

REQUEST FOR OVERLAND PARK MUNICIPAL COURT DISCOVERY

DISCOVERY ITEMS REQUESTED

Pursuant to Overland Park Municipal Court Administrative Judge's Order 2006-07, Discovery In Municipal Court Proceedings, the items listed below are relevant and subject to discovery upon request in writing by the defendant or their attorney. To initiate your request for discovery, provide all information outlined below.

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| INCIDENT DETAILS | Incident Date: _____ Incident Time: _____ Type of Incident Or Arrest: _____ OPPD Case Number: _____ OPMC Case Number: _____ Location of Incident: _____ Defendant's Name: _____ |
| REQUESTOR | Name Of Attorney Or Pro Se Defendant: _____ Bar Card No. _____ Law Firm Name: _____ Address: _____ City/State/Zip: _____ Phone: _____ E-mail Address: _____ Court Appointed Attorney <input type="checkbox"/> Yes <input type="checkbox"/> No |
| CHARGES | <p>A charge for providing copies of 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. City Resolution No. 3158 sets copy charges. Following is a list of charges for which Requestors are responsible.</p> <p><input type="checkbox"/> Basic police report @ \$3.00 each.</p> <p><input type="checkbox"/> Digital video recordings transferred to CD/DVD @ \$27.21 (includes tax) per disc: <input type="checkbox"/> In-Car/Patrol Unit Video <input type="checkbox"/> Booking Room Video</p> <p><input type="checkbox"/> VHS video recordings copied to CD/DVD or Video @ \$27.21 (includes tax) per disc.</p> <p><input type="checkbox"/> Audio recordings transferred to CD/DVD @ \$10.88 (includes tax) per disc.</p> <p><input type="checkbox"/> Digital photos transferred to CD/DVD @ \$10.88 (includes tax) disc.</p> <p><input type="checkbox"/> Additional police report attachments (i.e. DUI arrests, DC-27, etc.) transferred to CD/DVD @ \$10.88 (includes tax) per disc, (e.g. Standardized Filed Sobriety Tests, DC-70, DC 27, Notice To Appear, etc.)</p> <p><input type="checkbox"/> Intoxilyzer Packet at 25¢ per page (e.g. Instrument Certification, Officer Certification, Logs, etc.)</p> <p><input type="checkbox"/> Any other written or oral believed to be relevant information: Specify and describe in detail: _____</p> |

Attorney/Defendant Signature: _____ Date: _____

My signature certifies I am the Defendant or I am an attorney that has been retained by the Defendant to represent them in Overland Park Municipal Court.

REQUESTOR'S AUTHORIZATION TO MAIL DOCUMENTS: Discovery materials will only be mailed to licensed attorneys at the law office address; however, prepayment for all discovery materials and mailing fees is required. Defendants not represented by an attorney must take possession of their discovery materials at the OPPD Records Unit. Pre-payment can be made at the Records Unit by cash, check or credit card. Checks should be made payable to the City of Overland Park, and any check which is mailed should be addressed to:

**Police Records Unit
Overland Park Police Department
12400 Foster
Overland Park, KS 66213**

Upon a law firm's authorization, discovery materials may be mailed via US Postal Services, certified mail, return receipt requested. Requests for police reports and/or video(s) will be mailed @ \$10.00 per request. The requesting party discovery certifies the following:

- The mailing address is a bona fide law office: Yes No
- A fee of \$10.00 will be paid for mailing a police report and/or video(s): Yes No

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| Prosecutor's Office | <p><u>MUNICIPAL PROSECUTOR'S OFFICE FOLLOW-UP</u></p> <p><input type="checkbox"/> Required <input type="checkbox"/> Not Required</p> <p>If required, Discovery Request Reviewed by OP Prosecutor: _____ Date: _____</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Denied If denied, list reason(s): _____</p> |
| | <p>Request Received By: _____ Date: _____</p> <p>OTC : _____ Method of Payment: _____ Amount: \$ _____</p> <p>Payment Received By: _____ Date: _____</p> <p>Records Released By: _____ Date: _____</p> <p>Request Packet Was: <input type="checkbox"/> Mailed To Law Firm: <input type="checkbox"/> Delivered In Person:</p> |