

## 400 NARRATIVE INFORMATION

Division of the Budget - KANSAS

Judicial Branch

Agency No: 677

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Senate President Ty Masterson  
House Speaker Dan Hawkins  
Members of the Kansas Legislature:

Every year, Kansas courts handle hundreds of thousands of cases, each of which impacts Kansans. Some cases forever change lives and almost all profoundly affect the litigants, a community, or the State. Kansans deserve a judicial system equipped with the resources needed to perform functions essential to community safety and to timely and efficiently resolve disputes. The people of Kansas, through Article 3, Section 1 of their Constitution, granted the Supreme Court general administrative authority over all courts in the state. Under this constitutional authority and Kansas statutes, the Court – through the Chief Justice – has the duty to determine the financial needs of the judicial branch and submit those needs to the Legislature for funding. Consistent with this constitutional directive, I attach the judicial branch's budget request for FY 2025.

On behalf of the entire Judicial Branch, I express deep gratitude for the Legislature's work to strengthen the court system over the last three sessions and for FY 2022, 2023, and 2024's historic appropriations. You and your colleagues brought Judicial Branch employee wages to then-current market rates, eliminated the judicial branch's reliance on unpredictable fee funding, filled a pandemic-caused \$7.4 million budget deficit, created and filled new judge and employee positions, and addressed uncompetitive judge pay by passing 2023 House Sub. for SB 229. As I have mentioned each of the last three years, these enhancements transformed and continue to strengthen the judicial branch. We are still profoundly grateful for your work.

I again ask that you not let those gains erode due to inflation and other market forces. This budget proposes offsetting inflationary pressure with a 5 percent cost of living adjustment for judicial branch employees. This budget also includes the salary increases for judges you passed last session, beginning January 1, 2025. Finally, it asks for the funding necessary to fill much-needed employee positions to address IT, cybersecurity, and administrative operations.

The first request for an inflationary adjustment to our employee salaries would allow us to remain competitive in the job market. If we do not keep pace, we lose our ability to attract and retain valuable and experienced employees. We are already experiencing erosion in our competitiveness because of market forces.

Second, as this Legislature recognized last session, you want to attract the strongest candidates capable of handling the profound responsibilities Kansas has given them. Judges are called upon to impose death and other criminal sentences that deprive others of life and liberty, resolve child custody disputes that affect fundamental parental rights, and conduct the many other criminal and civil proceedings that result in life-altering judgments for Kansans. Kansans want highly qualified individuals making these decisions and your commitment to increased judicial pay will make those positions more attractive to those candidates. Again, thank you for this historic investment in Kansas courts.

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Finally, our budget proposes adding positions to the Office of Judicial Administration. Enhancing IT security remains a judicial branch priority. We continue to work with the Legislative Post Audit Office to identify IT security needs. These positions will assist the district and appellate courts with more cybersecurity protection and expand technology services statewide. The trial court programs department at the Office of Judicial Administration continues to create initiatives that expand access to justice; technically assist child welfare, family, and probation services; and educate our employees and judges. We must also continue to tighten financial controls and audit those processes, while expanding on meeting the needs of litigants, witnesses, jurors, and others who use the court system. I look forward to discussing these needs and providing more specific explanations about these positions and how we need them to provide the level of service Kansans expect from an efficient court system.

As I close, I report to you that the Kansas judiciary is growing stronger. The court system finds itself on better footing because of the investment you made in our personnel. Personally, and as a judicial branch leader, I am incredibly grateful for that support and your hard work. The initiatives proposed in this budget will continue to move the court system onto firmer ground and improve the judicial system. I look forward to collaborating with you as we continue our partnership to strengthen the Kansas Judicial Branch.

As Chief Justice, I submit this budget directly to the Legislature, under K.S.A. 20-158. And I provide it to the governor's Division of the Budget for inclusion in the Governor's Budget Report, as required by K.S.A. 75-3721. The Court urges the Legislature to adopt the submitted budget.

Respectfully submitted,



Marla Luckert  
Chief Justice

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**JUDICIAL BRANCH MATTERS OF IMPORTANCE**

Article 3, Section 1, of the Kansas Constitution sets forth the powers granted by the people of Kansas to the judicial branch. Those powers include the Supreme Court's general administrative authority over all courts in the state.

**Mission and Goals**

The judicial branch provides justice in the disposition of legal disputes. Justice is effective when administered fairly, impartially and without delay and overseen by capable judges who operate in a modern court system under simple and efficient rules of procedure. Because unnecessary delay causes anxiety and expense for litigants, the Supreme Court has adopted principles and guidelines for expedient case disposition. Rules governing the conduct of employees and judicial officers impose high standards of integrity, impartiality, and diligence in the service of Kansans.

**Judicial Branch Budgeting**

The judicial branch – through the chief justice – submits its budget directly to the legislature under K.S.A. 20-158 and the director of the budget includes it in the Governor's Budget Report according to K.S.A. 75-3721.

While counties pay operating expenses for district courts as required by K.S.A. 20-348, the judicial branch pays salaries of all judicial branch judges and employees. Under this shared funding structure, the state appropriation for its unified court system pays largely for judicial branch personnel costs, which constitute about 92 percent of the FY 2024 judicial branch budget.

Clerks of district courts collect fines and fees for the benefit of state government. While a portion of the revenue is distributed at the county level, the remainder is sent to the state treasurer to be deposited into state accounts, including the State General Fund.

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Revenue collected by district and appellate courts for the benefit of state government totaled more than \$51.0 million in FY 2023. It was distributed by the state treasurer as follows:

Docket (clerks) fees (K.S.A. 2021 Supp. 20-362; K.S.A. 2021 Supp. 20-1a04)	\$18,217,453
Judicial Branch surcharge (K.S.A. 2021 Supp. 28-177)	\$7,725,625
Fines, penalties, and forfeitures (K.S.A. 20-2801; 20-350)	\$16,473,585
Law Enforcement Training Center Fund (K.S.A. 2021 Supp. 20-362)	\$1,969,025
Marriage License fees (K.S.A. 2021 Supp. 23-2510)	\$1,128,987
Correctional Supervision Fund (K.S.A. 2021 Supp. 21-6607)	\$907,980
Drivers' License Reinstatement fees (K.S.A. 2021 Supp. 8-2110)	\$1,210,055
KBI-DNA Database Fee Fund (K.S.A. 2021 Supp. 75-724)	\$907,421
Community Corrections Supervision Fee Fund (K.S.A. 2021 Supp. 8-1567)	\$511,448
Indigent Defense Services Application fee (K.S.A. 2021 Supp. 22-4529)	\$718,606
Indigent Defense Services Bond Forfeiture fees (K.S.A. 20-350)	\$596,892
State General Fund (K.S.A. 2021 Supp. 28-170; K.S.A. 2021 Supp. 32-1049a)	\$230,759
Other	<u>\$404,913</u>
Total	\$ 51,002,749

### Funding the Judicial Branch with State General Funds

In 2022, the legislature and Governor Kelly moved judicial branch core funding away from unreliable court user fees. For years, the judicial branch depended on this unstable funding source, which significantly varied year to year. That heavy reliance has ended, and we continue to thank legislative leadership and the governor for their steadfast support of this change.

To achieve this funding change, the judicial branch proposed shifting fee revenue that funded core judiciary operations to the state general fund with the judicial branch receiving an estimated commensurate amount of state general fund in return. Statutory changes were made to accomplish that shift. The judicial branch budget submitted today, like the one submitted last fiscal year, includes a funding request commensurate with the court's projected fee revenue.

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### Salary Initiative for Employees

The 2021 legislature appropriated historic salary increases to bring all employees to then full market pay. This ended more than a decade of below-market, uncompetitive employee salaries that led to turnover, difficulty in recruiting qualified employees, and low morale—all of which in turn weakened almost every facet of court administration. The legislature capped employee pay increases for FY 2022 at 12 percent; positions eligible for more than a 12 percent increase received the difference in FY 2023. Additionally, judicial branch employees were included in the statewide 5 percent employee cost-of-living increase in FY 2023 and FY 2024.

This historic change has brought immediate and profound results. Employee morale improved greatly, and the funding strengthened the court system's ability to attract well-qualified employees.

A well-functioning judiciary must be maintained. We cannot lose ground after legislative leaders, the governor, and staff worked hard to strengthen our workforce. Inflation continues to reduce the market competitiveness of the employee salaries we can offer. Our budget includes a request to increase employee salaries by 5 percent, an amount designed to offset inflationary pressures eroding our market rate salaries. I respectfully ask the governor and legislature to increase judicial branch employee salaries by this amount so that we may maintain market rate pay.

### Judicial Salaries

Kansas judge salaries are below market and have been for many years. But on April 6, 2023, the legislature passed House Sub. for SB 229, globally addressing legislative, executive, statewide elected official, and judge pay. Governor Kelly signed the bill on April 24, and the law took effect on May 4, when it was published in the *Kansas Register*.

The law establishes new compensation rates for all judicial branch judges. The statute provides a formula to set pay rates, using district judge salaries as its lodestar. Beginning January 1, 2025, a district judge will earn 75 percent of the annual salary of a United States district judge. The salaries for the remaining classes of Kansas judges are determined against that resulting Kansas district judge figure. Here is a quick reference to the formula:

District Judge salary is equal to 75 percent of the annual salary of a United States District Judge;

District Magistrate Judge salary is equal to 55 percent of the annual salary of a Kansas District Judge;

Chief Judge of the District Court salary is equal to 105 percent of the annual salary of a Kansas District Judge;

Judge of the Court of Appeals salary is equal to 110 percent of the annual salary of a Kansas District Judge;

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Chief Judge of the Court of Appeals salary is equal to 115 percent of the annual salary of a Kansas District Judge; Supreme Court Justice salary is equal to 120 percent of the annual salary of a Kansas District Judge; and Chief Justice of the Supreme Court salary is equal to 125 percent of the annual salary of a Kansas District Judge.

This change is historic. The judicial branch remains incredibly grateful for the legislature’s hard work in passing SB 229. The increased judicial compensation makes judge pay more competitive. It narrows the gap between what the judicial branch offers judicial candidates and what those attorney candidates can make working outside the judiciary. The court system is optimistic this increased competitiveness will attract the well-experienced and professionally diverse candidates Kansas businesses and Kansans need.

The Judicial Branch FY 2025 budget submission reflects the salary changes contemplated by SB 229. Because the judicial pay formula is based on a federal district judge’s salary, the judicial branch’s FY 2025 budget includes two assumptions: (1) that the federal 4.7 percent proposed COLA for January 2024 will be adopted, and (2) there will be a federal 4 percent COLA in beginning January 1, 2025. These assumptions are subject to change based on the federal appropriations process. *Note:* the FY 2025 salary adjustment will take effect January 1, 2025.

Below are current judge salaries and proposed salaries in the budget for FY 2025:

	Current Salary	FY 2025 Salary (eff. 1/1/25)
Supreme Court		
Chief Justice	\$172,821	\$237,469
Justice	\$168,598	\$227,970
Court of Appeals		
Chief Judge	\$167,164	\$218,471
Judge	\$163,156	\$208,973
District Court		
Chief Judge	\$150,422	\$199,474
District Judge	\$148,912	\$189,975
District Magistrate Judge	\$76,601	\$104,486

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Additional Employee Positions

After more than a decade of almost no growth in employee and judicial positions, in FY 2022 and FY 2023 the Kansas judicial branch asked the legislature to address some of our most critical shortages. The legislature responded by creating new court service officer and judicial positions, as well as a few administrative support personnel. We thank the legislature for recognizing the need for these positions. The third type of employee where our courts have long been understaffed and thus struggle to provide the online and in-person services your constituents expect is the judicial branch's administrative office staffing. This includes our employees who work with technology, financial oversight, payment processing, litigant and juror services, access to justice, education of employees and judges, human resource support, and the myriad of other front facing and behind the scenes services that are essential to efficient operation of courthouses across the state. The judicial branch's FY 2025 budget includes increased funding to fill highly needed positions statewide.

I refer you to the list of requested positions provided in the Office of Judicial Administration section of this budget. The positions are listed in order of priority. IT security is our highest priority. Like our sister branches of government, we face ever increasing cybersecurity risks and the concomitant need to do more to protect highly sensitive data. We also face escalating demands for other IT support services, including developing, deploying, and operating software and maintaining hardware. Another priority is continuing to tighten financial controls and to audit those processes. Other positions focus on meeting the needs of litigants, witnesses, jurors, and others who use the court system and making it easier for them to successfully navigate the judicial system. I look forward to discussing these needs and providing more specific explanations about the various positions that are needed to equip our courts to provide the level of service Kansans expect from an efficient court system.

eCourt

The judicial branch continues to develop and implement its statewide electronic court system (eCourt) with implementation accomplished in 30 of the 31 judicial districts. Implementation of the centralized case management system in the district courts began in August 2019 and is scheduled to be completed statewide in 2025, after Johnson County District Court and the Kansas appellate courts are brought online.

Integrated technology use through eCourt has increased access to courts, improved court efficiency, and ensured that judges have complete and timely information. Through eCourt, clerks of the court available in one county are electronically processing case documents in other counties. Litigants, attorneys, judges, law enforcement, court personnel, and all Kansans using an internet connection now have immediate access to authorized case information, details, and records from 104 counties across the state (and soon all 105).



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The eCourt initiative also includes the judicial branch's process of centralizing payment processing and disbursements throughout the state court system within the Office of Judicial Administration. With many millions of dollars in payments taken in by the judicial branch annually, centralized payment processing allows for greater oversight of financial controls, streamlining of processes, and efficient workflow. The rollout of centralized payment processing is occurring simultaneously with the rollout of the Odyssey centralized case management system.

### Strategic Goals

The judicial branch continues to experience enormous change as remote and electronic access to the judiciary expands and as access to justice initiatives take root. Through federal grant funds, the judicial branch was able to take advantage of advances in remote technology, applications, and software development to provide remote access to court hearings, electronic case filings, marriage license applications, and protection order filings.

These advances were made under the direction of the four overarching strategic goals embraced by the Kansas Judicial Branch:

- maximizing access to and promoting justice;
- encouraging innovation and harnessing technology;
- attracting and retaining an excellent workforce; and
- stewarding public resources.

In the years ahead, these strategic goals will continue to guide the Kansas Judicial Branch in further modernizing branch operations and continuing to provide access to justice to the citizens of Kansas.

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## A HISTORY OF THE KANSAS JUDICIAL BRANCH

The Kansas judicial system, consisting of district courts and the supreme court, was instituted in 1854, prior to statehood. Separate county courts of limited jurisdiction heard probate, juvenile, minor civil, minor criminal, and traffic cases. Justices of the peace administered the law throughout much of the state. In 1859, Kansans created the judicial branch by ratification of the Wyandotte Constitution. In 1968, justices of the peace were effectively abolished by severely limiting their jurisdiction. Their former jurisdiction was transferred to county courts and, in most counties, their functions were consolidated under one judge. In 1972, a new judicial article was added to the Kansas Constitution, which led to many improvements, including unification of trial courts, and provided that the court of appeals could be established by statute.

The Office of Judicial Administration was established in 1965 to help the Supreme Court exercise its administrative and supervisory responsibilities over the judicial system. The Judicial Department Reform Act of 1965 grouped judicial districts into departments. Currently there are six departments and each is assigned a justice who supervises administrative activities within the department. Each justice has authority to assign judges from one district to another and to require reports needed to keep abreast of the business of the courts.

The Kansas Constitution currently provides for one court of justice composed of a supreme court, district courts, and other courts as provided by law. In January 1977, Kansans codified a court of appeals as an intermediate appellate court. These three court types constitute the unified state judicial system. The state constitution gives the Kansas Supreme Court administrative authority over all courts in the state.

### Unification

A citizens' study committee appointed in 1973 examined the judicial system and recommended changes to fully implement the judicial article. The work of this committee ultimately resulted in unification of the state's trial courts in January 1977. The jurisdiction of probate, juvenile, and county courts, as well as magistrate-level courts of countywide jurisdiction, were consolidated into county district courts. At the same time, the Court of Appeals was established to improve the state's appellate caseload processing.

Currently, judges of the district court are either district judges or district magistrate judges. Legislation passed in 1983 eliminated a third class of judge, the associate district judge, which had almost the same jurisdiction, power, and duties as a district judge. On January 12, 1987, associate district judges were converted to district judges.

In 1978, the Legislature mandated phasing in state funding for personnel costs for nonjudge employees of district courts in exchange for revenue that formerly accrued to the benefit of county general funds. A program gradually phasing in full funding of salaries by the state was completed June 30, 1981; however, county governments continue to fund district court operating expenditures.

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In 2022, the Legislature and governor enacted law and a budget that transition core judicial branch funding off unreliable court user fees. Now, those court fees are deposited directly into the state treasury and a commensurate amount is appropriated to the court system from the state general fund. In 2023, Kansas codified a formula establishing new compensation rates, subject to appropriations, for all judges within the judicial branch beginning January 1, 2025. Under the new law, judges and supreme court justice compensation is tied to the federal judiciary.

### Court of Appeals

The Court of Appeals was established by the 1975 Legislature and became operational in January 1977. At that time, commissioners of the Supreme Court then in office were transferred by law to this court, and other members were appointed by the governor on recommendation of the Supreme Court Nominating Commission. Effective July 1, 1987, the court was expanded to 10 members. The 2001 Legislature further expanded the Court of Appeals to 14 members. Limited funding staggered the expansion over several years, with one judge added in 2003, 2005, 2008, and 2014. The method for appointing judges to this court was changed by the 2013 Legislature. . Today, court of appeals vacancies are filled by the governor appointing a nominee subject to Kansas Senate confirmation. The first court of appeals judge appointed by this method was position 14, and the appointee was sworn in effective January 2014.

### Time Standards

In December 1980, the Kansas Judicial Branch became the first jurisdiction to establish statewide case processing time standards when it adopted a report of the Kansas Supreme Court's Standards Committee entitled *General Principles and Guidelines for the District Courts*. Adopting statewide standards increased the speed and efficiency of the judicial process in Kansas, and it set an example for other state jurisdictions. In July 1983, by supreme court action, Kansas became the first state to adopt a comprehensive set of guidelines to help manage jury systems within a state court system, furthering the Supreme Court's goal to have all phases of the Kansas court system effectively managed. In October 1987, the Foundation for Improvement of Justice recognized the leadership and achievement of the Kansas Judicial Branch by awarding a gold medallion to acknowledge the national impact of the Kansas model for reducing unnecessary delay in the judicial process.

### Court Accessibility

To make the court system more accessible to its users, while ensuring litigants receive a fair trial, the Supreme Court allowed cameras and audio recording in the court system and set rules for using electronic media. Effective September 1, 1988, the program was extended to authorize coverage in municipal courts under tightly drawn rules embodied in Supreme Court Rule 1001. In 2012, the Supreme Court began webcasting its oral arguments. Also, as part of a judicial outreach effort, the Supreme Court hears oral arguments in cities across Kansas twice a year.

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### Project Pegasus

In 2011, the judicial branch began Project Pegasus. The project included a weighted caseload study led by the National Center for State Courts and a review of judicial branch operations by the Blue Ribbon Commission. The weighted caseload study measured judge and clerk of court office workloads in Kansas district courts by considering factors beyond the number of cases alone. The need for such a study had been well documented in Kansas since at least 1944 and had been identified in two Legislative Post Audit studies.

Blue Ribbon Commission members were community leaders who came together to find ways for the courts to operate as efficiently as possible while maintaining access to justice. The commission was authorized to consider issues such as the number of court locations needed to provide Kansans access to justice, the services to be provided in each court location, hours of operation, appropriate use of technology, cost containment or reductions, and flexibility in human resources use. However, the commission was not limited to those subjects and it had the authority to review other operational efficiencies associated with the court system.

The commission completed its work in 2011 and, in early 2012, submitted its report to the supreme court with recommendations for action. Its report took into account the weighted caseload study.

**SUMMARY**

**DA 402**

# 402 Agency Summary

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Summary by Program Program Description	FY 2023 Actuals	FY 2024 Agency Change Packages	FY 2024 Adjusted Budget Request	FY 2025 Base Budget Request	FY 2025 Agency Change Packages	FY 2025 Adjusted Budget Request
01031 Administrative Costs	8,944,621	0	10,642,681	10,596,321	3,714,086	14,310,407
04011 Supreme Court	5,185,070	0	5,354,649	5,550,869	150,911	5,701,780
04012 Court of Appeals	6,883,177	0	7,613,804	7,730,177	189,192	7,919,369
04013 Clerk of Appellate Courts	828,480	0	885,350	974,509	39,318	1,013,827
04014 Appellate Reporter	1,052,975	0	1,046,878	1,060,355	39,728	1,100,083
04015 Law Library	858,925	0	901,023	917,201	113,362	1,030,563
04016 eCourt	6,645,075	0	5,348,563	6,153,754	294,131	6,447,885
04017 Municipal Court Training	201,276	0	238,895	244,086	2,311	246,397
04018 Alternative Dispute Resolution	1,585	0	189	192	0	192
04021 Education Services	592,735	0	587,931	628,754	80,000	708,754
04098 Data Processing	7,537,067	0	8,079,090	8,456,926	4,739,978	13,196,904
04111 Judges of District Courts	43,228,907	0	44,524,661	52,548,560	0	52,548,560
04112 Nonjudicial Personnel	100,989,345	1,016,431	107,682,418	109,220,755	4,927,695	114,148,450
04114 CASA & CRB Programs	394,280	0	395,101	420,158	3,052	423,210
04115 Court Improvements (Fed Grants)	403,092	0	406,162	409,266	14,157	423,423
04116 Correctional Supervision	1,032,311	0	704,912	719,387	7,940	727,327
04117 Child Support Enforcement	449,986	0	825,507	828,891	48,993	877,884
06111 Commission on Judicial Quals	20,257	0	23,452	16,075	0	16,075
06112 Judicial Nominating Commission	7,230	0	18,086	13,274	0	13,274
06113 Board of Law Examiners	578,299	0	531,565	595,461	9,986	605,447
06114 Board of Examiners-Court Reporters	10,607	0	8,031	8,264	0	8,264
A0142 Audio/Visual Upgrades	113,456	0	126,800	302,247	0	302,247
A0143 Technology Upgrades	139,096	0	190,200	445,382	0	445,382
A0144 IT Infrastructure Modernization	195,639	0	29,903	251,200	0	251,200

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<b>Summary by Program Description</b>	FY 2023 Actuals	FY 2024 Agency Change Packages	FY 2024 Adjusted Budget Request	FY 2025 Base Budget Request	FY 2025 Agency Change Packages	FY 2025 Adjusted Budget Request
<b>Total by Program:</b>	<b>186,293,491</b>	<b>1,016,431</b>	<b>196,165,851</b>	<b>208,092,064</b>	<b>14,374,840</b>	<b>222,466,904</b>

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Summary by Funding Source		FY 2023 Actuals	FY 2024 Agency Change Packages	FY 2024 Adjusted Budget Request	FY 2025 Base Budget Request	FY 2025 Agency Change Packages	FY 2025 Adjusted Budget Request
Fund	Description						
1000	State General Fund	172,534,091	1,016,431	183,927,454	199,109,086	12,295,629	211,404,715
2106	Library Report Ff	26,965	0	38,025	31,300	0	31,300
2126	Dispute Resolution Fd	1,585	0	189	192	0	192
2158	Docket Fee Fund	3,692,863	0	6,163,429	53,724	0	53,724
2229	Jdcl Br Nonjdcl Stry Intv Fd	214,183	0	222,524	204,517	0	204,517
2324	Judicial Branch Education Fd	201,276	0	238,895	244,086	0	244,086
2389	Judicial Br Nonjdcl Stry Adj F	586	0	0	248,978	0	248,978
2398	Dist Magistrt Judge Supp Comp	198,698	0	233,387	233,715	0	233,715
2465	Correctional Supervision Fund	1,032,311	0	704,912	719,387	0	719,387
2543	Duplicate Law Book Fd	1,194	0	1,000	1,000	0	1,000
2681	93.563-Child Sprt Enfrcmt	449,986	0	825,507	828,891	0	828,891
2714	Sji Grant Fund	70,000	0	181,250	0	0	0
2724	Bar Admission Ff	578,299	0	531,565	595,461	0	595,461
2725	Court Reporters Ff	10,607	0	8,031	8,264	0	8,264
2791	Electronic Filing And Management Fund	5,520,023	0	116,055	1,500,000	0	1,500,000
3057	16.738-Ed Byrne Mem Jsct Asst	98,740	0	323,648	73,648	0	73,648
3082	16.590-Com Def Sol-Vil Agst Wm	0	0	40,000	0	0	0
3176	Byrne Jag Fd-Arra-Cfda 16.803	0	0	0	0	0	0
3189	Natl Crim Hst Imprv Prg	191,938	0	461,677	1,381,410	2,079,211	3,460,621
3214	16.588-Violnc Agnst Women-Arra Byrne	0	0	73,935	160,000	0	160,000
3654	Discretionary Grant Program Fund	45,711	0	393,202	350,152	0	350,152
3756	Amer Rescue Plan State Relief	448,191	0	346,903	998,829	0	998,829
3804	Jri Technical Trng & Assist	91,000	0	0	0	0	0
3922	Bja Vet Treat Crt Disc Grt Fd	87,872	0	533,000	520,000	0	520,000
3942	93.586-St Court	403,092	0	406,162	409,266	0	409,266



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<b>Summary by Funding Source</b> <b>Fund Description</b>	FY 2023 Actuals	FY 2024 Agency Change Packages	FY 2024 Adjusted Budget Request	FY 2025 Base Budget Request	FY 2025 Agency Change Packages	FY 2025 Adjusted Budget Request
7317 Impv Prg Perm Fams-Fam/ Child Invest Fd	394,280	0	395,101	420,158	0	420,158
<b>Total by Funding Source:</b>	<b>186,293,491</b>	<b>1,016,431</b>	<b>196,165,851</b>	<b>208,092,064</b>	<b>14,374,840</b>	<b>222,466,904</b>

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**EXPLANATION OF RECEIPTS ESTIMATES**

**DA 405**

# 405 NARRATIVE INFORMATION

Division of the Budget - KANSAS

Judicial Branch

Agency No: 677

Docket Fees

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## DOCKET FEES

Kansas uses a uniform docket fee system in which fees are paid to the court for costs associated with processing a case. Portions of various docket fees collected by clerks are distributed to counties, local law libraries, prosecuting attorneys' training funds, and law enforcement training funds. K.S.A. 20-362 directs the State Treasurer to deposit .99% of the remaining docket fees into the Judicial Council Fund. Of the balance remitted to the state treasury, the first \$1,500,000 is deposited into the Electronic Filing and Management Fund. The remainder is now deposited into the State General Fund.

Estimated amounts for FY 2024 and FY 2025 are shown below along with the actual receipts for FY 2023.

	<u>Actual FY 2023</u>	<u>Estimated FY 2024</u>	<u>Estimated FY 2025</u>
Clerks' Fees	\$18,178,137	\$18,500,000	\$18,500,000

**405 NARRATIVE INFORMATION**

Division of the Budget - KANSAS

Judicial Branch

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Library Report Fee Fund – 2106

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The Library Report Fee Fund (2106) is authorized by K.S.A. 20-213 for receipt of “all moneys received by or for such librarian from the sale of reports of the supreme court and from the sale of court of appeals reports.” Current prices are:

Subscriptions	\$65.00
Bound Volumes Only	60.00
Reprint Volumes	60.00
Advance Sheets (each)	15.00
Rules	25.00

The revenue generated comes primarily through the sales of *Kansas Reports* and *Kansas Court of Appeals Reports*. The amount received in FY 2023, as well as projected revenues for FY 2024 and FY 2025, are indicated below, broken down by subscription sales of *Kansas Reports* and *Kansas Court of Appeals Reports* as well as a modest number of subscriptions to Advance Sheets. There are a small number of subscribers who only receive the *Kansas Court of Appeals Reports*.

