

# Michael J. Malone Douglas County Law Library

## 2024 Registration Form

Due: JANUARY 15, 2024      Fee: \$50 per year

Kansas Supreme Court #: \_\_\_\_\_ Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_  
(available to the public)

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email (required) \_\_\_\_\_

(DISCLAIMER: I understand I am responsible for receiving emails from the Douglas County Law Library through MailChimp server and agree to subscribe to said emails from mgrlawlib@douglascountyks.org.)

Are you renewing your registration, **OR** registering for the first time? **CHOOSE ONE**

- Renewal registration
- New registration

Are you required to register, **OR** registering only to have a Law Library key, **OR** not required to register? **CHOOSE ONE**

*You are required by statute to register if your principal office, i.e., main practice, is in Douglas County; or if your principle office is in another state but you reside in Douglas County. See K.S.A. 20-3126.*

- Required to register
- Registering only to have a key\*
- Not required to register – **please state reason:** \_\_\_\_\_

*\*Upon registration, attorneys may request a key giving them access to the Law Library 24 hours per day, 7 days a week. Attorneys who are not required to register with the Law Library may do so to be issued a key. To be issued a Law Library key, please request a Key Application Packet from the Law Library Manager.*

*\*Key cards must **ONLY** be used by registered individual. A firm may request a key card for law clerks **separate** from attorney key cards.*

### **PAYMENT INFORMATION: *\*\*Please read as our 2024 registration process has changed\*\****

- Form must be accompanied by a **check only** for \$50 made payable to **Douglas Co. Law Library** – no cash accepted.
- Check and form should be **mailed to Michael J Malone Douglas County Law Library, 111 E 11<sup>th</sup> St, Lawrence, KS, 66044, OR** presented in person in one of three ways:
  - \*In the Law Library during Manager's hours: Mon-1pm-5pm; Tues thru Fri 8:30am-12:30pm
  - \*Placed in Drop box at main entrance to JLEC in envelope addressed to Law Library
  - \*In Clerk's office to be placed in Law Library Manager's mailbox

**Questions? 785-838-2477**

Lindsey Pendry, Law Library Manager  
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