

## **Instructions for FILING Divorce – With Children**

Read these directions carefully and completely.

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### **WARNINGS**

- 1. These forms are basic forms for simple divorces. They do not deal with every situation. If your divorce is complicated, using legal forms without an attorney's help can harm your legal rights.**
- 2. *The Clerk of the District Court cannot help you prepare these forms or give you legal advice. The Clerk can only give very limited information about the process. If you have any questions, you should contact an attorney.***
- 3. These forms are not for sale. *If you paid a company for these forms, contact the Attorney General's consumer complaint hotline and the Kansas Judicial Council.***
- 4. Courts require anyone filing a divorce case to follow court rules. Self-represented persons are expected to know the rules as if you were an attorney.**
- 5. If your spouse is active-duty military, you should consult an attorney because you must meet specific additional requirements.**
- 6. Property decisions are binding on you and your spouse and may not be changed. Agreements are NOT binding on, and do not affect the rights of anyone other than you and your spouse. Property includes all assets, real estate, personal property, liquid accounts, retirement accounts, and any other things that were owned by either spouse during the marriage. Agreements that are not binding can include mortgages, promissory notes, debt obligations or other contracts involving third persons or entities.**
- 7. If one spouse is to receive part of the other spouse's retirement benefits, additional documents may be needed to complete the transfer. Consult an attorney. This type of situation is too complicated for use of these forms.**

## GENERAL INFORMATION

- ❖ To get a divorce in Kansas, you or your spouse must have lived in Kansas for at least sixty (60) days before the Petition for Divorce is filed.
- ❖ Filing for divorce starts with filing certain documents, and paying a filing fee, with the Clerk of the District Court in the county where you or your spouse lives. The office of the Clerk of the District Court is in the county courthouse.
- ❖ Make sure to tell the Clerk of the District Court every time your mailing address changes.
- ❖ When you file the Petition for Divorce, the Clerk of the District Court will assign a case number which you must put on all documents you file with the court in the future.
- ❖ The Clerk of the District Court cannot help you prepare any legal documents or provide any legal advice.
- ❖ The district court where you file for divorce may have local court rules that apply to your case. Contact the Clerk of the District Court to ask how you can find a copy of the local court rules. Some courts have their local court rules available on their website.
- ❖ These forms give the reason for the divorce as “incompatibility.” If you want to reference a different statutory reason for the divorce, do not use these forms.

## COMMON TERMS

- ❖ **Case Caption** = The section above the title of every document is called the case caption. It says which county the case was filed in, the case number, and the names of the people involved in the case. The case number is assigned by the court when the Petition for Divorce is filed.

Example:

IN THE DISTRICT COURT OF <u>SMITH</u> COUNTY, KANSAS	
<i>In the Matter of the Marriage of</i>	
<u>John Doe</u> _____,	
and	Case No. <u>20 DM 555</u>
<u>Mary Doe</u> _____.	

- ❖ **Clerk of the District Court** = A person at the courthouse who is responsible for taking the papers you give to the court.
  - You can find the Clerk's phone number on the [Kansas Judicial Branch website](#).
- ❖ **Decree** = A final order of the Court.
- ❖ **File Stamped** = When you give documents to the Clerk of the District Court, the Clerk of the District Court will stamp each document showing that it was officially filed on the date printed on the stamp. The documents are now "file stamped." This stamp shows the documents were received by the Clerk of the District Court and are now part of the court's file.
- ❖ **Filing Fee (or Docket Fee)** = The money the person who files the Petition for Divorce pays to start the case. When you file your Petition for Divorce with the Clerk of the District Court, you must:
  - (60) pay a filing fee (also called a docket fee).
 

The filing fee for Divorce with Children is \$195.00
  - OR
  - (61) file a Poverty Affidavit and Order form.
 

Later in the case, the Judge will look at the Poverty Affidavit and decide whether you must pay the filing fee. If the Judge finds that you do not meet the requirements, you will have to pay the filing fee.
- ❖ **Parties** = A general word meaning both Petitioner and Respondent.
- ❖ **Petitioner** = The person who files the Petition for Divorce.
- ❖ **Respondent** = The person served with a Petition for Divorce and who may file an Answer.
- ❖ **Real Estate Legal Description** = A legal description of a property is the geographical description of the real estate that identifies its precise location, boundaries, and any easements. You can get the legal description from the local Register of Deeds office.
- ❖ **Service of Process** = The procedure by which Petitioner gives appropriate notice of the legal action to the Respondent.

## FORMS

To get a form online, go to [www.kansasjudicialcouncil.org](http://www.kansasjudicialcouncil.org) and click on the "Legal Forms" tab. Scroll down and click on the "[Divorce](#)" box. Forms are available in PDF. You may type on the forms or print the form and write on it. If you write on the forms, write neatly in ink.

You can find an explanation of each form in Appendix A.

### FILING YOUR DIVORCE CASE

**Step 1: Fill out these forms:**

**Self Represented Litigant Form**

**Civil Cover Sheet**

**Petition for Divorce – Do no sign this form until you are in front of a notary public or court clerk.**

**Request and Service Information Form**

**Summons**

**Domestic Relations Affidavit**

**Parenting Plan**

Leave the Case Number line blank. The Clerk of the District Court will give you the Case Number when you complete step 8.

**Step 2: Decide how you will give “legal notice” to your spouse**

You must give legal notice to your spouse that you have filed a Petition for Divorce. You can do that in **ONE** of the following ways.

**Voluntary Entry  
of Appearance**



You must give your spouse a copy of the completed Petition for Divorce and Summons. After getting the copies of those forms, your spouse can fill out a Voluntary Entry of Appearance form.

Your spouse must sign this form in front of a notary public. The completed and signed Voluntary Entry of Appearance form must then be filed with the Clerk of the District Court.

**OR**

**Personal Service by Sheriff** →

You can have the sheriff give a copy of the Petition for Divorce and Summons to your spouse.

If your spouse lives in Kansas, you must pay a sheriff's service fee.

If your spouse lives in a state other than Kansas, you will have to find out the procedures required by the sheriff in that state and county and to pay any fees required.

OR

**Service by Return Receipt** →

You can mail copies of the Petition for Divorce and Summons to your spouse using return receipt delivery, which can be by certified mail, priority mail, commercial courier service, overnight delivery service or other reliable personal delivery service to the party addressed. The written or electronic delivery receipt must show who the documents were delivered to, the date of delivery, the address where delivered, and the person or entity completing delivery.

After receiving the return receipt, you must fill out and file a Return of Service by Return Receipt form with the Clerk of the District Court to show that your spouse received the documents.

OR

You can pay a fee and have the sheriff's office send copies of your Petition for Divorce and Summons to your spouse using return receipt delivery.

*See Appendix B for more information on Service by Return Receipt.*

OR

**Publication** →

*You can only use this method if the judge says you can.*

If you cannot give legal notice to your spouse through any other way, you can ask the court if you can publish notice in a local newspaper.

This is a very complicated process and may limit your ability to have all issues decided in the divorce. You can only use this method if the judge says you can.

The newspaper will charge you a fee to publish the notice. After publication, you must file the proof of publication with the Clerk of the District Court.