	Actual FY 2023	Volumes	Subscribers	Estimated FY 2024	Volumes	Subscribers	Estimated FY 2025
<i>Kansas Reports</i>	\$16,680	2	166	\$16,000	2	166	\$16,000
<i>Court of Appeals Reports</i>	\$12,720	2	166	\$12,000	2	166	\$12,000
Advance Sheet	\$480			\$500			\$500
Rules	\$2,850			\$2,800			\$2,800
<b>TOTAL RECEIPTS</b>	<u>\$32,730</u>			<u>\$31,300</u>			<u>\$31,300</u>

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Division of the Budget - KANSAS

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Dispute Resolution Fund – 2126

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The Dispute Resolution Fund (2126) is authorized by K.S.A. 5-517. Revenue for this fund is received from mediator registration fees.

Actual receipts for FY 2023 and estimated amounts for FY 2024 and FY 2025 are shown below.

	<u>Actual FY 2023</u>	<u>Estimated FY 2024</u>	<u>Estimated FY 2025</u>
Registrations	\$12,425	\$12,500	\$12,500

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Judicial Branch

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**Judicial Branch Docket Fee Fund – 2158**

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K.S.A. 28-177 authorizes the Judicial Branch Docket Fee Fund (2158). Pursuant to K.S.A. 20-362, and amendments thereto, the first \$1,500,000 in docket fees are deposited into the Electronic Filing and Management Fund (2791). The Judicial Council’s fund is allocated 0.99% of docket fees remitted and the balance of fees are credited to the State General Fund.

Actual receipts for FY 2023 and estimated amounts for FY 2024 and FY 2025 are shown below.

	<u>Actual FY 2023</u>	<u>Estimated FY 2024</u>	<u>Estimated FY 2025</u>
Miscellaneous Revenue	\$1,111	\$0	\$0

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Judicial Branch

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## Judicial Branch Nonjudicial Salary Initiative Fund – 2229

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The Judicial Branch Nonjudicial Salary Initiative Fund (2229) (K.S.A. 20-1a14) was established in 2000 to partially fund a new pay plan. A portion of docket fee revenue was deposited into the fund. Pursuant to 2013 Session Laws, Ch. 136, §101, FY 2013 was the last year docket fees were deposited into this fund.

The 2015 Legislature transferred oversight of district court debt collection contracts from the Attorney General to the Judicial Administrator (K.S.A. 20-169). The statute authorizes the imposition of an administrative fee on the amount of debt collected. The administrative fee revenue is deposited into this fund and used to partially fund the costs of overseeing the debt collection contracts.

One of the programs recommended by Legislature’s Juvenile Justice Oversight Committee is the Georgetown Crossover Youth Practice Model (CYPM). This model is a multi-disciplinary approach to addressing the needs of youth who are involved in both the child in need of care system and the juvenile offender system (commonly referred to as crossover kids). A key to ensuring this program is successful is collaboration between the courts, the Kansas Department of Corrections (KDOC), and the Kansas Department for Children and Families (DCF). To assist with this, some of the juvenile justice reinvestment funds are used for a CYPM coordinator position at OJA. The primary responsibility of this position is to oversee the CYPM. The position also provides some support to specialty courts and court services officers as time allows. The revenue for this position is received from the KDOC Juvenile Justice Reinvestment Fund.

Estimated amounts for FY 2024 and FY 2025 as well as actual amounts for FY 2023 are shown below.

	<u>Actual FY 2023</u>	<u>Estimated FY 2024</u>	<u>Estimated FY 2025</u>
Collection Fees	\$139,170	\$150,000	\$150,000
Crossover Youth Practice Model Coordinator	\$83,511	\$90,000	\$90,000
Total	<u>\$222,681</u>	<u>\$240,000</u>	<u>\$240,000</u>

**405 NARRATIVE INFORMATION**

Division of the Budget - KANSAS

Judicial Branch

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Judicial Branch Education Fund – 2324

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The Judicial Branch Education Fund (2324) is authorized by K.S.A. 20-1a11. Traffic docket fees provide revenue for this fund.

As authorized by K.S.A. 12-4116, where there is a finding of guilty or a plea of guilty, a plea of no contest, forfeiture of bond, or a diversion, a sum in an amount not to exceed \$1 shall be assessed for the training, testing, and continuing judicial education of municipal judges as provided in K.S.A. 12-4114. This fund is authorized to accept grants from federal or other agencies.

Estimated amounts for FY 2024 and FY 2025 are shown below along with the actual receipts for FY 2023.

	<u>Actual FY 2023</u>	<u>Estimated FY 2024</u>	<u>Estimated FY 2025</u>
Municipal Violation Fees	\$159,303	\$206,973	\$241,607



# 405 NARRATIVE INFORMATION

Division of the Budget - KANSAS

Judicial Branch

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Judicial Branch Nonjudicial Salary Adjustment Fund – 2389

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The Judicial Branch Nonjudicial Salary Adjustment Fund (2389) is authorized by K.S.A. 20-1a15. The fund is used for compensation of nonjudge employees of the district courts, Court of Appeals, and the Supreme Court and shall not be expended for compensation of judges or justices of the Judicial Branch.

Historically, a percentage of marriage license fees (15.25%) and driver’s license reinstatement fees (\$15 plus 41.17% of the balance) were deposited into this account. On July 1, 2022, when HB 2541 became effective, the deposits of those moneys were shifted to the State General Fund as part of the transition of core judicial branch funding to the State General Fund.

Estimated amounts for FY 2024 and FY 2025 are shown below along with the actual receipts for FY 2023.

	<u>Actual FY 2023</u>	<u>Estimated FY 2024</u>	<u>Estimated FY 2025</u>
Interest Income	\$13,882	\$22,500	\$0

**05 NARRATIVE INFORMATION**

Division of the Budget - KANSAS

Judicial Branch

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DMJ Supplemental Compensation Fund - 2398

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K.S.A. 75-3120k allows a county or counties comprising the judicial district to supplement the salary of, or pay any compensation to, any district magistrate judge. Any such supplemental salary or compensation shall be deposited in the state treasury and credited to the district magistrate judge supplemental compensation fund. All moneys credited to this fund shall be paid to the district magistrate judge or judges for whom such moneys were remitted as additional salary or compensation. Currently, the 10<sup>th</sup> Judicial District (Johnson County), the 5<sup>th</sup> Judicial District (Lyon and Chase Counties), the 21<sup>st</sup> Judicial District (Riley County), and the 3<sup>rd</sup> Judicial District (Shawnee County) provide additional compensation to district magistrate judges.

Estimated amounts for FY 2024 and FY 2025 are shown below along with the actual receipts for FY 2023.

	<u>Actual FY 2023</u>	<u>Estimated FY 2024</u>	<u>Estimated FY 2025</u>
Remittance From Counties	\$214,935	\$220,000	\$220,000

# 405 NARRATIVE INFORMATION

Division of the Budget - KANSAS

Judicial Branch

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Correctional Supervision Fund – 2465

Page 24

The Correctional Supervision Fund (2465) is authorized by K.S.A. 21-6607 with funding derived from probation fees of \$60 for misdemeanors and \$120 for felonies. 58.33% of the payments made for supervision fees is deposited in this fund. These funds are to be used “for the implementation of and training for use of a statewide, mandatory, standardized risk assessment tool” and other support for offender supervision.

The use of the fund also includes training and implementation of a statewide, mandatory, standardized risk assessment tool for juvenile offenders and juvenile offender supervision programs.

Below are estimates of revenue for FY 2024 and FY 2025 along with the actual receipts for FY 2023.

	<u>Actual FY 2023</u>	<u>Estimated FY 2024</u>	<u>Estimated FY 2025</u>
Probation Fees Collected	\$907,979	\$910,000	\$910,000
Times	58.33%	58.33%	58.33%
<b>TOTAL RECEIPTS</b>	<u>\$529,624</u>	<u>\$530,803</u>	<u>\$530,803</u>

**405 NARRATIVE INFORMATION**

Division of the Budget - KANSAS

Judicial Branch

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**Duplicate Law Book Fund – 2543**

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The Duplicate Law Book Fund (2543) is authorized by K.S.A. 20-156 for receipt of monies received by the exchange, sale, or loan of duplicate books, sets of works, or other duplicate or temporary material. This material includes copies, faxes, and lost books. The expenditures from this fund are used for miscellaneous law library purposes including printed library materials.

	<u>Actual FY 2023</u>	<u>Estimated FY 2024</u>	<u>Estimated FY 2025</u>
Receipts	\$1,287	\$1,300	\$1,300

# 405 NARRATIVE INFORMATION

Division of the Budget - KANSAS

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Child Support Enforcement Contractual Agreement Fund – 2681

Page 26

The Child Support Enforcement Contractual Agreement Fund (2681) is used to fund the Judicial Branch’s activities in Child Support Enforcement. All receipts are received from the Department for Children and Families (DCF) for reimbursement of Judicial Branch expenditures that comply with Title IV-D of the federal Social Security Act and the processing of paternity, child support, and medical related activities. The federal match in this program is 66%, which requires a 34% expenditure of State funds to receive, funded by DCF. Because of the match, every dollar of state money expended receives nearly two dollars in federal match money.

The Judicial Branch is reimbursed for work done by nonjudge personnel on Title IV-D activity based on the results of an annual timestudy of district court tasks related to Title IV-D cases. DCF also funds administrative hearing officer positions required to expedite child support enforcement cases through the courts. There is a memorandum of understanding between OJA and DCF agreeing to use the results of the 2023 timestudy to calculate the expenses reimbursable for FY 2024.

Estimated amounts for FY 2024 and FY 2025 are shown below along with the actual receipts for FY 2023.

	<u>Actual FY 2023</u>	<u>Estimated FY 2024</u>	<u>Estimated FY 2025</u>
Reimbursement from DCF	\$856,385	\$900,000	\$900,000

## 405 NARRATIVE INFORMATION

Division of the Budget - KANSAS

Judicial Branch

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State Justice Institute Grants - 2714

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The State Justice Institute Grants Grant Fund (2714) was created for accounting purposes to eliminate using other funds for the receipt and expenditures of non-federal grants in order to isolate, and not co-mingle, these non-federal funds. This fund receives non-federal moneys of either one-time amounts or those that require a match of other funds.

Currently this fund is used for three grants from the State Justice Institute. One grant funds OJA engagement in the Georgetown Judicial Innovative Fellowship (JIF) Program in a study of self-represented litigant (SRL) electronic filing needs in Kansas and to design an SRL e-filing system that will meet the those needs. The second grant allows OJA to engage the National Center for State Courts (NCSC) to assist in it's review and update of the vision, mission, and strategic goals and objectives set forth in the Strategic Plan of the Kansas Judiciary (2022-2021) and in the creation of an Operational Plan to accompany the updated Strategic Plan. The third grant is for an assessment of the needs of municipal courts throughout Kansas and how OJA could better meet those needs. OJA established a steering committee and partnered with NCSC to conduct a survey and site visits to conduct this assessment.

Estimated amounts for FY 2024 and FY 2025 are shown below along with the actual receipts for FY 2023.

	<u>Actual FY 2023</u>	<u>Estimated FY 2024</u>	<u>Estimated FY 2025</u>
Receipts	\$13,750	\$237,500	\$0

# 405 NARRATIVE INFORMATION

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Bar Admission Fee Fund – 2724

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The Bar Admission Fee Fund (2724) is authorized by K.S.A. 20-1a03. Revenues deposited in this fund are received “from applicants for admission to the practice of law in Kansas.” K.S.A. 20-1a03 requires that ten percent of all receipts is deposited in the State General Fund.

Fees are received for taking the written bar examination, for admission without written examination, for temporary permits while awaiting bar examination, for legal interns, for admission by Uniform Bar Examination, and for restricted licensure of attorneys performing legal services for single employers.

The actual amounts received from these various fees in FY 2023, as well as estimates for FY 2024 and FY 2025 are itemized below.

	<u>Actual FY 2023</u>		<u>Estimated FY 2024</u>		<u>Estimated FY 2025</u>	
	<u>No. of Applicants</u>	<u>Amount</u>	<u>No. of Applicants</u>	<u>Amount</u>	<u>No. of Applicants</u>	<u>Amount</u>
Written Exams (Timely) @ \$700	101	\$70,700	110	\$77,000	110	\$77,000
Written Exams (with Late Fee) @ \$900	15	\$13,500	20	\$18,000	20	\$18,000
Temporary Permits @ \$100	119	\$11,900	120	\$12,000	120	\$12,000
Temporary Permit (with Late Fee) @ \$150						
Legal Interns @ \$50	69	\$3,450	70	\$3,500	70	\$3,500
Rule 717, 719, 720 and 721 @ \$1,250	316	\$395,000	320	\$400,000	320	\$400,000
Subtotal Receipts		\$494,550		\$510,500		\$510,500
Less 10% Adjustment		(\$49,455)		(\$51,050)		(\$51,050)
TOTAL RECEIPTS		\$443,791		\$459,450		\$459,450

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Judicial Branch

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Court Reporter Fund – 2725

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The Court Reporter Fund (2725) is authorized by K.S.A. 20-1a02, and money is generated to it from examination fees (including applications for examination and reciprocity with Registered Professional Reporter certificate or on motion from another state), temporary certificate fees, and annual renewal fees. K.S.A. 20-1a02 requires that ten percent of the receipts be credited to the State General Fund. Fees are charged for the certified court reporter examinations, temporary certificates, annual renewals of certification, and late fees imposed after the June 30 renewal date (Supreme Court Rules 310 and 312).

The actual receipts for FY 2023 and the estimated receipts for FY 2024 and FY 2025 are shown below.

	<u>Actual FY 2023</u>		<u>Estimated FY 2024</u>		<u>Estimated FY 2025</u>	
	<u>No. of Applicants</u>	<u>Amount</u>	<u>No. of Applicants</u>	<u>Amount</u>	<u>No. of Applicants</u>	<u>Amount</u>
Exam @ \$125	10	\$1,250	10	\$1,250	10	\$1,250
Status Change @ \$25						
Annual Renewal Fee @ \$50	278	\$13,900	280	\$14,000	280	\$14,000
Annual Renewal Fee @ \$25 (Inactive)	22	\$550	25	\$625	25	\$625
Late Fee @ \$50	44	\$2,200	45	\$2,250	45	\$2,250
Late Fee @ \$25	4	\$100	5	\$125	5	\$125
Adjustment		(\$174)				
Subtotal Receipts		\$17,826		\$18,250		\$18,250
Less 10%		(\$1,783)		(\$1,825)		(\$1,825)
TOTAL RECEIPTS		\$16,043		\$16,425		\$16,425



**405 NARRATIVE INFORMATION**

Division of the Budget - KANSAS

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Electronic Filing and Management Fund – 2791

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Pursuant to K.S.A. 20-362, docket fees are deposited to the Electronic Filing and Management Fund (2791) to generate revenue for the “purpose of creating, implementing, and managing an electronic filing and centralized case management system.” The initial \$3,100,000 of clerks’ fees forwarded to the state through FY 2021 were deposited into this fund. For FY 2022 and subsequent years, \$1,500,000 of clerks' fees will be deposited in this fund.

Estimated amounts for FY 2024, and FY 2025 and actual deposits for FY 2023 are shown below:

	<u>Actual FY 2023</u>	<u>Estimated FY 2024</u>	<u>Estimated FY 2025</u>
Clerks’ Fees	\$1,500,000	\$1,500,000	\$1,500,000
Recovery of Prior FY Expenses	<u>\$8,769</u>		
TOTAL RECEIPTS	\$1,508,768		

## 405 NARRATIVE INFORMATION

Division of the Budget - KANSAS

Judicial Branch

Agency No: 677

Federal Edward Byrne Memorial Justice Assistance Grant Program - 3057

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The Federal Edward Byrne Memorial Justice Assistance Grant Program Fund (3057) was created for accounting purposes to eliminate using other funds for the receipt and expenditures of federal grants in order to isolate, and not co-mingle, these federal funds. This fund receives federal moneys of either one-time amounts or those that require a match of other funds.

This fund will be used for the Edward Byrne Memorial Justice Assistance Grant Program Fund (JAG) to offset necessary expenditures related to specialty courts in various judicial districts.

Estimated amounts for FY 2024 and FY 2025 are shown below along with the actual receipts for FY 2023.

	<u>Actual FY 2023</u>	<u>Estimated FY 2024</u>	<u>Estimated FY 2025</u>
Receipts	\$92,439	\$329,950	\$73,648

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Agency No: 677

Federal Grants Fund - 3082

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The Federal Grants Fund (3082) was created for accounting purposes to eliminate using other funds for the receipt and expenditures of federal grants in order to isolate, and not co-mingle, these federal funds. This fund receives federal moneys of either one-time amounts or those that require a match of other funds.

Currently this fund is used for the Improving Criminal Justice Responses to Sexual Assault, Domestic Violence, Dating Violence, and Stalking Grant (ICJR) to provide training on items directly related to improvement of domestic and sexual violence law.

Estimated amounts for FY 2024, and FY 2025 are shown below along with the actual receipts for FY 2023.

	<u>Actual FY 2023</u>	<u>Estimated FY 2024</u>	<u>Estimated FY 2025</u>
Receipts	\$0	\$40,000	\$0

# 405 NARRATIVE INFORMATION

Division of the Budget - KANSAS

Judicial Branch

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National Criminal History Improvement Program Grant Fund - 3189

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The National Criminal History Improvement Program Grants Fund (3189) was created for accounting purposes to eliminate using other funds for the receipt and expenditures of federal grants in order to isolate, and not co-mingle, these federal funds. This fund receives federal moneys of either one-time amounts or those that require a match of other funds.

This fund will be used for the National Criminal History Improvement Project (NCHIP) to offset necessary expenditures related to the implementation of a new centralized supervision software.

Estimated amounts for FY 2024, and FY 2025 are shown below along with the actual receipts for FY 2023.

	<u>Actual FY 2023</u>	<u>Estimated FY 2024</u>	<u>Estimated FY 2025</u>
Receipts	\$191,938	\$461,677	\$3,460,621

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Division of the Budget - KANSAS

Judicial Branch

Agency No: 677

## Violence Against Women's Act Grant Fund - 3214

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The Violence Against Women's Grant Fund (3214) was created for accounting purposes to eliminate using other funds for the receipt and expenditures of federal grants in order to isolate, and not co-mingle, these federal funds. This fund receives federal moneys of either one-time amounts or those that require a match of other funds.

Currently this fund is used for the Services Training Officers Prosecutors Violence Against Women Act (S.T.O.P. VAWA) to fund needed enhancements to the Kansas protection order portal: KSPOP, updates and distribution of PFA/PFSSAHT bench cards to all judicial districts, and creation and distribution of KSPOP business cards.

Estimated amounts for FY 2024, and FY 2025 are shown below along with the actual receipts for FY 2023.

	<u>Actual FY 2023</u>	<u>Estimated FY 2024</u>	<u>Estimated FY 2025</u>
Receipts	\$29,559	\$73,935	\$160,000

## 405 NARRATIVE INFORMATION

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Byrne Discretionary Grant Program Fund - 3654

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The 18<sup>th</sup> Judicial District of Kansas was earmarked \$1,000,000 in the Consolidated Appropriations Act, 2022 (Public Law 117-103) to design and implement a Veteran Treatment Court program. This direct appropriation is identified in the Congressional Joint Explanatory Statement (JES) to be administered by the Department of Justice by the Bureau of Justice Assistance (BJA) under the Byrne Discretionary Community Project Grants/Byrne Discretionary Grants Program.

The Kansas Judicial Branch accepted this direct appropriation as it is in alignment with the Supreme Court Rule 191 forming the Specialty Court Committee and tasked to find innovative solutions aimed at the prevention, intervention, and enforcement of mental health, drug, alcohol, and substance abuse in the State of Kansas with an emphasis on reducing recidivism -- through the use of specialty courts, such as Veterans Treatment Courts.

The awarded grant will establish a new Veteran Treatment Court in the 18<sup>th</sup> Judicial District Court located in Sedgwick County, Kansas over a 36-month period.

These courts are specialized dockets that utilize therapeutic or problem-solving procedures to address underlying factors that may be contributing to a party's involvement in the criminal justice system, like mental illness or drug, alcohol, or other addiction. Kansas specialty courts are operated by judicial branch judges and personnel.

During the lifetime of the grant, a VTC will be established in the 18<sup>th</sup> Judicial District Court; the Veteran Treatment Court Team will further define their roles and responsibilities, attend foundational training, concretize the tentative design of the Veteran Treatment Court, adopt a VTC policies and procedures manual, and collaborate with others to better serve court users through specialty courts.

Estimated amounts for FY 2024 and FY 2025 are shown below along with the actual receipts for FY 2023.

	<u>Actual FY 2023</u>	<u>Estimated FY 2024</u>	<u>Estimated FY 2025</u>
Receipts	\$42,853	\$396,060	\$350,152

# 405 NARRATIVE INFORMATION

Division of the Budget - KANSAS

Judicial Branch

Agency No: 677

ARPA Grant - 3756

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The ARPA Grant Fund (3756) was created for accounting purposes to eliminate using other funds for the receipt and expenditures of federal grants in order to isolate, and not co-mingle, these federal funds. This fund receives federal moneys of either one-time amounts or those that require a match of other funds.

Currently this fund is used for the Strengthening People and Revitalizing Kansas (SPARK) State Efficiency and Modernization Program to fund audio visual upgrades, technology upgrades, and IT infrastructure modernization for 21 judicial districts and the Office of Judicial Administration.

Estimated amounts for FY 2024 and FY 2025 are shown below along with the actual receipts for FY 2023.

	<u>Actual FY 2023</u>	<u>Estimated FY 2024</u>	<u>Estimated FY 2025</u>
Receipts	\$2,400,000	\$0	\$0

# 405 NARRATIVE INFORMATION

Division of the Budget - KANSAS

Judicial Branch

Agency No: 677

Justice Reinvestment Initiative - 3804

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The Justice Reinvestment Initiative Fund (3804) was created for accounting purposes to eliminate using other funds for the receipt and expenditures of federal grants in order to isolate, and not co-mingle, these federal funds. This fund receives federal moneys of either one-time amounts or those that require a match of other funds.

The Kansas Bureau of Investigation provides OJA with an updated list of offense codes every year. Initially there was no way to automatically import all the offense codes; it was a manual process. Due to the number of updates needed, the process was extremely time consuming. The manual process also created the potential for errors when reporting criminal histories if incorrect offenses were added to a case at filing. The Justice Reinvestment Initiative Grant allows OJA to fund development in its centralized case management system so that all of the codes could be imported at once using a spreadsheet file.

Estimated amounts for FY 2024 and FY 2025 are shown below along with the actual receipts for FY 2023.

	<u>Actual FY 2023</u>	<u>Estimated FY 2024</u>	<u>Estimated FY 2025</u>
Receipts	\$91,000	\$0	\$0



# 405 NARRATIVE INFORMATION

Division of the Budget - KANSAS

Judicial Branch

Agency No: 677

## BJA Discretionary Grant Fund - 3922

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The BJA Discretionary Grant Fund (3922) was created for accounting purposes to eliminate using other funds for the receipt and expenditures of federal grants in order to isolate, and not co-mingle, these federal funds. This fund receives federal moneys of either one-time amounts or those that require a match of other funds.

Currently this fund is used for the 2022 BJA FY 2022 Veterans Treatment Court Discretionary Grant Program to fund the establishment of new Veteran Treatment Courts (VTCs), enhance programming already occurring in existing VTCs, hire a statewide Specialty Court Coordinator, and expand the technical assistance provided by the Kansas Office of Judicial Administration.

Estimated amounts for FY 2024 and FY 2025 are shown below along with the actual receipts for FY 2023.

	<u>Actual FY 2023</u>	<u>Estimated FY 2024</u>	<u>Estimated FY 2025</u>
Receipts	\$72,862	\$548,010	\$520,000

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Division of the Budget - KANSAS

Judicial Branch

Agency No: 677

Child Welfare-Federal Grant Fund - 3942

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The Child Welfare-Federal Grant Fund (3942) was created for accounting purposes to eliminate using other funds for the receipt and expenditures of federal grant funds used for the Judicial Branch Court Improvement Program. The Supreme Court established the Task Force on Permanency Planning to oversee this program which is charged with the task of improving the delivery of Judicial Branch services to children in need of care and juvenile offenders.

Estimated amounts for FY 2024 and FY 2025 are shown below along with the actual receipts for FY 2023.

	<u>Actual FY 2023</u>	<u>Estimated FY 2024</u>	<u>Estimated FY 2025</u>
Receipts	\$402,739	\$415,510	\$409,266

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Division of the Budget - KANSAS

Judicial Branch

Agency No: 677

Permanent Families Account – 7317

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The Permanent Families Account (7317) in the Family and Children Investment Fund is authorized by K.S.A. 38-1808. The Permanent Families Account is mandated to be used to foster development and expansion of Court Appointed Special Advocate (CASA) programs and Citizen Review Board (CRB) programs.

The funds credited to the Permanent Families Account come from a surcharge of \$3 for the first certified copy of a birth certificate and \$1 for each additional copy of the same birth certificate requested at the same time (K.S.A. 65-2418).

Estimated amounts for FY 2024 and FY 2025 are shown below along with the actual receipts for FY 2023.

	<u>Actual FY 2023</u>	<u>Estimated FY 2024</u>	<u>Estimated FY 2025</u>
Birth Certificate Copies	\$395,671	\$400,000	\$400,000

**APPELLATE COURTS**

**04000**

<b>Program Name: Appellate Courts</b>	<b>Program Priority: 1</b>
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<b>Subprogram Name</b>	<b>Priority</b>	<b>Required by Statute?</b>	<b>Statutory Basis</b>	<b>Maintenance of Effort Requirement</b>	<b>Purpose</b>	<b>Consequences of not Funding</b>
Supreme Court (04011)	1	Constitutional Requirement	Article III § 2	N/A	Highest court with general administrative authority over Kansas court system.	Constitutional Requirement
Court of Appeals (04012)	1	Yes	K.S.A. 20-3001	N/A	Intermediate appellate court.	Statutorily Required
Appellate Clerk (04013)	1	Constitutional Requirement	Article III § 4	N/A	Case processing for appellate courts.	Constitutional Requirement
Appellate Reporter (04014)	1	Constitutional Requirement	Article III § 4	N/A	Edits and publishes all appellate court decisions.	Constitutional Requirement
Supreme Court Law Library (04015)	1	Yes	K.S.A. 20-155	N/A	Support the research needs of Kansas Judicial Branch	Statutorily Required
eCourt (04016)	1	Yes	K.S.A. 20-1a20	N/A	Centralized, statewide case management system.	Statutorily Required

<b>Program Name: Appellate Courts</b>	<b>Program Priority: 1</b>
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<b>Subprogram Name</b>	<b>Priority</b>	<b>Required by Statute?</b>	<b>Statutory Basis</b>	<b>Maintenance of Effort Requirement</b>	<b>Purpose</b>	<b>Consequences of not Funding</b>
Municipal Court Training and Judicial Certification (04017)	1	Yes	K.S.A. 12-4114	N/A	Provide training for Municipal Court judges and staff and certify non-lawyer Municipal court judges.	Statutorily Required
Alternative Dispute Resolution (04018)	1	Yes	K.S.A. 5-501	N/A	Provides neutral assistance with negotiations of case parties.	Statutorily Required

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## THE SUPREME COURT

The Supreme Court, the highest Kansas court, consists of seven justices. Vacancies on the Supreme Court are filled by the governor from a list of three qualified persons submitted by the Supreme Court Nominating Commission. After the first year in office, a justice is subject to a retention vote in the next general election. If retained, the justice remains in office for a term of six years. Justices are subject to a retention vote near the end of each term.

