

# LENEXA MUNICIPAL COURT ADMINISTRATIVE ORDER 2011—1

## **Admission of Out-of-State Attorneys to Practice.**

Motions and Orders for the admission of an attorney not licensed in Kansas to practice under Supreme Court Rule 116 shall be substantially in the form set out in Appendix A.

All pleadings or other papers filed by attorneys from other states pursuant to Supreme Court Rule 116 must also be signed by an attorney licensed to practice law in Kansas.

A nonrefundable fee of \$50, payable to the Clerk of the Lenexa Municipal Court, shall accompany the motion and verified application in each case. An attorney employed by a governmental agency or an attorney who represents an indigent party may move for waiver of the fee for good cause shown.

August 10, 2011

---

Hon. Katherine McElhinney  
Judge of the Municipal Court

APPENDIX A:

**IN THE MUNICIPAL COURT OF LENEXA, KANSAS**

City of Lenexa, Plaintiff

v.

Case No. \_\_\_\_\_

\_\_\_\_\_, Defendant

**MOTION TO ADMIT OUT-OF-STATE ATTORNEY  
PRO HAC VICE FOR THIS CASE**

COMES NOW \_\_\_\_\_, a Kansas-licensed attorney in good standing and of record as counsel for the defendant in the above-captioned case, and hereby moves the court for admission of \_\_\_\_\_, an attorney licensed in \_\_\_\_\_ *PRO HAC VICE* for purposes of this case only. In support of the motion, the undersigned submits the nonrefundable fee, together with the verified application of \_\_\_\_\_, which the undersigned has reviewed. As the moving attorney, I hereby acknowledge my obligation to remain actively engaged in the conduct of the case, to sign every pleading, document, brief, motion and other papers filed in this case on behalf of our client, and to attend every hearing, unless otherwise directed by the court.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Kansas Bar Registration Number)

\_\_\_\_\_  
(Kansas Attorney – Typed or Printed)

\_\_\_\_\_  
(Business Telephone)

\_\_\_\_\_  
(Business Address)

\_\_\_\_\_  
(Business Email)

\_\_\_\_\_  
(City, State and Zip)

**CERTIFICATE OF SERVICE**

(Include a signed certificate showing service of the motion and verified application upon the City Prosecutor and upon the above-named defendant.)

**IN THE MUNICIPAL COURT OF LENEXA, KANSAS**

City of Lenexa, Plaintiff

v.

Case No. \_\_\_\_\_

\_\_\_\_\_, Defendant

**VERIFIED APPLICATION OF AN OUT-OF-STATE ATTORNEY  
FOR ADMISSION *PRO HAC VICE* TO PRACTICE IN THE CAPTIONED CASE**

\_\_\_\_\_ (Name of Non-Kansas Attorney), an attorney not licensed to practice in Kansas, moves this court, under Supreme Court Rule 116, for its order allowing the out-of-state attorney to practice in this court for the professional business and purpose of this case only, to represent the defendant in the above-captioned case.

\_\_\_\_\_ (Name of Kansas-licensed Attorney), an attorney who is regularly engaged in the practice of law in Kansas, and who is in good standing under all the applicable rules of the Supreme Court of the State of Kansas, moved for my admission *pro hac vice*. Said Kansas attorney shall be actively engaged in the conduct of the case; shall sign all pleadings, documents, and briefs; and shall be present throughout all court or administrative appearances, unless otherwise directed by the court.

In support, the applicant shows the court that he/she is regularly admitted to the following bars and/or courts of record: \_\_\_\_\_  
(show all states and other jurisdictions where you are admitted to practice law); is regularly engaged in the practice of law in each such jurisdiction(s); is in good standing pursuant to the rules of the highest appellate court of such jurisdiction(s); and is not currently the subject of disciplinary action, nor has been the subject of a disciplinary action under investigation, including but not limited to suspension or disbarment (if otherwise, please provide a detailed description of the nature and status of the action of investigation, as well as the address of the disciplinary authority in charge).