**IF YOUR SPOUSE LIVES IN WYANDOTTE COUNTY, KS, YOU MAY ALSO HAVE THEM SERVED BY THE COURT PROCESS SEVERE. THERE IS NO FEE FOR THIS SERVICE.**

**Step 3: Fill out the petition**

- ❖ Bring the original and 2 copies of the petition when you file.
- ❖ The filing fee is \$195.00.
- if you are asking a sheriff in Kansas to serve your Petition for Divorce and other documents on your spouse, the service fee is \$15.00.

**Step 4: Fill out the Summons Form**

- ❖ You must fill out the Summons and give it to the Clerk.

**Step 5: Fill out the Request and Service Instruction Form**

- ❖ Check the box on the form showing how you want to give legal notice to your spouse. See Step 2 above.
- ❖ If you chose – Personal Service by Sheriff:

***Option a – Personal Service inside Kansas:***

- Find out which county the address is in and write the name of that county on the line in Option a.
- Write a check or buy a money order for the amount of the service fee. Make out the check or money order payable to the county sheriff of the county you wrote on the line in Option a. You will give this check or money order to the Clerk of the District Court's office in Step 8.
- If your spouse can be served in Wyandotte County, Kansas, mark Option e

***Option b – Personal Service outside Kansas:***

- Find out which county the address is in and write the name of that county and state on the lines in Option b.
- Call the sheriff's office in that county and ask:
  1. How much it costs for the sheriff to serve the paperwork on your spouse.
  2. Whether you must pay the fee by check or money order.

3. The address where the Clerk of the District Court must send the paperwork to the sheriff.
- On the form, write the address where the Clerk of the District court must mail the paperwork to the sheriff and the sheriff's phonenumber.
  - Write the check or buy the money order in the amount of the fee charged by the sheriff. You will give this check or money order to the Clerk of the District Court in Step 8.
- ❖ If you chose – Service by Return Receipt:
- Option c –Service by Return Receipt inside or outside of Kansas:**
- You do not need to write anything in Option c.
- Option d –Service by Return Receipt inside or outside Kansas by Sheriff:**
- Look at the address you wrote on the Summons form where you want the sheriff to mail the paperwork to your spouse. Find out which county the address is in and write the name of that county and state on the lines in Option d.
  - Call the sheriff in that county and ask:
    1. How much it costs for the sheriff to send the paperwork to your spouse by return receipt delivery.
    2. Whether you must pay the fee by check or moneyorder.
    3. What is the address where the Clerk of the District Court must send the paperwork to the sheriff.
  - On the form, write the address where the Clerk of the District court must mail the paperwork to the sheriff and the sheriff's phonenumber.
  - Write the check or buy the money order in the amount of the fee charged by the sheriff. You will give this check or money order to the Clerk of the District Court in Step 8.
- ❖ If you chose – No Service Required:
- Option e – Voluntary Entry of Appearance or Publication Service:**
- You do not need to write anything in Option f.
- ❖ Sign the form and write your address, telephone number, and email address.

**Step 6: Find a notary public and sign the Petition for Divorce in front of the notary public or Court Clerk.**

- ❖ You must sign the Petition for Divorce in front of a notary public or Court Clerk. You may have to pay a fee if using a Notary Public.
- ❖ Here are the most common types of businesses where you can find a Notary Public.

Banks, Law Firms or Law Offices, Real Estate Firms or Real Estate Offices, Tax Preparer or Accountant Offices, Photocopy Shops, Parcel Shipping Stores, Auto tag and license service centers, Colleges and Universities, or Public Libraries.

**Step 7: (Optional) Fill out the Poverty Affidavit and Order**

- ❖ If you are unable to pay the fee required to start your divorce case, fill out the Poverty Affidavit. You can get this from the Self Help, located on the 3<sup>rd</sup> Floor of the Courthouse.

**Step 8: File your completed documents with the Clerk of the District Court's Office**

- ❖ Go to the Clerk of the District Court's office, located on the 3<sup>rd</sup> floor of the Wyandotte County Courthouse; 710 N 7<sup>th</sup> Street, Kansas City, Ks66101.
- ❖ Give the original and all copies of the following documents to one of the Clerks in the Clerk of the District Court's office:

Self-Represented Litigant form

Civil Cover Sheet

Petition for Divorce

Request and Service Instructions

Summons

Domestic Relations Affidavit

Parenting Plan – *check the box on the form to show that this is the parenting plan proposed by you or agreed to by you and your spouse.*

- ❖ Give the Clerk of the District Court any check or money order for the sheriff's service fee, if needed.
- ❖ One of the Clerks in the Clerk of the District Court's office will stamp each document showing that it was filed on the date printed on the stamp. The documents are now "file stamped." The Clerk will give you back a "file stamped" copy of your documents.



**Step 9: Pay the filing fee to the Clerk of the District Court**

- ❖ You must pay to start your divorce case. If you are unable to pay, give the Clerk your completed [Poverty Affidavit and Order](#) form.
- ❖ Even if you file the [Poverty Affidavit](#), you may have to pay the filing fee later. Before the judge orders your divorce, the judge will look at your [Poverty Affidavit](#) and decide if you must pay the filing fee.

**COMPLETE SERVICE (LEGAL NOTICE)**

**Step 10: Your next step depends on which type of service you selected in Step 5**

- ❖ If you chose – **Voluntary Entry of Appearance:**
  - Print the [Voluntary Entry of Appearance form](#). Fill out the case caption. Give your spouse a copy of the file-stamped [Petition for Divorce, Summons](#), and the [Voluntary Entry of Appearance](#) form. After getting the documents, your spouse will fill out a [Voluntary Entry of Appearance](#) form. Your spouse must sign this form in front of a notary public.
  - After your spouse has completed the [Voluntary Entry of Appearance](#) form, **either you or your spouse need to file the completed [Voluntary Entry of Appearance](#) form** with the Clerk of the District Court in the same place you filed your [Petition for Divorce](#).

**OR**

- ❖ If you chose – **Personal Service by Sheriff:**
  - The Clerk of the District Court will send your paperwork to the sheriff.

**OR**

- ❖ If you chose – **Service by Return Receipt inside or outside Kansas:**
  - You can send the documents to your spouse using certified mail, priority mail, commercial courier service, overnight delivery service or other reliable personal delivery service. For example, these services may be offered by the United States Postal Service, FedEx, or UPS. Go to Appendix B for more information.
  - After you file your [Petition for Divorce](#) and Summons, take the file-stamped copies of these documents, and any other documents you filed (do not include the Civil Information Sheet and [Request and Service Instructions](#)), to the company you've chosen to send the documents.

- **Make sure you send the documents to your spouse using a type of service that will give you a written or electronic delivery receipt showing who the documents were delivered to, the date of delivery, the address where delivered, and the person or entity completing delivery.**
- When you get the written or electronic delivery receipt, fill out the [Return of Service by Return Receipt](#) form. Attach the written or electronic delivery receipt to the form. Go to Appendix B for examples of what the delivery receipt might look like.
- If the written or electronic delivery receipt says the documents were refused, mail a copy of the [Petition for Divorce](#) and other documents to your spouse by first-class mail.
- File the completed [Return of Service by Return Receipt](#) form with the Clerk of the District Court's office where you filed your [Petition for Divorce](#).

**OR**

- ❖ If you chose - **Service by Return Receipt inside or outside Kansas by Sheriff:**
  - The Clerk of the District Court will send your paperwork to the sheriff.

