

FELONY REVIEW PROCESS

SCHOOL ADMINISTRATOR'S GUIDE

Please use this guide to assist students with submitting the correct information needed for the Board's felony review process.

Forms

Students should complete a Felony Conviction Disclosure Form and if they are currently being monitored, their monitoring officer will complete the new Felony Conviction Monitoring Form.

The forms may be found on the Board's website. The forms are also available in a "Felony Packet" which includes instructions and the forms.

*Individuals can request that their felony be reviewed for approval prior to application by using the [Felony Advisory Opinion Application](#).

Submitting a Complete Application

In order to expedite the processing of applications, the Board will only accept complete apprentice applications. The student must complete all applicable forms and provide court documents at the time of filing their application with the Board.

Late Apprentice Applications

All apprentice applications must be received within 15 days of enrollment. If an incomplete application is not corrected and a complete application is not submitted within the 15 days of enrollment, it could result in a fine pursuant to the Board approved Fine Schedule Guidance Document.

Payments

Payments are considered a part of the application. If payment is not received upon submission of the application, it is considered incomplete. If an incomplete application is not corrected and a complete application is not submitted within the 15 days of enrollment, it could result in a fine pursuant to the Board approved Fine Schedule Guidance Document.

Staff or Disciplinary Panel Review

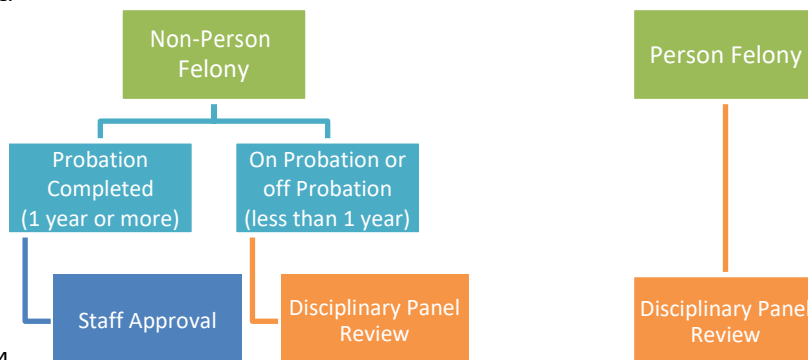
Some felony convictions can be approved by staff and others require review by the Board's Disciplinary Panel. It is suggested that schools not enroll a student until they have completed the felony review process unless the student has a conviction that can be approved by Board staff. For applications requiring review by the Board's Disciplinary Panel, a future enrollment date can be used on the apprentice application.

Felony convictions that can be approved by staff:

- Non-person felony conviction; **and**
- The student has been off probation, parole or supervision for at least one year.

Felony convictions that require review by the Board's Disciplinary Panel:

- Person felony conviction; **and/or**
- Any student currently on probation, parole or supervision.



Application, Board Forms & Court Documents

The apprentice application must be submitted with all required forms and court documents.

Felony Disclosure Form

This is a Board form. The student completes this form and lists all court cases, provides an explanation of the crime as well as an explanation regarding their rehabilitation efforts. The student can also attach letters of recommendation.

Felony Monitoring Form

This is a Board form and is only required if the student is currently on probation. The student's probation officer completes this form.

Complaint

This is a court document that shows the charges filed against the student. In federal court this document is called an indictment. If an amended complaint(s) was filed it must also be provided.

Journal Entry of Judgment

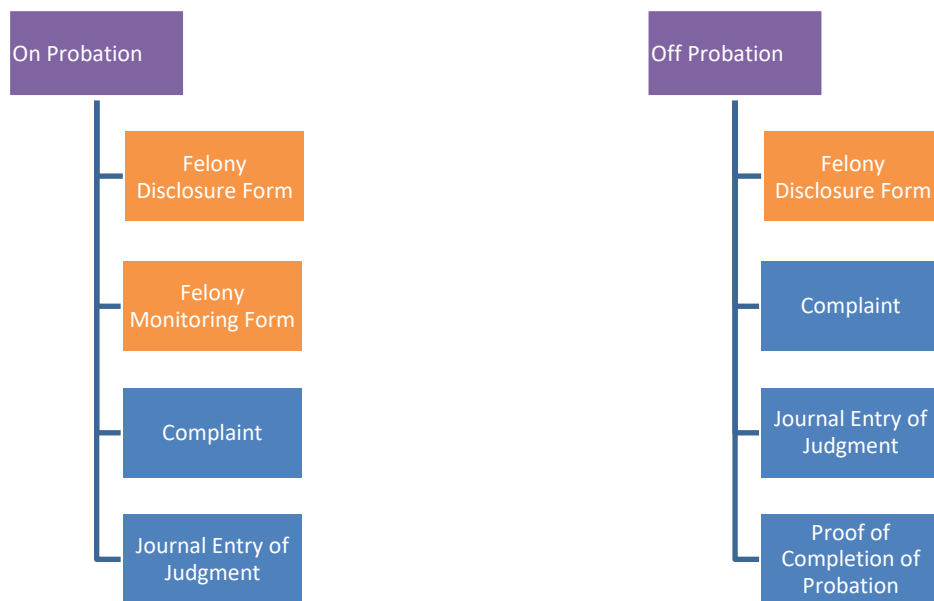
This is a court document that shows all convictions, the date of conviction and sentencing.

