

Liberal Municipal Court
P.O. Box 2199, 325 N. Washington Ave.
Liberal, Kansas 67905-2199
Phone: (620)626-0143 Fax: (620)626-0569

REQUEST FOR RECORD INSPECTION OR FOR A COPY

Person Making Request

Name: _____ Date: _____
 Address: _____ Daytime Phone: _____
 _____ Fax: _____

Defendant Information	Case Information	Records Sought
Name: _____ (First, Middle Initial, Last)	Case Number(s): _____ _____	<input type="checkbox"/> Entire Record
Aliases: _____ (First, Middle Initial, Last)	Violation Date(s): _____ _____	<input type="checkbox"/> Disposition
Date of Birth: _____	Charges: _____ _____	<input type="checkbox"/> Case Summary
		<input type="checkbox"/> Clearance Letter

- * *Entire Record* is a copy of all documents that are in the court file.
- * *Disposition* is a copy of the complaint /ticket, waiver of counsel, and sentencing journal entry and/or diversion agreement.
- * *Case Summary* is a printout of the actions taken in the case including the case number, charges, occurrence date, findings of the court, and sentencing information. If the case was filed in 2013 or before, the caption of the document may state: "Uncleared Activity by Defendant". The cost for a Case Summary is \$5.00 regardless of the number of pages printed.
- * A *Clearance Letter* is a record indicating that the person searched does not have any records with the court that can be found by a computer search. It does not include a search of records made prior to 2003. The cost of the Clearance Letter is \$5.00.
- * **CHARGES:** A charge for providing access to public records is authorized by state law and has been established by the Kansas Supreme Court. Charges are set to compensate for actual costs in honoring your request. The fee for copying the *Entire Record*, *Disposition*, or any other records not specified above is \$.50 per page. Actual staff time for researching the records may also be charged if the staff time meets or exceeds two hours. Prepayment may be required.
- * Description of Additional or Other Records Requested: _____

I certify that I do not intend to, and will not: (A) Use any list of names or addresses contained in or derived from the records or information requested for the purpose of selling or offering for sale any property or service to any person listed or to any person who resides at any address listed; or (B) sell, give, or otherwise make available to any person any list of names or addresses contained in or derived from the records or information for the purpose of allowing that person to sell or offer for sale any property or service to any person listed or to any person who resides at any address listed. See K.S.A. 45-220(c)(2); K.S.A. 45-230.

Signature of Requestor: _____

RECORDS RESPONSE LOG

TO BE COMPLETED BY RECORD CUSTODIAN:

The charge for access and/or copies of the record(s) requested is \$_____.

Prepayment is ___ required or ___ not required.

Date and Time of Request: ___/___/20___; _____ o'clock __.m.; _____
(Date) (Time) (Person receiving request)

Records Provided or Denied: ___/___/20___; _____ o'clock __.m.; _____
(Date) (Time) (Person providing record or denial)

___ Delay Notice Attached ___ Denial Notice Attached

Staff time involved: ___ hours, for a charge of \$_____

Case Summary x ___, for a total charge of \$_____

Clearance Letter x ___, for a total charge of \$_____

Charge for copies made: \$_____

Total Charges: \$_____

Estimated Prepayment Received: \$_____

Amount remaining due/to be refunded: \$_____

Records Custodian