**OR**

- ❖ If you chose – **Publication:**
  - If you cannot give legal notice to your spouse through any other way, you can ask the court if you can publish notice in a local newspaper. This is a very complicated process. Follow the steps under STEPS FOR PUBLICATION SERVICE in Appendix C.

## **RESPONDENT FILES AN ANSWER**

### **Step 11: Receive your spouse's response**

- ❖ Your spouse may file a response (Answer) to the Petition. This response should be filed within the timeframe written on the summons form. It is also ok if your spouse does not file a response.
- ❖ If your spouse files a response, your spouse must file it with the Clerk of the District Court and mail a copy to you.

## COURT HEARING

**Step 12: Get a hearing date**

- ❖ Contact the AA for the division your case is assigned to 30 – 45 days after filing your case
- ❖ Kansas law says that a divorce decree cannot be entered until at least 60 days after you filed the petition.

**Step 13: Fill out, mail (use return receipt delivery), and file the [Notice of Hearing](#)**

- ❖ As soon as you know the date and time of the hearing, fill out the [Notice of Hearing](#) form.
- ❖ Take the original [Notice of Hearing](#) form and at least two copies of the completed [Notice of Hearing](#) form to the Clerk of the District Court's office. File the original and all copies of that notice with the Clerk of the District Court's office.
- ❖ Send a file-stamped copy of the [Notice of Hearing](#) to your spouse using return receipt delivery. Return receipt delivery can be by certified mail, priority mail, commercial courier service, overnight delivery service or other reliable personal delivery service. For example, these services may be offered by the United States Postal Service, FedEx, or UPS.

**Step 14: Fill out and file the [Return of Service by Return Receipt](#) form**

This proves to the court that you sent the [Notice of Hearing](#) to your spouse.

- ❖ Once the documents are delivered to your spouse, get the written or electronic delivery receipt back from the delivery service. Go to Appendix B for more information.
- ❖ When you get the written or electronic delivery receipt, fill out the [Return of Service by Return Receipt](#) form. Attach the written or electronic delivery receipt to the form. Go to Appendix B for examples of what the written or electronic delivery receipt form might look like.
- ❖ If the written or electronic delivery receipt says the documents were refused, mail a copy of the [Petition for Divorce](#) and other documents to your spouse by first-class mail.
- ❖ File the completed [Return of Service by Return Receipt](#) form with the Clerk of the District Court's office where you filed your [Petition for Divorce](#).

**Step 15: Complete any required parenting, co-parenting, or other required class**

- ❖ You are required to attend the “ETC” class with Domestic Court Services prior to your final hearing. Classes are currently being held via ZOOM and registration is required. The Court will issue the ETC order when paternity is established by admission or hearing. More information is available on our website [www.wycodistrictcourt.org/effective-co-parenting-technique](http://www.wycodistrictcourt.org/effective-co-parenting-technique). Proof of attendance of the ETC class will be electronically filed with the clerk’s office by Domestic Court Services prior to your final hearing.

**Step 16: Before the hearing, print one copy of the [Decree of Divorce](#) form.**

- ❖ Complete the case caption.

*Name Change*

- ❖ If you want to change your name to a former name, complete paragraph 10 of the [Decree of Divorce](#).

*Personal Property & Debts*

- ❖ If you and your spouse already **agree** about how you will split your personal property (items you own, such as furniture, appliances, electronics, clothes, etc) and debts, complete paragraphs 12-17 of the [Decree of Divorce](#), or write out your agreement on a separate piece of paper to give to the judge.
- ❖ If you and your spouse **do not agree** about how you will split your personal property (items you own, such as furniture, appliances, electronics, clothes, etc) and debts, **do not** complete paragraphs 12 - 17 of the [Decree of Divorce](#).

*Real Estate*

- ❖ If you and your spouse own real estate, get the property’s mailing address and the full legal description of the property. You can usually find the full legal description on the real estate deed or by calling your local Register of Deeds office. Fill in the street address and legal description of the property in paragraph 19 of the [Decree of Divorce](#).
- ❖ If you and your spouse **agree** on who will keep the real estate, check the box in paragraph 19 of the [Decree of Divorce](#) for Petitioner or Respondent.
- ❖ If you and your spouse **do not agree** on who will keep the real estate, **do not** check either box in paragraph 19 of the [Decree of Divorce](#) for Petitioner or Respondent.

## Children

- ❖ Fill in the child(ren)'s initials and year of birth in paragraph 22 of the [Decree of Divorce](#).
- ❖ If you and your spouse **agree** on the parenting plan, fill out paragraphs 24 – 28 of the [Decree of Divorce](#) or complete the [parenting plan](#) form and give it to the judge.
- ❖ If you and your spouse **do not agree** on the parenting plan, **do not** fill out paragraphs 24 – 28 of the [Decree of Divorce](#).

If a paragraph is not mentioned above, **do not** complete it. The judge will complete the other paragraphs.

### Step 17: Before the hearing, complete the Child Support Worksheet

- ❖ The Child Support Worksheet must be completed before your hearing.
- ❖ A copy of the [Child Support Guidelines](#) is available on the [Kansas Judicial Branch website](#) ([www.kscourts.org/About-the-Courts/Programs/Child-Support-Guidelines](http://www.kscourts.org/About-the-Courts/Programs/Child-Support-Guidelines)).

- ❖ **Free** child support calculator:

If the total yearly income of both you and your spouse combined is less than \$50,000, you can use [Kansas Legal Services' interactive Child Support Worksheet](#) to calculate child support.

- ❖ **Fee-based** child support calculator:

You can pay a fee and use the [Kansas Child Support Calculator](#) ([childsupporttools.com](http://childsupporttools.com)) if any of the following situations apply:

- the total yearly income of both you and your spouse combined is more than \$50,000;
- you or your spouse have children with other people;
- if you and your spouse live in different states; or
- you need to calculate an income tax adjustment.

*When using these online forms, sign in and create an account because you need to save your answers often while completing the forms.*

**Step 18: Go to the final divorce hearing.**

- ❖ Plan to arrive at the courthouse early.
- ❖ Be prepared to go through security when entering the courthouse.
- ❖ Wear clean and appropriate clothing.
- ❖ Do not bring children with you to the courthouse.

**Step 19: Take the following things with you to the final divorce hearing:**

- Copies of any documents you previously filed.
- Any documents you received from your spouse.
- The blank [Decree of Divorce](#) form.
- Any written property and debt division agreement signed by you and your spouse;
- Any written [parenting plan](#) agreed to and signed by you and your spouse;
- If you have not already filed it, take the completed [Return of Service by Return Receipt](#) form from Steps 10 & 14;
- If you have not already filed it, take 3 copies of your completed [Domestic Relations Affidavit](#) (you will need to give one copy to the judge, and one copy to your spouse);
- A completed Child Support Worksheet;
- Any certificate showing you completed any required parenting, co-parenting, or divorce or other classes required by local court rule;
- The completed [Kansas Payment Center form](#); and,
- The completed [Vital Statistics Worksheet](#).

