

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

Administrative Order No. 2024-05

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

The District Court has developed policies by which law students, university students, and high school students may experience Court proceedings and operations. Some are paid law clerks, some earn school credit, and others observe court proceedings. This Order shall constitute the Court's Intern/Extern/Law Clerk Program.

Student interns and externs may be supervised by a sponsoring judge or the Staff Attorney. 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 are paid and are supervised by the Court's Staff Attorney.

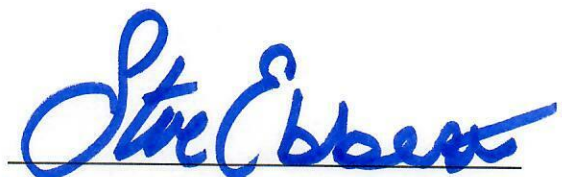
It is advisable for the Court to adopt a formal policy setting forth its understanding and expectations for students who are performing important functions for the Court within this program. The policy is prepared and maintained by the Staff Attorney, who will review it annually for needed changes and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

- Authority for Release of Information (all students)
- Intern/Extern/Law Clerk Policy (all students)
- Administrative Order Authorizing Policy (all students)
- Emergency Information Form (all students)
- Emergency Alert Form (optional)
- Confidentiality Agreement (all students)
- Remote Work Policy (Law Clerks)
- Confidentiality and Acceptable Use Policy for Technology Resources (Law Clerks)
- Third Judicial District Technology Security Policy (Law Clerks)
- Supreme Court Rule 25 Expanded Access Agreement Acknowledgment (Law Clerks)
- OJA Odyssey/E-Flex Support New User Form – Electronic (Law Clerks)

The Court's policies and any amendments 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