Under the Kansas Constitution, the justice who is senior in continuous term of service is the chief justice, unless the senior person declines or resigns the position. It is the chief justice's responsibility to implement and carry out the administrative rules and policies established by the Supreme Court.

The Kansas Constitution also grants the Supreme Court general administrative authority over all Kansas courts. The Supreme Court issues rules that have the same force and effect as other state laws pertaining to procedures and operations of the judicial branch. The Supreme Court has exclusive jurisdiction over the admission and discipline of attorneys and can discipline judges who fail to observe the Code of Judicial Conduct. The Supreme Court adopted rules governing the attorney disciplinary process, the Office of the Disciplinary Administrator, and the Board of Attorney Discipline. The Supreme Court's administrative authority also includes the Office of Judicial Administration, the appellate reporter's office—which is tasked with the publication of supreme court and court of appeals decisions, and the appellate clerk's office.

The Supreme Court's jurisdiction is primarily appellate; however, the Kansas Constitution provides for original jurisdiction in three types of proceedings: *quo warranto*, *habeas corpus*, and *mandamus*. These three actions protect the public from arbitrary government operation or oppression by public officials. Today's continued use of these actions illustrates their effectiveness and importance in preserving individual rights. *Quo warranto* is an action challenging the authority of an officer or corporation. It prevents people from exercising powers not conferred by law. A *mandamus* is an order from a court commanding a lower court, a public officer, or a corporation to follow the law. *Habeas corpus* is an action that challenges the legality of the detention of one person by another. The supreme court's jurisdiction over direct appeals in criminal cases includes capital murder, certain other felony cases, and cases in which a statute has been held unconstitutional.

In a case on appeal, the Supreme Court can modify, vacate, or reverse any act, order, or judgment of a district court. A district court decision can be appealed in most cases to either the Court of Appeals or the Supreme Court. Appealed cases are reviewed on briefs prepared by attorneys. The appellate courts do not determine facts but decide questions of law raised on appeal. If the appellate courts reverse the judgment of the district court due to reversible error, the case is returned to the district court with directions to grant a new trial or to otherwise dispose of the case. If no reversible error is found, the decision of the district court is upheld. The Supreme Court can review decisions of the Court of Appeals and can transfer cases from that court to the Supreme Court.

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### 5200 – Contractual Services

FY 2025 Request: \$483,804

Expenses include telephone and data services, copier equipment rental, and travel and subsistence for supreme court justices and their staff. The judicial branch continues to realize savings by using digital options for meetings, trainings, or similar work tasks when possible.

A primary expense is dues for the National Center for State Courts (NCSC). NCSC is an independent, nonprofit court improvement organization that provides research, information, education, and consulting services. Knowledge and information are shared in a variety of forms, from web resources to hands-on assistance, which proved invaluable during the COVID-19 pandemic and as courts have administratively evolved in response to the pandemic. NCSC members represent a significant cross-section of leadership in American courts, enabling the NCSC to serve as a clearinghouse for new information and developments for court improvement. This is augmented by the NCSC's service as secretariat for the Conference of Chief Justices, Conference of State Court Administrators, National Association for Court Management, American Judges Association, National College of Probate Judges, National Association of Women Judges, and National Conference of Appellate Court Clerks. The judicial branch is an active participant in the organization and benefits greatly from its services. This participation should be maintained and supported.

NCSC projects benefit the judicial branch including weighted caseload studies, collections improvement, a language access survey, website redesign research, strategic planning, a classification and compensation study for employees, and a compensation study for judges. Recently, in FY 2018, NCSC performed a weighted workload study for court services officers. In FY 2019, a weighted caseload study for district court clerks was performed. Weighted caseload studies for judges of the district court, administrative assistants, and court reporters were completed in FY 2021.

NCSC publishes reports on other projects that benefit courts nationwide. NCSC has also created a language access services section, which helps courts eliminate language barriers for people with limited English proficiency, and the center continues to serve as a valuable resource for information about federal grants.

The approximate amount of \$150,000 for FY 2025 is requested for NCSC dues.

### 5300 - Commodities

FY 2025 Request: \$12,124

Expenses include the *Kansas Legal Directories* and office supplies.



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5400 – Capital Outlay

FY 2025 Request:   \$2,000

Expenses include computer supplies.

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### COURT OF APPEALS

The Court of Appeals is Kansas' intermediate appellate court consisting of 14 judges. The purposes of the court from its inception in 1977 include bringing the appellate court to the people, serving litigants and counsel with timely and well-written appellate opinions, and achieving efficiencies in appellate court operations for the taxpayers.

The governor nominates a judge to the court for each vacancy subject to confirmation by the Kansas Senate. Judges on the Court of Appeals continue to stand for retention by the voters every four years.

The Court of Appeals sits in panels of three judges but is also authorized to sit *en banc*. The court also assigns senior judges and district judges to three-judge panels by designation. Although Topeka is designated as the site of the court's principal offices, it is authorized by statute (K.S.A. 20-3013) to hear oral arguments in any county in the state. K.S.A. 20-3013 contemplates that the Court of Appeals will travel to hear cases and bring the court "to the people." When the Court of Appeals is convened at remote locations, the court generates public interest in its work, speaks to civic and attorney groups, and educates in schools and colleges regarding the Judicial Branch and its functions in government. In addition, hearing cases near the county where the cases are filed saves litigants a substantial amount of money each year. In 2016, the Court of Appeals began hearing some cases by videoconference.

Jurisdiction of the court is specified in K.S.A. 60-2101 and 60-2102. The Court of Appeals has jurisdiction over all appeals from district courts except a few cases where a direct appeal to the Supreme Court is required. In addition, the court has jurisdiction to review decisions of all administrative agencies, including the Board of Tax Appeals, the Workers Compensation Appeals Board, and the Kansas Corporation Commission. The court also has concurrent jurisdiction over original habeas corpus actions. Also, Jessica's Law cases are directly appealed to the Court of Appeals. The court is required to handle many appeals on an expedited basis, including utility rate cases, juvenile adjudications, termination of parental rights cases, election disputes, interlocutory appeals, extradition appeals, and temporary injunctions.

In 2022, 1,060 new appeals were docketed with the Court of Appeals. In addition, 7,554 written motions were filed with the court. The judges of the Court of Appeals filed 781 formal written opinions in 2022. The standard median on appeal for all cases, from docketing to disposition was less than one year at 302 days. Roughly 65% of that time is taken simply awaiting the filing of briefs by all parties. In 2022, once a case was heard, the judges of the Court of Appeals had an average time for issuing an opinion of 31 days, with an internal goal of less than 60 days.

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### 5200 – Contractual Services

FY 2025 Request: \$251,058

Major expenditures under this category are for telephone and data services, as well as travel and subsistence. The Court of Appeals travels during the year to hear oral arguments throughout the state. Also included are costs for travel to attend judicial conferences and seminars, as well as to send new Court of Appeals judges to new appellate judge training.

Other expenditures in this category include United Parcel Service and Federal Express, copier equipment rental, Westlaw access, and Court of Appeals building maintenance.

### 5300 – Commodities

FY 2025 Request: \$8,442

The costs included in this category for the Court of Appeals are copier paper, supplies, forms, and envelopes from the Department of Administration Office of Printing. The purchase of *Kansas Legal Directories* also appears under this code.

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### CLERK OF THE APPELLATE COURTS

The Clerk of the Appellate Courts is clerk of both the Supreme Court and the Court of Appeals. The Clerk of the Supreme Court is a constitutional officer appointed by the justices of the Supreme Court in accordance with the provisions of Article 3, Section 4 of the *Kansas Constitution*. The Clerk of the Supreme Court is *ex officio* Clerk of the Court of Appeals (K.S.A. 20-3015).

In addition to case processing for both appellate courts, the Clerk is responsible for general supervision of support staff for the Supreme Court Nominating Commission, the Judicial Conduct Commission, and the Judicial Ethics Advisory Panel. The Clerk also serves as Secretary of the Judicial Conduct Commission, acting as custodian of the official files and records of the Commission, and performing such other ministerial functions as the Commission directs. *See* Supreme Court Rule 605. The Clerk, in addition, conducts elections for attorney members of the Supreme Court Nominating Commission and seventeen nonpartisan district judicial nominating commissions.

The Clerk's Office docketed over 1,200 appeals each year. The docketing procedure includes setting up electronic files and making eight to ten initial computer entries per case. Files are continuously updated during the pendency of the appeal.

The Clerk's Office is responsible for processing all motions filed with the appellate courts. Each year over 8,000 motions are filed in the Clerk's Office. After being recorded, the motions are either acted upon by the Clerk at the court's direction or forwarded to the appropriate appellate court for consideration and ruling.

The appellate courts have mandatory e-filing for all parties except self-represented litigants.

The Clerk's Office prepares dockets for both appellate courts and sends copies of each docket to all counsel involved in cases listed, notifying counsel of date, time, and place of hearings. These mailings to self-represented litigants, district courts, and judges can involve substantial postage.

Opinions are handed down weekly by the Court of Appeals and by the Supreme Court. Opinions are mailed to self-represented litigants and district judges from whom the appeal was taken, and other interested parties requesting copies of a decision. Postage for opinions varies with each case, as an opinion can be as brief as one page or in excess of fifty pages. Each year, over 900 opinions, included within the total of 2,100 dispositions, are handed down by the appellate courts.

All briefs for each case are filed in the Clerk's Office. Each case will have at least two briefs filed, one appellant's and one appellee's brief. There may be multiple appellants or appellees, each filing briefs, and briefs may be filed by interveners in the action.

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When requested by the appellate courts, the Clerk orders case records from the district courts throughout the state. After the appellate judges complete their review of the records, the records are returned to the district courts. Mailing hard copy records back to the district courts can involve a large number of documents resulting in a substantial postage cost.

After cases have been heard, opinions written, and post-decision motions or petitions considered, mandates are issued by the Clerk's Office. The mandates are sent to the district court from which the appeal was taken. This terminates the case.

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### 5200 – Contractual Services

FY 2025 Request: \$145,085

The majority of this category relates to communication and postage charges related to the dissemination of opinions, orders, and notices. Each case filing necessitates the mailing of three or more notices to self-represented litigants involved and the district court clerk in the county from which the case was appealed. These notices advise the attorneys and clerk that the case has been filed, the date filed, which court the case was filed in, and the appellate number assigned to the case. In addition, each motion acted on requires the mailing of a minimum of two orders for self-represented litigants.

When the courts hand down opinions, a copy of the opinion is mailed to any self-represented litigant or pro hac vice. An electronic notice of the opinion is sent to all district court clerks, district court judges, and any attorney on the case. Within a month after the opinions are filed, the mandate and a copy of the opinion are mailed to the clerk of the district court in the county from which the case originated.

This code is also used for printing documents unique to the work performed in the clerk's office, along with copier rental costs, office machine repair costs, and Westlaw access.

Monies from this category also pay for travel costs for clerk's office staff. In the area of out-of-state travel, the Clerk attends the annual meeting of the National Conference of Appellate Court Clerks when funds are available.

In-state travel includes trips to district courts to provide instruction on appellate procedures. These programs include working with the various court clerks relative to handling records on appeal, explaining and updating information regarding new Supreme Court Rules, and other activities relating to the proper filing and processing of cases. The Clerk works with each of the thirty-one judicial districts in the improvement of various procedures for docketing and clerical processing of the various forms and records of the courts.

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### 5300 – Commodities

FY 2025 Request: \$4,725

In the area of office supplies, the primary expenditures relate to mailing cartons, large mailing envelopes for various court records, copier paper, stationery, and supplies. Computer-generated notices and orders make copier paper a disproportionately large item in this code.

This category also includes the purchase of *Kansas Legal Directories*. This is a book that is used by members of the Clerk's Office on a daily basis. It is required that each of the staff members be in constant contact with the various attorneys, judges, and clerks statewide.

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### APPELLATE REPORTER

The Reporter of the Supreme Court is a constitutional officer and is required to be an attorney. By statute, this person also serves as Reporter of the Court of Appeals. The primary functions are editing all opinions filed by each appellate court, publishing those opinions which each court so designates, and facilitating the placement of the published and unpublished opinions on the Judicial Branch website.

Published opinions of the Supreme Court and Court of Appeals are printed in paperback advance sheets. The combined advance sheets contain 500 to 800 pages of opinions and related subject indices. Bound volumes are printed when opinions of an appellate court reach at least the statutory minimum of 750 pages.

All appellate court opinions, whether or not designated for publication, are submitted for approval by the Reporter before filing. The attorneys in the Reporter's Office make a source check on all cases, statutes, and other authorities cited, checking to see that each supports the proposition for which it is cited as well as for accuracy of the citation. The attorneys verify the accuracy of all statements of law or legal propositions. They also proofread all quotations; check dates and other factual references to the record for accuracy; and check for typographical errors, punctuation, grammar, and usage. The attorneys propose changes in language to the authoring judge when appropriate. The Reporter's Office also adds special printer-sensitive coding to the published opinions and compiles and adds all original material (tables, indices, etc.) for publication purposes. These opinions and related materials are then compiled into PDFs and transmitted electronically to the Department of Administration Office of Printing and Mailing where they are printed in advance sheets and, eventually, in permanent bound volumes.

In a published opinion, the Reporter designates the official title and adds the "catch-line" that appears in the opinion in italics at the beginning of each paragraph of the syllabus. This language is not part of the syllabus approved by the Court.

In addition to the publication of the *Kansas Reports* and the *Kansas Court of Appeals Reports*, and the preparation of the opinions for online dissemination, the Reporter's Office is responsible for compiling, editing, and publishing the more than 600-page annual soft-cover book containing the Rules enacted by the Kansas Supreme Court. The office is also responsible for annotating all opinions that cite to the Supreme Court Rules. The annotations will be posted online in PDF format and updated on the Judicial Branch website, along with all amended and new Supreme Court Rules.



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### 5200 – Contractual Services

FY 2025 Request: \$196,949

Expenditures in this category include office communication expenses. Another major expenditure for this category are printing costs. The Appellate Reporter is responsible for publishing advance sheets and bound volumes of Kansas Supreme Court and Court of Appeals opinions. K.S.A. 20-205 requires the bound volumes contain a minimum of 750 pages and that they be published “as speedily as possible” following their filing. Normally, three or four bound volumes of the *Kansas Reports* and the *Court of Appeals Reports* are published each year. Eight advance sheets are published annually; the advance sheets contain published opinions for both appellate courts. Based on historical information and estimates of printing costs, we are requesting \$180,000 for FY 2025.

Another major expenditure in this category relates to attendance of the meeting of the Association of Reporters of Judicial Decisions. This meeting enables the Reporter’s Office to learn new techniques and methodologies in the reporting of decisions from other jurisdictions, including the United States Supreme Court. Contacts made at this meeting assist the office in learning of new index and reporting methods on a national scale. Also included in expenditures is Westlaw access.

### 5300 - Commodities

FY 2025 Request: \$80

The major expenditure in this category is for the purchase of the *Kansas Legal Directory* and updated versions of *The Bluebook*, *Garner's Redbook*, and other publications as needed.

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### SUPREME COURT LAW LIBRARY

The primary function of the Kansas Supreme Court Law Library is to support the research needs of the Judicial Branch. However, users of the library vary considerably and include employees of state agencies, the state Legislature, attorneys from across the state, and the public, including prisoners. The library's collection includes state reports, current statutes, digests, administrative rules and orders, legal encyclopedias, treatises, periodicals, and briefs filed in Supreme Court and Court of Appeals cases. Coverage includes state and federal entities. The law library is also a selective depository for federal documents. Additional online legal resources within the library are the Westlaw database, HeinOnline, and Overdrive E-books.

Library services are provided in several manners. Requests for information and assistance are received in person, through the mail, over the telephone, by e-mail, faxes, and from interlibrary loan requests. Another operation within the library is the Kansas Reports accounting section. It is responsible for the sale and distribution of *Kansas Reports*, *Kansas Court of Appeals Reports*, and *Rules Adopted by the Supreme Court*, as well as maintaining library accounts.

Cooperation among the Supreme Court Law Library, Washburn University Law Library, and the University of Kansas Law Library remains an important part of the law library's effort to contain costs. Efforts in this area include composing lists of serial and loose-leaf services, exchanging cataloging information, and sharing expensive, seldom-used resources.

#### Online Services

Library operations are automated and provide an Online Patron Access Catalog (O.P.A.C.) for several libraries including the Washburn University Law School Library, Washburn University Mabee Library, and the Kansas Historical Society. Patrons of the library consortium can simultaneously search the catalogs of all these libraries.

The Online Computer Library Center (O.C.L.C.) operates an international computer network of library catalog holdings. This service saves significant time required for the cataloging of library holdings.

Westlaw is an online data retrieval service available through the Supreme Court Law Library. This service is provided to Supreme Court justices, Court of Appeals judges, and their research staff. The use of this service dramatically reduces the amount of time and effort required for legal research activities. Charges for these services are based upon contract, connection type and time, and the volume of inquiries. OverDrive E-books are now available to appellate court staff, and will allow for legal research activities to be done while traveling or outside of the building.

The Supreme Court Law Library has a staff member serving on the Judicial Branch's Access to Justice Committee. This will allow the library to work with other committee members to see how we can be of service to self-represented litigants.

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Some initiatives the library is currently working on and will be implementing within the next couple of years is a self-help section within the Supreme Court Law Library. This section will include books, legal forms and online resources using the public computers. The Supreme Court library staff will also provide outreach service and conduct training sessions to public library associates to educate them on what legal information can and cannot be provided without the risk of giving legal advice according to the Access to Justice Committee standards. In addition, programs will be provided for self-represented litigants at the public library to help them access forms online, legal resources that may be unfamiliar to them, and education on services that can be provided at the Supreme Court Law Library for public use.

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### 5200 – Contractual Services

FY 2025 Request: \$137,207

This category includes expenditures for telephone services, library correspondence, and mailing bound volumes and advance sheets of the *Kansas Reports* and *Kansas Court of Appeals Reports* and rules pamphlets.

Many legal documents are received by the law library in single issue form. These include all of the periodicals and many other legal materials including Kansas and federal documents. All of these publications must be bound together so that they will not be lost, to ensure the availability of the index for the entire volume and maintaining the materials in a more sustainable format.

A major expenditure in this category is for Atlas services which allows users to search titles or authors of publications that are housed in the Supreme Court Law Library, Washburn University Law School Library, Washburn University Mabee Library, Washburn Carnegie Education Library, Washburn Law School, and the Historical Society.

This category is also used for certain online services such as Westlaw, HeinOnline, and OverDrive E-books services, and the Online Computer Library Center Services.

### 5300 – Commodities

FY 2025 Request: \$3,512

Items in this category also update publications in the library's collection but differ from those in code 5200 in that they are published on an irregular or infrequent basis.

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### 5400 – Capital Outlay

FY 2025 Request:     \$544,135

Materials in this category include books which update continuing sets of works presently in the law library plus other books and monographic materials. This fund is used to maintain the collection and add selected new items.

This request also includes continued funding for the Judicial Branch Library Learning Center. The Kansas Judicial Center welcomes visitors throughout the year who have questions about the Judicial Branch’s structure, case flow, appeals process, and general services it provides our state. Many of these guests are school-aged children on a school trip or visiting as part of a civics lesson. A Kansas Judicial Branch Learning Center is needed to engage visitors and help educate them. The center would utilize an interactive learning environment to provide information about the three branches of government, their function within government, and how each branch interacts with the others. Exhibits also would focus on the judiciary’s unique role in government. Several states have developed or are in the process of developing a learning center in their state’s judicial center with positive results. This project will be implemented in phases.

The Judicial Branch formed a committee comprised of members from all three branches of government and other interested parties, including members of the Department of Administration, Kansas State Historical Society, and the Kansas Board of Education. The Office of Judicial Administration staff have met with architects who are preparing renderings and committee members have toured the state archives and began communication with other states that have similar centers.

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### ECOURT

The Supreme Court continues to develop and implement a statewide, centralized electronic court environment (eCourt). The eCourt initiative uses technology that will make access to the courts easier and more user friendly, improve court efficiency, and better support attorneys, court staff, judges, and the public. eCourt will particularly transform how court staff conducts daily business. Court operations will be more centralized and standardized, allowing more effective use of personnel. Clerks available in one county will be able to electronically process case documents in other counties.

Multiple technologies comprise eCourt, with e-filing and centralized district and appellate court case management and document management systems providing the foundation. The implementation of eCourt will complete the conversion from local, paper-based systems to a statewide electronic one. eCourt will provide litigants, attorneys, judges, and court personnel using an internet connection with immediate access to authorized case information, details, and records from across the state.

The eCourt initiative also includes the Judicial Branch's centralized payment center which consolidates essentially all processing and disbursements of court financial transactions throughout the state within the Office of Judicial Administration. With more than \$80 million in payments taken in by the Judicial Branch annually, centralized payment processing allows for greater oversight of financial controls, streamlining of processes, and efficient workflow. Individual district courts join the centralized payment center as they join the centralized case management system. As of September 15, 2023, every district court except one will be using the centralized payment center. Implementation of the centralized case management system in the district courts began in August 2019 and is currently scheduled to be completed statewide, including the appellate courts, in 2024.

#### Centralized Case Management System (CCMS) Implementation Status

On April 3, 2023, Shawnee County, Douglas County, and Wyandotte County all went live on the CCMS. On August 7, 2023, Sedgwick County went live on the CCMS. Both tracks were huge endeavors that included the IS team at OJA, district court employees, as well as judicial branch stakeholders including district attorney's offices, police departments, and sheriff departments.

With 104 out of 105 counties now live on the CCMS, only two additional tracks remain in the project. One covers appellate courts and the other the final district court, the 10th Judicial District (Johnson County). The Appellate courts will transition in 2023 on a date yet to be announced. The 10th Judicial District is scheduled for 2024.

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### 5200 – Contractual Services

FY 2025 Request: \$4,159,994

This category includes all charges for eCourt. Due to limited information technology staff available, vendors may be necessary to assist with the modification or development of applications. In addition, this category includes grant funding to assist with further refinements to the eCourt system.

Included is an enhancement request for funding for a digital evidence solution to allow parties to upload files to be entered into evidence and saved as a record to the case.

### 5300 - Commodities

FY 2025 Request: \$3,053

This request includes funding various office supplies relate to eCourt.

### 5400 - Capital Outlay

FY 2025 Request: \$969,492

This request includes funding for eCourt systems.

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### MUNICIPAL COURT TRAINING AND JUDICIAL CERTIFICATION

The Supreme Court is committed to ensuring the citizens of Kansas are well served by every court within the state of Kansas, which includes all our municipal courts. Quality training for municipal court judges and staff helps meet that goal. Training and education are essential because statutory responsibilities and requirements often change and technology, procedures, and management principles are continually improved.

The Supreme Court recognizes that to maximize the performance of municipal courts and its employees, the Supreme Court must continue to offer opportunities for judges and staff to improve their skills and abilities. The Office of Judicial Administration does this work through development of training programs, materials, and resources for municipal judges and municipal clerks. Training focuses on improving judicial and administrative functions and procedures; interpreting statutory requirements; and improving individual skills and job performance. Many educational programs are originated by staff, but the office also works closely with advisory committees. The Office of Judicial Administration develops educational conferences each year for judges and nonjudge employees. In addition, manuals are maintained for both municipal judges and municipal clerks.

The Office of Judicial Administration works with the following groups in planning training: Municipal Court Judges Education Committee and Municipal Court Clerks Education Committee. In FY 2024 and FY 2025 we will continue to focus on offering high quality in person opportunities. Additionally, we have engaged with the National Center for State Courts to engage in a study of municipal courts in Kansas to review needs and make recommendations on how the Office of Judicial Administration can better support municipal courts in the future, which could lead to the development of new trainings and resources in FY 2024 and FY 2025.

#### Municipal Court Judges

K.S.A. 12-4114 requires the Supreme Court to provide a training and examination program to ensure that non-lawyer municipal judges have the necessary minimum skills and knowledge of the law to carry out the duties of a municipal judge within 18 months of the judge taking office. These certification sessions are conducted by members of the Municipal Judges Education Committee who work with the Office of Judicial Administration to plan the training sessions. In FY 2020 and FY 2021, strides were made to deliver some training in a virtual setting. This innovation will continue. In-person training will also continue to be provided.

Once certified, municipal judges not licensed to practice law in Kansas must earn a minimum of 13 hours of continuing judicial education each calendar year (Supreme Court Rule 502). An annual training session is provided to fulfill this requirement at no expense to the municipal judge or municipality (K.S.A. 12-4114). This training is funded by the Judicial Branch Education Fund.



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### Municipal Court Staff

An annual Municipal Court Clerks training session is held each March. In conjunction with this conference, an orientation session is scheduled for new municipal court clerks. The Municipal Court Clerks Education Committee assists in planning the training. This committee also updates the municipal court clerks' manual which is posted online for clerks. The training and manual development is funded by the Judicial Branch Education Fund.

### Committees

Committees are used for the purpose of recommending and organizing education and training programs for municipal judges and municipal clerks. These committees include:

Municipal Court Judges Education Committee

Municipal Court Clerks Education Committee

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### 5200 – Contractual Services

FY 2025 Request: \$146,987

Expenditures in this category include updating operation manuals for the municipal courts; training and testing materials; and fees paid to the Judicial Council to allow municipalities access to the online municipal court judge's manual. Another major expenditure in this category is travel for municipal judges and municipal court employees to attend training sponsored by the Supreme Court.

An additional expenditure under this category is for honoraria paid to speakers from outside the Kansas court system at trainings. In order to provide education programs that meet the needs of municipal court employees regarding advancements in technology, procedures, and management, it is imperative to have faculty with expertise in the subject areas.

### 5300 – Commodities

FY 2025 Request: \$45,805

Expenditures in this category relate to the purchase of educational materials.

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### **ALTERNATIVE DISPUTE RESOLUTION**

Pursuant to statute, staff of the Office of Judicial Administration administers and supports statewide dispute resolution. The Supreme Court has appointed an advisory council of judges, lawyers, and mediators to help establish programs committed to non-adversarial dispute resolution. OJA approves mediation training for judges, court services officers, and state government staff. OJA approves programs and individuals that meet requirements approved by the Supreme Court and promotes public awareness of dispute resolution processes in Kansas.

In 2019 the Supreme Court adopted amended rules relating to court-appointed mediators and new rules relating to conciliators, parenting coordinators, and case managers. These rules were effective January 1, 2020.

To accept referrals from Kansas district courts, dispute resolution providers must meet qualifications and standards established by Kansas Supreme Court Rules 905-922. In FY 2022, 262 mediators, 49 domestic conciliators, 28 parenting coordinators, and 28 case managers were approved to accept dispute resolution service referrals from Kansas district courts. All judicial districts use one or more dispute resolution methods.

