

Rule 215

PLEADINGS; SERVICE

- (a) **Formal Complaint; Notice of Hearing.**
- (1) The disciplinary administrator must file a formal complaint with the Board as follows:
 - (A) at 701 Southwest Jackson Street, First Floor, Topeka, Kansas 66603; or
 - (B) by email to kbda@kscourts.org.
 - (2) The disciplinary administrator must serve the respondent and each hearing panel member with a copy of the formal complaint and notice of hearing no later than 45 days before the hearing on the formal complaint.
 - (3) Service under subsection (a)(2) on the respondent must be made by one of the following methods:
 - (A) personal service;
 - (B) certified mail to the respondent's most recent registration address with the Office of Judicial Administration; or
 - (C) on respondent's counsel by personal service, first-class mail, or email.
 - (4) Service under subsection (a)(2) on each hearing panel member must be made by personal service, first-class mail, or email.
- (b) **Answer.**
- (1) The respondent must file an answer to the formal complaint with the Board as follows:
 - (A) at 701 Southwest Jackson Street, First Floor, Topeka, Kansas 66603; or
 - (B) by email to kbda@kscourts.org.
 - (2) The respondent must serve the disciplinary administrator and each hearing panel member with a copy of the answer. The answer must be filed and served no later than 21 days after service of the formal complaint on the respondent.
 - (3) Service under subsection (b)(2) must be made by personal service, first-class mail, or email.
 - (4) For good cause, the presiding officer may extend the time for the respondent to file and serve an answer to the formal complaint.
 - (5) If the respondent fails to file and serve the disciplinary administrator and each hearing panel member with a timely answer to the formal complaint, the disciplinary administrator may file a motion under Rule 213 for temporary suspension.

- (c) **Motion, Response, and Other Filing.**
- (1) The disciplinary administrator and respondent must file any other pleading, motion, response, reply, notice, or other filing with the Board as follows:
 - (A) at 701 Southwest Jackson Street, First Floor, Topeka, Kansas 66603; or
 - (B) by email to kbda@kscourts.org.
 - (2) The disciplinary administrator must serve a copy of any other pleading, motion, response, reply, notice, or other filing as follows:
 - (A) on the respondent by personal service, certified mail, first-class mail, or email to the respondent's most recent registration address or email address; or
 - (B) if represented by counsel, by personal service, certified mail, first-class mail, or email to the respondent's counsel; and
 - (C) on each hearing panel member by personal service, first-class mail, or email.
 - (3) The respondent must serve the disciplinary administrator and each hearing panel member with a copy of any other pleading, motion, response, reply, notice, or other filing by personal service, first-class mail, or email.
- (d) **Complete When Mailed.** Service under this rule by certified mail or first-class mail is deemed complete on mailing, regardless of whether the mail is actually received.
- (e) **Reference to Certain Persons or Information.** A party filing a pleading, motion, response, or other filing must protect personally identifiable information as follows:
- (1) by complying with Rule 7.043 when referencing certain persons;
 - (2) by redacting a person's date of birth except for the year; and
 - (3) by redacting the document to refer to only the last four digits of any of the following numbers:
 - (A) a Social Security number;
 - (B) a financial account number, including a bank, credit card, and debit card account;
 - (C) a taxpayer identification number (TIN);
 - (D) an employee identification number;
 - (E) a driver's license or nondriver's identification number;
 - (F) a passport number;
 - (G) a brokerage account number;
 - (H) an insurance policy account number;
 - (I) a loan account number;

- (J) a customer account number;
- (K) a patient or health care number;
- (L) a student identification number; and
- (M) a vehicle identification number (VIN).

[History: New rule adopted effective January 1, 2021; [Am. \(c\) and \(e\) effective November 29, 2021.](#)]