Proof of Completion of Probation

This is a court document and is only required if the student has completed probation. The document shows the date probation was completed.

Submitting the Correct Forms and Documents

Determine whether the student is currently on probation or has completed their sentence. This will determine what Board forms and what court forms will have to be submitted.



Obtaining Court Documents

Court documents can be obtained from the District Court Clerk at the County Courthouse where the case was filed. For federal cases, documents can be obtained from the Clerk at the U.S. District Court where the case was filed. Typically, all courts require a fee for copies of documents.

Review Process

Complete applications that can be approved by staff are processed in the same timeframe as non-felony apprentice applications. The Board's Disciplinary Panel reviews applications on the 15th and 30th of each month. In determining whether to grant a license, the Board considers whether the student is rehabilitated to warrant the public trust. The factors the Board considers include:

1. The nature of offense
2. Any aggravating or extenuating circumstances
3. The time since offense
4. Rehabilitation or restitution
5. Present moral fitness
6. Consciousness of wrongful conduct
7. Age/maturity at time of offense
8. Present competence/skill

Decision

If staff or the Board's Disciplinary Panel approves the application, the license will be issued and mailed to the school. If the application is denied, the student will receive a Summary Proceeding Order in the mail stating the reasons for denial. The school will also be notified that the application was denied.

Appeal

A student may appeal the Board's decision and request a hearing before the Board's Disciplinary Panel. An appeal must be filed by the student within 15 days of the date indicated on the Certificate of Service or the Summary Proceeding Order becomes a Final Order.

Hearing

Hearings are held before the Board and General Counsel. The hearing is the student's opportunity to demonstrate that they have been sufficiently rehabilitated to warrant the public trust. The student will be asked to explain their conviction, rehabilitation efforts and why they should be granted a license. The Board will then make a determination regarding the application. If approved, the license will be issued and mailed to the school. If denied, a Final Order will be sent to the student. The school will also be notified.

A COMPLETE APPLICATION INCLUDES THE FOLLOWING:

- Application**
- Payment**

- Felony Conviction Disclosure Form**
- Felony Conviction Monitoring Form** (*If currently being monitored*)

- Court Documents for each case:**
 - Complaint or Indictment (Charges)
 - Journal Entry of Sentencing (Conviction and sentencing by the Court)
 - Proof of Completion of Probation or Release from Supervision (*If applicable*)

Please use the following link to access the complete [School Administrative Guide](#)



Kansas Board of Cosmetology

714 SW Jackson Suite 100 Topeka, KS 66603

Telephone: (785) 296-3155 Fax: (785) 296-3002

Email: Kboc@ks.gov Website: www.kansas.gov/kboc

FELONY CONVICTION REPORTING INSTRUCTIONS

What types of convictions must be disclosed? You must report all felony convictions, even if they did not occur in Kansas or you were told they did not appear on a background check. You DO NOT have to report pending felony charges or convictions that have been expunged or pardoned.

Why do I have to report my felony conviction? By law, the Board of Cosmetology may consider your felony conviction in deciding whether to grant your application for a license.

REQUIRED DOCUMENTS

The Board requires you to submit the following:

- Application
- Felony Conviction Disclosure Form
- Felony Conviction Monitoring Form (If you are currently on probation, parole or post-release supervision)
- Court Documents for each case:
 - Complaint or Indictment (Charges filed against you)
 - Journal Entry of Sentencing (Shows convictions and sentencing by the Court)
 - Proof of Completion of Probation or Release from Supervision (if applicable)

The application, forms and court documents should be sent to the Board in the same envelope.