The applicant was granted permission previously to appear *PRO HAC VICE* in the State of Kansas within the past twelve months; Case Name: \_\_\_\_\_  
\_\_\_\_\_, Case Number: \_\_\_\_\_, Court  
Where Granted: \_\_\_\_\_. (List all such admissions, if any).

\_\_\_\_\_ (applicant's name), acknowledges that he/she will be held to the standard of conduct of the State of Kansas, the Kansas Rules of

Professional Conduct, and will be subject to the orders of, and amenable to disciplinary action by, the courts and administrative tribunals of the State of Kansas. The out-of-state attorney has sworn to and signed the Out-of-State Attorney's Oath, which is attached hereto.

This application, the statements herein made and all information provided are complete, true and correct under penalty of perjury. The signators acknowledge that we have a continuing obligation to advise the court if a change occurs with regard to any information herein provided.

Respectfully submitted,

---

(Signature)

---

(Out-of-State Attorney – Typed or Printed)

---

(State & Bar Registration No.(s))

---

(Business Address)

---

(City, State and Zip)

---

(Email Address)

---

(Signature)

---

(Kansas Attorney – Typed or Printed)

---

(Kansas Bar Registration No.)

---

(Business Address)

---

(City, State and Zip)

---

(Email Address)

**IN THE MUNICIPAL COURT OF LENEXA, KANSAS**

City of Lenexa, Plaintiff

v.

Case No. \_\_\_\_\_

\_\_\_\_\_, Defendant

**OUT-OF-STATE ATTORNEY'S OATH**

I \_\_\_\_\_ (name of out-of-state attorney), solemnly swear or affirm that I will support and bear true allegiance to the Constitution of the United States and the Constitution of the State of Kansas; that I will neither delay nor deny the rights of any person through malice, for monetary gain, or from any unworthy desire; that I will not knowingly foster or promote, or give my assent to any fraudulent, groundless or unjust suit; that I will neither do, nor consent to the doing of any falsehood in court; and that I will discharge my duties as an attorney and counselor in the Municipal Court for the City of Lenexa with fidelity both to the court and to my cause, and to the best of my knowledge and ability. So help me God.

I further acknowledge that I will be held to the standard of conduct of the State of Kansas, the Kansas Rules of Professional Conduct, and will be subject to the order of, and amenable to disciplinary action by, the courts and administrative tribunals of this State.

I do, under penalty of perjury, so swear (or affirm).

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(State and Bar Registration Number)

\_\_\_\_\_  
(Non-Kansas Attorney – Typed or Printed)

\_\_\_\_\_  
(Business Telephone)

\_\_\_\_\_  
(Business Address)

\_\_\_\_\_  
(Business Email)

\_\_\_\_\_  
(City, State and Zip)

**IN THE MUNICIPAL COURT OF LENEXA, KANSAS**

City of Lenexa, Plaintiff

v.

Case No. \_\_\_\_\_

\_\_\_\_\_, Defendant

**ORDER ADMITTING OUT-OF-STATE ATTORNEY TO PRACTICE**

IT IS HEREBY ORDERED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, that \_\_\_\_\_ (out-of-state attorney), whose address is \_\_\_\_\_, is admitted to practice law before this court for the business of this case only, having made the showing required Supreme Court Rule 116, and having sworn to and signed the Out-of-State Attorney's Oath.

This order shall be effective only so long as the out-of-state attorney has associated continually and, unless otherwise ordered by the court, is personally appearing with \_\_\_\_\_ (name of attorney licensed in Kansas), upon whom service may be had in all matters connected with this action with the same effect as if personally made on the out-of-state attorney.

Submitted by:

\_\_\_\_\_  
Judge of the Municipal Court

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Out-of-State Attorney – Typed or Printed)

\_\_\_\_\_  
(Kansas Attorney – Typed or Printed)

\_\_\_\_\_  
(State & Bar Registration No.(s))

\_\_\_\_\_  
(Kansas Bar Registration No.)

\_\_\_\_\_  
(Business Address)

\_\_\_\_\_  
(Business Address)

\_\_\_\_\_  
(City, State and Zip)

\_\_\_\_\_  
(City, State and Zip)