**Step 20: Talking to the judge in the hearing**

- ❖ There may be multiple families in the courtroom waiting for the judge. The judge will say the name of your case you when it is your turn.
- ❖ Be polite to the judge and other party. Don't interrupt.
- ❖ Be calm and logical. Don't yell or object on the grounds that the other side is lying.
- ❖ Speak only when asked to. Don't talk unless the judge instructs you to do so.
- ❖ Always stand if you are asked to speak.
- ❖ The judge will ask you and your spouse questions about the divorce. Only answer the questions the judge asks directly to you.
- ❖ Be prepared to tell the judge:
  - about the facts stated in the [Petition for Divorce](#),
  - that you and your spouse are incompatible, and
  - why you are asking the judge to approve your proposed agreements about your property, debts, and children.
- ❖ When the judge is done questioning each party, the judge will decide the issues in your divorce case and tell you what orders the judge is making.

**Step 21: After the final divorce hearing**

- ❖ Once the judge has signed the original decree, take the completed divorce decree to the Clerk of the District Court's office. The Clerk of the District Court will file stamp the decree. Ask for at least two copies of the filed stamped decree, any parenting plan and child support worksheet.
- ❖ Give your ex-spouse a file stamped copy of the decree, any parenting plan, and child support worksheet. Keep a copy of each document for yourself.
- ❖ If the judge ordered that child support and/or spousal maintenance to be paid through an Income Withholding Order in paragraph 34, issuing the Income Withholding Order is outside the scope of these forms. You may want to ask the Clerk of the District Court if there is a local procedure for getting the Income Withholding Order (see below).

- ❖ If the judge ordered you or your ex-spouse to pay you child support, you can have the child support order enforced (issuing Income Withholding Orders) through:
  - The Wyandotte County District Court Trustee's Office. You may contact them at (913) 573-2992. The Court Trustee's enforcement fee shall be assessed on all spousal maintenance and child support amounts that are enforced by the **WYANDOTTE COUNTY COURT TRUSTEE'S OFFICE**. The fee is **5%** of the base spousal maintenance or child support amount and is calculated and included in the amounts ordered herein.

OR

- [Kansas Department for Children and Families Child Support Services](#) (DCF CSS). You may contact DCF CSS by calling toll free at 1-888-757-2445.



# APPENDIX A

## EXPLANATIONS OF FORMS

**Child Support Worksheet**



This form shows how child support is calculated.

**Civil Cover Sheet**



This form gives the court required information about you and your spouse. It is important to write full social security numbers and dates of birth, if known, on this form. This form is only used by the court staff and is not available to other people after it is entered into the court's computer system.

**Decree of Divorce**



This form is where the judge grants your divorce and makes orders about your property, support, and children.

**Domestic Relations Affidavit**



This form gives the court information about the money you have, your income, expenses, debts, property, and health insurance.

**Kansas Payment Center Form**



This form gives the Kansas Payment Center all the information it needs to get child support or spousal support payments from one spouse and give it to the other spouse. It is important to write full social security numbers and dates of birth, if known. This form is only used by the Kansas Payment Center and is not available to other people.

**Notice of Hearing**



This form tells your spouse when and where a court hearing will happen.

**Parenting Plan**



This form sets out how you and your spouse will make decisions about your children and when your children will be with you or your spouse.

**Petition for Divorce**



This form starts the case. It tells the court what you want the court to order and gives the court information it needs to make those orders.

**Poverty Affidavit**



This form gives the court information about you so it can decide whether you must pay the filing fee.

**Request and Service Instructions**



This form tells the Clerk of the District court how you plan to give "legal notice" to your spouse that you have filed a Petition for Divorce.

**Return of Service for Return Receipt Delivery**



This form tells the court when your spouse got your Petition for Divorce and Summons.

<b><u>Summons &amp; Return of Service</u></b>	→	This form gives your spouse information about how to respond to your Petition for Divorce. The return of service section tells the court how and when your spouse got the summons.
<b><u>Vital Statistics – Worksheet for Divorce or Annulment Registration</u></b>	→	This form gives the Office of Vital Statistics the information it needs to register your divorce. It is important to write full social security numbers and dates of birth, if known. This form is only used by the Office of Vital Statistics and is not available to other people.
<b><u>Voluntary Entry of Appearance</u></b>	→	This form is filled out and filed by your spouse. This form tells the court that your spouse got a copy of the Petition for Divorce and Summons from you and your spouse does not want the sheriff to serve the same paperwork to them.

Publication Service Forms:

<b><u>Affidavit for Service by Publication</u></b>	→	This form gives the court information to decide if you can serve your spouse using publication.
<b><u>Affidavit of Completion of Publication Service</u></b>	→	This form tells the court you completed service by publication.
<b><u>Order Allowing Service by Publication</u></b>	→	After being signed by the judge, this form says you can serve your spouse using publication.
<b><u>Publication Service Notice of Suit</u></b>	→	This form has the information the newspaper will publish.

# APPENDIX B

## SERVICE BY RETURN RECEIPT

If you choose to use return receipt delivery to give legal notice of the case to your spouse, here is some information that might be helpful to you.

There are multiple ways to accomplish service by return receipt. It is not enough to be able to track that the documents were delivered to an address. You must give to the court the document showing:

- WHO the documents were delivered to;
- The DATE when the documents were delivered;
- The ADDRESS where the documents were delivered;
- The PERSON or ENTITY who delivered the documents (the company name).

**Whichever company you use to deliver your documents, it is your responsibility to make sure that the return delivery receipt document shows all the required information above.**

THERE MAY BE OTHER COMPANIES THAT PROVIDE A RETURN RECEIPT SERVICE, THESE INSTRUCTIONS CONTAIN EXAMPLES FROM THREE COMMON COMPANIES.

### U.S. POSTAL SERVICE (USPS) CERTIFIED MAIL WITH RETURN RECEIPT


USPS offers a [Certified Mail with Return Receipt](#) service. You can choose to get the Return Receipt as a green paper card that is mailed to you, or electronically by email.

The green paper card looks like this:

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"><li>■ Complete items 1, 2, and 3.</li><li>■ Print your name and address on the reverse so that we can return the card to you.</li><li>■ Attach this card to the back of the mailpiece, or on the front if space permits.</li></ul>	A. Signature <input checked="" type="checkbox"/> Agent <input type="checkbox"/> Addressee
1. Article Addressed to:	B. Received by (Printed Name) C. Date of Delivery
<b>SAMPLE</b>	D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No
2. Article Number (Transfer from service label) 9590 9401 0000 5191 0000 12	3. Service Type <input type="checkbox"/> Adult Signature <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Certified Mail <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Insured Mail <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)
PS Form 3811, July 2020 PSN 7530-02-000-9053	<input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Registered Mail Restricted Delivery <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Signature Confirmation Restricted Delivery

USPS TRACKING #	
	First-Class Mail Postage & Fees Paid USPS Permit No. G-10
9590 9401 0000 5191 0000 12	
United States Postal Service	* Sender: Please print your name, address, and ZIP+4® in this box*
<b>SAMPLE</b>	

The electronic Return Receipt (attached as a PDF to an email) looks like this:

 UNITED STATES  
POSTAL SERVICE

---

Date: 9/9/05

JANE DOE:

The following is in response to your 9/9/04 request for delivery information on your Certified Mail item number 7003 1010 0000 3856 1252. The delivery record shows that this item was delivered on 9/7/04 at 10:19 AM in ANYTOWN, MD 20978 to J. Somebody. The scanned image of the recipient information is provided below.

