

## **Amendments to Rule 1203: Municipal Court Reporting**

The Kansas Supreme Court is accepting public comment on proposed amendments to Supreme Court Rule 1203: Municipal Court Reporting.

Rule 1203 requires municipal courts to make periodic reports to the Office of Judicial Administration. The proposed amendment requires that municipal courts provide an annual report regarding receipts to and disbursements from a municipal court.

Proposed amendments are shown using strikethrough for deletion and underlining for new language.

Comment may be made by email to [publiccomments@kscourts.gov](mailto:publiccomments@kscourts.gov) until 5 p.m. Thursday, April 3, 2025. The subject line must read "Rule 1203."

## 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~~ required 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 ~~collecting the collection of~~ information and reports from municipal courts. The procedures may specify required forms and set deadlines for submission of information and reports. In developing the procedures, the judicial administrator may consult with municipal court judges. ~~The procedures may include the following:~~
  - (1) ~~specifying forms to be used; and~~
  - (2) ~~setting deadlines for submission of information and reports.~~
- (d) **Annual Violation Caseload Report.** ~~In addition to any other information and reports submitted under this rule, e~~Each municipal court must provide an annual violation caseload report in the manner ~~required and form prescribed~~ by the judicial administrator.
  - (1) A municipal court must ~~file~~submit an annual violation caseload report if the court existed in the municipality for any part of the reporting period.
  - (2) A municipal court must ~~file~~submit an annual violation caseload report even if the city did not file a 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.~~
- (c) **Annual Financial Report.** Each municipal court must provide an annual financial report in the manner required by the judicial administrator. The report must account for the court's receipts and disbursements.
  - (1) A municipal court must submit an annual financial report if the court existed in the municipality for any part of the reporting period.
  - (2) A municipal court must submit an annual financial report even if the court did not receive any payments or make any disbursements during the reporting period.
- (f) **Compilation; Publication.** The judicial administrator will compile information and publish reports as directed by the Supreme Court.