Incomplete submissions will be returned.

What is the Felony Conviction Disclosure Form? *This form is required.* This form provides the Board with information about your conviction in enough detail to permit the Board to make a decision regarding your application.

What is the Felony Conviction Monitoring Form? *This form is only required IF you are currently serving probation, parole, or are on post-release supervision.* This form provides the Board with information regarding your conviction from the monitoring agency. If you are currently serving probation, parole or are on post-release supervision, you must have your monitoring agency complete this form.

How do I obtain court documents? Court documents can be obtained at the Courthouse from the Clerk of Courts in the County conviction. If, for some reason, the documents are unavailable, you must provide a letter from the Court stating the documents are not available.

What if my conviction was in another state? It may take some time to obtain your court documents. Most states require that you submit your request in writing along with a payment in order to obtain records.

REVIEW PROCESS

What does the Board consider when determining whether to grant a license? In determining whether to grant your application for a license, the Board considers the following:

1. The nature of offense
2. Any aggravating or extenuating circumstances
3. The time since offense
4. Rehabilitation or restitution
5. Your present moral fitness
6. Your consciousness of wrongful conduct
7. Your age/maturity at time of offense
8. Your present competence/skill

What happens next? After the Board receives your application, forms and court documents, your file will be reviewed by the Board's Disciplinary Panel. If the Board approves your application, your license will be issued. If the Board does not approve your application, you will receive an Order stating the reasons for denial.



FELONY CONVICTION DISCLOSURE FORM

| APPLICATION TYPE | |
|---|--|
| COSMETOLOGY | BODY ART |
| <input type="checkbox"/> Apprentice <input type="checkbox"/> Practitioner <input type="checkbox"/> Renewal <input type="checkbox"/> Establishment <input type="checkbox"/> Instructor | <input type="checkbox"/> Apprentice <input type="checkbox"/> Practitioner <input type="checkbox"/> Renewal <input type="checkbox"/> Establishment <input type="checkbox"/> Trainer |

| APPLICANT/LICENSEE INFORMATION | | | |
|--------------------------------|------------|---------------|-----------------------------|
| NAME | | EMAIL | |
| HOME ADDRESS | CITY | STATE | ZIP |
| PHONE | CELL PHONE | DATE OF BIRTH | LICENSE NO. (IF APPLICABLE) |

| CASE INFORMATION (Attach additional sheets if you need to list more cases) | | | |
|--|----------|-----------------------|---|
| COURT NAME | CASE NO. | CRIME - CONVICTION(S) | ATTACH THE FOLLOWING: |
| | | | <input type="checkbox"/> Complaint <input type="checkbox"/> Journal Entry of Sentencing <input type="checkbox"/> Proof of Completion of Probation/Supervision (if applicable) |
| | | | <input type="checkbox"/> Complaint <input type="checkbox"/> Journal Entry of Sentencing <input type="checkbox"/> Proof of Completion of Probation/Supervision (if applicable) |
| | | | <input type="checkbox"/> Complaint <input type="checkbox"/> Journal Entry of Sentencing <input type="checkbox"/> Proof of Completion of Probation/Supervision (if applicable) |
| | | | <input type="checkbox"/> Complaint <input type="checkbox"/> Journal Entry of Sentencing <input type="checkbox"/> Proof of Completion of Probation/Supervision (if applicable) |

| CASE STATUS | | | |
|--|------------------------------|-----------------------------|-----------------------------|
| Are you currently on probation, parole or post-release supervision | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| When did you complete probation, parole or post-release supervision? | | | <input type="checkbox"/> NA |
| Have you paid all court ordered restitution? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |
| Have you completed all court ordered treatment? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> NA |

If you have not paid all court ordered restitution and/or completed all court ordered treatment, explain why.



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FELONY CONVICTION DISCLOSURE FORM

EXPLANATION OF CRIME

For each of your convictions, explain why and how you committed the crime. Also, explain if there were any special circumstances that you would like the Board to know regarding the crime.

Do you take full responsibility for the crime or were there circumstances that were beyond your control that caused you to be charged with the crime?



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FELONY CONVICTION DISCLOSURE FORM

REHABILITATION

Explain what you have done to rehabilitate yourself since you were convicted. Examples include attending treatment and therapy, activities and employment, etc. You may also attach letters of recommendation, certificates of completion of treatment.

[Empty box for rehabilitation details]

Explain why the Board should grant your request for a license.

