

**LEAWOOD MUNICIPAL COURT**  
**REQUEST FOR RECORD INSPECTION AND/OR COPY**

*Please print clearly*

**Requester's Information**

Name \_\_\_\_\_

Agency \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Day Phone \_\_\_\_\_

**Defendant Information**

Name \_\_\_\_\_

Possible Aliases \_\_\_\_\_

Date of Birth \_\_\_\_\_

\_\_\_ Inspecting Records \_\_\_ Copies of Records

Method of Return \_\_\_ Mail \_\_\_ In person

\*\*ONE DEFENDANT PER FORM\*\*ALL RECORDS WILL BE CERTIFIED UNLESS REQUESTED OTHERWISE\*\*

**Case Information**

\_\_\_\_\_

Case Number, Violation Date, Charge(s)

\_\_\_\_\_

Case Number, Violation Date, Charge(s)

\_\_\_\_\_

Case Number, Violation Date, Charge(s)

**Records Sought**

\_\_\_ Entire Record \_\_\_ Disposition\* \_\_\_ Case Summary\*\*  
Other \_\_\_\_\_

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Other \_\_\_\_\_

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Other \_\_\_\_\_

\*Disposition includes a copy of the complaint/ticket, Judge's bench notes, waiver of counsel, sentencing journal entry, and close-out orders.

\*\* Case Summary is a printout/letter of case number, charges, violation date, finding, finding date and sentencing information.

CHARGES: A charge for providing copies of public records is authorized by state law and has been established by the City Governing Body. These charges are set at a level to compensate the City for the actual costs incurred in honoring your request. The fee schedule established by the City can be found on the City's website. The charge for the copy(s) per your request is: \$ \_\_\_\_\_

**CERTIFICATION**

I understand that K.S.A. 45-230, as amended, provides that except to the extent otherwise authorized, "No person shall knowingly sell, give or receive, for the purpose of selling or offering for sale any property or service to persons listed therein, any list of names and addresses contained in and derived from public records."

I also understand that a violation of K.S.A. 45-230, as amended, is punishable by a civil penalty.

I hereby 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 for the purpose of selling or offering for sale any property or services 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 see or offer for sale any property or service to any person listed or to a person who resides at any address listed. K.S.A. 45-220.

\*\*\* SIGNATURE \_\_\_\_\_ Your copy of this form is your receipt.

Date and time of request: \_\_\_\_\_ am/pm Request received by: \_\_\_\_\_

Date & time of records:  provided \_\_\_\_\_ am/pm Records provided by: \_\_\_\_\_

delayed \_\_\_\_\_ am/pm Delay notice sent by: \_\_\_\_\_

denied \_\_\_\_\_ am/pm Denial notice sent by: \_\_\_\_\_

Records Custodian: \_\_\_\_\_