

**12-4204. Notice to appear; contents; form.** A notice to appear shall describe the offense charged, shall summon the accused person to appear, shall contain a space in which the accused person may agree, in writing, to appear at a time not less than five (5) days after such notice to appear is given, unless the accused person shall demand an earlier hearing. A notice to appear may be signed by a municipal judge, the clerk of the municipal court, the city attorney, or any law enforcement officer of the city.

A notice to appear shall be deemed sufficient if in substantially the form of the notice to appear set out in K.S.A. 12-4205 or if in substantially the following form, to wit:

IN THE MUNICIPAL COURT  
OF \_\_\_\_\_, KANSAS  
The City of \_\_\_\_\_, Kansas

vs.

\_\_\_\_\_,  
(Accused person)

\_\_\_\_\_,  
(Address)

NOTICE TO APPEAR

The City of \_\_\_\_\_, Kansas, To The Above Named Accused Person.

You are hereby summoned to appear before the Municipal Court of \_\_\_\_\_, Kansas, on the \_\_\_\_ day of \_\_\_\_\_, 19\_\_, at \_\_\_\_\_ o'clock, \_\_.m., to answer a complaint charging you with

If you fail to appear a warrant will be issued for your arrest.

Dated \_\_\_\_\_, 19\_\_.

\_\_\_\_\_ Signature of Official \_\_\_\_\_ Title of Official

I agree to appear in said Court at said time and place.

\_\_\_\_\_ Signature of Accused Person

RETURN

The undersigned hereby certifies that on the \_\_\_\_ day of \_\_\_\_\_, 19\_\_, the notice to appear was served, mailed or delivered.

\_\_\_\_\_ Law Enforcement Officer

**History:** L. 1973, ch. 61, § 12-4204; April 1, 1974.