



Revised: February 13, 2026

City Prosecutor's Office

DISCOVERY REQUEST FORM

To be completed and submitted to the City of Lawrence Prosecutor's Office

City of Lawrence vs. _____	Docket #: _____
_____ I am representing myself.	Incident #: _____
Attorney Name: _____	Accident#: _____
Email address: _____	Citation #: _____

Investigative Agency: _____ Lawrence Police (Incident number begins with "L")
 _____ University of Kansas Police (Incident number begins with "U")
 _____ Other Agency: _____

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

- 1) I am the Defendant's attorney in the above listed case.
- 2) 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.
- 3) I will not share with or disclose to any other persons any personal information (address, phone #, SS #, date of birth etc.) of any victim or witness contained in the reports.
- 4) I will not give, loan, reproduce, post for public view or upload to social media, any audio, photo, video and/or DVDs to/for any other person.
- 5) I am submitting the required payment with this request form or I will submit the required payment online. I understand that failing to submit the required payment with this form or online means that my discovery request will not be processed.
- 6) I request the following discovery:

_____ Reports (\$5.00)
 _____ *Lawrence Police Department Video/Audio/Photos (\$25.00)

***For UNIVERSITY OF KANSAS POLICE VIDEO please submit payment directly to KUPD. See Discovery Information Sheet for instructions.**

***For JAIL/BOOKING/INTOXILYZER VIDEO, please submit payment directly to DGSO. If jail/booking/intoxilyzer video has been preserved by request to DGSO within 20 days of incident, please request signed release to provide to DGSO to obtain video from DGSO. See Discovery Information Sheet for instructions.**

Defendant or Defendant's Attorney

Date Requested

Date Received & Initials



City Prosecutor's Office

6 East 6th Street
Lawrence, KS 66044

Phone: (785) 832-6195

Fax: (785) 832-6198

Email: discovery@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

Discovery may be requested and payment for reports and Lawrence Police Department video may be submitted online at citepayusa.com.

DO NOT SUBMIT PAYMENT ONLINE FOR UNIVERSITY OF KANSAS POLICE VIDEO OR DGSO VIDEO.

Alternatively, a written request for discovery may be submitted to the City of Lawrence Prosecutor's Office via email to discovery@lawrenceks.gov, or in person, or by mail. **Verbal requests for discovery will not be accepted.** A Discovery Request Form is available free of charge at our office or online. After the City of Lawrence Prosecutor's Office receives the discovery request, discoverable materials will be collected and the requesting party will be notified that the materials are ready to be picked up, or some materials may be electronically delivered. If you believe that more discoverable material exists than has been provided, contact the City of Lawrence Prosecutor's Office or file a Motion with the Lawrence Municipal Court stating the discoverable material sought and the basis for believing such items exist and why they should be provided through discovery. Discovery will not be provided to an attorney until after their entry of appearance has been filed with the Lawrence Municipal Court.

UNIVERSITY OF KANSAS POLICE VIDEO

To request a video from the Kansas University Police Department, you will need to request on letter head stationary 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.

DGSO 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.

TECHONOLOGY 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.