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### 5200 – Contractual Services

FY 2025 Request: \$142

Travel costs are a major expenditure in this category. This request covers travel expenses paid to members of the Advisory Council on Dispute Resolution for attending scheduled meetings.

### 5300 – Commodities

FY 2025 Request: \$50

Travel related commodities are the only expenditure in this category.

**JUDICIAL ADMINISTRATION**

**01030**

<b>Program Name: Judicial Administration</b>	<b>Program Priority: 1</b>
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<b>Subprogram Name</b>	<b>Priority</b>	<b>Required by Statute?</b>	<b>Statutory Basis</b>	<b>Maintenance of Effort Requirement</b>	<b>Purpose</b>	<b>Consequences of not Funding</b>
Administrative Costs (01031)	1	Constitutional Requirement	Article III, § 1	N/A	Administrative support for Kansas court system.	Constitutional Requirement

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### OFFICE OF JUDICIAL ADMINISTRATION

The Office of Judicial Administration (OJA) implements the rules, policies, and strategic goals of the Supreme Court as they apply to the operation and administration of the Judicial Branch. This office also approves state expenditures for court operations. Other duties prescribed by law or directed by the Supreme Court include:

#### Fiscal Operations

OJA administers budgeting, payroll, asset management, debt collection oversight, the centralized court payment center, and general accounting for the judicial system. The finance group keeps financial records and reports these to the Supreme Court and other state-level administrative departments.

#### *Centralized Court Payment Center*

While developing the new eCourt case management system, the Supreme Court decided to create the Centralized Court Payment Center (“Center”) using the financial component that integrates with the case management system.

A first step was to obtain banking services. In consultation with the State Treasurer's office, OJA determined it more efficient to have a separate bank account for the Judicial Branch. We issued a request for proposals for banking services and awarded a contract to US Bank in April 2019.

The Center began processing payments in August 2019 as the first six counties transitioned to the new case management system. Currently, there are 104 counties (109 courts) using the Center. The remaining county and the appellate courts will shift to the Center as they transition to the centralized case management system.

After courts move to the centralized case management system, court clerks will continue to receipt any over-the-counter payments. However, many other financial-related tasks are taken over by the Center as the work moves from a decentralized case management system to a centralized system. All checks are issued by the Center and the Center receives and processes all mailed payments and electronic payments made through an online portal or e-flex. Daily and monthly reconciliations and unclaimed property procedures are performed at the Center and the Center assumes responsibility for running collection processing jobs, including issuing collection notices, and sending cases to authorized collections vendors and those payments from collection vendors are sent to the Center. All the work being done at the Center was previously done by individual counties. Centralizing payments allows the Branch to utilize best practices and achieve efficiencies system-wide.

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By switching to centralized payments, we have streamlined many processes and we are achieving greater efficiency in all courts, as well as enabling clerk office staff to concentrate their efforts on case management duties.

### Human Resources Management

OJA provides human resources services to the Judicial Branch. Among many human resources tasks, the department:

- recommends policies and procedures to the Supreme Court and implements approved policies and court personnel rules;
- implements digital solutions to innovate human resources processing for branch-wide consistency;
- works closely with the accounting department managing over 90% of budget allocated to payroll and benefits;
- provides guidance on benefits issues including leave, insurance, and retirement;
- assesses and advises on compliance with various employment law obligations and advises action to maintain compliance;
- reviews and advises on disciplinary actions;
- investigates complaints of misconduct;

### Public Information Services

The public information office develops and coordinates communications, public education, and information programs to promote better understanding of the Judicial Branch, its courts, and its operations. It provides expertise to Judicial Branch leadership, appellate and trial courts, and court personnel. The office researches and provides prompt responses to media inquiries, offers information to reporters covering high-profile cases, and notifies reporters of story opportunities. The office also manages the Judicial Branch social media presence, and it provides publications, graphic design, and photo and video communications to support and advance Judicial Branch programs, projects, and services.

### General Counsel

The general counsel oversees the assistant general counsels and several staff attorneys who assist the appellate and district courts with a variety of legal issues. Legal staff represent judges and employees in work-related legal matters, review contracts for goods or services, help with personnel issues that require legal assistance, review and summarize legislative bills, assist with the implementation of new law, and provide legal counsel for various committees and other OJA sections. In addition, legal staff research and provide recommendations on any subject affecting court administration as requested by the Supreme Court or judicial administrator.



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### Compiling and Analyzing Court Statistical Information

OJA collects, analyzes, and disseminates court caseload statistical information. The office also monitors case disposition timeliness against case time standards and produces summary reports for court administrative staff and judges.

OJA uses an enhanced Caseload Management Reporting System (CMRS) as well as the Odyssey Case Management System to collect and analyze caseload statistics, such as:

- the type of caseload;
- whether caseload backlogs exist;
- trends in filings and terminations and the age of pending cases;
- caseload projections;
- court personnel needs based on the weighted caseload study; and
- the need to temporarily assign judges and nonjudicial employees from one court to another.

The clerk of the district court in each county is responsible for accurate and timely reporting of all cases. OJA provides detailed instructions and conducts periodic training to explain reporting procedures, answer questions, and solve problems. It also develops, produces, and distributes reports that provide management information for the administrative staff, district court administrators, clerks, judges, and justices.

### Access to Justice

The Kansas Supreme Court's four-prong strategic plan incorporates the goal of maximizing access to and promoting justice. For more than 20 years, the Supreme Court has awarded access to justice grants to fund the operating expenses of programs that provide access to the Kansas civil justice system for people who otherwise would not be able to participate. In recent years, these grants have been used to provide direct legal representation and mediation services for low-income persons, brief advice to self-represented litigants, and support for guardians *ad litem*. The grants assist Kansans who cannot afford traditional legal services and help meet the needs of self-represented litigants within the court system.

In FY 2024, the Kansas Supreme Court awarded access to justice grants to three organizations: Building Peace, Inc., Kansas Holistic Defenders, and Kansas Legal Services (KLS).

Building Peace is using grant funds to establish the "Juvenile Offender-Victim Dialogue" project, which aims to provide a restorative justice option to Douglas County's existing juvenile diversion program. The program would use mediators to facilitate victim-offender dialogue, with the

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goal of creating a mutually agreed resolution that meets the satisfaction of the victim and avoids the need for the prosecutor to press charges against the juvenile.

Kansas Holistic Defenders is using grant funds for a project that will provide pro bono representation in eviction cases, with the potential for other related civil case types as well. KHD utilizes a model that pairs the work of attorneys, social workers, and client advocates to collectively address a client's needs.

KLS is a longstanding access to justice grant recipient. In FY 2024, KLS is using grant funds to staff a toll-free phone line to answer questions from court patrons and to hold "legal aid days" at court-based self-help centers throughout Kansas. These services effectively serve litigants who need brief legal advice and help relieve overburdened frontline staff in Kansas courthouses. KLS will also use grant funds to provide full representation to certain stakeholders within the foster care system.

The Supreme Court also advances its strategic goal of maximizing access to and promoting justice through its Access to Justice Committee, established under Supreme Court Rule 1401. This committee makes recommendations to the Court in three key areas: (1) increasing the resources available for legal services for low-income litigants in civil cases, (2) improving planning and coordination of legal services delivery, and (3) reducing potential barriers to equal access to justice.

At present, the committee is continuing its work with the Kansas Judicial Council to develop simplified forms for case types that frequently involve self-represented litigants. Use of standardized, statewide forms increases court efficiency and productivity in case processing. These forms are also a key component in the success of self-help centers in courthouses around the state. The committee's other projects include planning regular trainings for court staff and judges on special issues surrounding self-represented litigants and developing a virtual statewide help center that all Kansans will be able to access online.

In 2019 the Judicial Branch received a grant from the State Justice Institute that allowed the Access to Justice Committee to work with consultants from the National Center for State Courts on a study of court-based help centers that assist self-represented litigants in Kansas. The results of the study were published in January 2020. Recommendations made in the study are helping the committee address how best to increase and improve access statewide through the development of remote and in-person help center services.

### Language Access

Kansas courts have provided qualified spoken language interpreters in both criminal and civil settings since 1973 and qualified sign language interpreters since 1972. More recently, the courts have been evaluating language access goals and identifying methods to meet them.

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In 2014, the Supreme Court formed a Language Access Committee to provide recommendations for developing and administering a comprehensive language access program for people with limited English proficiency.

In 2016, the Supreme Court adopted committee recommendations for new and amended rules relating to language access. They included:

- a rule that created the Kansas Code of Professional Responsibility for Court Interpreters; and
- a rule that requires a local language access coordinator in each judicial district, appointed by the chief judge.

In conjunction with the rules relating to language access, the Language Access Committee developed a form interpreters can use to acknowledge and agree they will adhere to the code of professional responsibility, and a form courts use to receive concerns or complaints about interpreters. The committee also developed a foreign language interpreter's bench card for judges and is working to translate commonly used courthouse signs and notices into Spanish.

Most other states, including our surrounding states, require foreign language court interpreters to attend a court interpreter orientation prior to serving as an interpreter. In FY 2017, the Language Access Committee began investigating options and best practices for court interpreter orientation and recommended that orientation be an online program. The Office of Judicial Administration contracted with Johnson County Community College for the hosting of an online court interpreter orientation and attendant services. It allows a court interpreter to access, view, and complete the court interpreter orientation online, free of charge to the interpreter. The orientation is video based and contains quizzes which must be successfully completed for each video unit. The Supreme Court adopted a rule that requires all foreign language interpreters within the state to complete this orientation; that requirement became effective July 1, 2021. More than 350 people have completed the orientation to date.

In 2022, the Language Access Committee developed a statewide language access plan that provides an overview of the judicial branch's language access services, as well as aspirational goals for the coming years. The plan was adopted by the Kansas Supreme Court in September 2022.

The Language Access Committee is currently working on implementing certain recommendations contained in the statewide language access plan related to annual training curriculum for staff and judges, and exploring avenues for meaningful data collection through the new centralized case management system.

### Kansas Court Security

The Supreme Court continues to emphasize improving security and emergency management throughout the Judicial Branch. The Kansas Supreme Court approved Supreme Court Rule 104 in October 2021 requiring district courts to complete continuity of operations (COOP) plans. The Office of Judicial Administration (OJA) coordinated four COOP manager training specifically for court personnel in cooperation with the Kansas

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Division of Emergency Management (KDEM) and the Federal Emergency Management Agency throughout the spring of 2023 to provide personnel from each judicial district the tools and knowledge to complete COOP documents for each of their counties. OJA continues to work with KDEM to provide assistance to district court personnel in COOP planning.

The Supreme Court also continues to review and update security and emergency procedures for the Kansas Judicial Center in Topeka. A Judicial Center security committee develops and recommends security policy and procedures. The committee includes Judicial Center staff and representatives of the Kansas Highway Patrol Capitol Police and Office of Facilities and Property Management. The committee created a five-year plan to schedule drills, tests, and exercises. Law enforcement officers provided by Capitol Police and funded by the Judicial Branch help enforce security policy for the Judicial Center at a security station on the first floor. The Supreme Court has scheduled regular security assessments of the Kansas Judicial Center with the United States Department of Homeland Security and continues to make improvements and changes based on these assessments and best practices. A visitor management system was installed just before the onset of the COVID pandemic and was modified for use in the COVID screening process. This system continues to be used providing digital information on who is in the building at all times. A subcommittee of the Judicial Center security committee developed a COOP document for the offices within the Judicial Center. In addition, Supreme Court staff support creation and completion of COOP documents for all 105 counties with completion by the of the year 2023.

The Judicial Center security system for access control, installed in the early 2000s, was antiquated and malfunctioned. In 2017, the Judicial Branch installed a new security system and continues to expand and improve its use and capability, including making adaptations for pandemic concerns. In 2023, all Court of Appeals work areas received improved security tools to match those utilized in previous renovations for the Supreme Court and the information technology areas of the judicial center.

### Credentialing

OJA is involved with many different types of credentialing and regulatory activities. Some of these include:

- Attorney admission and registration
- Approving retired/inactive attorney pro bono work under Rule 1404
- Approving attorneys & other external stakeholders for elevated ODY access
- Monitoring attorney & judge completion of continuing education hours
- Approving CASA & CRB programs
- Approving CASA volunteers
- Court reporter certification

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- Nonlawyer district magistrate judge and municipal court judge certification
  - Tracking CSO education hours

These are only a sample of the licensing and credentialing activities that OJA oversees. Currently, this work is spread across different departments and a whole host of employees. By combining these different areas into one credentialing and compliance department, the goal is to standardize the similar processes and recordkeeping systems, capitalize on uniform software used in automation, and become more efficient in streamlining operations. This will benefit the public by having a single department that handles regulatory activities. Overall principles of fairness, consistency, and transparency should be applied to all the credentialing processes that OJA oversees, and bringing those processes into a single department will help ensure those principles are applied uniformly.

### Other Special Programs and Projects

#### *Specialty Courts*

Several Kansas judicial districts operate specialty courts, also known as treatment or problem-solving courts. These include drug, veterans, mental health, youth, and truancy courts. Currently there are 19 specialty courts operating in district courts. The Supreme Court and OJA continue to examine the effectiveness of specialty courts. In March 2023, OJA hired a statewide specialty court program manager to support these efforts.

In January 2021, the Supreme Court adopted Rule 191 which created the Specialty Court Committee. This committee is charged with making recommendations to the Supreme Court regarding the development and administration of specialty courts in Kansas district courts.

2022 Senate Sub. for HB 2361 which, created the Specialty Court Funding Advisory Committee tasked with overseeing the financial aspects of specialty courts. The committee's responsibilities also include evaluating resources available for the assessment and treatment of individuals participating in specialty courts, seeking out grants, funds, and resources to support their operation, and recommending allocations among the various specialty courts in operation across the state. Membership spans the three branches of government.

OJA provides support and technical assistance to each of these committees.

#### *Collections*

The 2015 Legislature transferred responsibility for negotiating, executing, and overseeing contracts for collecting restitution and debts owed to courts from the attorney general's office to the judicial administrator (K.S.A. 2020 Supp. 20-169). OJA is currently focused on creating and

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implementing debt collection standards and benchmarks. The current contracts expire on July 31, 2024. The next request for proposal on debt collection services is expected to be issued in 2024.

### *Videoconferencing*

In previous budget submissions, the Judicial Branch highlighted the Kansas Court of Appeals videoconferencing initiative. It involved a pilot project to use videoconferencing instead of in-person appearances for some appellate court cases under specific circumstances. A committee reviewed available technology, its use by other state agencies, and procedural issues. The first videoconference oral arguments were heard by a three-judge panel May 17, 2016, in the Court of Appeals conference room. On August 16, 2016, the Court of Appeals heard its first oral arguments by videoconference in its courtroom.

Until the COVID-19 pandemic, videoconferencing was used in several conference and training rooms in the Judicial Center using Skype technology. It allowed for meetings to take place with attendees from remote locations, saving both time and money. It also provided the advantage of face-to-face contact that cannot be achieved through audio only conference calls.

In response to the COVID-19 pandemic, in April 2020, the Supreme Court shifted its proceedings to a videoconference format and the Court of Appeals soon followed. This was to enable the appellate courts to continue to hear cases while protecting the health and safety of attorneys, court staff, and judicial officers.

The chief justice was given authority to broadly authorize the use of audio-visual communication in court proceedings in all courts when the 2020 Kansas Legislature passed Senate Bill 102, which was later amended by 2020 Spec. Sess. HB 2016. Under Spec. Sess. HB 2016, the chief justice was able to authorize courts to use audio-visual communication independent of a statewide disaster declaration when necessary to protect the health and safety of court users, staff, and judicial officers.

The 2021 Kansas Legislature passed HB 2227 to expand the circumstances under which the chief justice may authorize the use of two-way audio-visual communication in court proceedings to include expeditiously resolving pending cases.

The Supreme Court established an Ad Hoc Virtual Court Proceedings Committee to study and recommend best practices for using videoconferencing in Kansas courts. In doing so, the Court acknowledged that videoconferencing allows courts to provide access to justice while protecting the health and safety of court users, staff, and judicial officers. The committee was established to evaluate the use of videoconferencing for hearings and its future role in the court system.

The Ad Hoc Virtual Court Proceedings Committee delivered recommended standards and guidelines to the Supreme Court. District courts are encouraged to consider those standards when holding remote proceedings.

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During 2020, Kansas district courts conducted tens of thousands of remote hearings. Two examples are from the 10th Judicial District and the 23rd Judicial District. In the 10th Judicial District—Johnson County—19 district court judges and four magistrate judges conducted about 67,000 remote hearings between March and December 2020. In the 23rd Judicial District—a mid-size district that includes Ellis, Rooks, Trego, and Gove counties—two district court judges and three magistrate judges conducted nearly 4,700 remote hearings during that same time.

The Kansas Judicial Branch was able to rapidly adapt to conducting court proceedings by videoconference in part due to grant funding recommended by the Strengthening People and Revitalizing Kansas (SPARK) Task Force and approved by the State Finance Council. Grant funding was used to purchase equipment to expand court capacity for virtual hearings that provide easy public and media access to court proceedings.

### *Workshare*

Workshare will allow all courts using the new centralized case management system (CCMS) to create tasks that can be accessed and processed remotely at any of the other court locations using the CCMS. Tasks can be worked by multiple users and at multiple locations simultaneously, which maximizes efficiency when designated tasks need to be prioritized. Additionally, tasks can be designated for certain users or user groups to ensure processing of specialized workshare assignments.

In FY 2021, twenty-three counties began using and implementing workshare activities. As more counties have gone live on the CCMS, additional uses of workshare throughout the state have emerged. It is expected that efficiencies will increase with all employees statewide accessing and processing case filings remotely, especially with the addition of high-volume court locations. The following are examples of activities of workshare clerks:

- Adding an image of the citation to eCourt so judges and court staff have access to the charging document;
- Assisting with eFilings in the bigger volume courts; and
- Assisting with processing returned mail for the CPC.

### *Marriage License Portal*

Effective December 2020, all marriage license applications are required to be submitted through the new web-based marriage license portal. Because of the COVID pandemic, many courthouses were closed, and most clerk's office staff were forced to work remotely. Therefore, couples were unable to apply for marriage licenses. As a temporary remedy, the Supreme Court authorized the ability of clerks to accept marriage license applications through encrypted emails to preserve the confidentiality of the applicants. A select number of courts statewide were able to process the applications for the whole state. This process proved to be cumbersome and not a viable long-term solution. OJA contracted with the Information Network of Kansas to obtain an online data collection and payment portal service for marriage license applications. Anyone now wanting a marriage license goes to the

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portal, inputs their data on the required forms, and pays the fee with a debit or credit card. The forms are then routed to the clerk of the district court who processes it using standard procedures. The fee payments are electronically deposited in the Centralized Court Payment Center's account and disbursed to the proper entities.

### *Remote Technology Equipment*

In March 2020, the COVID pandemic forced the closure of in-person services at Kansas district and appellate courthouses. Judicial Branch employees transitioned to teleworking, where possible. It became immediately apparent that most district courts did not have the equipment needed for judges and employees to perform the necessary work of the court from a remote location. The Supreme Court authorized the use of existing funds as well as court improvement grant funds and monies available in the correctional supervision fee fund to purchase equipment such as laptops, cell phones, hot spots, webcams for court hearings, scanners, and necessary software. The branch also purchased over three hundred Zoom licenses via an enterprise licensing package. The courts were required to apply for their specific needs and to certify which equipment would be used for the improvement of dependency court proceedings and which equipment would be used for staff engaged in adult and juvenile supervision as any monies used from the court improvement grant and correctional supervision fund could only be used for those purposes.

The Judicial Branch also received Coronavirus Relief Funds to increase the branch's remote technology inventory to grow remote proceeding capacity. Improvements such as sound recording equipment, webcams for the courtrooms, plexiglass, as well as personal protective equipment to provide for the safety of judges, employees, and court users, to name just a few, were provided to courthouses across the state.

### *Protection Portal*

In fiscal year 2022, petitioners filed more than 14,000 cases in district courts seeking an order of protection from abuse, stalking, sexual assault, or human trafficking. The individuals who file these cases often proceed without the aid of an attorney, and historically they would visit the courthouse to pick up the forms needed to initiate a largely paper-based, in-person process. With in-person access to courthouses restricted, litigants faced new challenges navigating this process.

Thanks to a Federal Coronavirus Emergency Supplemental Funding Program grant, OJA contracted with the University of Missouri-Kansas City to develop the Kansas Protection Order Portal (KSPOP), a web-based portal for filing protection orders. This scalable, accessible, and mobile-friendly web portal guides litigants through an online interview. The answers are then used to populate forms a judge reviews before determining whether to issue an order. People who need these orders will no longer have to visit the courthouse in person to file required paperwork—a process that may place some vulnerable individuals at risk or be hard to accomplish because of transportation or other problems.



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The protection order portal launched December 1, 2020, in Harvey, Johnson, and Riley counties and is now available statewide. More than 20,000 petitions have been filed through KSPOP since its launch in late 2020, and about 37% of those were submitted outside business hours – a tangible example of how KSPOP is expanding meaningful access to the court system. While courts still accept protection order petitions on paper, the majority of all protection order cases are now filed through KSPOP.

### New Positions

After more than a decade of almost no growth in employee and judicial positions, in FY 2022 and FY 2023 the Kansas judicial branch asked the legislature to address some of our most critical shortages. The legislature responded by creating new court service officer and judicial positions, as well as a few administrative support personnel. The judicial branch is appreciative of the legislature recognizing the need for these positions. The third area where our courts have long been understaffed and thus struggle to provide the online and in-person services is the judicial branch's administrative support staffing. This includes our employees who work with technology, financial oversight, payment processing, litigant and juror services, access to justice, education of employees and judges, human resource support, and the myriad of other front facing and behind the scenes services that are essential to efficient operation of courthouses across the state.

The following positions are listed in order of priority. IT security is our highest priority. Like our sister branches of government, we face ever increasing cybersecurity risks and the concomitant need to do more to protect highly sensitive data. We also face escalating demands for other IT support services, including developing, deploying, and operating software and maintaining hardware. Another priority is continuing to tighten financial controls and to audit those processes. Other positions focus on meeting the needs of litigants, witnesses, jurors, and others who use the court system and making it easier for them to successfully navigate the judicial system.

The requested new positions are listed below in order of priority:

**Cybersecurity specialist** to further safeguard digital resources of the branch. *(Position located in the Information Services Program.)*

**Applications developer** to design, update and deploy custom software applications and modifications for the branch. In addition, this position could potentially assist with the website. *(Position located in the Information Services Program.)*

**Language Access Program Manager** to assist district courts with language access issues. The need for these services to support district courts continues to increase. The position would oversee projects such as translation of forms, language access training, implementation of statewide language access plan objectives, data collection, and further development of the statewide language access program.

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**The Court reporter/ jury position** would administer the court reporter program and innovations needed due to lack of court reporters. Last fall the Court approved the expansion of court reporter rules to include transcriptionists; this position would administer that program as well. Additionally, this position would assist with the statewide jury program, in configuration, maintenance, and data collection.

**Special Projects Analyst (Forms Attorney)** would be preferably an attorney with extensive experience in the courts to focus on forms and reports. Forms play a key role in numerous court functions. They guide self-represented litigants, attorneys, court staff, and judges through a variety of daily court processes and legal filings. As the larger courts (Shawnee, Wyandotte, Douglas, Sedgwick, and Johnson Counties) come online with Odyssey, the need to review the almost 350 forms included in the system has been highlighted. There is an emergent need for centralized coordination of these efforts to ensure efficiency, accuracy, consistency, scalability across courts and availability.

**Communications specialist** to the Supreme Court to handle public relations and information output specifically focused on the needs of the Supreme Court. Duties will include developing and implementing outreach communication programs, policies and procedures for the Supreme Court specifically; acting as a media spokesperson on behalf of the Supreme Court and Office of Judicial Administration to address questions and complaints.

**Auditor** to ensure compliance with internal control procedures by the various district court personnel as well as by the Centralized Court Payment Center. This position is vital with 30 of the 31 judicial districts having implemented eCourt.

**Behavioral Health Coordinator** to provide behavioral health related support and technical assistance to the district courts; collaborate with system partners; support the statewide multibranch community of practice, a group which arose out of the 2022 Mental Health Summit; and act as a liaison to behavioral health organizations. The coordinator will be responsible for developing and implementing best practices and evidence-based strategies to improve the Courts' response to behavioral health needs of those involved in the justice system.

**Grant Specialist** to assist in drafting the components of grant proposals such as narratives, abstracts, and budgets. Additionally, the position would help with data collection and drafting of monthly, quarterly, and semi-annual narrative reports required to comply with grant receipts. The position will also aid in providing support and resources to the Specialty Court Committee and the Specialty Court Funding Advisory Committee.

**Network Security Analyst** to assist with growing needs in securing the Kansas Judicial Branch's network infrastructure by configuring, testing, and optimizing networks and implementing solutions to improve overall information security. (*Position located in the Information Services Program.*)

*The following 11 positions would repurpose existing FTE positions. Further, the funding requested for these positions is the difference between the existing funding and the new level.*

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**CPC Deputy Director** position is necessary with the growth of the division to assist with management. This position will consult with the Director of Central Payments, evaluate statewide procedures, recommend appropriate training, and assist in the development of policies and procedures as the CPC evolves.

**CPC Supervisor** to supervise the Central Payments Specialists and manage the different departments within CPC. Based upon the additional specialist positions requested, an additional supervisor position is needed to appropriately divide the departments and streamline the supervising obligations.

**(7) CPC Specialists** to process receipts and disbursements, administer daily cash withdrawals from local court bank accounts to the CPC bank account, troubleshoot court financials, process court orders relating to financials, oversee the collections process for courts, and train/educate court clerks on correct financial procedures and internal controls for consistency and uniformity statewide. The additional positions are necessary to handle the increased caseload from adding the two largest courts in Kansas.

**(2) Information Resource Specialists** to provide specialized expertise and guidance in one or more areas of information technology with the newly implemented eCourt systems, applications software, microcomputers, or office automation. They would also train users in the highly technical operation and application of eCourt systems. (*Positions located in the Information Services Program.*)

**Learning Center Director** will direct the operations of the Judicial Branch learning center including long-term planning, policy development and compliance, research for exhibit and lesson development, collaboration with stakeholders, coordination of building tours, and other duties as assigned. (*Position located in the Law Library program.*)

**PC Support Specialist** to provide on-site Helpdesk support to staff in the Judicial Center with application software and microcomputers with a focus on Audio/Video support in the courtrooms further developing the ability to have hybrid hearings. (*Position located in the Information Services Program.*)

**Chief Operating Officer** to be the senior executive managing day to day operations of the Office of Judicial Administration. The position would work closely with the Judicial Administrator and executive team to plan, implement and monitor court programs, policies and procedures. This position would manages one or more of the major divisions such as human resources, education, trial court services, or network security.

**HR Development and Discipline Specialist** to be responsible for identifying the learning and development needs of the employees and leaders; designing, and delivering human resources training programs; tracking and evaluating training effectiveness and providing feedback to employees

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on their performance. The position would have full responsibility over the portfolio of HR training programs and courses. In addition, the position would support employee discipline processing across the branch.

