

MUNICIPAL COURT APPEAL INSTRUCTIONS
For non-person crimes

The following four (4) documents are required for filing:

1. A completed "**CRIMINAL INFORMATION SHEET**"
2. "**NOTICE OF APPEAL FROM MUNICIPAL COURT**"
3. "**JOURNAL ENTRY**" from the city involved with the appeal.
This document is obtained from the city where the case is being appealed from, and must have the city judge signature. The following information must be on the journal entry:
 - a. Defendant's social security number
 - b. Defendant's date of birth
 - c. Defendant's home address
 - d. Date of offense and all charges

If this information is not on the Journal Entry, the Appeal will not be processed.

4. "**APPEARANCE BOND**" This must be signed by an 18th Judicial District Court Judge.

* Turn in all four (4) documents to the Sedgwick County Courthouse, 7th floor Criminal Department. A filing fee of **\$94.00** is required at time of filing.



For office Use Only

CRIMINAL INFORMATION SHEET

The criminal information sheet neither replaces nor supplements the filing and service of pleadings or other papers as required by law. This form is required for use by the Clerk of the District Court for the purposes of initiating the criminal docket sheet. This information will not be available to the public and this document will be stored in a separate location from the case file and then destroyed within a reasonable time. A new case **will not be accepted** without a cover sheet attached. (THIS FORM MUST BE TYPED OR PRINTED LEGIBLY). This form can be found at www.kscourts.org.

DEFENDANT'S INFORMATION

(ATTACH ADDITIONAL SHEET, IF NECESSARY)

NAME: _____

ADDRESS: _____

PHONE: _____ **SEX:** _____

DL OR STATE ID NO: _____
State and Number

SSN: _____ **DOB:** _____

RACE: White Black Asian American Indian/Alaskan
Pacific Island Unknown

ETHNICITY: Hispanic Non-Hispanic Unknown

ALIAS NAMES USED:

KDR Transaction Number _____

COMPLAINT INFORMATION

VIOLATION DATE: _____

OFFICER: _____

OFFICER NO: _____

ATTORNEYS (if known)

(Firm Name, Address, Telephone Number and Supreme Court ID Number)

The requirement that Social Security numbers be included on criminal cases is not mandatory. The number is used for purposes of identification and may be disclosed as permitted by law. This form is not considered to be a public record.

IN THE EIGHTEENTH JUDICIAL DISTRICT
DISTRICT COURT, SEDGWICK COUNTY, KANSAS
CRIMINAL DEPARTMENT

DISTRICT COURT CASE#

PLAINTIFF

DEFENDANT

NOTICE OF APPEAL FROM MUNICIPAL COURT

Take notice that _____ does appeal to the District Court of Sedgwick County, Kansas, for the judgment rendered and made in the above entitled action on the _____ day of _____; whereby the defendant was found guilty of

And sentence to _____

Appeal bond set by the Municipal Court _____

Dated: _____

Name: _____

Address: _____

Phone: _____

This case is set for _____ trial on _____ at 9:00 AM in Division 7 on the 7th floor, Courtroom 7-2 in the Sedgwick County Courthouse.

cc sent to Municipal Court Clerk on: _____

cc sent to City Attorney on: _____

IN THE EIGHTEENTH JUDICIAL DISTRICT
DISTRICT COURT, SEDGWICK COUNTY, KANSAS

Plaintiff/Petitioner

VS

Defendant/Respondent

Case No. _____

Arresting
Agency
Case No. _____

APPEARANCE BOND

CRIMINAL

TRAFFIC

CIVIL

DOMESTIC

We, _____, as principal, and the undersigned as surety, do hereby bind ourselves to the State of Kansas in the sum of _____ Dollars (\$ _____) conditioned upon the appearance of the principal on the _____ day of _____, 20____, at _____ .m., in the District Court of Sedgwick County, Kansas before Division _____, and thereafter before a Judge when ordered to answer the charge of _____

_____ and from time to time thereafter as the Court may require until the case is terminated.

Other conditions of this bond are: _____

If the amount of the bond required for the person's appearance or the other conditions are modified from the above amount or conditions, then this bond is null and void, and a new bond in the required amount and/or with the modified other conditions must be posted at that time.

We, the undersigned, state that this bond is continuing in nature.

Failure to appear at the time/date and location listed above will result in a bench warrant for the immediate arrest of the principal and judgment against principal and surety for the amount of the bond.

Date _____

Prepared by: _____

Principal

Surety

Address

Surety

Address

Approved: _____
DATE

Judge of District Court, Div. _____