Signature of Recipient: John Somebody  
JOHN SOMEBODY

Address of Recipient: 1234 ANY STREET

Thank you for selecting the U.S. Postal Service for your mailing needs. If you require additional assistance, please contact your local Post Office™ or postal representative.

Sincerely,

United States Postal Service

To show the court that your spouse received copies of the Petition and Summons, you must file either the green paper card or the electronic return receipt with the [Return of Service by Return Receipt](#) form.

## FedEx SIGNATURE PROOF OF DELIVERY

[FedEx](#) offers a service where you can log into the FedEx website and download a letter confirming delivery and shows the signature of the person who received the FedEx package.

This is an example of what the Signature Proof of Delivery letter might look like.

	FedEx Express Customer Support Trace 3675 Airways Boulevard Module H, 4th Floor Memphis, TN 38116	U.S. Mail: PO Box 727 Memphis, TN 38194-4643 Telephone: 901-969-9400	
11/07/2006			
Dear Customer:			
The following is the proof of delivery you requested with the tracking number <b>123456789123</b> .			
<b>Delivery Information:</b>			
Status:	Delivered	Delivery location:	555 Purple Promise Lane
Signed for by:	John Q. Public	Delivery date:	Jun 1, 2006 09:10
Service type:	FedEx2Day Service		
			
<b>Shipping Information:</b>			
Tracking number:	123456789123	Ship date:	May 31, 2006
Recipient:	CUSTOMER SERVICE DEPARTMENT FEDERAL EXPRESS 555 PURPLE PROMISE LANE MAYTOWN, TN 38209 U.S.	Shipper:	GARY SMITHSON 3680 HACKENSON ROAD ENGLEWOOD, CO 80112 U.S.
Thank you for choosing FedEx Express.			
FedEx Worldwide Customer Service 1.800.GoFedEx/1.800.463.3339			


To show the court that your spouse received copies of the Petition and Summons, you must file the Signature Proof of Delivery letter with the [Return of Service by Return Receipt](#) form.

## UPS PROOF OF DELIVERY ADULT SIGNATURE REQUIRED

UPS offers a [Proof of Delivery](#) service where they will require the adult recipient's signature and provide you with a copy of the delivery information and picture of the recipient's signature.

This is an example of what the Proof of Delivery receipt might look like.

12/21/11 UPS: Proof of Delivery


 **Proof of Delivery** [Close Window](#)

Dear Customer,

This serves as proof of delivery for the shipment listed below.

**Tracking Number:** 1ZE8E7030350829706  
**Shipment Reference:** 1043, 159827  
**Service:** GROUND  
**Weight:** 2.10 LBS.  
**Shipped or Billed On:** Nov 22, 2011  
**Delivered on:** Nov 28, 2011 1:51 PM  
**Delivered to:** 745 AGRICULTURE MALL DR  
WEST LAFAYETTE, IN, US, 47907

**Location:** OFFICE  
**Signed By:** WEBSTER



Thank you for giving us this opportunity to serve you.

Sincerely,  
UPS

Tracking results provided by UPS: Dec 21, 2011 10:53 AM Eastern Standard Time [Close Window](#)

<https://www.ups.com/qvm/displayPOD> 1/1

To show the court that your spouse received copies of the Petition and Summons, you must file the Signature Proof of Delivery receipt with the [Return of Service by Return Receipt](#) form.

## APPENDIX C

### STEPS FOR SERVICE BY PUBLICATION

If you cannot give legal notice to your spouse through any other way, you can ask the court if you can publish notice in a local newspaper. This is a very complicated process. You may want to talk to an attorney.

**Step 1: Fill out the [Affidavit for Service by Publication](#) form**

- ❖ You must sign this form in front of a Notary Public.

**Step 2: File the completed [Affidavit for Service by Publication](#) form**

- ❖ File the completed [Affidavit for Service by Publication](#) form with the Clerk of the District Court where you filed your [Petition for Divorce](#). You must have the Order for Publication filled out and ask the Clerk to put it in the judge's box for review.

**Step 3: Fill out the [Notice of Suit](#) form**

- ❖ If the judge approves your request for publication, complete all blanks on the form.

**Step 4: Call the newspaper**

- ❖ After the judge says you are allowed to use publication service, you must contact either the Wyandotte Echo at (913) 342-2444, [legals@wyecho.com](mailto:legals@wyecho.com) or The Wyandotte County Business News at (913) 422-8232, [notices@wyandottecountylegalnews.com](mailto:notices@wyandottecountylegalnews.com)
- ❖ Ask the newspaper how to send them the [Notice of Suit](#) and what the newspaper's process is for publication. The newspaper will tell you how much it will cost to publish the notice.
- ❖ Follow the newspaper's directions to finish publication process.
- ❖ You must publish the [Notice of Suit](#) in the newspaper once a week for three consecutive weeks.

**Step 5: Mail a copy of the [Notice of Suit](#) to your spouse**

- ❖ Within 7 days after the notice is first published in the newspaper, you must mail a copy of the [Notice of Suit](#) to your spouse at the address you gave as your spouse's last known address in #5 of the [Affidavit for Service by Publication](#).

**Step 6: Fill out the [Affidavit of Completion of Publication Service](#) form**

- ❖ After the 3<sup>rd</sup> time the notice is published in the newspaper, fill out the [Affidavit of Completion of Publication Service](#) form. Attach a copy of the [Notice of Suit](#) to the affidavit.

**Step 7: File the [Affidavit of Completion of Publication Service](#) form**

- ❖ File the completed [Affidavit of Completion of Publication Service](#) form and the [Notice of Suit](#) with the Clerk of the District Court's office where you filed your [Petition for Divorce](#).



Instrucciones para la PRESENTACIÓN de Divorcio – Con Hijos

**Lea estas instrucciones cuidadosa y completamente.**

Los formularios del Consejo Judicial son solo para uso no comercial. Los formularios tienen derechos de autor del Consejo Judicial de Kansas y se proporcionan de forma gratuita. Los formularios no se pueden vender, volver a publicar ni transferir de otra forma de una persona a otra a cambio de una compensación u otro valor sin el permiso expreso por escrito del Consejo Judicial de Kansas.

**ADVERTENCIAS**

1. Estos formularios son formularios básicos para divorcios simples. No se ocupan de todas las situaciones. Si su divorcio es complicado, usar formularios legales sin la ayuda de un abogado puede dañar sus derechos legales.
2. El Secretario del Tribunal de Distrito no puede ayudarlo a preparar estos formularios ni brindarle asesoramiento legal. El secretario solo puede dar información muy limitada sobre el proceso. Si tiene alguna pregunta, debe comunicarse con un abogado.
3. Estos formularios no están a la venta. Si pagó a una empresa por estos formularios, comuníquese con la línea directa de quejas del consumidor del Procurador General y con el Consejo Judicial de Kansas.
4. Las cortes requieren que cualquier persona que presente un caso de divorcio siga las reglas de la corte. Se espera que las personas que se representan a sí mismas conozcan las reglas como si fuera un abogado.
5. Si su cónyuge es militar en servicio activo, debe consultar a un abogado porque debe cumplir con requisitos adicionales específicos.
6. Las decisiones de propiedad son vinculantes para usted y su cónyuge y no se pueden cambiar. Los acuerdos NO son vinculantes y no afectan los derechos de nadie más que usted y su cónyuge. La propiedad incluye todos los activos, bienes inmuebles, propiedad personal, cuentas líquidas, cuentas de jubilación y cualquier otra cosa que haya sido propiedad de cualquiera de los cónyuges durante el matrimonio. Los acuerdos que no son vinculantes pueden incluir hipotecas, pagarés, obligaciones de deuda u otros contratos que involucren a terceras personas o entidades.
7. Si uno de los cónyuges va a recibir parte de los beneficios de jubilación del otro cónyuge, es posible que se necesiten documentos adicionales para completar la transferencia. Consulte a un abogado. Este tipo de situación es demasiado complicada para el uso de estos formularios.

