



Revised: October 13, 2025

City Prosecutor's Office

DISCOVERY REQUEST FORM

(To be returned to the City of Lawrence Prosecutor's Office)

City of Lawrence vs. _____ Docket #: _____
Defendant's Attorney: _____ Incident #: _____
____ Pro Se; I am the Defendant and I am representing myself. Accident #: _____
Phone: _____ Email: _____ Citation #: _____

By making this discovery request, I agree to the following:

- 1) I am the Defendant or have been appointed or retained to represent the Defendant in the above listed case.
- 2) I, the Defendant or Attorney for the Defendant, agree that I will be responsible for and pay the cost of document(s) and/or audio, photos and video reproduction.
- 3) I agree to provide reciprocal discovery to the City Prosecutor's Office as specified in the City of Lawrence Prosecutor's Office Discovery Information Sheet.
- 4) I will not share with or disclose to the Defendant or any other persons not agents of the undersigned attorney any personal information (address, phone #, SS #, date of birth etc.) of any victim or witness contained in the reports.
- 5) I will not give, loan, reproduce, post for public view or upload to social media, any audio, photos, video and/or DVDs to/for any other person.

ITEMS REQUESTED

☐ LPD Incident Reports ☐ LPD Accident Reports ☐ CMV Inspection Reports ☐ Copy of Complaint/Citation with Notes
☐ KBI Lab Report ☐ LPD In-Car Video/Audio ☐ Surveillance Video in Evidence ☐ Photographs ☐ 911 Audio
☐ Axon Body Camera Footage (must include legible email address) ☐ Jail/Booking/Intox Video *Preservation Required*
☐ Other (Specify): _____

Please see Discovery Information Sheet for instructions re: University of Kansas Police reports/videos.

Defendant or Defendant's Attorney _____ Date Requested _____ Date Received & Initials _____

Approved by: _____ Date: _____ Notes: _____
City Prosecutor

ORDER FOR RELEASE

It is hereby ordered by the Court that Defendant's attorney, or Defendant, if pro se, be authorized to obtain copies of the above requested items related to the above entitled case upon payment to the City of Lawrence of the appropriate fees.

Municipal Court Judge



City Prosecutor's Office
6 East 6th Street
Lawrence, KS 66044

Phone: (785) 832-6195
Fax: (785) 832-6198
Email: prosecutorinfo@lawrenceks.gov

DISCOVERY INFORMATION SHEET

OPEN FILE POLICY

The City of Lawrence Prosecutor's Office maintains an open file discovery policy. Requests for copies of documents in the case file must follow the discovery request procedure.

DISCOVERY PROCEDURES

The defense shall file a written request for discovery and supply the request to the City of Lawrence Prosecutor's Office. **Verbal request for discovery will not be accepted.** A Discovery Request Form is available free of charge at our office or online at www.lawrenceks.gov/attorney. All defendants and their attorneys are encouraged to use the form as the preferred method of requesting discovery. Once the request for discovery has been delivered to the City of Lawrence Prosecutor's office, the request will be reviewed by a prosecutor and all discoverable materials will be collected. No discovery will be provided until paid for according to the following rates: **\$25.00 for audio and video recordings, and \$5.00 for police reports up to 10 pages and then an additional \$0.25 per page.**

When all discoverable materials have been collected, the requesting party will be notified by phone or email that the materials are ready to be picked up. If a Defendant believes that more material exists than has been provided, contact the Prosecutor's Office or file a Motion with the Lawrence Municipal Court stating the information sought and the basis for believing such items exist.

UNIVERSITY OF KANSAS POLICE REPORT/VIDEO

A copy of KU Police Reports may be obtained from the City Prosecutor's office. To request a video from the Kansas University Police Department, you will need to request on letter head stationery and include the following information: KUPD case #, arresting Officer's name, Defendants name, the date and time of the incident. Mail to KU Police Department, 1501 Crestline Drive, Lawrence, Kansas 66049 or call (785) 864-5900 or fax – Attention: Discovery Request to (785) 864-5211.

JAIL/BOOKING/INTOXILYZER VIDEO PRESERVATION REQUIRED

Jail videos are not available unless a request to preserve the video is made by the Defendant or Defendant's Attorney within 20 days of incident. Forms requesting preservation must be submitted in a timely manner to DGSO Administrative Office, 111 East 11th St, 2nd Floor.

POLICE EQUIPMENT CERTIFICATIONS

Copies of certifications for police equipment such as radars, laser, window tint meters, breath testing instruments, etc. are not normally provided in the discovery materials. A defendant or defense counsel wishing to obtain copies of these certifications should indicate on the discovery request form which documents are being requested.

THIRD PARTY AUDIO AND VIDEO

In some cases the City of Lawrence may not have access to third party audio or video recordings if the recordings were not collected as evidence. In this situation, the defense will be instructed as to who has possession and control of the recording and will be directed to the third party to make arrangements for reproduction or viewing.

TECHONOLGY ISSUES

It is not the responsibility of the City of Lawrence Prosecutor's Office to provide viewing equipment and/or software for audio or video recordings. If defense counsel or defendant is having an issue viewing a video, they may contact the City of Lawrence Prosecutor's office to make arrangements to view the recording at our office when time and circumstance permits.

RECIPROCAL DISCOVERY

Any defendant or defense counsel who receives discovery through the City Prosecutor's office shall provide reciprocal discovery as agreed to in the discovery request form, of any photographs, scientific or medical reports, books, papers, documents, tangible objects, or copied portions thereof, which the defendant intends to produce at any hearings, and which are material to the case and will not place an unreasonable burden on the defense.

RESTRICTIONS ON DISCLOSURE

Pursuant to KSA 22-2312(b), personal identifying information such as birthdates, social security numbers, taxpayer identification numbers, driver's license numbers, account numbers of active financial accounts, home addresses and personal telephone numbers of any victims or material witnesses may be redacted in discovery material. If unredacted personal identifying information is provided, the defendant's counsel shall not further disclose the unredacted numbers or identifiers to the defendant or any other person, directly or indirectly, except as authorized by the order of the court.