[Empty box for license request explanation]

CERTIFICATION

I declare under penalty of perjury under the laws of the State of Kansas that the information contained herein is true and correct. I understand providing false information may constitute grounds for denial of my application pursuant to K.S.A. 65-1908.

SIGNATURE _____

DATE SIGNED _____



FELONY CONVICTION MONITORING FORM

INSTRUCTIONS

You must submit this form if you are currently on probation, parole or post-release supervision. Complete the Authorization to Release Confidential Information portion of this form and give it to your monitoring agency to complete the rest.

AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION

I hereby authorize _____ (Name of Monitoring Agency) to release confidential information in its records, possession or knowledge, regarding the status of my case(s), to the Kansas Board of Cosmetology. This information will be used to determine whether the Kansas Board of Cosmetology should grant my application for a license.

| | | | |
|------------|----------|------------|----------|
| COURT NAME | CASE NO. | COURT NAME | CASE NO. |
|------------|----------|------------|----------|

DEFENDANT'S SIGNATURE _____

DATE SIGNED _____

MONITORING AGENCY INFORMATION

| | | | |
|-------------------|----------------------------|-------|-----|
| MONITORING AGENCY | NAME OF MONITORING OFFICER | | |
| EMAIL ADDRESS | PHONE | | |
| ADDRESS | CITY | STATE | ZIP |

Case Information

Date monitoring began: _____

Date monitoring scheduled to end: _____

Was the applicant the principal participant or an accessory?

Principal

Accessory

Was the crime premeditated or spur of the moment?

Premeditated

Spur of the moment

Were there damages or injury to the victim? Yes No

Did the applicant make restitution to the victim? Yes No

Compliance Status

Compliant as of this date with all terms and conditions of monitoring and no revocation is pending.

Non-compliant on this date with terms and conditions of monitoring as follows:

Comments

REFUSAL TO COMPLETE FORM

I am unable to complete this form or to disclose any information regarding the defendant.

CERTIFICATION

MONITORING OFFICER'S SIGNATURE _____

DATE SIGNED _____

IN THE DISTRICT COURT OF ANY COUNTY, KANSAS

STATE OF KANSAS,)
)
 Plaintiff)
)
 vs.)
)
 JANE APPRENTICE,)
)
 Defendant.)
 _____)

Case No. 14CR9999

COMPLAINT

COMES NOW Susie Prosecutor, a duly appointed, qualified and acting Assistant County Attorney of Any County, Kansas, and for and on behalf of said State gives the court to understand and be informed:

COUNT I

That on or about January 2, 2014, in Any County, Kansas, Jane Apprentice, then and there being present did unlawfully, feloniously, and intentionally, knowingly or recklessly possess a controlled substance, to wit: Methamphetamine, a Schedule II controlled substance as designated in K.S.A. 65-4107(d)(3) and amendments thereto. In violation of K.S.A. 2011 Supp. 21-5706(a), Unlawful Possession of Methamphetamine, a drug severity level 5 felony. (Penalty: from a minimum of 10 months to a maximum of 42 months in prison and a fine of up to \$100,000; Post release supervision term of 12 months.)

All of said acts then and there committed contrary to the statutes in such cases made and provided and against the peace and dignity of the State of Kansas.

Susie Prosecutor
Assistant County Attorney

For Court Use Only (Seal)