**(2) Regional Self-Help Directors** to provide support for 18 existing self-help centers by: (1) ensuring appropriate resource development and availability, (2) aiding clerks in determining what is appropriate “legal information” to provide to litigants, while avoiding impermissible legal advice, (3) securing, training, and supervising volunteer court navigators who will supplement the limited assistance provided by court staff, (4) collecting and analyzing data in an effort to better define needs and direct use of resources, and (5) develop new programs to ensure procedural fairness within the judicial system for all litigants regardless of representation status. These positions will also assist other counties in developing self-help centers so Kansans have access to courts despite chronic lack of attorney services across the state. These regional directors would also be tasked with assessing the needs of each county within their regions and establishing new self-help center services in those counties, when needed.

**Credentialing Court Program Manager** to manage the operations of the Credentialing Department including long-term planning, policy development and compliance, collaboration with stakeholders, supervision of staff in order to ensure that professionals under the control of the Supreme Court, such as court service officers, court reporters, transcriptionist and other court professionals, meet all requirements as set by statutes and Kansas Supreme Court rules.

**Specialty Court Coordinator** to execute duties delegated by the judge, such as docket management, court staff coordination, and monitoring and managing court activities in specialty courts. The court coordinator also acts as a liaison between the court and other parties, such as probation staff, treatment providers, attorneys, and problem-solving court team members.

**Positions Upgrades.** Funding to upgrade selected District Court Administrator I positions to District Court Administrator II levels with the appropriate scope and experience in position. (*Positions located in District Court Employees program.*)

**Legal Technologist** to develop and implement technology solutions for the Kansas Judicial Branch by identifying areas where technology can improve efficient case processing and reduce costs (actual costs and labor-related costs). The technologist would analyze legal processes in light of the existing computer-based systems employed by the KJB and design solutions for improving those processes, with an eye toward simplification for all litigants. The technologist would build on the existing framework of user portals and develop a comprehensive long-term framework for potential consolidation, upkeep, and development those portals going forward. We also anticipate that the legal technologist would play a key role in the rollout of a successful self-represented litigant eFiling initiative in the coming years.

**Municipal Court Specialist** to oversee programing for Kansas municipal courts including long-term planning, policy development and compliance, collaboration with stakeholders, staffing committees, and working to ensure that municipal court judges and courts meet all requirements as set by statutes and Kansas Supreme Court rules.

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**Audit Director** to direct the overall operations of the internal audit division.

**Access to justice – language and captioner scheduler** to coordinate centralized securing and scheduling interpreters, live captioners, and court volunteers.

**Credening Staff Program Analyst** to work at the direction of the Credentialing Court Program Manager to implement policies and collaborate with stakeholders to ensure that staff under the control of the Supreme Court meet the requirements set by statutes and Kansas Supreme Court rules.

**SOC Security Analyst** to be responsible for analyzing and monitoring network traffic and threats and vulnerabilities within an organization's IT infrastructure. This includes monitoring, investigating, and reporting security events and incidents from security information and event management (SIEM) systems. SOC Analyst would also monitor firewall, email, web, and DNS logs to identify and mitigate intrusion attempts. *(Position located in the Information Services Program.)*

**Systems Administrator I** to manage and maintain IT infrastructure and systems, with a focus on the eCourt environment. *(Position located in the Information Services Program.)*

**PC Support Specialist** to provide on-site Helpdesk support to staff in the Kansas Judicial Center. *(Position located in the Information Services Program.)*

**Communications Multi-media Specialist** to build and execute social media and other media strategies, generate and publish daily content while optimizing branch pages on various platforms, moderate user-generated content, and analyze social data and collaborating with the Supreme Court, Court of Appeals and district courts to manage reputation.

**Outreach Specialist** to design and provide outreach, educational, and recruitment programs regarding business of the courts. Increase awareness and interest in employment for the courts across all job types to sustain full staffing.

**Specialty Court Coordinator** to execute duties delegated by the judge, such as docket management, court staff coordination, and court activities monitoring and management. The court coordinator would also act as a liaison between the court and other parties, such as probation staff, treatment providers, attorneys, and problem-solving court team members.

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**Credentialing Staff Administrative Technician II** to work at the direction of the Credentialing Court Program Manager to implement policies and collaborate with stakeholders to ensure that professionals under the control of the Supreme Court meet all requirements as set by statutes and Kansas Supreme Court rules.

**Regional IT District Coordinator** to manage and oversee the District Court Regional support team of PC Support Specialists, assign and prioritize work, provide backup support and an escalation point, as needed. This position would meet regularly with the District Court Administrators to ensure alignment of support with court technology needs. (*Position located in the Information Services Program.*)

**(5) Regional IT Operations Specialists** to provide IT support to a specific District Court region, with a focus on assisting court staff with eCourt and other OJA provided services. (*Positions located in the Information Services Program.*)

**(2) Regional Self-Help Directors** to provide support for existing self-help centers by: (1) ensuring appropriate resource development and availability, (2) aiding clerks in determining what is appropriate “legal information” to provide to litigants, while avoiding impermissible legal advice, (3) securing, training, and supervising volunteer court navigators who will supplement the limited assistance provided by court staff, (4) collecting and analyzing data in an effort to better define needs and direct use of resources, and (5) develop new programs to ensure procedural fairness within the judicial system for all litigants regardless of representation status. These regional directors would also be tasked with assessing the needs of each county within their regions and establishing new self-help center services in those counties, when needed. *Note: this is in addition to the request for two regional self-help directors above, for a total of four.*

**Continuing Judicial Education Administration Technician II** to support administrative tasks needed to ensure that judges are meeting continuing judicial education requirements. This position would work at the direction of the Continuing Legal Education and Attorney Registration Director to implement policies and collaborate with judicial branch and county stakeholders.

**Court Services Officer III** to work as a supervisory position which may include a limited client caseload. This position would assign, supervise, and evaluate work of court services officers; provide training at the district level when appropriate; evaluate performance and staffing of the office; direct caseload reporting and other reviews of the court services office; develop and maintain contacts with community resources; and undertake other actions as appropriate. (*Position located in District Court Employees program.*)

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### 5200 – Contractual Services

FY 2025 Request: \$2,165,281

Communication costs, based on historical expenditures and estimates provided by the Division of the Budget, are a major expense paid from this code. Also paid from this code are repairs and work orders for various offices and conference spaces in the Judicial Center.

Accounting, payroll, and budget systems support fees are paid to the Department of Administration from this code. Funds are also included for online press clippings, subscriptions to professional journals, the purchase of employee service award pins, and other contractual services. Funding is also requested to pay the Kansas Highway Patrol for security services.

Also included is an enhancement request for funding to implement a portion of recommendations of various recent court committees.

### 5300 – Commodities

FY 2025 Request: \$18,428

The major expense is office supplies.

### 5400 – Capital Outlay

FY 2025 Request: \$750,000

\$300,000 is requested for the first phase of the garden level refresh. The Judicial Branch has plans for some needed changes on the lower level (often called the garden level) of the Kansas Judicial Center. It also intends to assess the current and future needs for the garden level. The planned renovations result from a change of traffic flow and use after completing other building projects. The Judicial Branch completed two of these projects at the end of FY 2023. First, the Judicial Council relocated from the first floor to the garden level. The garden level was previously an employee workspace with few public visitors but will now be frequented by Judicial Council committee members. Second, the Judicial Branch completed the installation of compact shelving in the library stacks on the garden level, which will permit more efficient use of that area. Planned projects—such as the Learning Center and the need to relocate exercise equipment and to eliminate a restroom in another part of the Judicial Center to make room to additional office space—also impact the need to reconfigure some garden level spaces. The planned, first phase will include a reconfiguring of the common area to accommodate the increased use of this area by the Judicial Council committee members and school and other visitors to the Learning Center. Another portion of the first phase is the addition of two individual bathrooms and showers, which will serve the judicial center, the garden level

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common area, and the gym. Future phases, including a refined phase 2 cost estimate, is dependent on forthcoming information obtained during the assessment of future needs and uses. The remaining \$250,000 is budgeted for various IT and office equipment.

Also included is an enhancement request for funding to begin resolving potential shortcomings in physical security at the Kansas Judicial Center and allow for additional law enforcement presence to address possible gaps in protections for judges and employees.

### 5500 – Grants and Aid

FY 2025 Request:     \$900,000

The budget reflects a grant of \$900,000 for FY 2025 for the Access to Justice Program, this includes the base grant amount of \$800,000 and an increase of \$100,000 in enhanced funding. The Access to Justice Grant award amount has remained at \$800,000 since 2018. This grant award reached nearly \$1.3 million in 2007 before being reduced to the current amount. The enhancement request will increase the total award amount from \$800,000 to \$900,000 in FY 2025.



**INFORMATION SERVICES SUPPORT**

**04090**

<b>Program Name: Information Services Support</b>	<b>Program Priority: 1</b>
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<b>Subprogram Name</b>	<b>Priority</b>	<b>Required by Statute?</b>	<b>Statutory Basis</b>	<b>Maintenance of Effort Requirement</b>	<b>Purpose</b>	<b>Consequences of not Funding</b>
Information Services (04098)	1	No		N/A	Provide information technology for Kansas court system.	Entire court system could not operate.

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**INFORMATION SERVICES**

The Judicial Branch's strategic goals include using information technology to improve efficiency and productivity by providing enterprise-wide and integrated solutions and enabling effective and efficient operation of new and existing technology.

**Electronic Filing**

The Judicial Branch fully implemented electronic filing in the appellate and district courts in 2016. These systems allow attorneys to file cases and related legal documents electronically with the courts. More than 6,800 attorneys have registered to file electronically, and millions of electronic pleadings have been filed to date. In the appellate courts, electronic filing became mandatory effective November 2, 2015. As of June 2018, e-filing was mandated statewide for all attorneys. These systems allow attorneys to file cases and related legal documents electronically with the courts as well as the ability to easily view a prepared document when needed.

Customized software enables Kansas district courts to prepare electronic records on appeal for use by lawyers and the appellate courts. Those working with the electronic records can view a document in the record simply by clicking on a link. Currently, about seventy percent of all records on appeal in Kansas are prepared in electronic format. District court staff time devoted to preparing and sending records on appeal to Topeka are reduced significantly, freeing employees for other tasks.

In the coming year, the Judicial Branch will work with the vendor, Tybera, to update the eFiling system, providing additional security and a more modern application.

**Electronic Payments**

The Kansas district courts are able to accept credit card payments via the internet for all case types that are electronically filed. For courts that have migrated to the Odyssey case management system only criminal cases, which includes traffic cases, can be paid online. This current system includes a secure web interface and a trusted payment processing service that completes transactions and deposits funds in the court's account. The appellate courts also accept electronic payments for electronic filing.

**Electronic Citation System**

The Judicial Branch partnered with the Kansas Highway Patrol (KHP) to develop an electronic citation system (e-citation). After completing installation and training, KHP stopped filing paper citations or tickets (Notices to Appear or NTAs) in the courts. Instead, district courts retrieve NTAs

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via a secure web portal, allowing the courts to receive citations within 24 hours in an easy-to-read format. Traffic cases from KHP can be created electronically, producing significant savings in staff time and increasing data accuracy.

### Electronic DUI Filing Information

K.S.A. 8-2,144 requires district courts to submit driving under the influence information electronically to the Kansas Bureau of Investigation (KBI). The KBI uses court information and information from state agencies to create an information portal. This portal is named RAPID (Report and Police Impaired Drivers) and is accessible by law enforcement, judges, probation officers, and corrections agencies to view criminal history records. The Office of Judicial Administration used National Criminal History Improvement Program (NCHIP) grant funding, along with grant funding authorized by the Traffic Records Coordinating Committee (TRCC), to fund implementation of this system.

Rather than sending only DUI records, all district court criminal disposition records are sent to KBI for criminal history reporting. This process has been well received, and the KBI has reported improvements in the timeliness of reporting criminal history records.

### Kansas Court Website

The Judicial Branch is in the process of replacing the website that was built in February 2020. The IS team is working with a consultant and a new vendor for development and hosting of the site in a new and modern platform. The new site will be more mobile-friendly with an improved search mechanism, allowing visitors to locate the information more easily they need. The content is also being updated to give external search engines the ability to find and categorize the content more efficiently. The new search capabilities will allow people to search databases of rules, orders, and opinions, the results of which can be filtered and displayed in different ways.

The updated website is one step of many the Judicial Branch is taking to modernize state courts to meet the needs of Kansans and Kansas communities. The updated site also serves as a doorway to the digital services that are becoming available through the eCourt project.

### Regional IS Positions

The Regional Support team has been very successful in delivering comprehensive technical support and assistance to the District Courts and is a much-appreciated service that OJA IS provides. This team provides first line support for technology issues and questions, with a focus on supporting technical issues with the Centralized Case Management System (CCMS), as well as other services and applications provided to the District Courts by OJA. Each team member is assigned a region in Kansas and is responsible for remotely assisting them with the District Court's IS needs, working with County IT staff as needed, and visiting the District Court in person as needed. As the CCMS rollout is completed, and as other new technologies are adopted, the need for this team continues to grow.

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### 5200 – Contractual Services

FY 2025 Request: \$6,016,888

This category includes all charges for the Judicial Center’s network infrastructure, including hardware and software maintenance. Due to limited information technology staff available, vendors may be necessary to assist with the modification or development of applications in the Judicial Center.

In addition, enhancement expenditures are included for additional licenses for software management tool to ensure computers are patched, compliant, and to block unwanted applications such as Tiktok; additional software licenses to increase network security by securing all data of Judicial Branch employees by expanded implementation of the technology to all courts across the state; additional SQL licensees; and expenditures to review the cybersecurity assessment of selected current vendors for the court. In addition, request funding to rollout the use of a multi-factor authentication tool to all courts across the state to increase security when accessing the VPN and user accounts.

The final enhancement request is for federal grant funding, \$2,079,210, to be used to start moving branch storage and software associated with Odyssey, to cloud storage and service platforms. This will decrease reliance on on-premises servers, reducing security risks and the need for the purchase of additional servers and maintenance.

### 5300 - Commodities

FY 2025 Request: \$40,278

These supplies are used by support staff and with equipment attached to the Judicial Center network with toner as the primary expense in this account code. In addition, enhancement expenditures are included to purchase access tokens for the multi-factor authentication tool for those who do not have a work phone.

### 5400 - Capital Outlay

FY 2025 Request: \$360,710

These funds are traditionally used to replace existing hardware and software that are nearing the end of their useful life cycle. In addition, enhancement expenditures are included for additional hardware and software replacements as well as hardware for requested new staff positions.

**EDUCATION SERVICES**

**04020**

<b>Program Name: Education Services</b>	<b>Program Priority: 1</b>
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<b>Subprogram Name</b>	<b>Priority</b>	<b>Required by Statute?</b>	<b>Statutory Basis</b>	<b>Maintenance of Effort Requirement</b>	<b>Purpose</b>	<b>Consequences of not Funding</b>
Education Services (04021)	1	Yes	K.S.A. 20-1a11	N/A	Provide training for Judicial Branch judges and staff.	Statutorily Required

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### EDUCATION SERVICES

The Supreme Court is committed to ensuring the citizens of Kansas are well served by the Judicial Branch. Quality training for judges and staff helps meet that goal. Training and education are essential because statutory responsibilities and requirements often change and technology, procedures, and management principles are continually improved. In addition, education of the public on how the Judicial Branch works promotes greater awareness and understanding of the role of the courts in our society.

The Supreme Court recognizes that in order to maximize the performance of its employees, it must continue to improve their skills and abilities. The Office of Judicial Administration develops training programs for judges and court employees. Training focuses on improving judicial and administrative functions and procedures; interpreting statutory requirements; and improving individual skills and job performance. Many educational programs are originated by staff, but the office also works closely with advisory committees representing all components of the Kansas Judicial Branch. The office develops educational conferences each year for judges and nonjudge employees. In addition, seminars on special topics (e.g., Train the Trainers) are conducted throughout the year if funds are available. The branch continues transitioning some compliance level training to virtual delivery. This garnered several benefits but lacked the ability to test skills and knowledge. The Court continues working on a balance between in person and virtual training options.

The Office of Judicial Administration works with the following groups in planning training: Judicial Education Advisory Committee and District Magistrate Judges Certification Committee. In FY 2024 and FY 2025 we will continue to focus on increasing in person opportunities while maintaining the efficiencies captured with virtual learning. We have experienced cost increases for all aspects of training since resuming pre-covid activities and have adopted the hybrid format as a popular method of expanding educational impact. As such, FY 2024 and FY 2025 expenditures are projected to rise accordingly.

#### District Court Training

##### *Judges:*

Each year a two-day training conference is offered to appellate justices and judges, district judges, district magistrate judges, and senior judges. This conference is statutorily mandated.

Historically, a second major training session for judges of the district court is conducted regionally at four sites. This training provides judges the opportunity to discuss specific issues with other judges in their region. Regional trainings have not been held since early 2020. Enhancement funding is requested in FY 2025 to begin holding these trainings again. In more recent years, additional educational opportunities have been offered via webinar.



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The Court will continue to review scope and frequency of provision in conjunction with the virtual options provided as well as efficiencies that may be gained by combining regional training for judges and non-judge employees.

Other training for judges includes district magistrate judge certification sessions, new judge orientation, new chief judge orientation, and chief judges' annual meeting. The Education team will be recommending new judge training in a manner closer to the beginning of a judge's career. Current provision of new judge training can have judicial staff in position for over a year prior to the course being given. As we had an increase in judicial staffing, this cadence was insufficient. To address this insufficiency, new judge orientation was increased to an annual offering and the training was recorded so new judges can access it as soon as they take the bench.

### *Non-judge Staff:*

An annual managers training is held for court administrators, clerks of the district court, chief court services officers, managing court reporters, information technology managers, and other judicial branch managers. The Court is currently reviewing the needs of non-judge staff to determine what additional trainings are needed and how those are best delivered while simultaneously offering educational opportunities as requested by district court staff. There has been increased demand for more training for non-judge staff. In addition, developmental training on modern court practices will be provided in conjunction with the National Center for State Courts. Travel expenses for non-judge staff are reimbursed for some committee meetings.

### Out-of-State Travel

To develop in-state expertise and faculty for these training programs and to improve individual skills in specialized subject areas, judges, and occasionally nonjudge employees, are reimbursed for attendance at seminars and conferences at out-of-state locations. The major provider of specialized training for judges is the National Judicial College (NJC) in Reno, Nevada. The college provides a two-week course for new judges. The Supreme Court encourages new judges to attend this course during their first year on the bench. Funding assistance is provided to judges for their travel expenses to the college. Additionally, NJC offers intermediate and advanced courses throughout the nation on a variety of topics. As they offer topics especially relevant to Kansas judges, the Court will offer funding assistance to judges to attend those courses.

### General Public

For the general public to better understand how state courts operate, the Supreme Court conducts hearings at various locations outside of Topeka. The Supreme Court conducts these evening hearings two to three times each year. The Kansas Court of Appeals also promotes public education by conducting hearings outside of Topeka several times each year.

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The Court has investigated designing and building learning center within the Appellate Court Law Library within the Kansas Judicial Center. This learning center will allow the public to have structured and on demand education regarding the Judicial Branch. The Court plans to increase the public education offerings provided in the upcoming fiscal years.

### Committees

#### *Education Committees*

Committees are used for the purpose of recommending and organizing education and training programs for judges and non-judge staff. These committees include:

Judicial Education Advisory Committee  
District Magistrate Judges Certification Committee

#### *Other Standing Committees*

Some standing committees were established for the purpose of studying issues and making recommendations to the Supreme Court. These committees include:

Access to Justice Committee  
Admissions Review Committee  
Child Support Guidelines Advisory Committee  
eCourt Steering Committees & Subcommittees  
Judges Assistance Committee  
Language Access Committee  
Specialty Court Committee

#### *Special Ad Hoc Committees*

These ad hoc committees were established to study or research a particular issue.

Ad Hoc Court Record Committee  
Rural Justice Initiative Committee

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### 5200 – Contractual Services

FY 2025 Request: \$515,134

Expenditures in this category include updating operation manuals and materials used for training and testing. Most travel expenditures are for periodic in-state training. Out-of-state travel is used primarily to fund new judge training at the National Judicial College as well as selected trainings for staff. New judges are given the opportunity to attend a two-week general session at the college as soon as practicable after assuming judicial office. It has been, and continues to be, the Supreme Court's standard that each new judge should attend this comprehensive national judicial education program. Included in the request is enhancement funding for regional trainings to begin again after a four-year absence. This option minimizes travel time for the participants and allows for targeted topics as well as advancement of collaborative efforts.

Additional expenditures in this category relate to honoraria paid to speakers from outside the Kansas court system at various seminars and conferences. In order to provide education programs that meet the needs of court employees regarding advancements in technology, procedures, and management principles, it is imperative to have faculty with expertise in the subject areas.

### 5300 – Commodities

FY 2025 Request: \$113,620

Expenditures in this category relate to the purchase of materials for educational opportunities as well as enhancement funding for regional trainings.

**DISTRICT COURTS**

**04100**

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## DISTRICT COURTS

Kansas has 31 judicial districts. Districts range in size from one county to as many as seven counties. Each county must have a district court and at least one resident judge. The district court is a court of record and has original jurisdiction of all matters, both civil and criminal, with certain exceptions. *Habeas corpus*, *quo warranto*, and *mandamus* actions may also be brought in these courts. The district court also serves as the appeals court for municipal courts and certain administrative agencies.

The record of all cases in each county are kept in the office of the clerk of the district court in that county. With the approval of the Supreme Court, a district court may have specialized divisions or departments or may hold court other than in the county courthouse.

Judges of the district court are state officials and are paid by the state.

There are two classes of judges of the district court: district judges and district magistrate judges.

The district judge is a constitutional officer and has full judicial power and authority over all cases filed in the district court. In less populated areas, one district judge might serve a district made up of several counties. In more populous counties, the district court will have several district judges.

District magistrate judges hear uncontested actions for divorce and other civil actions with the consent of the parties. They also hear many other cases, including misdemeanor criminal cases, felony first appearances, limited actions, small claims, probate, juvenile, and violations of state regulations. Rulings of district magistrate judges who are licensed to practice law in Kansas are appealed directly to the Court of Appeals. Rulings of district magistrate judges who are not Kansas attorneys are appealed to a district judge.

Judges of the district court may be assigned to sit in any court in the district by the chief judge of the district. Supreme Court justices oversee multiple-district departments and can assign judges to hear proceedings in other districts.

Judges of the district court are selected in one of two ways. In 17 districts, voters have approved merit selection of judges by a district judicial nominating commission with appointment by the Governor and subsequent nonpartisan retention elections. An appointed judge must stand for retention at the general election following his or her one-year anniversary in office. If retained, the judge then serves a full four-year term and is subject to a retention vote in the general election before the end of each four-year term. In the remaining 14 districts, judges run for office on a politically partisan ballot. Elected judges also serve four-year terms.

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### DISTRICT COURT OPERATIONS

District courts must follow state statutes and Supreme Court rules.

#### Administration

The chief judge in each district is directed under K.S.A. 20-343 to appoint a clerk of the district court in each county to administer the court. The chief judge designates one of the clerks as the chief clerk of the district, except in districts that have a court administrator. The chief judge also appoints other deputies and assistants needed to perform the duties of the district court clerk. Court employees must meet state qualifications.

In 18 judicial districts, the chief judge appoints a district court administrator who is responsible to the chief judge and other judges of the district. The administrator implements policies; coordinates operations of the district court; supervises nonjudge employees; and performs other duties required by law or designated by the chief judge or judicial administrator.

If the district court does not have a court administrator, the chief clerk and chief court services officer are responsible for implementing court policies.

#### Clerk of the District Court

By statute, the clerk of the court is the official custodian of all court records. The clerk is charged with the critical function of keeping accurate records of documents that are filed in the court. Because the district court is a court of record, documents received must be preserved for future reference or as a historical record. The clerk also ensures public access to nonconfidential court records and is responsible for maintaining a filing system that eases access by the public, abstractors, and law enforcement.

The clerk is the budget and fiscal officer in most districts that do not have a district court administrator. The clerk prepares budgets for approval by the chief judge and subsequent action by county commissions, which fund part of the district court operations. The clerk monitors expenditures to ensure that appropriations are not exceeded and may also supervise local personnel matters and coordinate case management activities.

The clerk ensures that jury summoning procedures are cost-effective yet meet the needs of the court with minimum disruption to the lives of the jurors. The clerk also prepares payrolls, manages forms, and, in courts that have law libraries, acts as treasurer for the law library board.

The clerk is also required to stay abreast of legislative and Supreme Court Rule changes that affect district court operations.

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### Court Services Officers

Each judicial district has a court services division that performs duties required by statute, Supreme Court and local rules, and court policies. In general, court services officers conduct adult presentence and juvenile predisposition investigations; supervise and counsel people on probation; notify the court of any probation violations or modifications; investigate and supervise individuals awaiting release from bond; and oversee arrangements for children in need of care or involved in divorce cases.





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Allen.....	31	Finney.....	25	Logan.....	15	Rooks .....	23
Anderson .....	4	Ford .....	16	Lyon .....	5	Rush .....	24
Atchison .....	1	Franklin .....	4	Marion.....	8	Russell.....	20
Barber.....	30	Geary.....	8	Marshall.....	22	Saline.....	28
Barton.....	20	Gove .....	23	McPherson .....	9	Scott .....	25
Bourbon.....	6	Graham.....	17	Meade.....	16	Sedgwick.....	18
Brown.....	22	Grant.....	26	Miami .....	6	Seward.....	26
Butler.....	13	Gray.....	16	Mitchell .....	12	Shawnee .....	3
Chase.....	5	Greeley .....	25	Montgomery.....	14	Sheridan.....	15
Chautauqua.....	14	Greenwood .....	13	Morris.....	8	Sherman.....	15
Cherokee .....	11	Hamilton.....	25	Morton.....	26	Smith .....	17
Cheyenne.....	15	Harper.....	30	Nemaha .....	22	Stafford.....	20
Clark.....	16	Harvey .....	9	Neosho .....	31	Stanton .....	26
Clay .....	21	Haskell.....	26	Ness.....	24	Stevens .....	26
Cloud.....	12	Hodgeman .....	24	Norton .....	17	Sumner .....	30
Coffey.....	4	Jackson .....	2	Osage.....	4	Thomas.....	15
Comanche.....	16	Jefferson .....	2	Osborne .....	17	Trego .....	23
Cowley .....	19	Jewell.....	12	Ottawa .....	28	Wabaunsee .....	2
Crawford .....	11	Johnson.....	10	Pawnee .....	24	Wallace.....	15
Decatur .....	17	Kearny .....	25	Phillips .....	17	Washington .....	12
Dickinson .....	8	Kingman.....	30	Pottawatomie.....	2	Wichita .....	25
Doniphan .....	22	Kiowa .....	16	Pratt .....	30	Wilson .....	31
Douglas .....	7	Labette.....	11	Rawlins.....	15	Woodson .....	31
Edwards.....	24	Lane.....	24	Reno .....	27	Wyandotte .....	29
Elk.....	13	Leavenworth.....	1	Republic .....	12		
Ellis .....	23	Lincoln .....	12	Rice .....	20		
Ellsworth.....	20	Linn .....	6	Riley .....	21		

**Subprogram Narrative Table**  
**Division of the Budget**  
**State of Kansas**

<b>Program Name: District Courts</b>	<b>Program Priority: 1</b>
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<b>Subprogram Name</b>	<b>Priority</b>	<b>Required by Statute?</b>	<b>Statutory Basis</b>	<b>Maintenance of Effort Requirement</b>	<b>Purpose</b>	<b>Consequences of not Funding</b>
District Court Judges (04111)	1	Constitutional Requirement	Article III, § 6	N/A	Provides original jurisdiction over all matters brought before the courts.	Constitutional Requirement
District Court Employees (04112)	1	Yes	K.S.A. 20-361	N/A	Provides judicial support in district courts.	Statutorily Required
CASA & CRB Programs (04114)	1	No		N/A	Volunteer support for cases involving children in out-of-home placements.	Kansas children remaining in the court system.
Court Improvement (Federal Grants) (04115)	1	No		Salary Match	Provides compliance oversight to federal child welfare laws.	Noncompliance would result in federal penalties.
Correctional Supervision (04116)	1	Yes	K.S.A. 21-6607	N/A	Training on use of mandatory risk assessment tool (LSI-R).	Statutorily Required
Child Support Enforcement	1	Federally Mandated	45 C.F.R. § 303.107	66% Federal 34% State	Federal Title IV-D case compliance	Federally Mandated

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### DISTRICT COURT JUDGES

#### 5100 - Salaries and Wages

FY 2025 Request: \$52,259,774

Currently, there are 269 district court judicial positions across the Kansas Judicial Branch, including 182 district judge and 87 district magistrate judge positions. In addition, senior judges and assigned judges are utilized when there are congested caseloads, a reassignment is required, or a judicial vacancy exists.

