

IN THE SUPREME COURT OF THE STATE OF KANSAS

FILED

RULES RELATING TO DISTRICT COURTS

APR 24 2013

RULE 174

CAROL A. GREEN
CLERK OF THE DISTRICT COURTS

JOURNAL ENTRY FORMS FOR CHILD IN NEED OF CARE, JUVENILE OFFENDER,
AND DOMESTIC RELATIONS CASES

New Rule 174 is hereby adopted, effective May 1, 2013.

- (a) **When Use of Judicial Council Forms is Mandated.** To ensure compliance with the federal Adoption and Safe Families Act, a district court must use the appropriate Judicial Council form when:
 - (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 on child in need of care and juvenile offender permanency hearings.
- (b) **Attachments.** An additional order or supplemental affidavit may be attached to a form order if a court desires to include additional information.
- (c) **District Court Administrative Matters.**
 - (1) **Official Court File Contents.** All journal entries and attached orders must be maintained in the district court’s official file.
 - (2) **Required Data Entry.** 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 Supreme Court may create, modify, or delete forms under this rule after review by the Judicial Council and the Supreme Court Task Force on Permanency Planning.

By order of the Court, this 24th day of April, 2013.

FOR THE COURT


 Lawton R. Nuss
 Chief Justice