Sample

2012 KANSAS SENTENCING GUIDELINES JOURNAL ENTRY OF JUDGMENT

Please use Journal Entry based on OFFENSE DATE

| | | | |
|---|----------------------|--|--------------------|
| SECTION I. CASE IDENTIFYING INFORMATION | | 1. Transaction No. | |
| 2. STATE v. <input type="checkbox"/> Male <input type="checkbox"/> Female | | 3. Court O.R.I. Number | 4. K.B.I. Number |
| 5. County | 6. Court Case Number | 7. Sentencing Judge | 8. Sentencing Date |
| 9. Defense Counsel: <input type="checkbox"/> Appointed <input type="checkbox"/> Retained <input type="checkbox"/> Self <input type="checkbox"/> Waived Orally <input type="checkbox"/> Waived in Writing Counsel Name (please print) _____ | | | |
| 10. Type of Proceeding (Trial) <input type="checkbox"/> Bench Trial (includes a plea on stipulated facts) <input type="checkbox"/> Guilty Plea | | <input type="checkbox"/> Jury Trial <input type="checkbox"/> <i>Nolo contendere</i> Plea | |
| 11. Date of Conviction: | | | |
| 12. Pre-Trial Status of Offender <input type="checkbox"/> In Custody <input type="checkbox"/> Released on Bond <input type="checkbox"/> Other Release | | | |
| SECTION II. CRIMINAL HISTORY CLASSIFICATION | | | |
| 1. Offender's Overall Criminal History Classification as Found by the Court: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I | | | |
| 2. Objection to Criminal History? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, By: <input type="checkbox"/> Defendant or <input type="checkbox"/> State Court's Ruling on Objection: <input type="checkbox"/> Criminal history was amended <input type="checkbox"/> Criminal history was not amended | | | |
| SECTION III. CURRENT CONVICTION INFORMATION | | | |
| 1. Name of PRIMARY Offense of Conviction: _____ Count No.: _____ Date of Offense: _____ <input type="checkbox"/> Designated by court as domestic violence case based upon special finding (see #13 this section) | | | |
| 2. K.S.A. Title, Section, Subsection(s): _____ <input type="checkbox"/> Attempt (K.S.A. 2011 Supp. 21-5301) <input type="checkbox"/> Conspiracy (K.S.A. 2011 Supp. 21-5302) <input type="checkbox"/> Solicitation (K.S.A. 2011 Supp. 21-5303) | | | |
| 3. Grade of Offense: (Check one in each row.) <input type="checkbox"/> Felony, Severity Level _____ <input type="checkbox"/> Misdemeanor, Class _____ <input type="checkbox"/> Person <input type="checkbox"/> Nonperson | | | |
| 4. Offense Category: <input type="checkbox"/> Nondrug <input type="checkbox"/> Drug <input type="checkbox"/> Off-grid <input type="checkbox"/> Nongrid | | | |
| 5. Presumptive Sentencing Range: (Enter terms from appropriate grid.) Aggravated _____ Standard _____ Mitigated _____ Check applicable box(es) <input type="checkbox"/> Presumptive Prison <input type="checkbox"/> Presumptive Probation <input type="checkbox"/> Border Box <input type="checkbox"/> Drug Treatment for up to 18 months. K.S.A. 2011 Supp. 21-6824 <input type="checkbox"/> Special Rule Applies (Complete Special Rules Supplemental Page and Attach) | | | |

THIS FORM MUST BE ACCOMPANIED BY A COPY OF THE PRESENTENCE INVESTIGATION FORM PURSUANT TO K.S.A. 2011 Supp. 22-3439 AND A DOCUMENT CONTAINING INFORMATION REQUIRED BY K.S.A. 2011 Supp. 22-3426. PLEASE USE AN ADDITIONAL OFFENSES PAGE FOR ADDITIONAL OFFENSES OF CONVICTION.

Case No. _____

KANSAS SENTENCING GUIDELINES JOURNAL ENTRY OF JUDGMENT (PAGE 2)

6. **SPECIAL RULE APPLICABLE:** Yes No If Yes, enter the number(s) and brief description(s) corresponding to the applicable special rule. (Complete Special Rules Supplemental Page and Attach): _____
7. **SPECIAL FINDING** that the crime was *SEXUALLY MOTIVATED* pursuant to the KS Offender Registration Act
7a. Did the court make a special finding that the crime was sexually motivated? Yes No
7b. IF YES to 7a, did the court find that the act involved non-forcible sexual conduct, the victim was at least 14 and the offender was no more than 4 years older than the victim? (K.S.A. 2011 Supp. 22-4902(c)(15)) Yes No
7c. IF YES to 7a and NO to 7b, PLEASE COMPLETE OFFENDER REGISTRATION SUPPLEMENT AND ATTACH IT TO JOURNAL ENTRY.
8. Was offender determined by the Court to be an **AGGRAVATED HABITUAL SEX OFFENDER?** (K.S.A. 2011 Supp. 21-6626) Yes No
IF YES, PLEASE COMPLETE SEX OFFENSE SUPPLEMENT AND ATTACH IT TO JOURNAL ENTRY.
9. Is offender being sentenced pursuant to K.S.A 2011 Supp. 21-6627 where offender is 18 years of age or older and the victim is less than 14 years of age? Yes No
IF YES, PLEASE COMPLETE SEX OFFENSE SUPPLEMENT AND ATTACH IT TO JOURNAL ENTRY.
10. Downward departure (K.S.A. 2011 Supp. 21-6818(a)) for a crime of extreme sexual violence (K.S.A. 2011 Supp. 21-6815)? Yes No
IF YES, PLEASE COMPLETE SEX OFFENSE SUPPLEMENT AND ATTACH IT TO JOURNAL ENTRY.
11. Did offender, as determined by the court, commit the current crime with a deadly weapon? Yes No
IF YES, PLEASE COMPLETE OFFENDER REGISTRATION SUPPLEMENT AND ATTACH IT TO JOURNAL ENTRY.
12. Was offender convicted of a violation of K.S.A. 2011 Supp 21-5703, Manufacture or attempted manufacture, K.S.A. 2011 Supp 21-5705(a)(1). Cultivation, Distribution, Possession w/ intent to distribute opiates, opium or narcotic drugs or any stimulant in K.S.A. 65-4107(d)(1), (d)(3), (f)(1); or K.S.A. 2011 Supp. 21-5709(a). Possession of precursors w/ intent to manufacture? Yes No
IF YES, PLEASE COMPLETE OFFENDER REGISTRATION SUPPLEMENT AND ATTACH IT TO JOURNAL ENTRY.
(personal use exemption eliminated effective July 1, 2011)
13. Determination of domestic violence case designation
13a. Did offender, as determined by the trier of fact, commit a domestic violence offense? Yes No
13b. If YES to 13a above, did the court find that offender had no prior domestic violence conviction or diversion, AND that offender did not use the present domestic violence offense to coerce, control or punish the victim? Yes No
13c. If YES to 13a and NO to 13b, PLEASE CHECK THE DOMESTIC VIOLENCE CASE DESIGNATION BOX. DV Case

