

**THE DISTRICT COURT OF SHAWNEE COUNTY, KANSAS
THIRD JUDICIAL DISTRICT**

Administrative Order No. 2022-06

**ADMINISTRATIVE ORDER ADOPTING AN INTERN/EXTERN/LAW CLERK
PROGRAM AND APPLICABLE GUIDING POLICIES**

At times, the District Court has entered into agreements with law schools and law students whereby students earn school credit by working with judges and other court personnel. This process henceforth shall constitute the Court's Intern/Extern/Law Clerk Program. Student interns and externs will be supervised by an assigned judge. The Court will also retain the services of law students as Law Clerks to perform research and writing projects and other duties as assigned. These Law Clerks will be supervised by the Court's Staff Attorney.

It is advisable for the Court to adopt a formal policy setting forth its understanding and expectations for students, who are performing important functions for the Court within this program. The policy will be prepared and maintained by the Staff Attorney, who will review it annually for needed changes and amendments. At a minimum, the policy will include then current acknowledgement forms which must be executed by each intern or extern and Law Clerk who performs the functions for the Court. These forms may be changed or amended as needed by the Chief Judge or Staff Attorney. Current acknowledgements and agreements requiring student signatures include:

- Third Judicial District Confidentiality Agreement
- Authority for Release of Information
- Confidentiality and Acceptable Use Policy for Technology Resources
- Third Judicial District Technology Security Policy
- Shawnee County Human Resources Policy Manual
- Shawnee County Information Technology Policies

The Court's policies and any amendments to them or rules governing this program must be approved by the Chief Judge before implementation.

This Administrative Order shall be effective on and after the date executed by the Chief Judge.

IT IS SO ORDERED.



Steven R. Ebberts
Chief Judge