

**ORDINANCE NO.260**

**AN ORDINANCE PROVIDING FOR THE OFFICE OF THE CLERK OF THE MUNICIPAL COURT OF THE CITY OF LINN VALLEY, KANSAS, THE APPOINTMENT THEREOF AND THE POWERS AND DUTIES THEREOF**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF LINN VALLEY, KANSAS.**

**SECTION ONE:** The municipal judge shall appoint a Clerk of the Municipal Court, and if such clerk is not appointed the judge shall also serve as clerk.

**SECTION TWO:** The Clerk shall issue all process for the court, administer oaths, file and preserve all papers, docket cases and set same for trial and shall perform such further acts as may be necessary to carry out the duties and responsibilities of the court.

**SECTION THREE:** The Clerk shall receive, account for and pay to the City Clerk monthly all fines and forfeited bonds paid into the Court.

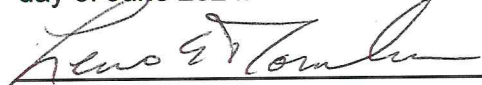
**SECTION FOUR:** The Clerk shall perform all other duties as may be now or hereafter provided by statute or ordinance of the City of Linn Valley, Kansas.

**SECTION FIVE:** The Clerk of the Municipal Court, or the municipal judge if no clerk is appointed, shall, within the (10) days after selection and before entering upon the duties of office, execute to the city such bond as the governing body may require, which shall be approved by the governing body and filed in the office of the city clerk, conditioned for the faithful performance of the duties required of him or her by law, and for the faithful application and payment of all moneys that may come into his or her hands in the execution of the duties of the office. The city shall pay the cost of such a bond.

**SECTION SIX:** The clerk of the municipal court shall receive compensation for his or her services in the amount to six hours of regular hourly pay per court session. This shall be in lieu of other salary or hourly compensation for this same time period.

**SECTION SEVEN:** This ordinance shall take effect and be in force from and after its adoption by the governing body of the city and publication of summary in the official newspaper and publication of the entire ordinance on the official city website, [www.linnvalleyks.com](http://www.linnvalleyks.com)

**PASSED AND ADOPTED** by the governing body of the City of Linn Valley, Kansas on this 24th day of June 2024.

  
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Mayor

Attest:

  
\_\_\_\_\_  
City Clerk