## INFORMACIÓN GENERAL

Para obtener un divorcio en Kansas, usted o su cónyuge deben haber vivido en Kansas durante al menos sesenta (60) días antes de la presentación de la [Petición de Divorcio](#) .

La solicitud de divorcio comienza con la presentación de ciertos documentos y el pago de una tarifa de presentación ante el Secretario del Tribunal de Distrito del condado donde vive usted o su cónyuge. La oficina del Secretario del Tribunal de Distrito se encuentra en el juzgado del condado.

Asegúrese de informarle al Secretario del Tribunal de Distrito cada vez que cambie su dirección postal.

Cuando presente la [Petición de divorcio](#), el Secretario del Tribunal de Distrito le asignará un número de caso que deberá poner en todos los documentos que presente ante el tribunal en el futuro.

El Secretario del Tribunal de Distrito no puede ayudarlo a preparar ningún documento legal ni proporcionarle Consejo legal.

La corte de distrito en la que solicita el divorcio puede tener reglas de la corte local que se aplican a su caso. Comuníquese con el secretario del tribunal de distrito para preguntar cómo puede encontrar una copia de las reglas del tribunal local. Algunas cortes tienen sus reglas judiciales locales disponibles en su sitio web.

Estos formularios dan la razón del divorcio como "incompatibilidad". Si desea hacer referencia a un motivo legal diferente para el divorcio, no utilice estos formularios.

## TÉRMINOS COMUNES

Título del caso = La sección sobre el título de cada documento se denomina título del caso. Dice en qué condado se presentó el caso, el número de caso y los nombres de las personas involucradas en el caso. El número de caso es asignado por la corte cuando la [Petición de Divorcio](#) está archivado. \_\_\_\_\_

Ejemplo:

EN EL TRIBUNAL DE DISTRITO DEL <u>CONDADO DE SMITH</u> , KANSAS	
En el asunto del matrimonio de	
<u>Juan Pérez</u> _____,	
y	Caso No. <u>20 DM 555</u>
<u>María Doe</u> _____.	

Secretario del Tribunal de Distrito = Una persona en el juzgado que es responsable de llevar los papeles que usted entregue al tribunal.

o Puede encontrar el número de teléfono del Secretario en el [sitio web de la Rama Judicial de Kansas](#).

Decreto = Una orden final de la Corte.

Archivo sellado = Cuando entregue documentos al secretario del tribunal de distrito, el secretario del tribunal de distrito sellará cada documento para demostrar que se presentó oficialmente en la fecha impresa en el sello. Los documentos ahora están "archivados con sello". Este sello muestra que los documentos fueron recibidos por el Secretario del Tribunal de Distrito y ahora forman parte del expediente del tribunal.

Tasa de presentación (o Tasa de expediente) = El dinero que paga la persona que presenta la [Petición de divorcio](#) paga para iniciar el caso. Cuando presente su [Petición de divorcio con](#) el Secretario del Tribunal de Distrito, usted debe:

(60) pagar una tarifa de presentación (también llamada tarifa de expediente).

Puede averiguar el monto de la tarifa llamando al Secretario del Tribunal de Distrito. Puede buscar el número de teléfono en el [sitio web del Poder Judicial de Kansas](#).

O

(61) presentar una [declaración jurada y orden de pobreza](#) forma.

Antes de presentar la solicitud, el juez examinará la [declaración jurada de pobreza](#) y decidir si debe pagar la tasa de presentación. Si el juez determina que no cumple con los requisitos, deberá pagar la tasa de presentación.

Partes = Una palabra general que significa tanto Demandante como Demandado.

Peticionario = La persona que presenta la [Petición de Divorcio](#).

Demandado = La persona a la que se le entregó una [Petición de divorcio](#) y quién puede presentar una Respuesta.

Descripción Legal de Bienes Raíces = Una descripción legal de una propiedad es la descripción geográfica de los bienes inmuebles que identifica su ubicación precisa, límites y cualquier servidumbre. Puede obtener la descripción legal en la oficina local de Registro de Escrituras.

Notificación de proceso = El procedimiento mediante el cual el peticionario notifica adecuadamente la acciones legales al demandado.

## FORMAS

Para obtener un formulario en línea, vaya a [www.kansasjudicialcouncil.org](http://www.kansasjudicialcouncil.org) y haga clic en la pestaña "Formas legales". Desplácese hacia abajo y haga clic en "[Divorcio](#)" caja. Los formularios están disponibles en PDF. Puede escribir en los formularios o imprimir el formulario y escribir en él. Si escribe en los formularios, hágalo claramente con tinta.

Puede encontrar una explicación de cada formulario en el Apéndice A.

### PRESENTAR SU CASO DE DIVORCIO

Paso 1: Rellena estos formularios:

- [Carátula civil y formulario de litigante representado por sí mismo](#)
- [Demanda de divorcio](#) - No firme este formulario hasta que esté frente a un notario público.
- [Declaración jurada de relaciones domésticas](#)
- [Plan de Crianza](#)

Deje la línea Número de caso en blanco. El secretario del tribunal de distrito le dará el número de caso cuando complete el paso 8.

Paso 2: Decida cómo le dará "aviso legal" a su cónyuge

Debe notificar legalmente a su cónyuge que ha presentado una [Petición de divorcio](#). Puede            [hacerlo de UNA](#) de las siguientes maneras.

Entrada voluntaria de comparecencia



Debe darle a su cónyuge una copia de la [Petición de divorcio y citación completa](#). Después de obtener ~~las copias de~~ esos formularios, su cónyuge puede completar una [Entrada voluntaria de comparecencia forma](#)           

Su cónyuge debe firmar este formulario ante un notario público.  
El formulario [de Entrada Voluntaria de Comparecencia completada y](#)            firmada debe presentarse ante el Secretario del Tribunal de Distrito.

O

Servicio personal por el alguacil →

Puede hacer que el alguacil le dé una copia de la [Petición de divorcio y citaciones](#) a su cónyuge.

Si su cónyuge vive en Kansas, debe pagar una tarifa de servicio del alguacil.

Si su cónyuge vive en un estado que no sea Kansas, deberá averiguar los procedimientos requeridos por el alguacil en ese estado y condado y pagar las tarifas requeridas.

O

Servicio por Acuse de recibo →

Puede enviar copias de la [Petición de divorcio y citaciones](#) a su cónyuge mediante la entrega con acuse de recibo, que puede ser por correo certificado, correo prioritario, servicio de mensajería comercial, servicio de entrega al día siguiente u otro servicio de entrega personal confiable a la parte a la que se dirige. El recibo de entrega escrito o electrónico debe mostrar a quién se entregaron los documentos, la fecha de entrega, la dirección donde se entregaron y la persona o entidad que realizó la entrega.