SENTENCE IMPOSED:

1. **Guideline Range Imposed:** Aggravated Standard Mitigated Departure - COMPLETE SECTION IV
2. **Prison Term:** KDOC ____ months (including enhancement sentence)
(Enter months above then check one of the following) Prison sentence imposed or Underlying with probation granted
** or Underlying with KDOC Drug Trtmt Prog. (min. 120 days)
 Enhancement Sentence- Drug with Firearm: 6 months 18 months (K.S.A. 2011 Supp. 21-6805(g))
Ballistic Resistant Material: 30 months (K.S.A. 2011 Supp. 21-6804(t))
 Off-grid Crime:
 Life - Minimum 15 yrs. Life - Minimum 20 yrs. Hard 25 Hard 40 Hard 50
 Mandatory minimum years = 50 years (600 months) or ____ months pursuant to guidelines, given offender's criminal history, whichever is greater
 Life Imprisonment without Parole Death Penalty
3. **Postrelease Supervision Term:** 12 months 24 months 36 months 60 months (sex offense) - COMPLETE SECTION IV
 No Postrelease K.S.A. 2011 Supp. 22-3716(e) Lifetime Postrelease
4. **Electronic Monitoring:** Lifetime (K.S.A. 2012 Supp. 21-6604(r))
5. **Nongrid Term: (Jail)** (For misdemeanor or nongrid felony) _____ months days
(Enter county jail term above then check one of the following) Jail sentence imposed or, Underlying with probation granted.
 3rd D.U.I. 4th & Subs. D.U.I. 2nd Test Refusal 3rd & Subs. Test Refusal
DUI or Test Refusal Supervision (12 months) Court Services Community Corrections
 3rd & Subs. Domestic Battery w/in 5 yrs. Animal Cruelty
 Probation granted after serving term of ____ months days
 Assignment to a work release program (K.S.A. 2011 Supp. 21-6604 (a)(11))

Case No. _____

KANSAS SENTENCING GUIDELINES JOURNAL ENTRY OF JUDGMENT

(PAGE 3)

6. Probation Term (If Granted): 12 months 18 months 24 months 36 months 60 months

Drug Treatment for up to 18 months. K.S.A. 2011 Supp. 21-6824 Other: _____

Extended Period K.S.A. 2011 Supp. 21-6608(c)(5) for: _____ months

Probation Supervision to: Court Services Community Corrections Unsupervised

County Jail Time Imposed AS A CONDITION OF PROBATION: _____ days

** Assignment to Correctional Conservation Camp

Comments: _____

SECTION IV. DEPARTURE INFORMATION

1. Type of Departure: (Check all that apply.)

Downward Durational Upward Durational Downward Dispositional Upward Dispositional

Postrelease Supervision (up to 60 months for sexually motivated offense) – K.S.A. 2011 Supp. 22-3717(d)(1)(D)(i)

["Sexually motivated" defined in K.S.A. 2011 Supp. 22-3717(d)(2).]

