

February 24, 2023

DOUGLAS T. SHIMA  
CLERK OF APPELLATE COURTS

**IN THE SUPREME COURT OF THE STATE OF KANSAS**

**Administrative Order**

2023-RL-007

**Rules Relating to Municipal Court**

The court adopts the attached new Supreme Court Rule 1203, effective the date of this order.

Dated this 24th day of February 2023.

FOR THE COURT



MARLA LUCKERT  
Chief Justice

## Rule 1203

### MUNICIPAL COURT REPORTING

- (a) **Duty to Provide Information and Reports.** A municipal court must timely provide information and reports in the manner and form prescribed by the Supreme Court or judicial administrator.
- (b) **Compliance; Judge.** Compliance with this rule rests solely on the municipal court judge.
- (c) **Standard Operating Procedures.** The judicial administrator is authorized to adopt standard operating procedures for the collection of information and reports from municipal courts. In developing the procedures, the judicial administrator may consult with municipal court judges and the Supreme Court liaison justice. The procedures may include the following:
  - (1) specifying forms to be used; and
  - (2) setting deadlines for submission of information and reports.
- (d) **Annual Caseload Report.** In addition to any other information and reports submitted under this rule, each municipal court must provide an annual caseload report in the manner and form prescribed by the judicial administrator.
  - (1) A municipal court must file an annual caseload report if the court existed in the municipality for any part of the reporting period.
  - (2) A municipal court must file an annual caseload report even if no cases were filed during the reporting period.
- (e) **Compilation; Publication.** The judicial administrator will compile information and publish reports as directed by the Supreme Court.