

**IN THE SUPREME COURT OF THE STATE OF KANSAS**

**Administrative Order**

2021-RL-172

**Rules Relating to District Courts**

FILED

December 8, 2021

DOUGLAS T. SHIMA  
CLERK OF APPELLATE COURTS

The attached Supreme Court Rule 174 is amended, effective January 1, 2022.

Dated this 8th day of December 2021.

FOR THE COURT

A handwritten signature in blue ink that reads "Marla Luckert". The signature is written in a cursive, flowing style.

MARLA LUCKERT  
Chief Justice

## Rule 174

### **JOURNAL ENTRY FORMS REQUIRED IN A FOR CHILD IN NEED OF CARE PROCEEDING, JUVENILE OFFENDER, AND DOMESTIC RELATIONS CASES**

- (a) **When Use of Judicial Council Forms Required is Mandated.** To ensure compliance with the federal and state law Adoption and Safe Families Act, a district court must use the applicable appropriate Judicial Council form when entering any of the following orders in a child in need of care proceeding:
- (1) placing a child in the custody of a person other than the child's parent or legal guardian in a child in need of care, juvenile offender, or divorce proceeding; or
  - (2) ruling in a on child in need of care and juvenile offender permanency hearings;
  - (3) ruling in a proceeding in which the Indian Child Welfare Act applies;
  - (4) ruling on adjudication, disposition, or termination of parental rights;
  - (5) ruling on a child's placement in a qualified residential treatment program;
  - (6) ruling on a requested review of a child's change of placement; or
  - (7) terminating the court's jurisdiction.
- (b) **Attachments.** To include additional information, a district court may attach A-an additional order or supplemental affidavit may be attached to a Judicial Council form required under this rule order if a court desires to include additional information.
- (c) **District Court Administrative Matters.**
- (1) **Official Court File Contents.** A district court must maintain all orders and any attachments in the official file. All journal entries and attached orders must be maintained in the district court's official file.
  - (2) **Required Data Entry.** A district court must enter into the court's case management system All required data,—described in the Juvenile Compliance Training Manual distributed by the Office of Judicial Administration—must be entered into the court's case management system.

- (d) **Form Changes.** The ~~Judicial Council~~ Supreme Court may create, modify, or delete forms required under this rule after review by ~~the Judicial Council and the~~ Supreme Court Task Force on Permanency Planning.