2. Reasons Cited as Basis for Departure:

SECTION V. OTHER CONDITIONS

1. General/Special Conditions of Probation (COMPLETE AND ATTACH ORDER OF PROBATION TO THIS JOURNAL ENTRY if needed)

2. Costs Ordered:

| | | | |
|--|----------|---|-----------------|
| Total Restitution (Please complete #3 below) | \$ _____ | Correctional Supv. Fee (Felony \$120; Misd. \$60) | \$ _____ |
| Court Costs (including surcharge) | \$ _____ | BIDS Attorney Fee <input type="checkbox"/> Waived | \$ _____ |
| Total Fines (*See Below) | \$ _____ | BIDS Application Fee | \$ _____ |
| DNA Database Fee (K.S.A. 21-2511 & 75-724) | \$ _____ | Court-Appointed Attorney Fee | \$ _____ |
| Extradition Costs | \$ _____ | Community Corr. Fee (offenses after 1/4/07) | \$ _____ |
| Domestic Violence Special Program Fee | \$ _____ | Booking/Fingerprint Fee | \$ _____ |
| Apprehension Fee (Escape/Agg. Escape) | \$ _____ | Reward Reimbursement | \$ _____ |
| Alcohol and/or Drug Eval. Fee (offenses before 7/1/11) | \$ _____ | Children's Advocacy Center Assessment Fee | \$ _____ |
| Witness Fee | \$ _____ | Medical Costs/Expenses Reimbursement | \$ _____ |
| KBI Lab Fee | \$ _____ | SB 123 Assessment Fee (\$200) | \$ _____ |
| Other Lab Fee | \$ _____ | SB 123 Offender Reimbursement (\$100) | \$ _____ |
| Domestic Violence Assessment/Recommendations | \$ _____ | Other: _____ | \$ _____ |
| | | TOTAL COSTS | \$ _____ |

* Includes fine for DUI offense committed on or after 7/1/11. Clerk will send \$250 to the state treasurer.

3. Restitution to be paid as follows:

| Amount | Name and Address |
|----------|------------------|
| \$ _____ | _____ |
| \$ _____ | _____ |
| \$ _____ | _____ |
| \$ _____ | _____ |
| \$ _____ | _____ |
| \$ _____ | _____ |

Case No. _____

KANSAS SENTENCING GUIDELINES JOURNAL ENTRY OF JUDGMENT

(PAGE 4)

SECTION VI: RECAP OF SENTENCE

Sample

1. Sentence Imposed:

Total Prison Term (if sentence imposed is to prison): _____
Total County Jail Term: _____ [] Consecutive to Prison Term
Total Underlying Jail Term (if sentence imposed is probation): _____
Total Underlying Prison Term (if sentence imposed is probation): _____

[] For each count, the Court pronounced the complete sentence, including the maximum potential good time percentage. K.S.A. 2011 Supp. 21-6804(e)(2) and 21-6805(c)(2).

2. Postrelease Supervision Term: [] 12 months [] 24 months [] 36 months [] 60 months
[] No Postrelease K.S.A. 2011 Supp. 22-3716(e) [] Lifetime Postrelease

3. Electronic Monitoring: [] Lifetime (K.S.A. 2012 Supp. 21-6604(r))

4. Probation Term Imposed (select one): [] 12 months [] 18 months [] 24 months [] 36 months [] 60 months
[] Drug Treatment for up to 18 months. K.S.A. 2011 Supp. 21-6824
[] Extended Period K.S.A. 2011 Supp. 21-6608(c)(5) for: _____ months
[] Other: _____
**Correctional Conservation Camp

5. Jail Credit: Enter dates (m/d/yy only) and days of potential jail credit for this case and check "A" if the days are actually awarded, or "N" if the days are not awarded by the court. (attach additional pages if necessary)

Table with 4 columns: *Location-, From:, To:, =, Days, [] A, [] N. Multiple rows for different locations.