In FY 2020 the Judicial Branch contracted with the National Center for State Courts to perform a weighted workload study for judges of the district court. This study was previously performed in 2011. The study collected three types of data: (1) actual worktime recorded by judges statewide; (2) a survey of all judges requesting their assessment of the extent to which they have adequate time to perform their duties in a timely and high-quality manner; and (3) qualitative feedback from focus group sessions held remotely due to the pandemic. The worktime data was translated to workload measures based on case types. The study was completed in FY 2021 and revealed that Kansas needed an additional 20 net positions. However, that net increase includes a reduction of positions in judicial districts that would violate state statute. Judicial positions are set by Kansas statutes, which require at least one judge in each of the 105 counties throughout the state. Office of Judicial Administration staff reached out to chief judges to discuss their needs under the weighted workload study report, and it was determined that 14 district judges and 9 district magistrate judges were needed along with supporting staff. The 2022 Legislature created those new judgeships, along with support staff, and funded those new positions. As of submission of this budget, the additional judge positions have been filled.

The request includes funding to implement provisions of 2023 House Sub. for SB 229 which establishes new compensation rates for all judicial branch judges. Beginning January 1, 2025, a district judge will earn 75 percent of the annual salary of a United States district judge. The salaries for the remaining classes of Kansas judges are determined against that resulting Kansas district judge figure.

#### 5200 – Contractual Services

FY 2025 Request: \$288,524

Expenses include postage costs for mailing or shipping documents to district courts.

A major expense is travel and subsistence. Judges of the district court and official court reporters are entitled to full reimbursement of their expenses for travel and subsistence. These officials often must travel to other counties in their districts to handle cases. In addition, all judges are subject

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to assignment within their judicial district by their chief judge and to assignment outside the judicial district by order of the Supreme Court, and they must be reimbursed for those travel and subsistence expenses.

### 5200 – Commodities

FY 2025 Request: \$262

Expenses include stationary and other miscellaneous office supplies.

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**DISTRICT COURT EMPLOYEES**

The current Judicial Branch pay plan was implemented in FY 2001. It was developed with the intent to avoid disruptions from employee turnover, and it assumed annual adjustments to keep salaries competitive. Inadequate pay raises that occurred through FY 2008 eroded gains made by implementing the pay plan. To correct this problem, the 2008 Legislature approved a 15.75 percent increase to be appropriated over three years. But only the first year of that increase (5.25 percent) was funded. From FY 2010 until FY 2018, Judicial Branch employees did not receive any pay increase other than a 2 percent cost of living adjustment in FY 2015 – which was substantially eroded by increases to employees' share of pension and other benefit costs.

Given this history, in 2016 the Judicial Branch – with the aid of a State Justice Institute grant – contracted with the experts of the National Center for State Courts (NCSC) for an employee classification and compensation study. The 2017 Legislature appropriated a much-needed 2.5 percent across-the-board pay increase for employees. The 2018 Legislature later appropriated a 5 percent increase to the employee pay pool for Judicial Branch employees. The 2018 increase was allocated to employee positions by the Supreme Court based on the 2017 updated data to the classification and compensation study. Data from the salary and compensation study was updated in 2018 and was adjusted to reflect the increase in the consumer price index during fiscal years 2019, 2020, and 2021. The 2019 Legislature appropriated another 2.5 percent across-the-board pay increase for employees. The 2021 Legislature appropriated historic salary increases to bring all employees to full market pay based on updated data to the study. A 12% cap was placed on employee pay increases for FY 2022 with any position eligible for more than 12% receiving the difference in FY 2023. The last part of the historic salary increases was implemented at the beginning of FY 2023. The 2023 Legislature appropriated funding for a 5% employee pay increase for FY 2024. In light of the cost-of-living adjustment, enhancement funding for a 5% pay increase for non-judge employees for FY 2025 is requested to maintain the recent advances in bringing Judicial Branch employee pay within market.

The state is responsible for all Judicial Branch district court salaries, while counties fund operating expenses for local courts. Consequently, approximately 92% of the Judicial Branch budget for FY 2024 is earmarked for salaries.

Court services officers (CSOs) are important to the safety and well-being of all Kansans. They are probation officers for adults and juveniles who are sentenced to probation for their crimes. They conduct criminal history checks, prepare presentence investigations that help judges apply sentencing guidelines, and administer a mandated, standardized risk assessment tool. CSOs help courts process child in need of care cases and in some districts, CSOs mediate child custody disputes or perform home studies. Secretarial support for a CSO department ensures efficient use of CSO time by relieving them of receptionist, typist, and scheduler functions.

In each county, an office of the clerk of the district court serves as a gateway to the courts. This office may be the only contact many Kansans have with their courts, including obtaining marriage licenses, filing a small claims case, and paying traffic fines. Staff in the clerk's office accepts and file-stamps court documents, enters them into the case management system, scans and files them, retrieves them, and safely stores them. As e-filing is mandatory for attorneys statewide, clerks perform the same record processes for e-filed cases; however, the processes are performed electronically

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rather than manually. They also accept and give receipts for some fines, judgments, and fees, and disburse those monies as directed by law and court order. Each year, new legislation is passed that changes the number of documents clerks process, the number of notices they must send, or other steps they must take, making their duties more complex.

Judicial support staff are critical to smoothly operating courts. Secretarial support manages the case workflow and provides calendaring and other administrative services for judges. Without them, a judge would spend many hours performing these duties or relying on the clerk's office, reducing both the court's and the clerk's office's ability to perform its own duties.

Court reporters are vital to district courts. They record and transcribe verbatim reports of judicial trials, conferences, and hearings. They also administer oaths or affirmations to witnesses, and they mark exhibits offered as evidence. Because of an increasing shortage of court reporters and advances in technology, district courts have been using digital recording software for certain hearings. In April 2021, the Supreme Court announced the creation of the Ad Hoc Court Record Committee that will review, analyze, and make recommendations for changes on how court records are made. Spurred by the necessity for remote hearings, federal coronavirus emergency supplemental funding and coronavirus relief funding helped provide district courts with upgrades in audiovisual technology, which in turn provided the infrastructure for this software to be used.

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### 5100 - Salaries and Wages

FY 2025 Request: \$108,770,028

The state is responsible for all Judicial Branch district court salaries, while counties fund operating expenses for local courts.

### 5200 – Contractual Services

FY 2025 Request: \$188,778

Major expenditures are travel and subsistence and communications. Other large expenditures are drug testing for the specialty courts.

### 5300 – Commodities

FY 2025 Request: \$51,498

The major expenditure is urine analysis supplies for the specialty courts. Other expenditures include stationary and other miscellaneous office supplies.

### 5500 – Aid to Local Units

FY 2025 Request: \$210,451

The major expenditure is distribution of federal grant funds to the Board of Indigents Defense Services and the Sedgwick County Department of Corrections related to the 18<sup>th</sup> District Veterans Treatment Court.

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### **CASA AND CRB PROGRAMS**

OJA focuses on developing and monitoring Citizen Review Board (CRB) and Court Appointed Special Advocate (CASA) programs. Kansas currently has eight CRB programs serving eight judicial districts. OJA provides technical assistance to these programs, which train citizen volunteers to review cases and recommend dispositional alternatives to judges on selected cases involving children who are in out-of-home placements. The purpose of a board is to ensure that children do not linger unnecessarily in foster care and to promote a permanent and safe home for each child whose case is reviewed.

CASA programs use citizen volunteers to personally investigate facts, conditions, and circumstances affecting the welfare of abused and neglected children. A CASA volunteer is appointed to advocate for the best interests of the child and helps the court obtain the most permanent, safe, and home-like placement possible for the child. Currently, there are 20 CASA programs serving 22 judicial districts.



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### 5200 – Contractual Services

FY 2025 Request: \$1,497

Travel costs are a major expenditure in this code.

### 5500 – Grants and Aid

FY 2025 Request: \$350,000

The Office of Judicial Administration provides a number of grants to other entities from dedicated funds. The budget request reflects grants totaling \$350,000 for FY 2025 to Citizen Review Boards and Court Appointed Special Advocate programs from the Permanent Families account.

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Court Improvement (Federal Grants) – 04115

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### COURT IMPROVEMENT FOR CHILD WELFARE (FEDERAL GRANTS)

OJA has participated in the federally funded Court Improvement Program since 1996. This program is designed to assess current foster care and adoption procedures, laws, and regulations, and to implement improvements. A grant from the U.S. Department of Health and Human Services funds a program to collect and analyze information from representative areas of our state judicial system to formulate improved procedures, laws, and regulations in this area of concern. The Supreme Court Task Force on Permanency Planning (Task Force) makes recommendations for improving Judicial Branch oversight for children in need of care and juvenile offenders. Court improvement monies, which appear in this budget in the fund “Child Welfare-Federal Grant Fund,” have been used to fund projects consistent with the recommendations of the Task Force.

Court improvement grant funding is provided in three categories: basic costs to administer the program, training, and data collection and analysis. Data collection and analysis grant funding is used to provide accounting and case management system enhancements. Training grant funds are used to conduct state, regional, and local training for judges, prosecutors, guardians *ad litem*, attorneys for parents, social workers, and other child welfare professionals to enhance a collaborative child welfare system in Kansas. The Task Force oversees these grants.

In recent years, OJA has sponsored regional workshops for judges, prosecutors, and attorneys representing children and parents in the child welfare system. These workshops focused on the permanency planning, quality legal representation, and crossover youth. These workshops were held in FY 2022 with nationally recognized experts in each subject matter. Continuing education credits for attorneys, judges, and social workers are expected to be awarded for these workshops. Additionally, in the fall of 2022, OJA offered a six-part webinar series for new judges, *CINC Nuts & Bolts*. In spring of 2024, the judicial branch, in collaboration with the executive and legislative branches, will host the inaugural Child Welfare Summit which will focus on steps stakeholders can take to create lasting improvement in child welfare.

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### 5200 – Contractual Services

FY 2025 Request: \$94,410

A major expense in this category is communication costs based on historical expenditures and estimates provided by the Division of the Budget.

Monies from this code will also be funded from the Child Welfare-Federal Grant Fund for Juvenile Offender and Child in Need of Care Code Books for court personnel and others dealing with child welfare issues. Expenditures include the printing of training manuals, informational cards, brochures, calendars, and bench cards.

Travel costs for regional trainings by staff members to the various judicial districts is included in this code.

### 5300 – Commodities

FY 2025 Request: \$132

Major expenditures in this category are for the purchase of office supplies, toner, paper, envelopes, and various Department of Administration Office of Printing forms, including printed stationery.

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Correctional Supervision - 04116

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### CORRECTIONAL SUPERVISION

As a part of adult and juvenile offender supervision, court services officers use validated risk assessment instruments to address offender risk and needs appropriately. This includes case planning and referrals to treatment and community programs. Approximately 300 officers are trained in the use these instruments.

For adult offenders, the Kansas Sentencing Commission (KSSC) previously designated the LSI-R as the risk and needs assessment tool to be used by parole officers, community corrections officers, and court services officers to determine the level of supervision for adult offenders. Effective July 1, 2021, the KSSC adopted the LSICMI for use with male probationers, an adult risk and needs assessment tool with a case management piece, and the Women's Risk Needs Assessment (WRNA) for use with female probationers. Kansas Supreme Court Rule 1802 requires the use of these tools for adult offenders. There are significant costs associated with purchasing materials, training staff, and implementing these tools, as well as significant demands of time to have court services officers administer this risk assessment. K.S.A. 21-6607 provides that 58.33% of probation fees are deposited into the Correctional Supervision Fund to provide revenue to fund implementation of risk and needs assessments. Bauman Consulting Group trains court services officers to administer the WRNA. The University of Cincinnati Corrections Institute trains court services officers to administer the LSCMI.

For juvenile offenders, K.S.A. 38-2360 requires “[a] single, uniform risk and needs assessment shall be adopted by the office of judicial administration and the department of corrections to be used in all judicial districts.” OJA and the Department of Corrections (DOC) adopted the Youth Level of Service (YLS) 2.0 to be used with juvenile offenders. OJA provides an electronic version of the tool for court services officers to use. By having both tools in an electronic version, it will be easier to conduct data collection and analysis on a statewide basis.

K.S.A. 38-2394 requires training in evidence-based practices for individuals who work with juveniles who are adjudicated as juvenile offenders or who are in immediate intervention programs. Each year, court services officers participate in ongoing education on effective practices in community supervision (EPICS) and case planning. Court services officers meet continuing education requirements through participation in regional training opportunities on evidence-based practices for topics such as scoring, motivational interviewing, and effective case management. This fund is also used to purchase software and web-hosting support necessary to automate data collection from the risk and needs assessments and to generate management reports.

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### 5200 – Contractual Services

FY 2025 Request: \$489,387

Major expenditures in this category include funding for the supervision module for the new Odyssey case management system and continued costs associated with the LSCMI, WRNA, YLS, and other evidence-based practices training. It also includes travel costs for these trainings.

### 5300 – Commodities

FY 2025 Request: \$58,293

The major expense in this category is specialized forms required for use with the LSCMI and YLS.

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### CHILD SUPPORT ENFORCEMENT

The Office of Judicial Administration (OJA) participates in a cooperative reimbursement agreement with the Department for Children and Families (DCF) for expediting Title IV-D case processing. A formal time study of allowable activities in paternity, child support, and medical support cases is conducted once each fiscal year over a single four-week period. Time spent by district court personnel is matched with IV-D caseload information to determine the reimbursement. The time judges spend hearing cases is excluded from the time study.

OJA is responsible for administering the Kansas Child Support Guidelines. Federal law (Chapter 45, Code of Federal Regulations, Section 302.56) requires each state to review the economic basis of the guidelines and deviations from the guidelines at least once every four years. The current guidelines became effective January 1, 2020, and can be found at [www.kscourts.org](http://www.kscourts.org). In July 2022, the Kansas Child Support Guidelines Committee began meeting to start the review cycle once again. During the review session, the committee meets monthly to review the guidelines, determine whether adjustments are necessary, and make recommendations to the Supreme Court. The committee anticipates submitting its report to the Supreme Court in the fall of 2023.

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### 5200 – Contractual Services

FY 2025 Request: \$1,241

A major portion of this expense is allotted for travel costs associated with Child Support Guidelines Committee meetings.

**COVID-19**

**21660**



<b>Program Name: COVID-19</b>	<b>Program Priority: 1</b>
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<b>Subprogram Name</b>	<b>Priority</b>	<b>Required by Statute?</b>	<b>Statutory Basis</b>	<b>Maintenance of Effort Requirement</b>	<b>Purpose</b>	<b>Consequences of not Funding</b>
COVID-19 Transactions	1	No		N/A	Provides personal protective equipment and technology to allow employees and litigants to access the courts remotely.	The crisis caused by the COVID-19 pandemic requires these measures for the health and safety of Kansans.

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COVID-19

COVID-19 Transactions – 21660

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### COVID-19

On March 12, 2020, Governor Kelly issued the first of three consecutive state of disaster emergency declarations due to the coronavirus pandemic (COVID-19). The virus forced employees and judges to perform their duties remotely, if possible. It quickly became evident that the entire court system needed additional technology to allow remote work. Using existing funds, the Judicial Branch provided some of the necessary equipment such as laptops, cell phones, and hot spots for those with inadequate internet access. Some needed personal protective equipment (PPE), such as face coverings and hand sanitizer, which was also provided using existing funds.

But the existing funds proved insufficient to meet all pandemic-related technology and PPE needs. So the branch applied for and received a Coronavirus Emergency Supplemental Fund grant through the Kansas Governor's Grants Program and began distributing it statewide. The Judicial Branch also received support from the Coronavirus Relief Funding Program administered by the Strengthening People and Revitalizing Kansas Taskforce.

This program was created by the Division of the Budget to track expenses related to the COVID-19 pandemic. Funds are budgeted for FY 2024 and FY 2025 to expend the support provided by the Strengthening People and Revitalizing Kansas Taskforce, and this is expected to be a temporary program.

Funds are being used to increase the efficiency and modernize the A/V, technology, and IT infrastructure of the judicial branch in FY 2024 and FY 2025.

**JUDICIAL AND PROFESSIONAL REVIEW**

**06100**



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### COMMISSION ON JUDICIAL CONDUCT

The Commission on Judicial Conduct (formerly the Commission on Judicial Qualifications) was created by order of the Supreme Court and became effective January 1, 1974. This commission serves as an adjunct of the Supreme Court to assist the Court in the exercise of its responsibility under Article 3, Sec. 15, of the *Constitution of the State of Kansas*, which provides that, "...judges shall be subject to retirement for incapacity, and to discipline, suspension and removal for cause by the supreme court after appropriate hearing." The Court adopted a Code of Judicial Conduct, effective January 1, 1974, which prescribes a standard of conduct for judges. The code requires a judge not only to avoid impropriety in all of the judge's activities, but also to avoid any appearance of impropriety. It limits judges' political activities and business affairs and prohibits the practice of law by full-time judges. The Code also requires annual reporting of outside income. The Code was substantially amended effective June 1, 1995, and again on March 1, 2009. Effective May 1, 2019, new rules governing the Commission on Judicial Conduct were adopted by the Supreme Court.

The members of the Commission are:

James S. Cooper, (Chair), Lawrence  
Allen G. Glendenning (Vice Chair), Great Bend  
Hon. Bradley E. Ambrosier, Elkhart  
Hon. Brenda M. Cameron, Olathe  
Terrence J. Campbell, Lawrence  
Hon. Robert W. Fairchild, Lawrence  
Norman R. Kelly, Salina  
Angela Sublett Knight, Kansas City  
Rosemary Kolich, S.C.L., Leavenworth  
Susan Lynn, Iola  
Hon. Thomas E. Malone, Topeka  
Diane H. Sorensen, Wichita  
Hon. Nicholas M. St. Peter, Winfield  
Hon. Mary B. Thrower, Minneapolis

Any individual who believes a judge in the State of Kansas has violated the Code of Judicial Conduct may submit a complaint in writing to the Commission on Judicial Conduct. An Inquiry Panel comprised of seven of the Commission members then promptly reviews and investigates such complaints. An Inquiry Panel may (1) find no violation and (a) dismiss the complaint or (b) dismiss the complaint and issue a letter of informal advice or (2) find a violation and (a) issue a letter of caution, (b) issue a cease-and-desist order, or (c) refer the matter for formal proceedings before a Hearing

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Panel comprised of the other seven Commission members (Rule 614). If the complaint is against a supreme court justice, the Inquiry Panel may (a) dismiss the complaint, (b) issue a letter of caution, or (c) refer the matter for formal proceedings before a Hearing Panel (Rule 614A).

Effective May 1, 1999, the Commission converted from a single-tier to a two-tier system and increased in size from nine to fourteen members including lawyers, judges, and nonlawyers. All members are appointed by the Supreme Court and serve four-year terms with a twelve-year term limit, except a member initially appointed to serve an unexpired term (Rule 602). The clerk of the appellate courts, although not a member of the Commission, serves as secretary to the Commission (Rule 605).

All Commission members are entitled to actual and necessary travel and subsistence expense (K.S.A. 75-3216). Members, other than active judges, are paid the sum of \$50 per day while engaged in the discharge of their official duties. (*Note:* K.S.A. 75-3216 references the Commission on Judicial Qualifications rather than the Commission on Judicial Conduct.)

The commission currently has pending complaints which could develop into costly formal proceedings requiring extensive investigation, travel, subsistence, and the frequent use of court reporters.

During FY 2023, approximately 1,098 complaints and inquiries were processed.

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### 5200 – Contractual Services

FY 2025 Request: \$15,875

Postage, parcel, and express service is paid from this code and includes frequent mailings to the commission members from the Clerk's Office. Also included is correspondence with complainants and judges as well as postage costs for the Judicial Ethics Advisory Panel. Printing of legal documents, such as briefs for the Commission, and envelopes are also included.

Travel costs are a major expense in this category. This request covers mileage paid to Commission members and to the examiner for attending meetings, prehearing conferences, and formal hearings, as well as witnesses' travel expenses and fees. There are matters pending which could develop into formal proceedings. Formal hearings would result in the members meeting for several days. A seven-member panel of the Commission meets monthly, and the full fourteen-member Commission meets annually.

Travel expenses for the Judicial Ethics Advisory Panel are also included. There is no geographic limitation on appointment. Three members are from Topeka, one member is from Lakin, and one member is from Leavenworth. It is not known how often the panel will be required to meet. The panel met one time in FY 2023.

Payments are provided for court reporter fees. As explained above, there are pending matters which could develop into formal proceedings.

The Commission's annual dues for membership in the Center for Judicial Conduct Organizations (CJCO), a service of the National Center for State Courts are paid from this category. The CJCO, the only national clearinghouse for information on judicial conduct and ethics, provides a variety of services such as bi-monthly news clippings and distribution of the Judicial Conduct Reporter and other research materials to subscribing judicial disciplinary commissions. In addition, the CJCO has a research website which is available to members only and is frequently used by Commission staff.

### 5300 – Commodities

FY 2025 Request: \$200

This category covers such items as professional law books and other publications. Supplies to produce brochures for the Judicial Conduct and Ethics panels and the Annual Report that is distributed to all Kansas judges and, upon request, external judicial ethics commissions appear in this category.

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Nominating Commission – 06112

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### JUDICIAL NOMINATING COMMISSIONS

The Supreme Court Nominating Commission was established pursuant to the *Kansas Constitution*, Article 3, Section 5, and K.S.A. 20-119 to 20-138, inclusive, as amended. This nonpartisan Commission has the responsibility of nominating and submitting to the Governor the names of three candidates who are eligible for appointment to vacancies on the Supreme Court.

In 2013, the passage of HB 2019 changed the method of selection for Court of Appeals judges. The Governor appoints members to the Court of Appeals who are then subject to Senate confirmation.

The Commission is presently composed of a chair, who is elected by the lawyers of the state; four nonlawyer members appointed by the Governor; and four lawyer members elected by the members of the bar at elections conducted by the Clerk of the Supreme Court. One nonlawyer and one lawyer are selected from each Congressional District.

Each member of the Commission is entitled to receive \$15 per diem for meetings and reimbursement for travel, meals, and lodging.

The Clerk of the Supreme Court serves as the Commission's administrative officer. The Clerk is authorized to procure any supplies and equipment that may be needed and to employ and fix the compensation of clerical and other assistants who may be necessary to carry out the requirements of the law.

The Supreme Court is authorized to supervise the elections of members of the bar to district judicial nominating commissions (K.S.A. 20-2901 to 20-2913). The expenses of the members of the various district judicial nominating commissions and the Clerk, which are necessary to perform their duties with respect to nonpartisan selection of judges of the district court, are to be paid from available funds (K.S.A. 20-138). Seventeen judicial districts have a nonpartisan selection process. The various district judicial nominating commissions select district magistrate judges and submit to the governor names of candidates to fill vacancies in the office of judge of the district court.

*Note:* Each year the Clerk's Office holds an election among the attorneys in one of the Congressional Districts to elect a lawyer member to the Supreme Court Nominating Commission. In FY 2024, elections will be held in the Third Congressional District for the lawyer member from that district. The Clerk's Office also holds an election among the attorneys to elect lawyer member(s) to hold positions on the judicial district nominating commissions. In FY 2024, all 17 Judicial Districts will have elections for at least one lawyer position.



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### 5100 - Salaries and Wages

There are no employees and no salaries to be paid from this activity. However, if a vacancy occurs on the Supreme Court, members of the Supreme Court Nominating Commission would receive compensation for attendance at meetings of the Commission.

### 5200 – Contractual Services

FY 2025 Request:     \$11,774

This category covers mailings, including postage and presort services, for elections of members to the Supreme Court Nominating Commission and District Judicial Nominating Commissions. There are no scheduled elections to the judicial district nominating commissions for FY 2025; however, this category covers the printing of notices for elections and ballots as well as presort services and postage for those elections. Vacancies on the Supreme Court require notifying all lawyers in the state and handling attendant paperwork and correspondence. Vacancies on the district court bench require notification of each lawyer in the judicial district.

This category also covers printing of ballots and notices for election of Commission members and notices when vacancies occur on the Supreme Court or in a judicial district.

Members of the Supreme Court Nominating Commission and District Judicial Nominating Commissions receive reimbursement for mileage and subsistence expenses incurred in attending meetings required to fill vacancies in judicial positions. Since it is not known how many and where vacancies will occur, this is an unpredictable item. The Supreme Court Nominating Commission and 17 district judicial nominating commissions submit expense reimbursements through this fund.

There may be additional fees incurred for expenses connected with the duties of the commission secretaries and Supreme Court Justices who chair each commission.

### 5300 - Commodities

FY 2025 Request:     \$1,500

This category includes the purchase of election supplies.

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### BOARD OF LAW EXAMINERS

The Board of Law Examiners, created pursuant to an order of the Supreme Court, is a ten-member board charged with and may, under Rule 701(e), employ or otherwise obtain the services of other persons to assist in carrying out all responsibilities relating to the admission of attorneys to practice law in the State of Kansas. These responsibilities include two bar examinations each year; certifying character and fitness of applicants to take the bar exam; printing wall certificates, researching attorney certificates for the Court of Appeals, rules, and bar application forms; administrative and clerical duties related to grading examinations; notifying applicants of examination results; and swearing in successful applicants. In FY 2022, there were 753 applications filed with attorney admissions. A total of 188 applications were for temporary permits and legal intern permits. Seven (7) were returned due to ineligibility. Of the remaining 558 applications, 209 were to sit for written exam, including those that have re-applied to sit again, and 349 were for Uniform Bar Exam transfer, reciprocity, corporate counsel, or military spouse.

The Board of Law Examiners serves as an adjunct of the Supreme Court and has general supervision over admissions to the bar. The Board grades bar examinations and holds character hearings. Each member of the Board receives an annual \$5,000 fee and subsistence expenses for two annual meetings.

In 2018, the Board approved the implementation of an electronic bar application system (EBAS). In FY 2020 a Request for Proposals was issued and a vendor was chosen. The project is currently scheduled to be fully implemented in 2024.

