

Lansing Municipal Court

Change in Court Procedures in response to COVID-19

We will be using a “Take-a-Number” system to limit the number of people in the courtroom at one time.

When you arrive at City Hall, a security officer will be present at or near the front entrance. He will be monitoring the “Take-a-Number” stand and can assist you with this. **Once you have pulled a number, please return to your vehicle or stand outside the building and maintain appropriate social distancing.**



Attorneys should pull a number for **each** client they are representing that day, because they will only be allowed in the courtroom with one client at a time.



When we are ready to begin court, the clerk will let the security officer know to send in the person holding number “01”. The officer will announce this and admit that person into the building.

Ordinarily, a party is allowed to approach the judge’s bench, but **due to the need for distancing a table will be placed across the aisle to indicate where the defendant and/or attorney is to stand.** Any papers or other items that are being submitted will be handed to the bailiff in the courtroom, and once the matter is concluded, a disposition sheet will be printed out by the clerk and given to the bailiff for delivery to the defendant and/or attorney.

If your case is resolved and you need **to pay a fine or set up a payment plan**, you will then **proceed to the walk-up window** to take care of this. Otherwise, please exit city hall to allow us to call the next case.

We apologize for any inconvenience that this may cause, but the health and safety of our customers, clients, defendants and associates are of utmost importance to us. Thanks for your patience and understanding!

A graphic featuring the Kansas state seal on the left and a person wearing a white face mask. The text reads: "MY mask protects YOU. YOUR mask protects ME. Together, we can slow the spread of COVID-19." Below this, it says: "Homemade masks can be helpful when you're in situations where it's hard to physically distance yourself from others:"

MY mask protects YOU.
YOUR mask protects ME.
Together, we can slow the spread of COVID-19.

Homemade masks can be helpful when you're in situations where it's hard to physically distance yourself from others:



Shopping at grocery stores or pharmacies



Visiting your health care provider



Using public transportation



Interacting with customers at essential businesses



When feeling sick, coughing or sneezing