Después de recibir el acuse de recibo, debe completar y presentar una [Devolución de servicio por acuse de recibo](#) formulario con el Secretario del Tribunal de Distrito para demostrar que su cónyuge recibió los documentos.

O

Puede pagar una tarifa y hacer que la oficina del alguacil envíe copias de su [Petición de divorcio y citaciones](#) a su cónyuge utilizando la entrega con acuse de recibo.

Consulte el Apéndice B para obtener más información sobre el servicio por acuse de recibo.

O

Publicación →

Solo puede usar este método si el juez dice que puede hacerlo.

Si no puede dar aviso legal a su cónyuge de otra manera, puede pedirle a la corte que publique el aviso en un periódico local.

Este es un proceso muy complicado y puede limitar su capacidad para que todos los asuntos se decidan en el divorcio. Solo puede usar este método si el juez dice que puede hacerlo.

El periódico le cobrará una tarifa por publicar el aviso.

Después de la publicación, debe presentar la prueba de publicación ante el Secretario del Tribunal de Distrito.

SI SU CÓNYUGE VIVE EN EL CONDADO DE WYANDOTTE, KS, TAMBIÉN PUEDE QUE EL SERVIDOR DE PROCESO DEL TRIBUNAL LE NOTIFIQUE. NO HAY CARGO POR ESTE SERVICIO.

Paso 3: Llena la petición

Traiga el original y 2 copias de la petición cuando la presente.

La tasa de presentación es de \$195.

o si le está pidiendo a un alguacil en Kansas que entregue su [Petición de divorcio y otros](#) documentos de su cónyuge, el cargo por servicio es de \$15.00.

Etapa 4: Llena la [convocatoria](#) Forma

El Secretario del Tribunal de Distrito creará la citación cuando presente su petición.

Paso 5: Rellene el [Formulario de Solicitud e Instrucciones de Servicio](#)

Marque la casilla en el formulario que muestra cómo desea dar aviso legal a su cónyuge. Consulte el paso 2 anterior.

Si elige – Notificación personal por el alguacil:

Opción a – Servicio personal dentro de Kansas:

o Averigüe en qué condado se encuentra la dirección y escriba el nombre de ese condado en la línea de la opción a.

o Escriba un cheque o compre un giro postal por el monto de la tarifa de servicio. Haga el cheque o giro postal a nombre del sheriff del condado que escribió en la línea de la opción a. Entregará este cheque o giro postal a la oficina del Secretario del Tribunal de Distrito en el Paso 8.

o Si su cónyuge puede ser notificado en el condado de Wyandotte, Kansas, marque la opción e

Opción b – Servicio personal fuera de Kansas:

o Averigüe en qué condado se encuentra la dirección y escriba el nombre de ese condado y estado en las líneas de la Opción b.

o Llame a la oficina del alguacil de ese condado y pregunte:

1. Cuánto le cuesta al alguacil entregar los documentos a su cónyuge.

2. Si debe pagar la tarifa con cheque o giro postal.

3. La dirección donde el Secretario del Tribunal de Distrito debe enviar la documentación al alguacil.

o En el formulario, escriba la dirección a la que el secretario del tribunal de distrito debe enviar la documentación al alguacil y el número de teléfono del alguacil.

o Escriba el cheque o compre el giro postal por el monto de la tarifa acusada por el alguacil. Entregará este cheque o giro postal al Secretario del Tribunal de Distrito en el Paso 8.

Si eligió – Servicio por acuse de recibo:

Opción c – Servicio por acuse de recibo dentro o fuera de Kansas:

o No necesita escribir nada en la Opción c.

Opción d – Servicio por acuse de recibo dentro o fuera de Kansas por Alguacil:

o Mire la dirección que escribió en la [Citación formulario en el que desea](#) que el alguacil envíe por correo la documentación a su cónyuge. Averigüe en qué condado se encuentra la dirección y escriba el nombre de ese condado y estado en las líneas de la opción d.

o Llame al alguacil de ese condado y pregunte:

1. ¿Cuánto le cuesta al alguacil enviar la documentación a su cónyuge mediante entrega con acuse de recibo.

2. Si debe pagar la tarifa con cheque o giro postal.

3. ¿Cuál es la dirección donde el Secretario del Tribunal de Distrito debe enviar el papeleo al sheriff.

o En el formulario, escriba la dirección a la que el secretario del tribunal de distrito debe enviar la documentación al alguacil y el número de teléfono del alguacil.

o Escriba el cheque o compre el giro postal por el monto de la tarifa acusada por el alguacil. Entregará este cheque o giro postal al Secretario del Tribunal de Distrito en el Paso 8.

Si elige – No se requiere servicio:

Opción e – Entrada Voluntaria de Comparecencia o Servicio de Publicación:

o No necesita escribir nada en la Opción f.

Firme el formulario y escriba su dirección, número de teléfono y dirección de correo electrónico.

- Paso 6: Encuentre un notario público y firme la [Petición de divorcio ante notario o secretario judicial](#).

Debe firmar la [Petición de divorcio ante notario público](#). Puedes  
hay que pagar una cuota.

Estos son los tipos de negocios más comunes donde puede encontrar un Notario  
Público.

Bancos, bufetes de abogados u oficinas de abogados, empresas de bienes raíces u oficinas  
de bienes raíces, oficinas de preparación de impuestos o contadores, tiendas de fotocopias,  
tiendas de envío de paquetes, centros de servicio de etiquetas y licencias de automóviles,  
colegios y universidades, o bibliotecas públicas.

- Paso 7: (Opcional) Complete la [Declaración Jurada y Orden de Pobreza](#)

Si no puede pagar la tarifa requerida para iniciar su caso de divorcio, llene la [Declaración Jurada de  
Pobreza. Puede obtenerlo](#) en Self Help, ubicado en el tercer piso del juzgado.

- Paso 8: Presente sus documentos completos ante el Secretario de la Oficina del Tribunal de Distrito

Diríjase a la oficina del Secretario del Tribunal de Distrito, ubicada en el tercer piso del Palacio de  
Justicia del Condado de Wyandotte; 710 N 7th Street, Kansas City, Ks 66101. Entregue el  
original y todas las copias de los siguientes documentos a uno de los secretarios de la oficina del  
secretario del tribunal de distrito:

- Formulario de litigante representado por sí mismo
- [Portada Civil](#)
- [Demanda de divorcio](#)
- [Solicitud e Instrucciones de Servicio](#)
- [Declaración jurada de relaciones domésticas](#)
- [Plan de Crianza](#) – marque la casilla en el formulario para mostrar que este es el plan  
de crianza propuesto por usted o acordado por usted y su cónyuge.

Entregue al Secretario del Tribunal de Distrito cualquier cheque o giro postal por la tarifa del servicio del  
alguacil, si es necesario.

Uno de los secretarios de la oficina del secretario del tribunal de distrito sellará cada documento que  
demuestre que se presentó en la fecha impresa en el sello. Los documentos ahora están "archivados  
con sello". El secretario le devolverá una copia de sus documentos con el "sello de archivo".



