



Attention Attorneys

The City of Wichita Municipal Court is pleased to offer enhanced customer service by way of the Court's Interactive Voice Response System.

WHAT DOES THIS MEAN FOR YOU?

Attorneys, or their designated staff, can call Municipal Court 24/7 and, upon entry of a citation or court case number, receive the following information without speaking with a clerk:

- ❖ General Court Information
- ❖ Amounts due for citations and adjudicated court cases
- ❖ Scheduled court dates and times
- ❖ Probationer's reporting days

BUT THAT'S NOT ALL!!

Attorneys, or their designated staff, can access the Attorney Access area of the Interactive Voice Response System. Upon entry of the attorney's Supreme Court Bar Number and a Personal Identification Number, attorneys and their designees can enter citation and/or case numbers and:

- ❖ Enter as attorney of record on citations and set on the court's dockets
- ❖ Enter as attorney of record on court cases
- ❖ Request and obtain the initial 30-day continuance on applicable cases

WHAT DO YOU NEED TO DO?

Everyone can access general areas of the IVR system. However, if you are licensed to practice law in the state of Kansas and wish to utilize the Attorney Access area, you must complete, sign, and return the IVR access authorization form to the Municipal Court Clerk's Office on the 2nd floor of City Hall. A unique, 4 digit Personal Identification Number will be assigned to each licensed attorney that submits the authorization form.



Attorney Request & Authorization
For Access to the
Municipal Court IVR System

Attorney Name: _____
Please Print

Supreme Court Bar Number: _____

Business Address: _____

Attorney PIN: _____
For official use only.

Business Phone: (_____) _____

Business Fax: (_____) _____

Contact Preference:
 By Mail By Telephone By Fax By Email _____

By signing below, I am requesting and authorizing the Wichita Municipal Court to grant me access to the IVR system. I understand the Personal Identification Number I have been assigned is to be held in strictest confidence to be used only by myself and my designees. Should I become aware of a breach of privacy regarding the PIN, I will immediately contact the Court who will in turn remove the PIN from the IVR system, thus preventing unauthorized access and entry to court cases.

I further understand that to obtain a new PIN, I will be required to make a written request to the Municipal Court asking for the assignment of a new PIN. The Municipal Court will contact me when the new PIN has been activated.

Attorney Printed Name

Attorney Signature

Date