

# Manhattan Municipal Court (MMC) Diversion Procedure

## Diversion Application

- A. If you are physically present at the Courthouse when the Court sets your future diversion conference date, the diversion application **MUST** be completed and turned into the Clerks before you leave the Courthouse.
  
- B. If your attorney is appearing for you or you are appearing via Zoom or telephone when the Court sets your future diversion conference date, the diversion application **MUST** be completed and submitted to the Clerks within one week.
  
- C. Diversion Applications can be submitted by:
  - 1. Filling in the diversion application PDF on the MMC webpage at [cityofmnhk.com](http://cityofmnhk.com)
  - 2. Faxing the completed diversion application to the MMC at (785) 587-2459
  - 3. Placing the completed diversion application in the drop box in front of the MMC, located at 610 Colorado Street.
  - 4. Delivering the completed diversion application in person to the MMC
  - 5. Emailing the completed diversion application to [court@cityofmnhk.com](mailto:court@cityofmnhk.com) or [lundblade@cityofmnhk.com](mailto:lundblade@cityofmnhk.com)

**\*IF YOU DO NOT SUBMIT YOUR DIVERSION APPLICATION IN PERSON, YOU NEED TO CALL THE PROSECUTOR'S OFFICE, AT (785) 587-2451, TO ASSURE YOUR APPLICATION WAS RECEIVED TIMELY**

## Diversion Conference

- A. You **MUST** appear in-person at the MMC on the date and time of your Diversion Conference, to speak with your diversion officer. If you fail to do so or you appear late, your Diversion Conference will **NOT** be reset, and you will **NOT** be granted a diversion.
  
- B. If you fail to appear for your scheduled Diversion Conference, a warrant **MAY** be issued for your arrest.

DIVERSION APPLICATION  
CITY OF MANHATTAN, KANSAS

By completing this application, you are asking the city prosecutor to grant you a diversion for the offense(s) with which you are charged. A diversion is an agreement with the city in which you agree to fulfill certain terms and abide by certain conditions in exchange for the city dismissing your charge(s) with prejudice (cannot be re-filed).

If a diversion is granted on incomplete or inaccurate information, the diversion may be revoked, and charges reinstated.

If you hold a Commercial Driver's License (CDL) in Kansas or any other state, a diversion cannot be granted on traffic-related offenses.

If your diversion application or signed diversion contract are not submitted on time, you will NOT be granted a diversion. If you are late for or miss your diversion conference, you will NOT be granted a diversion.

Diversion costs must be paid in full at the time of your diversion conference for the offenses of Minor in Possession/Consumption of alcohol and Unlawful use of a Driver's License. If you are uncertain of the costs associated with your case, please contact the prosecutor's office prior to your court date.

Fill out this form completely. If a question is not applicable, please indicate that in the space provided. Failure to fill out this form completely may result in a denial of diversion.

1. Name \_\_\_\_\_ Age \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
**Email (required):** \_\_\_\_\_

**FOR MINORS ONLY:** Parent/Guardian Name: \_\_\_\_\_  
Parent/Guardian address: \_\_\_\_\_  
Parent/Guardian phone number: \_\_\_\_\_  
Parent/Guardian email: \_\_\_\_\_

2. If address above is not in the Manhattan-Fort Riley area, why were you in Manhattan at the time of this offense?  
\_\_\_\_\_
3. List your driver's license number, the state, and the expiration date: \_\_\_\_\_  
Is this a commercial driver's license? \_\_\_\_\_  
Do you hold a commercial driver's license in any other state? \_\_\_\_\_
4. List name, age, and relationship of any dependents: \_\_\_\_\_  
\_\_\_\_\_
5. Where do you work and what is your position there? \_\_\_\_\_
6. If you are enrolled in college or post-secondary education at this time, list where: \_\_\_\_\_  
Are you in good standing with the school? \_\_\_\_\_  
What is your grade point average? \_\_\_\_\_
7. Have you ever been granted a diversion in any court for any offense? \_\_\_\_\_  
If so, what offense and what court? \_\_\_\_\_

8. List **all** offenses of which you have been arrested, given a warning, and/or convicted. Include **all** juvenile and traffic cases as well as felony and misdemeanor cases. Also, list any offenses you have pending in any court:

Offense	Date	Which Court

9. Why do you think you should be allowed to participate in a diversion?

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(attach separate sheet if you need more space)

**For Traffic Infractions Only**  
**(NO CHECKS ACCEPTED)**

10. If you are applying for a traffic citation diversion, please answer the following additional questions:

1. Was there a traffic accident? \_\_\_\_\_
2. Was the citation written in a school zone? \_\_\_\_\_
3. Was the citation written in a construction and/or work zone? \_\_\_\_\_
4. Have you had a traffic citation amended or diverted within the past 12 months? (if yes, provide the details): \_\_\_\_\_
5. Do you have a CDL (Commercial Driver’s License) in this state or any other? \_\_\_\_\_
6. Is your license suspended in this, or any other state? \_\_\_\_\_

STATE OF KANSAS, COUNTY OF RILEY

COMES NOW \_\_\_\_\_, and being duly sworn upon oath states:

I have read the above and foregoing Application for Diversion, and all the information therein contained is true and correct. I understand that in any of the foregoing information is not true, correct, and complete, this may be a basis for denial of diversion or revocation of diversion and may subject me to other criminal penalties.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Defendant

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

Approved by:

\_\_\_\_\_  
Attorney for Defendant (if applicable)