$225.00
9 .....	\$105.00	26 .....	\$235.00
10 .....	\$110.00	27 .....	\$245.00
11 .....	\$125.00	28 .....	\$255.00
12 .....	\$130.00	29 .....	\$265.00
13 .....	\$135.00	30 .....	\$275.00
14 .....	\$140.00	31 .....	\$295.00
15 .....	\$145.00	32 .....	\$305.00
16 .....	\$150.00	33 .....	\$315.00
17 .....	\$155.00	34 .....	\$325.00
18 .....	\$160.00	35 .....	\$335.00
19 .....	\$165.00	36 .....	\$345.00
20 .....	\$175.00	37 .....	\$355.00
21 .....	\$185.00	38 .....	\$365.00
22 .....	\$195.00	39 .....	\$375.00
		40 .....	\$385.00

***Above 40-over, mandatory court appearance.***

***Fines shall be doubled if violation is in a school zone or construction zone.***

***Fines listed for speeding shall increase by 50% for violations occurring on U.S. Highway 169 within city limits.***

**NON-TRAFFIC SCHEDULED FINES:**

Leash Law (First Offense) .....	\$50.00
Leash Law (Second Offense) .....	\$75.00
Leash Law (Third Offense and Thereafter) .....	\$95.00
Excessive Barking (First Offense) .....	\$50.00
Excessive Barking (Second Offense) .....	\$75.00
Excessive Barking (Third Offense and Thereafter) .....	\$95.00

**Effective date of this fine schedule is June 3, 2025. This schedule supersedes any previous order.**

**IT IS HEREBY ORDERED.**

**Dated this 3<sup>rd</sup> day of June, 2025.**



Michelle DeCicco, Judge  
Spring Hill Municipal Court

**SPRING HILL MUNICIPAL COURT  
ADMINISTRATIVE ORDER NO. 2025-06**

**SETTING OF FEES**


The Court hereby finds it is in the best interests of the administration of this Court to set the following fees that may be assessed on a Spring Hill Municipal case, all of which are discretionary with the Court and exclude fines and diversion fees:

1. Warrant service fee of \$100 for every case on which a Defendant has failed to appear in court and a warrant was issued and served;
2. Late fee of \$5 for every case on which the Defendant has failed to appear and the clerks have mailed notice to the Defendant prior to an issuance of a warrant, pursuant to K.S.A 8-2110;
3. Motion fee of \$100 for every case on which the Defendant files a motion to expunge, a motion to set aside a guilty plea, a motion for early termination of probation or diversion, or motion to reconsider;
4. Motion fee of \$100 for every case on which the City files a motion to revoke probation or diversion, or a motion to impose a suspended fine or sentence;
5. Fingerprint fee of \$15 for every case on which the Court is required to obtain fingerprints pursuant to K.S.A. 12-4517;
6. Reinstatement fee as required by K.S.A. 8-2110 for every case on which the Defendant has failed to appear or pay and subsequently their license was suspended.
7. Jail fees and inmate medical fees as assessed to the City of Spring Hill and invoiced by the Johnson County Sheriff's Office and Miami County Sheriff's Office;
8. Work Release fees of \$35 per day;
9. State fees as required by K.S.A. 12-4116 and 12-4117. The state fees are in addition to any other fines or fees set forth above;
10. Restitution if ordered by the Court or otherwise agreed by the parties;
11. Any fees associated with collections or debt set-off as determined by the agency to which the cases are submitted for collections or debt set-off.

Additional fees may be required to be paid to an outside agency, for the purpose of, including but not limited to evaluations, treatment, UA's, house arrest, and monitoring.

IT IS HEREBY ORDERED.

Dated this 3rd day of June, 2025.



Michelle Decicco, Judge  
Spring Hill Municipal Court