

CONTACT INFORMATION SHEET

The contact information sheet neither replaces nor supplements the filing and service of pleadings or other papers as required by law. This form is for the sole use of the Clerk of the District Court for the purposes of providing notices and information to witnesses and jurors. *This information will not be available to the public and this document will be destroyed when no longer needed for the proceeding. (This form must be typed or printed.)* This form can be found at www.kscourts.org. *Completion of this form by a witness or potential juror is not required.*

Part A is to be completed by witnesses. *This form is not to be efiled in the case.* The completed form should be hand-delivered or mailed to the Clerk's office. If neither is possible, the person completing the form should contact the Clerk's office to make other arrangements. The completed form should be in the possession of the Clerk at least five business days prior to any hearing in which the witness is to attend.

Prospective jurors receiving a summons for jury duty should skip Part A and proceed to Part B.

Part A – Witnesses

All lines must be completed. If the witness does not have a mailing address, email address or telephone number, write "NONE."

Full name of witness: _____

Case Number: _____

Current mailing address: _____

Email address: _____

Telephone number: _____

Part B is to be completed by persons receiving a summons for jury duty. The completed form should be hand-delivered or mailed to the Clerk's office. If neither is possible, the person completing the form should contact the Clerk's office to make other arrangements. The completed form should be in the possession of the Clerk at least five business days prior to the day the person is scheduled to appear for jury duty.

Part B - Juror

All lines must be completed. If the juror does not have a mailing address, email address or telephone number, write "NONE."

Full name of juror: _____

Current mailing address: _____

Email address: _____

Telephone number: _____

<p>NOTICE TO CLERK – Completion of this form by a witness or potential juror is voluntary. The completed document is NOT subject to inspection or turnover pursuant to the Kansas Open Records Act. The Clerk should be familiar with the retention requirements for this Contact Information Sheet imposed by Kansas Supreme Court Rule 124. Any questions should be directed to the Office of Judicial Administration.</p>
