

**IN THE SUPREME COURT OF THE STATE OF KANSAS**

**FILED**

**Administrative Order**

**December 13, 2024**

2024-RL-101

**DOUGLAS T. SHIMA  
CLERK OF APPELLATE COURTS**

**RE: Rules Relating to District Courts**

The court amends the attached Supreme Court Rule 174, effective January 1, 2025.

Dated this 13th day of December 2024.

FOR THE COURT



MARLA LUCKERT  
Chief Justice

## Rule 174

### FORMS REQUIRED IN A CHILD IN NEED OF CARE PROCEEDING

- (a) **Forms Required; Court Orders.** To ensure compliance with federal and state law, a district court must use the applicable Judicial Council form when entering any of the following orders in a child in need of care proceeding:
- (1) placing a child in the custody of a person other than the child's parent or legal guardian;
  - (2) ruling in a permanency hearing;
  - (3) ruling in a proceeding in which the Indian Child Welfare Act applies;
  - (4) ruling on adjudication, disposition, or termination of parental rights;
  - (5) ruling on a child's placement in a qualified residential treatment program;
  - (6) ruling on a requested review of a child's change of placement;~~or~~
  - (7) ruling on a SOUL Family Legal Permanency appointment or dispute;
  - (87) terminating the court's jurisdiction; or
  - (9) reinstating a child in need of care case when the court orders SOUL Family Legal Permanency.
- (b) **Attachments.** To include additional information, a district court may attach an additional order or supplemental affidavit to a Judicial Council form required under this rule.
- (c) **Forms Required; Consent and Affidavit.** When applicable, a parent must use the Judicial Council form for Consent to Appointment of SOUL Family Legal Permanency and a custodian must use the Affidavit of SOUL Family Legal Permanency Custodian.
- (de) **Administrative Matters.**
- (1) **Official File.** A district court must maintain all orders and any attachments in the official file.
  - (2) **Required Data Collection; Entry.** The judicial administrator is authorized to adopt standard operating procedures for the collection of data under this

~~rule. A district court must enter all data that is required under the standard operating procedures into the court's case management system all required data described in the Juvenile Compliance Training Manual distributed by the Office of Judicial Administration.~~

- (ed) **Form Changes.** ~~The Judicial Council may create, modify, or delete forms required under this rule after review by the Supreme Court Task Force on Permanency Planning~~ must approve any new or modified Judicial Council form under this rule.