IN THE SUPREME COURT OF THE STATE OF KANSAS

Administrative Order

2020-RL-104

FILED

September 29, 2020

DOUGLAS T. SHIMA
CLERK OF APPELLATE COURTS

Rules Relating to Contact Information

The attached new Supreme Court Rule 124 is hereby adopted, effective the date of this order.

Dated this 29th day of September 2020.

FOR THE COURT

MARLA LUCKERT
Chief Justice

Rule 124

Contact Information

(a) **Collection of Information.**

(1) To facilitate case processing, scheduling, or participation in a hearing or trial, a court may request contact information from any witness or potential juror.

(2) The contact information a court may request is limited to a current mailing address, phone number, and email address.

(b) **Form.** The court must use a form available from the Office of Judicial Administration to collect the contact information.

(c) **Completion of Form is Voluntary.** A witness or potential juror's decision to complete the form requesting contact information is voluntary.

(d) **Not a Public Record.** The form containing the contact information is not a public record under the Kansas Open Records Act.

(e) **Access to Completed Form.** A completed form containing contact information must be kept confidential and may only be accessed by court personnel. Court personnel may only use the form to facilitate case processing, scheduling, or participation in a hearing or trial.

(f) **Retention of Completed Form.**

(1) The court must retain the completed form in a secure electronic or physical location.

(2) The court must not retain the completed form in the case file maintained by the clerk of the district court.

(3) If the court retains the completed form in a physical location, it must keep the form in a separate paper file.

(g) **Destruction of Completed Form.** The court must destroy a completed form containing contact information, whether stored in an electronic or physical location, when the following time period expires:

(1) if the information is from a witness, 30 days after the case is closed;

(2) if the information is from a potential juror, 30 days after the court dismisses the potential juror from serving on a jury; or

(3) if the information is from a juror, 30 days after the court dismisses the jury.