

SPRING HILL MUNICIPAL COURT

ADMINISTRATIVE ORDERS AND ADDITIONAL MATERIAL

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**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 cursive script, appearing to read "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**

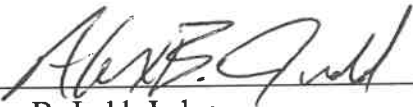
Admission of Out-of-State Attorneys to Practice

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:

(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)

IN THE MUNICIPAL COURT OF SPRING HILL, KANSAS

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

OUT-OF-STATE ATTORNEY'S OATH

I, _____ (name of out-of-state attorney), solemnly swear or affirm that I will support and bear true allegiance to the Constitution of the United States and the Constitution of the State of Kansas; that I will neither delay nor deny the rights of any person through malice, for monetary gain, or from any unworthy desire; that I will not knowingly foster or promote, or give my assent to any fraudulent, groundless, or unjust discharge my duties as an attorney and counselor in the Municipal Court for the City of Spring Hill, Kansas, with fidelity both to the Court and to my cause, and to the best of my knowledge and ability. So help me God.

I further acknowledge that I 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 order of, and amenable to disciplinary action by, the Courts and administrative tribunals of this State.

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

(Signature)

(State and Bar Registration Number)

(Non-Kansas Attorney – Typed or Printed)

(Business Telephone)

(Business Address)

(Business Email)

(City, State and Zip)

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



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

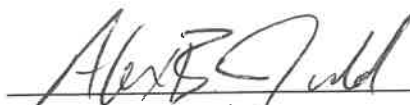
No bail bondsman, surety, or his/her licensed agent shall transact business with non-court personnel inside the courtroom.

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

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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.

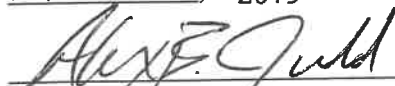
Withdrawal of Attorneys

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

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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