



STATE OF KANSAS
Tenth Judicial District

OFFICE OF DISTRICT ATTORNEY
STEPHEN M. HOWE, DISTRICT ATTORNEY

E-DISCOVERY REQUEST

(Please read carefully; your signature represents acknowledgement)

- Release of e-discovery can begin two business days after the case has been *set* for first appearance.
- This form must be filled out completely for our office to process the discovery request.
- E-discovery will only be released to the defense attorney of record.
- E-mail notification will be sent upon release of materials through electronic discovery.
- If it is necessary for items to be released on disk for reasons stated in our e-discovery guidelines, you may pick up those items at our front desk M-F 8:00 a.m. to 5:00 p.m. (except holidays)
- **Discovery released by this office has not been redacted. Pursuant to KSA 22-3212(b) (5), defense counsel shall not disclose un-redacted vehicle identification numbers or personal identifiers to the defendant or any other person, directly or indirectly, except as authorized by order of the court. A listing of personal identifiers is outlined in KSA 22-3212(b) (4).**
- **Discovery released by our office MAY CONTAIN SENSITIVE INFORMATION. IN LIEU OF A PROTECTIVE ORDER FROM THE COURT, defense counsel shall: retain secure possession of this evidence at all times; not disclose or show the contents of the evidence to anyone, including defendant/respondent; provide the evidence to an expert hired by the defendant only if that expert agrees to be bound by this protective order; dispose of the copied evidence in a secure manner once retention of said evidence is no longer necessary.**
- Juvenile LEA and JIAC reports are confidential. While it is expected that the information in these reports will be discussed with the juvenile client, the JIAC report may not be copied or given directly to the juvenile or guardian(s) or any other party without permission of the court. **I have read and will follow Local Juvenile Rule 12.**
- The District Attorney's Office requires that materials released through e-discovery be accessed and downloaded/copied within 60 days of release.

DATE: _____ ASSIGNED ADA: _____

DEFENDANT/RESPONDENT _____

CASE NUMBER: _____ FIRST APPEARANCE DATE: _____

DEFENSE ATTORNEY SIGNATURE: _____

ATTORNEY NAME (printed): _____

E-MAIL ADDRESS (REQUIRED): _____

ADDRESS: _____

PHONE: _____ KANSAS BAR # _____

Discovery Fees: \$60.00 per attorney/year
Due January 1 for calendar year ahead, considered past-due after Jan. 31st. If payment is not made by Jan. 31, access will be rescinded until such time as payment is received by our office.