#### Schedule of Fees

\$50 for Legal Intern Permits

\$100 for Temporary Permits to Practice Law

\$700 for Regular Bar Examination Fee, to be charged each time the examination is taken (timely filed application)

\$900 for Regular Bar Examination Fee (untimely filed application)

\$1,250 for Restricted License (to perform legal services for a single employer)

\$1,250 for Restricted Admission for Military Spouses

\$1,250 for Reciprocal Admission

\$1,250 for Admission by Uniform Bar Examination Score

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The members of the Board of Law Examiners are:

Carol M. Park, (Chair), Hays  
C. Edward Watson, (Vice Chair), Wichita  
David R. Cooper, Topeka  
Jennifer Cocking, Topeka  
Patrick Hughes, Wichita

Jacy J. Hurst, Lawrence  
Peter S. Johnston, Salina  
Larkin E. Walsh, Kansas City, Missouri  
Anne Emert, Kansas City, KS  
Ann Elliott, McPherson, KS

Note: This is a fee fund (K.S.A. 20-1a03). Fees to cover all budgeted expenses are considered and set by the Supreme Court.

### 5200 – Contractual Services

FY 2025 Request:     \$243,776

This category includes expenditures for telephone, postage, freight, and related delivery expenses of assembled exams, testing criteria, and mailings related to character and fitness hearings. The Board sends information concerning scheduled exams to all those enrolled, sends results of exams to all who participate, and engages in a wide variety of correspondence throughout the year.

With the adoption of the Uniform Bar Examination in Kansas, the members of the Board travel to Madison, WI, to attend the UBE grading conference after each examination. A portion of the expenses in this code is used to pay travel expenses for board members.

Other expenditures in this category relate to the printing of:

Bar Certificates. Bar certificates are printed for the persons passing the bar examinations. The certificates are approximately 18” x 24” and printed on quality stock by the State Printer.

Stationery. Letterhead stationery is printed in-house.

Other Exam Supplies. Exam security procedures require printing of testing ID badges and examinee number cards.

Rental Space. A major expenditure in this category includes rent for space twice each year to administer exams and twice to swear in new attorneys. Applicants must be seated a minimum of three feet apart and comply with all Multistate Bar Examination requirements. There are very few

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locations in Topeka that meet the requirements for holding the exams. The Board has held the bar exam at the Judicial Building in September 2020, February 2021, 2022, and 2023, and anticipates holding it at the Judicial Building in February 2024. The July 2020-2023 exams were held at the University of Kansas. Separate accommodations must be provided for those qualifying under the Americans with Disabilities Act.

The ten-member Board meets three to four times during the year to conduct Board business and hold character and fitness hearings. Each meeting is held in Topeka and can last several days. Special meetings may be called if Board business requires. The rules subcommittee which is comprised of members of the KBLE also meets approximately two or three times during the year to refine the rules related to the admission of attorneys. Funding is also requested for one deputy clerk and Board Member to attend two annual meetings of the Committee of Bar Admissions Administrators.

As part of the character and fitness investigation portion of the bar application process, the KBI provides fingerprint checks at an estimated cost of \$25,000.

This code includes purchase of the Uniform Bar Examination (UBE) which is currently \$132 per examinee. An estimated 275 individuals will take the UBE in FY 2024 which totals \$30,000.

Character and fitness questions are arising on a regular basis which require investigations, often resulting in hearings involving witnesses and court reporters. These reviews are the primary expense in this code. As part of these reviews, credit reports are required at \$8,000. Funds are also used for mental health and drug/alcohol evaluations.

### 5300 – Commodities

FY 2024 Request: \$6,973

Major expenditures in this category include the purchase of mailing tubes for bar certificates as well as supplies for character and fitness hearings. Also, other necessary supplies for the bar examinations and preparation of certificates include pencils, pens, labels, gold seals, and miscellaneous supplies.

### 5300 – Capital Outlay

FY 2024 Request: \$82,500

Expenditures include computer programs and computer supplies.

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### BOARD OF EXAMINERS OF COURT REPORTERS

The State Board of Examiners of Court Reporters was established by the Supreme Court in 1941 pursuant to K.S.A. 20-912. Rules of the Supreme Court relating to official reporters for district courts and rules adopted by the Board are set forth in the *Kansas Court Rules Annotated*. The Board, subject to direction and approval of the Supreme Court, has general supervision over the granting of certificates of eligibility for appointment as official reporters of district courts.

On July 1, 2020, responsibility for the court reporter program transferred from the Clerk of the Appellate Courts to the Office of Judicial Administration (OJA). OJA is authorized to pay from the Court Reporters Fee Fund all expenses of the Board incidental to the consideration of applications, conduct of examinations, the issuance of certificates, consideration of ethical complaints, formal proceedings, and collection of the annual renewal fee. Members of the Board receive actual and necessary expenses incurred in the performance of their duties.

Two examinations are administered each year. Expenditures are made from the Court Reporters Fee Fund.

The members of the Board are:

Melinda Young (Chair), Hutchinson  
Hon. Steve Johnson, Great Bend  
Hon. Mary Christopher, Topeka  
Sharon L. Cahill, CCR, Kansas City  
Jennifer Marie Hill, Wichita  
Kai Mann, Topeka  
Jennifer L. Olsen, CCR, Topeka  
Vesta L. York, Wichita  
Mary Castaneda, CCR, Wichita

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### 5200 – Contractual Services

FY 2025 Request:     \$8,264

This category includes costs for telephone conference calls, postage, and parcel and express service. Examples of mailings are application forms, notices of the court reporter examination, receipts to applicants filing applications, certificates of eligibility mailed to successful applicants, annual registration renewal forms, and registration cards.

This category also includes the printing of cards evidencing annual renewal of certification, reproduction of a handbook for official reporters, and printing handouts for the court-sponsored mandatory educational program.

Also included are expenditures for the certified court reporter examination and Board meetings, formal hearings, and the court-sponsored mandatory educational program.

The Board consists of nine members. It meets twice a year to administer and grade the examination and at other times when deemed necessary. Associated travel expenditures and payments for a speaker at continuing education training for official court reporters sponsored by the Supreme Court are included in this category as are payment for investigative and professional services. Services include research, investigation, and prosecution of complaints before the Board.

## Judge Position Information

### **1<sup>st</sup> Judicial District**

Judicial Department No. 3

Counties: Atchison  
Leavenworth

#### Judicial Positions:

District Judges – 7

Division 1 – Leavenworth  
Division 2 – Atchison  
Division 3 – Leavenworth  
Division 4 – Leavenworth  
Division 5 – Leavenworth  
Division 6 – Atchison  
Division 7 - Atchison

District Magistrate Judges - 0

### **2<sup>nd</sup> Judicial District**

Judicial Department No. 2

Counties: Jackson  
Jefferson  
Pottawatomie  
Wabaunsee

#### Judicial Positions:

District Judges – 3

Division 1 – Jackson  
Division 2 – Jefferson  
Division 3 – Pottawatomie

District Magistrate Judges – 3

Position 1 – Jefferson  
Position 2 – Pottawatomie  
Position 3 – Wabaunsee

### **3<sup>rd</sup> Judicial District**

Judicial Department No. 2

Counties: Shawnee

#### Judicial Positions:

District Judges – 15

Divisions 1-15 – Shawnee  
(one vacant)

District Magistrate Judges – 2

Positions 1-2 - - Shawnee

### **4<sup>th</sup> Judicial District**

Judicial Department No. 3

Counties: Anderson  
Coffey  
Franklin  
Osage

#### Judicial Positions:

District Judges – 3

Division 1 – Coffey  
Division 2 – Franklin  
Division 3 – Anderson

District Magistrate Judges – 3

Position 1 – Osage  
Position 2 – Franklin  
Position 3 – Coffey

### **5<sup>th</sup> Judicial District**

Judicial Department No. 5

Counties: Chase  
Lyon

#### Judicial Positions:

District Judges – 3

Division 1 – Lyon  
Division 2 – Lyon  
Division 3 – Lyon

District Magistrate Judges – 1

Position 1 – Chase

### **6<sup>th</sup> Judicial District**

Judicial Department No. 4

Counties: Bourbon  
Linn  
Miami

#### Judicial Positions:

District Judges – 6

Division 1 – Miami  
Division 2 – Linn  
Division 3 – Bourbon  
Division 4 – Miami  
Division 5 – Bourbon  
Division 6 - Miami

District Magistrate Judges – 1

Position 1 – Bourbon

**7<sup>th</sup> Judicial District**

Judicial Department No. 3  
Counties: Douglas

Judicial Positions:

District Judges – 7  
Divisions 1-7 – Douglas  
District Magistrate Judges – 0

**8<sup>th</sup> Judicial District**

Judicial Department No. 2  
Counties: Dickinson  
Geary  
Marion  
Morris

Judicial Positions:

District Judges – 5  
Division 1 – Dickinson  
Division 2 – Geary  
Division 3 – Marion  
Division 4 – Geary  
Division 5 – Geary  
District Magistrate Judges – 3  
Position 1 – Dickinson  
Position 2 – Morris  
Position 3 – Geary

**9<sup>th</sup> Judicial District**

Judicial Department No. 5  
Counties: Harvey  
McPherson

Judicial Positions:

District Judges – 4  
Division 1 – Harvey  
Division 2 – Harvey  
Division 3 – McPherson  
Division 4 - Harvey  
District Magistrate Judges – 2  
Position 1 – McPherson  
Position 2 - Harvey

**10<sup>th</sup> Judicial District**

Judicial Department No. 4  
Counties: Johnson

Judicial Positions:

District Judges – 22  
Divisions 1-22 – Johnson  
District Magistrate Judges – 4  
Positions 1-4 – Johnson

**11<sup>th</sup> Judicial District**

Judicial Department No. 4  
Counties: Cherokee  
Crawford  
Labette

Judicial Positions:

District Judges – 6  
Division 1 – Crawford  
Division 2 – Cherokee  
Division 3 – Labette  
Division 4 – Crawford  
Division 5 – Crawford  
Division 6 – Labette  
District Magistrate Judges – 2  
Position 1 – Cherokee  
Position 2 - Crawford

**12<sup>th</sup> Judicial District**

Judicial Department No. 1  
Counties: Cloud  
Jewell  
Lincoln  
Mitchell  
Republic  
Washington

Judicial Positions:

District Judges – 1  
Division 1 – Washington  
District Magistrate Judges – 6  
Position 1 – Cloud  
Position 2 – Jewell  
Position 3 – Lincoln  
Position 4 – Mitchell  
Position 5 – Republic  
Position 6 – Washington



**13<sup>th</sup> Judicial District**

Judicial Department No. 5

Counties: Butler  
Elk  
Greenwood

Judicial Positions:

District Judges – 4

- Division 1 – Butler
- Division 2 – Butler
- Division 3 – Butler
- Division 4 – Butler

District Magistrate Judges – 2

- Position 1 – Elk
- Position 2 – Greenwood

**14<sup>th</sup> Judicial District**

Judicial Department No. 4

Counties: Chautauqua  
Montgomery

Judicial Positions:

District Judges – 4

- Division 1 – Montgomery
- Division 2 – Montgomery
- Division 3 – Montgomery
- Division 4 -

District Magistrate Judges – 1

- Position 1 – Chautauqua

**15<sup>th</sup> Judicial District**

Judicial Department No. 1

Counties: Cheyenne Sherman  
Logan Thomas  
Rawlins Wallace  
Sheridan

Judicial Positions:

District Judges – 2

- Division 1 – Thomas
- Division 2 – Sherman

District Magistrate Judges – 6

- Position 1 – Cheyenne
- Position 2 – Logan
- Position 3 – Sheridan
- Position 4 – Wallace
- Position 5 – Thomas
- Position 6 – Rawlins

**16<sup>th</sup> Judicial District**

Judicial Department No. 6

Counties: Clark  
Comanche  
Ford  
Gray  
Kiowa  
Meade

Judicial Positions:

District Judges – 3

- Division 1 – Ford
- Division 2 – Ford
- Division 3 – Ford

District Magistrate Judges – 5

- Position 1 – Clark
- Position 2 – Comanche
- Position 3 – Gray
- Position 4 – Kiowa
- Position 5 – Meade

**17<sup>th</sup> Judicial District**

Judicial Department No. 1

Counties: Decatur  
Graham  
Norton  
Osborne  
Phillips  
Smith

Judicial Positions:

District Judges – 2

- Division 1 – Norton
- Division 2 - Phillips

District Magistrate Judges – 5

- Position 1 – Graham
- Position 2 – Decatur
- Position 3 – Norton
- Position 4 – Osborne
- Position 5 - Smith

**18<sup>th</sup> Judicial District**

Judicial Department No. 5

Counties: Sedgwick

Judicial Positions:

District Judges – 30

- Divisions 1-30 – Sedgwick

District Magistrate Judges – 1

- Position 1 - Sedgwick

**19<sup>th</sup> Judicial District**

Judicial Department No. 5

Counties: Cowley

Judicial Positions:

District Judges – 3

Division 1 – Cowley

Division 2 – Cowley

Division 3 – Cowley

District Magistrate Judges – 1

Position 1 - Cowley

**20<sup>th</sup> Judicial District**

Judicial Department No. 6

Counties: Barton  
Ellsworth  
Rice  
Russell  
Stafford

Judicial Positions:

District Judges – 3

Division 1 – Ellsworth

Division 2 – Barton

Division 3 – Barton

District Magistrate Judges – 4

Position 1 – Ellsworth

Position 2 – Rice

Position 3 – Russell

Position 4 – Stafford

**21<sup>st</sup> Judicial District**

Judicial Department No. 2

Counties: Clay  
Riley

Judicial Positions:

District Judges – 3

Division 1 – Riley

Division 2 – Riley

Division 3 – Riley

District Magistrate Judges – 2

Position 1 – Clay

Position 2 – Riley

**22<sup>nd</sup> Judicial District**

Judicial Department No. 3

Counties: Brown  
Doniphan  
Marshall  
Nemaha

Judicial Positions:

District Judges – 2

Division 1 – Brown

Division 2 – Brown

District Magistrate Judges – 3

Position 1 – Doniphan

Position 2 – Marshall

Position 3 – Nemaha

**23<sup>rd</sup> Judicial District**

Judicial Department No. 1

Counties: Ellis  
Gove  
Rooks  
Trego

Judicial Positions:

District Judges – 2

Division 1 – Ellis

Division 2 – Ellis

District Magistrate Judges – 3

Position 1 – Gove

Position 2 – Rooks

Position 3 – Trego

**24<sup>th</sup> Judicial District**

Judicial Department No. 6

Counties: Edwards  
Hodgeman  
Lane  
Ness  
Pawnee  
Rush

Judicial Positions:

District Judges – 1

Division 1 – Pawnee

District Magistrate Judges – 6

Position 1 – Edwards

Position 2 – Hodgeman

Position 3 – Lane

Position 4 – Ness

Position 5 – Pawnee

Position 6 – Rush

**25<sup>th</sup> Judicial District**

Judicial Department No. 6

Counties:     Finney  
                  Greeley  
                  Hamilton  
                  Kearny  
                  Scott  
                  Wichita

Judicial Positions:

District Judges – 4

Division 1 – Finney  
Division 2 – Finney  
Division 3 – Finney  
Division 4 – Finney

District Magistrate Judges – 7

Position 1 – Greeley  
Position 2 – Hamilton  
Position 3 – Kearny  
Position 4 – Scott  
Position 5 – Wichita  
Position 6 – Finney (vacant)  
Position 7 – Finney

**26<sup>th</sup> Judicial District**

Judicial Department No. 6

Counties:     Grant  
                  Haskell  
                  Morton  
                  Seward  
                  Stanton  
                  Stevens

Judicial Positions:

District Judges – 3

Division 1 – Morton  
Division 2 – Seward  
Division 3 – Stevens

District Magistrate Judges – 5

Position 1 – Grant  
Position 2 – Haskell  
Position 3 – Morton  
Position 4 – Stanton  
Position 5 – Stevens

**27<sup>th</sup> Judicial District**

Judicial Department No. 6

Counties:     Reno

Judicial Positions:

District Judges – 4

Division 1-4 – Reno

District Magistrate Judges – 1

Position 1 – Reno

**28<sup>th</sup> Judicial District**

Judicial Department No. 1

Counties:     Ottawa  
                  Saline

Judicial Positions:

District Judges – 6

Division 1-4 – Saline  
Division 5  
Division 6

District Magistrate Judges – 2

Position 1 – Ottawa  
Position 2 - Saline

**29<sup>th</sup> Judicial District**

Judicial Department No. 3

Counties:     Wyandotte

Judicial Positions:

District Judges – 16

Divisions 1-16 – Wyandotte

District Magistrate Judges – 0

**30<sup>th</sup> Judicial District**

Judicial Department No. 5

Counties:     Barber             Pratt  
                  Harper             Sumner  
                  Kingman

Judicial Positions:

District Judges – 4

Division 1 – Pratt  
Division 2 – Sumner  
Division 3 – Sumner  
Division 4 – Kingman (vacant)

District Magistrate Judges – 3

Position 1 – Barber  
Position 2 – Harper  
Position 3 – Kingman

**31<sup>st</sup> Judicial District**

Judicial Department No. 4

Counties:     Allen  
                  Neosho  
                  Wilson  
                  Woodson

**Judicial Positions:**

District Judges – 4

    Division 1 – Allen  
    Division 2 – Wilson  
    Division 3 – Neosho  
    Division 4 - Allen

District Magistrate Judges – 3

    Position 1 – Allen  
    Position 2 – Woodson  
    Position 3 - Neosho

# SALARY AND WAGE SUMMARY

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CLASSIFICATION OF EMPLOYMENT	GRADE	NO.	FY 2023 ACTUAL AMOUNT	FY 2024 ESTIMATED AMOUNT	FY 2025 ESTIMATED AMOUNT
JUDICIAL DISTRICT 1					
Administrative Assistant	23	7.00	270,759	349,413	352,497
Clerk of District Court II	35	2.00	122,669	124,415	124,415
Court Services Officer I	36	10.00	540,793	622,960	632,043
Court Services Officer II	40	1.00	81,391	141,216	146,014
Court Services Officer III	44	1.00	82,262	86,374	86,374
District Court Administrator I	51	1.00	97,695	102,469	102,469
Official Court Reporter	36	2.00		112,678	112,678
Secretary II	21	1.00	43,676	45,860	46,917
Transcriptionist	23	1.00	45,843	48,135	49,958
Trial Court Clerk II	18	15.00	502,374	612,822	618,808
Trial Court Clerk III	21	3.00	88,868	137,715	137,715
<b>TOTAL</b>		44.00	1,876,330	2,384,057	2,409,888

# SALARY AND WAGE SUMMARY

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CLASSIFICATION OF EMPLOYMENT	GRADE	NO.	FY 2023 ACTUAL AMOUNT	FY 2024 ESTIMATED AMOUNT	FY 2025 ESTIMATED AMOUNT
JUDICIAL DISTRICT 2					
Administrative Assistant	23	2.00	91,946	99,655	99,655
Clerk of District Court I	31	3.00	152,252	161,144	165,164
Clerk of District Court III	41	1.00	66,147	63,735	63,735
Court Services Officer I	36	5.00	311,306	340,055	340,725
Court Services Officer III	44	1.00	82,262	86,374	86,374
Official Court Reporter	36	2.00	130,636	137,168	140,234
Secretary II	21	2.00	81,108	90,950	90,950
Trial Court Clerk II	18	8.50	256,568	339,235	347,262
<b>TOTAL</b>		24.50	1,172,225	1,318,316	1,334,099

# SALARY AND WAGE SUMMARY

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CLASSIFICATION OF EMPLOYMENT	GRADE	NO.	FY 2023 ACTUAL AMOUNT	FY 2024 ESTIMATED AMOUNT	FY 2025 ESTIMATED AMOUNT
JUDICIAL DISTRICT 3					
Administrative Assistant	23	19.00	794,219	906,432	904,654
Administrative Hearing Officer	55		58,555		
Clerk of District Court IV	47	1.00	75,761	80,336	80,336
Court Services Administrative Officer	50	1.00	91,862	99,971	99,971
Court Services Officer I	36	28.00	1,613,114	1,870,032	1,894,734
Court Services Officer II	40	6.00	453,599	470,246	470,246
Court Services Officer III	44	3.00	246,786	259,122	259,122
District Court Administrator III	63	1.00	113,483	124,126	124,126
Managing Court Reporter	40	1.00	74,643	78,374	78,374
Official Court Reporter	36	11.00	439,854	688,892	695,768
Programmer I	37	2.00	133,139	140,596	140,596
Programmer II	45	1.00	84,633	88,535	88,535
Records Clerk III	18	4.00	132,795	165,241	167,559
Secretary I	18	3.00	125,208	134,222	134,222
Trial Court Clerk II	18	37.00	1,141,504	1,475,101	1,498,303
Trial Court Clerk III	21	6.00	260,187	295,764	295,764





# SALARY AND WAGE SUMMARY

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CLASSIFICATION OF EMPLOYMENT	GRADE	NO.	FY 2023 ACTUAL AMOUNT	FY 2024 ESTIMATED AMOUNT	FY 2025 ESTIMATED AMOUNT
JUDICIAL DISTRICT 4					
Administrative Assistant	23	3.00	147,944	155,339	155,339
Clerk of District Court I	31	2.00	148,146	112,857	117,310
Clerk of District Court II	35	2.00	123,061	129,571	129,571
Court Services Officer I	36	6.00	356,119	378,104	378,805
Court Services Officer III	44	1.00	76,442	80,265	80,265
District Court Administrator I	51	1.00	97,589	102,469	102,469
Official Court Reporter	36	3.00	203,074	213,227	213,227
Secretary II	21	1.00	46,946	49,294	49,294
Trial Court Clerk II	18	13.00	456,413	521,300	532,825
<b>TOTAL</b>		32.00	1,655,734	1,742,426	1,759,105

# SALARY AND WAGE SUMMARY

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CLASSIFICATION OF EMPLOYMENT	GRADE	NO.	FY 2023 ACTUAL AMOUNT	FY 2024 ESTIMATED AMOUNT	FY 2025 ESTIMATED AMOUNT
JUDICIAL DISTRICT 5					
Administrative Assistant	23	3.00	135,242	146,119	147,342
Clerk of District Court I	31	1.00	48,880	54,369	54,369
Clerk of District Court II	35	1.00	57,178	59,885	63,101
Court Services Officer I	36	5.00	307,359	333,884	334,888
Court Services Officer III	44	1.00	77,897	86,374	86,374
District Court Administrator I	51	1.00	97,824	102,469	102,469
Official Court Reporter	36	2.00	130,637	137,168	137,935
Secretary I	18	1.00	40,585	42,615	42,615
Trial Court Clerk II	18	11.50	448,918	494,236	496,366
<b>TOTAL</b>		26.50	1,344,520	1,457,119	1,465,459

# SALARY AND WAGE SUMMARY

ANNUAL BUDGET - FISCAL YEAR 2025

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CLASSIFICATION OF EMPLOYMENT	GRADE	NO.	FY 2023 ACTUAL AMOUNT	FY 2024 ESTIMATED AMOUNT	FY 2025 ESTIMATED AMOUNT
JUDICIAL DISTRICT 6					
Administrative Assistant	23	1.00	49,315	51,780	51,780
Chief Clerk Administrator	44	1.00	82,262	86,374	86,374
Clerk of District Court I	31	2.00	115,640	121,422	125,094
Court Services Officer I	36	6.00	381,351	402,047	402,047
Court Services Officer III	44	1.00	79,218	86,374	86,374
Official Court Reporter	36	2.00	62,945	122,431	124,540
Secretary II	21	5.00	138,954	216,005	216,005
Transcriptionist	23	1.00	26,852	41,679	44,764
Trial Court Clerk II	18	9.00	348,183	384,812	387,506
Trial Court Clerk III	21	2.00	63,196	98,588	98,588
<b>TOTAL</b>		30.00	1,347,916	1,611,512	1,623,072

# SALARY AND WAGE SUMMARY

ANNUAL BUDGET - FISCAL YEAR 2025

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CLASSIFICATION OF EMPLOYMENT	GRADE	NO.	FY 2023 ACTUAL AMOUNT	FY 2024 ESTIMATED AMOUNT	FY 2025 ESTIMATED AMOUNT
JUDICIAL DISTRICT 7					
Accounting Technician	21				
Administrative Assistant	23	7.00	250,000	315,355	318,533
Clerk of District Court IV	47	1.00	77,048	86,413	86,413
Court Services Officer I	36	8.00	490,821	531,800	537,189
Court Services Officer II	40	1.00	78,068	62,182	62,182
Court Services Officer III	44	1.00	76,442	80,265	83,320
District Court Administrator II	59	1.00	117,349	124,775	124,775
Official Court Reporter	36	6.00	279,780	387,310	389,293
Secretary II	21	0.50	23,473	24,647	24,647
Trial Court Clerk II	18	10.00	406,565	407,183	414,255
Trial Court Clerk III	21	2.00	47,811	93,135	93,135
Trial Court Clerk IV	27	1.00	54,387	57,013	57,013
<b>TOTAL</b>		<b>38.50</b>	<b>1,901,744</b>	<b>2,170,078</b>	<b>2,190,755</b>

# SALARY AND WAGE SUMMARY

ANNUAL BUDGET - FISCAL YEAR 2025

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CLASSIFICATION OF EMPLOYMENT	GRADE	NO.	FY 2023 ACTUAL AMOUNT	FY 2024 ESTIMATED AMOUNT	FY 2025 ESTIMATED AMOUNT
<b>JUDICIAL DISTRICT 8</b>					
Administrative Assistant	23	2.00	98,629	103,559	103,559
Clerk of District Court II	35	3.00	202,066	194,282	198,542
Court Services Officer I	36	10.00	604,163	652,105	652,440
Court Services Officer II	40	2.00	149,286	156,749	156,749
Court Services Officer III	44	1.00	82,262	86,374	86,374
District Court Administrator I	51		55,683		
Official Court Reporter	36	1.00	1,448	56,339	56,339
Secretary I	18	1.00	35,951	39,570	39,570
Secretary II	21	1.00	88,103	39,125	39,125
Transcriptionist	23	1.50	83,367	77,670	77,670
Trial Court Clerk II	18	19.00	669,738	775,079	789,772
Trial Court Clerk III	21	3.00	138,802	141,013	141,013
<b>TOTAL</b>		44.50	2,209,498	2,321,865	2,341,153

# SALARY AND WAGE SUMMARY

ANNUAL BUDGET - FISCAL YEAR 2025

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CLASSIFICATION OF EMPLOYMENT	GRADE	NO.	FY 2023 ACTUAL AMOUNT	FY 2024 ESTIMATED AMOUNT	FY 2025 ESTIMATED AMOUNT
JUDICIAL DISTRICT 9					
Administrative Assistant	23	4.00	163,735	191,864	193,086
Clerk of District Court II	35	2.00	123,339	130,822	130,822
Court Services Officer I	36	6.00	360,337	384,773	386,576
Court Services Officer II	40	2.00	149,286	156,749	156,749
Court Services Officer III	44	1.00	77,200	86,374	86,374
District Court Administrator I	51	1.00	103,396	102,469	102,469
Official Court Reporter	36	3.00	135,383	198,490	198,490
Secretary II	21	2.00	92,659	98,588	98,588
Trial Court Clerk II	18	8.00	307,509	314,556	325,697
Trial Court Clerk III	21	2.00	49,877	88,837	91,874
<b>TOTAL</b>		31.00	1,562,721	1,753,522	1,770,725