*Enter appropriate letters to indicate the type of location where credit may have been earned:

J=Jail TL=Treatment (Locked) TU=Treatment (Unlocked) RL=Residential (Locked) RU=Residential (Unlocked)

Sentencing Date: _____ - Total Number of Days of Jail Credit Actually Awarded _____ = Sentence Begins Date: _____
IF cases are "CONSOLIDATED", list grand total of ALL jail credits actually Awarded: _____

6. Prior Case(s) to Which the Current Sentence is to Run Concurrent or Consecutive:

Case No. _____ County _____ Sentence _____ Concurrent [] or Consecutive []
Case No. _____ County _____ Sentence _____ Concurrent [] or Consecutive []
Case No. _____ County _____ Sentence _____ Concurrent [] or Consecutive []
Case No. _____ County _____ Sentence _____ Concurrent [] or Consecutive []

Others:

7. Miscellaneous Provisions:

- [] Defendant informed of right to appeal within 14 days of this date. K.S.A. 22-3608(c). (Required by case law)
[] Defendant informed of potential rights of expungement. K.S.A. 2011 Supp. 21-6614c(h)
[] Defendant informed of duty to register as an offender pursuant to the Kansas Offender Registration Act, K.S.A. 2011 Supp. 22-4905(b)(2) (Please complete OFFENDER REGISTRATION SUPPLEMENT and attach it to the Journal Entry.)
[] Defendant must submit specimens of blood or an oral or other biological sample, if not previously submitted, pursuant to K.S.A. 21-2511(c).
[] Defendant must obtain psychological evaluation and shall complete the recommended treatment pursuant to K.S.A. 22-3717(d)(1)(D)(iv).
[] Defendant has been processed, fingerprinted and palmprinted. K.S.A. 21-2501(b)
[] Court remands Defendant to custody of Sheriff to begin serving sentence.
[] Court remands Defendant to custody of Sheriff to await transportation to the custody of the Secretary of Corrections.
[] Defendant to report to County Jail on the ___ day of _____, 20__ at ___ O'clock [] a.m. [] p.m. to start serving sentence.
[] House arrest is authorized for remaining _____ days after Defendant completes mandatory _____ hours in the County Jail.
[] Work release recommended (if accepted, defendant is to abide by recommendations of the program).
[] Defendant's financial resources and burden imposed by BIDS application and attorney fees considered by the court pursuant to K.S.A. 22-4513 and State v. Robinson, 281 Kan. 538, 132 P.3d 934 (2006).
[] Defendant to undergo domestic violence assessment pursuant to K.S.A. 2011 Supp. 21-6604(p)
[] Other Comments:

Case No. _____

SECTION VI. RECAP OF SENTENCE CONTINUED

(PAGE 5)

8. **Border Box Findings** K.S.A. 2011 Supp. 21-6804(f): (Check if appropriate)

- An appropriate treatment program exists which is likely to be more effective than the presumptive prison term in reducing the risk of offender recidivism; and
- the recommended treatment program is available and the offender can be admitted to the program within a reasonable period of time; or,
- the non-prison sanction will serve community safety interests by promoting offender reformation

9. **If made, Motion for New Trial:** Granted Denied

10. **If made, Motion for Judgment of Acquittal:** Granted Denied

11. **If made, Motion for Arrest of Judgment:** Granted Denied

12. **Additional Comments:**

SECTION VII. SIGNATURES

1. **Judge's Signature:** _____ **Date:** _____
Signed: _____
Printed: _____

2. **Prosecuting Attorney:**
Signed: _____
Printed: _____
Supreme Court Number: _____
Date: _____
Address: _____

Phone No: _____

3. **Defense Attorney:**
Signed: _____
Printed: _____
Supreme Court Number: _____
Date: _____
Address: _____

Phone No: _____

IN THE DISTRICT COURT OF ANY COUNTY, KANSAS

| | | |
|------------------|---|-------------------|
| STATE OF KANSAS, |) | |
| |) | |
| Plaintiff |) | |
| |) | |
| vs. |) | Case No. 13CR9999 |
| |) | |
| JANE APPRENTICE, |) | |
| |) | |
| Defendant. |) | |
| _____ |) | |

ORDER TERMINATING PROBATION/PAROLE

The Defendant's period of probation ordered by the Court in the above captioned case should be terminated forthwith.

IT IS THEREFORE ORDERED BY THE COURT that the Defendant is hereby released from supervision effective March 1, 2014, based on the following:

Probation expired, Defendant having complied with terms and conditions of probation.

Release from supervision does not relieve the Defendant of the obligation to pay any restitution, costs, fines, or Board of Indigent Defense Service fees imposed in the Defendant's case. If the Defendant still owes a debt to the Court, Any County, Kansas Trustee's Office is responsible for collecting all outstanding financial obligations.

The Clerk of the District Court is directed to deliver a copy of this Order to the office of Court Services/Community Corrections, District Attorney, Court Trustee and Defendant.

John Judge
District Court Judge