# SALARY AND WAGE SUMMARY

ANNUAL BUDGET - FISCAL YEAR 2025

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CLASSIFICATION OF EMPLOYMENT	GRADE	NO.	FY 2023 ACTUAL AMOUNT	FY 2024 ESTIMATED AMOUNT	FY 2025 ESTIMATED AMOUNT
<b>JUDICIAL DISTRICT 10</b>					
Accounting Technician	21	2.00	85,175	88,439	88,439
Administrative Assistant	23	31.00	1,317,152	1,483,790	1,504,060
Administrative Hearing Officer	55		58,556		
Clerk of District Court IV	47	1.00	77,936	86,414	86,414
Court Management Analyst	50	1.00	95,568	86,374	87,637
Court Services Administrative Officer	50	1.00	95,210	99,971	99,971
Court Services Officer I	36	58.00	3,010,977	3,696,595	3,721,366
Court Services Officer II	40	11.00	855,049	799,074	799,074
Court Services Officer III	44	6.00	378,899	503,704	504,409
District Court Administrator III	63	1.00	113,225	118,886	120,982
Managing Court Reporter	40	2.00	80,512	156,749	156,749
Official Court Reporter	36	11.50	609,534	736,484	738,209
Programmer I	37	1.00	69,380	72,850	72,850
Programmer II	45	1.00	84,319	88,535	88,535
Project Manager	53				
Secretary I	18	5.50	191,212	218,029	223,709
Secretary II	21	1.00	46,946	49,294	49,294
Trial Court Clerk II	18	23.50	761,666	927,957	933,961
Trial Court Clerk III	21	7.00	244,572	306,950	312,926
Trial Court Clerk IV	27	9.00	352,779	446,661	456,753
Trial Court Coordinator	33	3.00	125,881	184,571	189,188
<b>TOTAL</b>		176.50	8,654,548	10,151,327	10,234,526

# SALARY AND WAGE SUMMARY

ANNUAL BUDGET - FISCAL YEAR 2025

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CLASSIFICATION OF EMPLOYMENT	GRADE	NO.	FY 2023 ACTUAL AMOUNT	FY 2024 ESTIMATED AMOUNT	FY 2025 ESTIMATED AMOUNT
JUDICIAL DISTRICT 11					
Administrative Assistant	23	8.00	295,322	378,564	378,564
Clerk of District Court II	35	3.00	170,192	186,515	186,515
Court Services Officer I	36	11.00	556,524	723,692	728,035
Court Services Officer II	40	1.00	74,643	78,375	78,375
Court Services Officer III	44	1.00	82,262	86,374	86,374
District Court Administrator I	51	1.00	97,589	102,469	102,469
Official Court Reporter	36	2.00	145,691	142,151	142,151
Secretary I	18	2.00	84,207	88,910	88,910
Trial Court Clerk II	18	11.00	393,221	440,936	448,356
Trial Court Clerk III	21	2.00	85,938	91,874	91,874
<b>TOTAL</b>		42.00	1,985,589	2,319,860	2,331,623



# SALARY AND WAGE SUMMARY

ANNUAL BUDGET - FISCAL YEAR 2025

PAGE

CLASSIFICATION OF EMPLOYMENT	GRADE	NO.	FY 2023 ACTUAL AMOUNT	FY 2024 ESTIMATED AMOUNT	FY 2025 ESTIMATED AMOUNT
JUDICIAL DISTRICT 12					
Administrative Assistant	23	1.00	49,315	51,780	51,780
Clerk of District Court I	31	5.00	276,036	284,878	288,841
Clerk of District Court III	41	1.00	68,590	74,658	74,658
Court Services Officer I	36	3.00	190,998	203,557	203,557
Court Services Officer III	44	1.00	82,262	86,374	86,374
Official Court Reporter	36				
Secretary II	21	1.00	46,945	49,294	49,294
Trial Court Clerk II	18	7.50	284,434	310,131	311,603
<b>TOTAL</b>		19.50	998,580	1,060,672	1,066,107

# SALARY AND WAGE SUMMARY

ANNUAL BUDGET - FISCAL YEAR 2025

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CLASSIFICATION OF EMPLOYMENT	GRADE	NO.	FY 2023 ACTUAL AMOUNT	FY 2024 ESTIMATED AMOUNT	FY 2025 ESTIMATED AMOUNT
JUDICIAL DISTRICT 13					
Administrative Assistant	23	5.00	223,259	240,661	242,866
Clerk of District Court I	31	2.00	108,850	113,980	117,310
Clerk of District Court II	35	1.00	55,366	58,119	59,885
Court Services Officer I	36	8.00	512,009	539,298	543,131
Court Services Officer II	40	1.00	74,643	78,375	78,375
Court Services Officer III	44	1.00	82,262	86,374	86,374
District Court Administrator I	51	1.00	90,728	98,312	98,312
Official Court Reporter	36	3.00	193,864	203,557	204,998
Secretary I	18	1.00	41,686	37,018	39,570
Secretary II	21	1.00	46,946	49,294	49,294
Trial Court Clerk II	18	10.00	362,119	384,634	396,234
Trial Court Clerk III	21	2.00	71,606	98,588	98,588
<b>TOTAL</b>			<b>1,863,338</b>	<b>1,988,210</b>	<b>2,014,937</b>

# SALARY AND WAGE SUMMARY

ANNUAL BUDGET - FISCAL YEAR 2025

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CLASSIFICATION OF EMPLOYMENT	GRADE	NO.	FY 2023 ACTUAL AMOUNT	FY 2024 ESTIMATED AMOUNT	FY 2025 ESTIMATED AMOUNT
JUDICIAL DISTRICT 14					
Administrative Assistant	23	2.00	49,315	92,851	92,851
Clerk of District Court I	31	1.00	51,780	54,369	57,532
Clerk of District Court III	41	1.00	66,027	71,378	71,378
Court Services Officer I	36	6.00	344,392	388,307	397,444
Court Services Officer III	44	1.00	82,262	86,374	86,374
Official Court Reporter	36	3.00	135,383	198,491	198,491
Secretary I	18	2.00	78,940	85,230	85,230
Trial Court Clerk II	18	8.00	294,777	322,870	318,427
Trial Court Clerk III	21	2.00	90,621	95,154	95,154
<b>TOTAL</b>		26.00	1,193,497	1,395,024	1,402,881

# SALARY AND WAGE SUMMARY

ANNUAL BUDGET - FISCAL YEAR 2025

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CLASSIFICATION OF EMPLOYMENT	GRADE	NO.	FY 2023 ACTUAL AMOUNT	FY 2024 ESTIMATED AMOUNT	FY 2025 ESTIMATED AMOUNT
JUDICIAL DISTRICT 15					
Administrative Assistant	23	1.00	42,632	45,671	45,671
Clerk of District Court I	31	6.00	334,459	353,955	353,955
Clerk of District Court III	41	1.00	74,066	80,336	80,336
Court Services Officer I	36	4.00	240,929	264,963	267,667
Court Services Officer III	44	1.00	82,262	86,374	86,374
District Court Administrator I	51	1.00	81,566	88,535	88,535
Official Court Reporter	36	1.00	52,070	56,339	56,339
Secretary II	21	0.50	21,838	11,465	11,465
Transcriptionist	23	0.50	25,360	20,758	22,382
Trial Court Clerk II	18	8.50	303,776	353,362	358,383
<b>TOTAL</b>		24.50	1,258,958	1,361,758	1,371,107

# SALARY AND WAGE SUMMARY

ANNUAL BUDGET - FISCAL YEAR 2025

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CLASSIFICATION OF EMPLOYMENT	GRADE	NO.	FY 2023 ACTUAL AMOUNT	FY 2024 ESTIMATED AMOUNT	FY 2025 ESTIMATED AMOUNT
JUDICIAL DISTRICT 16					
Administrative Assistant	23	2.00	93,120	99,915	99,915
Chief Clerk Administrator	44	1.00	82,539	86,374	86,374
Clerk of District Court I	31	5.00	270,618	291,333	295,632
Court Services Officer I	36	5.00	314,637	331,055	338,366
Court Services Officer III	44	1.00	82,262	86,374	86,374
Official Court Reporter	36	1.00	67,700	71,076	71,076
Secretary I	18	2.00	58,793	77,719	80,556
Transcriptionist	23	1.00	49,315	51,779	51,779
Trial Court Clerk II	18	13.00	459,726	537,035	541,882
<b>TOTAL</b>		31.00	1,478,710	1,632,660	1,651,954

# SALARY AND WAGE SUMMARY

ANNUAL BUDGET - FISCAL YEAR 2025

PAGE E-23

CLASSIFICATION OF EMPLOYMENT	GRADE	NO.	FY 2023 ACTUAL AMOUNT	FY 2024 ESTIMATED AMOUNT	FY 2025 ESTIMATED AMOUNT
JUDICIAL DISTRICT 17					
Administrative Assistant	23	1.00	45,843	48,135	48,135
Clerk of District Court I	31	5.00	272,956	296,186	296,186
Chief Clerk Administrator	44	1.00	82,301	86,374	86,374
Court Services Officer I	36	2.00	126,173	132,482	134,826
Court Services Officer III	44	1.00	82,262	86,374	86,374
Official Court Reporter	36				
Trial Court Clerk II	18	6.00	205,880	238,048	243,475
<b>TOTAL</b>		16.00	815,415	887,599	895,370

# SALARY AND WAGE SUMMARY

ANNUAL BUDGET - FISCAL YEAR 2025

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CLASSIFICATION OF EMPLOYMENT	GRADE	NO.	FY 2023 ACTUAL AMOUNT	FY 2024 ESTIMATED AMOUNT	FY 2025 ESTIMATED AMOUNT
JUDICIAL DISTRICT 18					
Account Clerk II	18	1.00	40,585	42,615	42,615
Accounting Technician	21	2.00	92,086	98,588	98,588
Administrative Assistant	23	32.00	1,419,278	1,572,877	1,585,642
Administrative Hearing Officer	55		117,112		
Administrative Support Specialist	26	1.00	52,975	55,623	55,623
Clerk of District Court IV	47	1.00	88,533	92,959	92,959
Court Management Analyst	50	1.00	95,210	99,971	99,971
Court Program Analyst	44	1.00	81,066	86,374	86,374
Court Services Administrative Officer	50	1.00	95,210	99,971	99,971
Court Services Officer I	36	46.50	2,747,860	3,025,679	3,049,104
Court Services Officer II	40	8.00	588,998	626,995	626,995
Court Services Officer III	44	4.00	358,779	417,417	419,901
District Court Administrator III	63	1.00	112,280	118,887	118,887
Managing Court Reporter	40	2.00	117,331	151,212	155,897
Official Court Reporter	36	23.00	1,306,817	1,535,369	1,520,632
PC Support Coordinator	40	1.00	65,695	72,838	72,838
Programmer I	37	3.00	200,906	213,446	213,445
Programmer II	45	2.00	162,673	171,028	171,028
Secretary I	18				
Secretary II	21	7.00	331,220	354,244	355,704
Transcriptionist	23	2.00	65,629	91,433	92,899

# SALARY AND WAGE SUMMARY

ANNUAL BUDGET - FISCAL YEAR 2025

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CLASSIFICATION OF EMPLOYMENT	GRADE	NO.		FY 2024 ESTIMATED AMOUNT	FY 2025 ESTIMATED AMOUNT
JUDICIAL DISTRICT 18 (Continued)					
Trial Court Clerk II	18	59.00	2,119,970	2,403,496	2,450,660
Trial Court Clerk III	21	13.00	529,832	599,109	599,905
Trial Court Clerk IV	27	8.00	366,470	424,533	429,687
Trial Court Clerk V	31	2.00	119,887	125,882	125,882
<b>TOTAL</b>		221.50	11,276,402	12,480,546	12,565,207



# SALARY AND WAGE SUMMARY

ANNUAL BUDGET - FISCAL YEAR 2025

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CLASSIFICATION OF EMPLOYMENT	GRADE	NO.	FY 2023 ACTUAL AMOUNT	FY 2024 ESTIMATED AMOUNT	FY 2025 ESTIMATED AMOUNT
JUDICIAL DISTRICT 19					
Account Clerk II	18	1.00	40,585	42,615	42,615
Administrative Assistant	23	2.00	91,686	96,271	98,793
Clerk of District Court III	41	1.00	71,103	74,657	74,657
Court Services Officer I	36	4.00	233,825	264,996	268,116
Court Services Officer III	44	1.00	82,262	86,374	86,374
Official Court Reporter	36	1.00		56,339	56,339
Transcriptionist	23	1.00	41,340	44,764	44,764
Trial Court Clerk II	18	5.00	180,175	199,990	203,834
Trial Court Clerk III	21	1.00	46,945	49,294	49,294
<b>TOTAL</b>		17.00	787,921	915,300	924,786

# SALARY AND WAGE SUMMARY

ANNUAL BUDGET - FISCAL YEAR 2025

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CLASSIFICATION OF EMPLOYMENT	GRADE	NO.	FY 2023 ACTUAL AMOUNT	FY 2024 ESTIMATED AMOUNT	FY 2025 ESTIMATED AMOUNT
JUDICIAL DISTRICT 20					
Administrative Assistant	23	1.00	49,315	51,780	51,780
Clerk of District Court I	31	4.00	223,357	225,680	230,013
Clerk of District Court II	35	1.00	60,731	64,530	64,530
Court Services Officer I	36	6.00	320,517	372,380	376,946
Court Services Officer II	40	1.00	66,030	78,374	78,374
Court Services Officer III	44	1.00	88,590	86,374	86,374
District Court Administrator I	51	1.00	84,461	88,535	95,005
Official Court Reporter	36	2.00	67,691	127,415	127,415
Secretary I	18	0.50	17,644	19,785	19,785
Secretary II	21	3.00	129,431	137,734	140,886
Trial Court Clerk II	18	16.00	585,380	657,026	646,594
Trial Court Clerk III	21	1.00	47,103	49,294	49,294
<b>TOTAL</b>		37.50	1,740,250	1,958,907	1,966,996

# SALARY AND WAGE SUMMARY

ANNUAL BUDGET - FISCAL YEAR 2025

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CLASSIFICATION OF EMPLOYMENT	GRADE	NO.	FY 2023 ACTUAL AMOUNT	FY 2024 ESTIMATED AMOUNT	FY 2025 ESTIMATED AMOUNT
JUDICIAL DISTRICT 21					
Administrative Assistant	23	3.00	131,207	141,307	141,307
Clerk of District Court I	31	1.00	60,095	62,941	62,941
Clerk of District Court II	35	1.00	62,255	56,685	59,885
Court Services Officer I	36	5.00	321,656	340,725	340,725
Court Services Officer III	44	1.00	82,262	86,374	86,374
District Court Administrator I	51	1.00	95,668	83,743	88,535
Official Court Reporter	36	3.00	126,173	188,820	189,964
Secretary II	21	1.00	46,945	49,294	49,294
Trial Court Clerk II	18	10.50	379,718	436,806	443,905
Trial Court Clerk III	21	2.00	91,331	95,154	95,154
<b>TOTAL</b>		28.50	1,397,310	1,541,849	1,558,084

# SALARY AND WAGE SUMMARY

ANNUAL BUDGET - FISCAL YEAR 2025

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CLASSIFICATION OF EMPLOYMENT	GRADE	NO.	FY 2023 ACTUAL AMOUNT	FY 2024 ESTIMATED AMOUNT	FY 2025 ESTIMATED AMOUNT
JUDICIAL DISTRICT 22					
Administrative Assistant	23	2.00	95,158	99,915	99,915
Clerk of District Court I	31	3.00	168,989	173,581	179,613
Clerk of District Court III	41	1.00	71,103	75,312	75,312
Court Services Officer I	36	6.00	309,519	376,428	383,558
Court Services Officer III	44	1.00	73,340	71,988	74,606
Official Court Reporter	36	2.00	135,383	142,151	142,151
Trial Court Clerk II	18	9.00	346,261	370,996	377,567
<b>TOTAL</b>			1,199,753	1,310,371	1,332,722

# SALARY AND WAGE SUMMARY

ANNUAL BUDGET - FISCAL YEAR 2025

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CLASSIFICATION OF EMPLOYMENT	GRADE	NO.	FY 2023 ACTUAL AMOUNT	FY 2024 ESTIMATED AMOUNT	FY 2025 ESTIMATED AMOUNT
JUDICIAL DISTRICT 23					
Administrative Assistant	23	2.00	90,480	98,488	98,488
Clerk of District Court I	31	3.00	174,013	180,251	180,251
Clerk of District Court II	35	1.00	57,099	59,885	60,421
Court Services Officer I	36	3.00	183,559	196,273	201,066
Court Services Officer III	44	1.00	72,587	80,265	80,265
District Court Administrator I	51	1.00	97,589	102,469	102,469
Official Court Reporter	36	1.00	67,691	71,076	71,076
Secretary II	21				
Trial Court Clerk II	18	8.00	305,090	334,585	335,117
<b>TOTAL</b>		20.00	1,048,108	1,123,292	1,129,153

# SALARY AND WAGE SUMMARY

ANNUAL BUDGET - FISCAL YEAR 2025

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CLASSIFICATION OF EMPLOYMENT	GRADE	NO.	FY 2023 ACTUAL AMOUNT	FY 2024 ESTIMATED AMOUNT	FY 2025 ESTIMATED AMOUNT
JUDICIAL DISTRICT 24					
Administrative Assistant	23	1.00	49,315	51,780	51,780
Chief Clerk Administrator	44	1.00	79,187	68,505	68,505
Clerk of District Court I	31	5.00	304,945	280,082	288,989
Clerk of District Court III	41	1.00	2,539	69,328	69,328
Court Services Officer I	36	3.00	193,581	203,260	207,476
Court Services Officer III	44	1.00	82,262	86,374	86,374
Official Court Reporter	36				
Secretary I	18	1.50	52,677	62,080	62,400
Transcriptionist	23	1.00	45,164	48,135	48,135
Trial Court Clerk II	18	6.00	189,552	248,606	249,565
Trial Court Clerk III	21	1.00	47,104	49,294	49,294
<b>TOTAL</b>		21.50	1,046,326	1,167,444	1,181,846

# SALARY AND WAGE SUMMARY

ANNUAL BUDGET - FISCAL YEAR 2025

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CLASSIFICATION OF EMPLOYMENT	GRADE	NO.	FY 2023 ACTUAL AMOUNT	FY 2024 ESTIMATED AMOUNT	FY 2025 ESTIMATED AMOUNT
<b>JUDICIAL DISTRICT 25</b>					
Administrative Assistant	23	1.00	39,849	44,764	44,764
Clerk of District Court I	31	5.00	267,484	284,529	286,586
Clerk of District Court II	35	1.00	45,711	69,328	69,328
Court Services Officer I	36	6.00	372,151	400,213	400,213
Court Services Officer II	40	1.00	74,643	78,374	78,374
Court Services Officer III	44	1.00	82,262	86,374	86,374
District Court Administrator I	51	1.00	102,874	88,535	92,158
Official Court Reporter	36	1.00	67,692	71,076	71,076
PC Support Specialist	37		44,737		
Secretary II	21	4.50	173,834	200,739	201,478
Transcriptionist	23	0.50	16,355	22,137	22,382
Trial Court Clerk II	18	13.00	402,988	519,108	526,479
Trial Court Clerk III	21	2.00	94,114	98,588	98,588
<b>TOTAL</b>		37.00	1,784,694	1,963,765	1,977,800

# SALARY AND WAGE SUMMARY

ANNUAL BUDGET - FISCAL YEAR 2025

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CLASSIFICATION OF EMPLOYMENT	GRADE	NO.	FY 2023 ACTUAL AMOUNT	FY 2024 ESTIMATED AMOUNT	FY 2025 ESTIMATED AMOUNT
<b>JUDICIAL DISTRICT 26</b>					
Administrative Assistant	23	2.00	92,558	85,835	85,835
Clerk of District Court I	31	4.00	218,521	230,160	232,375
Clerk of District Court II	35	1.00	61,539	64,530	64,530
Clerk of District Court III	41	1.00	66,107	69,329	73,018
Court Services Officer I	36	4.00	197,009	241,232	245,243
Court Services Officer III	44	1.00	82,262	86,374	86,374
Official Court Reporter	36				
Secretary I	18	1.00	40,585	42,738	42,738
Transcriptionist	23	2.00	88,475	95,586	95,586
Trial Court Clerk II	18	11.50	424,876	472,102	474,109
Trial Court Clerk III	21	1.00	40,712	42,580	42,831
<b>TOTAL</b>		28.50	1,312,644	1,430,466	1,442,639



# SALARY AND WAGE SUMMARY

ANNUAL BUDGET - FISCAL YEAR 2025

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CLASSIFICATION OF EMPLOYMENT	GRADE	NO.	FY 2023 ACTUAL AMOUNT	FY 2024 ESTIMATED AMOUNT	FY 2025 ESTIMATED AMOUNT
JUDICIAL DISTRICT 27					
Administrative Assistant	23	2.00	95,158	99,915	99,915
Clerk of District Court III	41	1.00	66,147	74,657	74,657
Court Services Officer I	36	11.00	690,768	718,449	722,858
Court Services Officer II	40	2.00	149,286	156,749	156,749
Court Services Officer III	44	1.00	82,262	86,374	86,374
Official Court Reporter	36	3.00	192,660	198,490	198,490
Secretary I	18	1.00	43,622	45,804	45,804
Secretary II	21	1.00	35,277	45,860	45,860
Transcriptionist	23	1.00	6,685	41,841	44,764
Trial Court Clerk II	18	11.00	373,654	447,651	452,654
Trial Court Clerk III	21	2.00	96,273	91,720	91,720
Trial Court Clerk IV	27	1.00	50,593	53,027	53,027
<b>TOTAL</b>			<b>1,882,385</b>	<b>2,060,537</b>	<b>2,072,872</b>

# SALARY AND WAGE SUMMARY

ANNUAL BUDGET - FISCAL YEAR 2025

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CLASSIFICATION OF EMPLOYMENT	GRADE	NO.	FY 2023 ACTUAL AMOUNT	FY 2024 ESTIMATED AMOUNT	FY 2025 ESTIMATED AMOUNT
JUDICIAL DISTRICT 28					
Administrative Assistant	23	7.00	264,242	341,603	344,781
Clerk of District Court I	31	1.00	51,920	58,481	58,481
Clerk of District Court II	35	1.00	66,234	69,328	69,328
Court Services Officer I	36	8.00	449,007	516,811	516,811
Court Services Officer II	40	2.00	149,286	156,749	156,749
Court Services Officer III	44	1.00	82,262	86,374	86,374
District Court Administrator I	51	1.00	97,801	102,469	102,469
Official Court Reporter	36	3.00	203,075	213,227	213,227
Secretary I	18	2.00	81,212	87,013	87,013
Secretary II	21		16,250		
Transcriptionist	23	2.00		82,143	82,143
Trial Court Clerk II	18	13.00	505,894	540,586	544,626
Trial Court Clerk III	21	2.00	88,672	98,588	98,588
Trial Court Clerk IV	27	1.00	58,651	57,013	57,013
<b>TOTAL</b>		44.00	2,114,506	2,410,385	2,417,603

# SALARY AND WAGE SUMMARY

ANNUAL BUDGET - FISCAL YEAR 2025

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CLASSIFICATION OF EMPLOYMENT	GRADE	NO.	FY 2023 ACTUAL AMOUNT	FY 2024 ESTIMATED AMOUNT	FY 2025 ESTIMATED AMOUNT
<b>JUDICIAL DISTRICT 29</b>					
Account Clerk II	18	0.50	20,380	21,737	21,737
Accounting Technician	21	2.00	77,462	84,987	84,987
Administrative Assistant	23	17.00	804,380	830,942	835,982
Administrative Hearing Officer	55		58,556		
Administrative Support Specialist	26	1.00	52,975	55,623	55,623
Clerk of District Court IV	47	1.00	79,405	86,414	86,414
Court Services Administrative Officer	50	1.00	95,210	99,971	99,971
Court Services Officer I	36	29.00	1,720,756	1,935,342	1,950,216
Court Services Officer II	40	5.00	363,821	389,955	389,955
Court Services Officer III	44	4.00	336,354	408,897	417,833
District Court Administrator III	63	1.00	117,504	127,968	127,968
Managing Court Reporter	40	1.00	74,930	78,374	78,374
Official Court Reporter	36	9.00	495,414	599,525	604,972
Secretary I	18	4.00	139,747	167,939	170,641
Secretary II	21	1.00	44,316	49,294	49,294
Transcriptionist	23	1.00	39,867	44,764	44,764
Trial Court Clerk II	18	24.00	809,812	998,556	1,006,167
Trial Court Clerk III	21	6.00	315,554	292,330	292,991
Trial Court Clerk IV	27	5.00	264,308	283,838	283,838
Trial Court Clerk V	31	1.00	60,001	62,941	62,941
<b>TOTAL</b>		113.50	5,970,752	6,619,397	6,664,668

# SALARY AND WAGE SUMMARY

ANNUAL BUDGET - FISCAL YEAR 2025

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CLASSIFICATION OF EMPLOYMENT	GRADE	NO.	FY 2023 ACTUAL AMOUNT	FY 2024 ESTIMATED AMOUNT	FY 2025 ESTIMATED AMOUNT
JUDICIAL DISTRICT 30					
Administrative Assistant	23	2.00	84,226	96,054	96,543
Clerk of District Court I	31	4.00	218,811	237,258	238,732
Clerk of District Court II	35	1.00	62,508	59,885	59,885
Court Services Officer I	36	7.00	431,587	450,938	458,208
Court Services Officer II	40	1.00	70,484	78,374	78,374
Court Services Officer III	44	1.00	76,442	80,265	80,265
District Court Administrator I	51	1.00	97,707	102,469	102,469
Official Court Reporter	36	2.00	62,945	122,814	122,814
Secretary I	18	1.00	43,622	45,804	45,804
Trial Court Clerk II	18	14.00	531,051	586,521	584,942
<b>TOTAL</b>		34.00	1,679,383	1,860,382	1,868,036

# SALARY AND WAGE SUMMARY

ANNUAL BUDGET - FISCAL YEAR 2025

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CLASSIFICATION OF EMPLOYMENT	GRADE	NO.	FY 2023 ACTUAL AMOUNT	FY 2024 ESTIMATED AMOUNT	FY 2025 ESTIMATED AMOUNT
JUDICIAL DISTRICT 31					
Administrative Assistant	23	1.00	49,315	51,780	51,780
Chief Clerk Administrator	44	1.00	82,262	86,374	86,374
Clerk of District Court I	31	2.00	119,887	125,882	125,882
Clerk of District Court II	35	1.00	66,027	69,328	69,328
Court Services Officer I	36	8.00	496,455	529,628	530,778
Court Services Officer III	44	1.00	76,442	80,265	81,675
Official Court Reporter	36	3.00	130,637	197,340	197,340
Secretary I	18	2.00	63,775	76,338	79,140
Secretary II	21	3.00	134,160	147,882	147,882
Transcriptionist	23	1.00		51,779	51,779
Trial Court Clerk II	18	10.00	360,133	423,427	426,547
<b>TOTAL</b>		<b>33.00</b>	<b>1,579,093</b>	<b>1,840,023</b>	<b>1,848,505</b>