- Paso 9: Pague la tarifa de presentación al Secretario del Tribunal de Distrito

Debe pagar para iniciar su caso de divorcio. Si no puede pagar, entregue el

Escriba su [declaración jurada de pobreza](#) completada forma.

Incluso si presenta la [Declaración Jurada de Pobreza](#), es posible que tenga que pagar la tarifa de presentación más tarde.

Antes de que el juez ordene su divorcio, el juez revisará su [declaración jurada de pobreza](#) y decidir si debe pagar la tasa de presentación.

## SERVICIO COMPLETO (AVISO LEGAL)

- Paso 10: Su próximo paso depende del tipo de servicio que seleccionó en el Paso 5

Si eligió – Entrada Voluntaria de Comparecencia:

o Imprimir el [formulario de Entrada Voluntaria de Comparecencia](#). Complete el título del caso. Entregue a su cónyuge una copia sellada del formulario [Petición de divorcio, citación y entrada voluntaria de comparecencia](#). Después de obtener los documentos, su cónyuge completará un formulario de [Entrada Voluntaria de Comparecencia](#). Su cónyuge debe firmar este formulario ante un notario público.

o Después de que su cónyuge haya completado la [Entrada voluntaria de comparecencia](#) formulario, ya sea usted o su cónyuge deben presentar la [Entrada voluntaria de comparecencia](#) completa formulario con el Secretario del Tribunal de Distrito en el mismo lugar donde [presentó su Petición de divorcio](#).

O

Si elige – Notificación personal por el alguacil:

o El Secretario del Tribunal de Distrito enviará su documentación al alguacil.

O

Si elige – Servicio por acuse de recibo dentro o fuera de Kansas:

o Puede enviar los documentos a su cónyuge por correo certificado, correo prioritario, servicio de mensajería comercial, servicio de entrega al día siguiente u otro servicio de entrega personal confiable. Por ejemplo, estos servicios pueden ser ofrecidos por el Servicio Postal de los Estados Unidos, FedEx o UPS. Vaya al Apéndice B para obtener más información.

o Después de presentar su [Petición de divorcio](#) y citación, toma el expediente copias selladas de estos documentos y cualquier otro documento que haya presentado (no incluya la Hoja de Información Civil y las [Instrucciones de Solicitud y Notificación](#)), a la compañía que haya elegido para enviar los documentos.

- o Asegúrese de enviar los documentos a su cónyuge utilizando un tipo de servicio que le proporcione un recibo de entrega por escrito o electrónico que muestre a quién se le entregaron los documentos, la fecha de entrega, la dirección donde se entregó y la persona o entidad que realizó la entrega.
- o Cuando reciba el recibo de entrega por escrito o electrónico, llene el formulario de [Devolución del Servicio por Recibo de Devolución](#) . Adjunte al formulario el recibo de entrega escrito o electrónico. Vaya al Apéndice B para ver ejemplos de cómo se vería el recibo de entrega.
- o Si el recibo de entrega escrito o electrónico dice que los documentos fueron rechazado, envíe una copia de la [Petición de divorcio y otros documentos](#) a su cónyuge por correo de primera clase.
- o Presente la [Declaración de Servicio completada por Recibo de Devolución](#) formulario con la oficina del Secretario del Tribunal de Distrito donde presentó su [Petición de divorcio](#).

O

Si elige - Servicio por acuse de recibo dentro o fuera de Kansas por Alguacil:

- o El Secretario del Tribunal de Distrito enviará su documentación al alguacil.

O

Si elige – Publicación:

- o Si no puede dar aviso legal a su cónyuge de otra manera, puede pedirle a la corte que publique el aviso en un periódico local. Este es un proceso muy complicado. Siga los pasos de PASOS PARA EL SERVICIO DE PUBLICACIÓN en el Apéndice C.

#### EL ENCUESTADO ARCHIVA UNA RESPUESTA

Paso 11: Reciba la respuesta de su cónyuge

Su cónyuge puede presentar una respuesta (Contestación) a la Petición. Este la respuesta debe presentarse dentro del plazo escrito en el formulario de citación. También está bien si su cónyuge no presenta una respuesta.

Si su cónyuge presenta una respuesta, debe presentarla ante el Secretario del Tribunal de Distrito y enviarle una copia por correo.

## AUDIENCIA JUDICIAL

Paso 12: Obtenga una fecha de audiencia

Comuníquese con el AA de la división a la que está asignado su caso entre 30 y 45 días después de presentar su caso

La ley de Kansas dice que no se puede ingresar una sentencia de divorcio hasta por lo menos 60 días después de haber presentado la petición.

Paso 13: Complete, envíe por correo (utilice la entrega con acuse de recibo) y presente el [Aviso de audiencia](#)

Tan pronto como sepa la fecha y hora de la audiencia, llene el [Aviso de audiencia](#) forma.

Lleve el [Aviso de Audiencia](#) original formulario y al menos dos copias del [Aviso de Audiencia](#) completado formulario a la oficina del Secretario del Tribunal de Distrito. Presente el original y todas las copias de ese aviso en la oficina del Secretario del Tribunal de Distrito.

Envíe una copia sellada del [Aviso de Audiencia](#) a su cónyuge utilizando la entrega con acuse de recibo. La entrega con acuse de recibo puede realizarse por correo certificado, correo prioritario, servicio de mensajería comercial, servicio de entrega al día siguiente u otro servicio de entrega personal confiable. Por ejemplo, estos servicios pueden ser ofrecidos por el Servicio Postal de los Estados Unidos, FedEx o UPS.

Paso 14: Complete y presente la [Declaración de Servicio por Recibo de Devolución](#) forma

Esto prueba a la corte que usted envió el [Aviso de Audiencia](#) a su cónyuge.

Una vez que los documentos sean entregados a su cónyuge, obtenga el recibo de entrega escrito o electrónico del servicio de entrega. Vaya al Apéndice B para obtener más información.

Al recibir el acuse de recibo escrito o electrónico, diligenciar la [Devolución de Servicio por Acuse de Recibo](#) forma. Adjunte al formulario el recibo de entrega escrito o electrónico. Vaya al Apéndice B para ver ejemplos de cómo se vería el formulario de recibo de entrega escrito o electrónico.

Si el recibo de entrega escrito o electrónico dice que los documentos fueron rechazados, envíe por correo una copia de la [Petición de divorcio y otros documentos](#) a su cónyuge por correo de primera clase.

Presentar la [Declaración de Servicio completada por Recibo de Devolución](#) formulario con la oficina del Secretario del Tribunal de Distrito donde presentó su [Petición de divorcio](#).

- Paso 15: Complete cualquier clase requerida de crianza, copaternidad u otra clase requerida

Se requiere que asista a la clase "ETC" con los Servicios de Tribunales Domésticos antes de su audiencia final. Actualmente, las clases se llevan a cabo a través de ZOOM y es necesario registrarse. El Tribunal emitirá la orden ETC cuando la paternidad se establezca por admisión o audiencia. Hay más información disponible en nuestro sitio web [www.wycodistrictcourt.org/effect-co-parenting-technique](http://www.wycodistrictcourt.org/effect-co-parenting-technique).

El comprobante de asistencia a la clase de ETC se presentará electrónicamente en la oficina del secretario de los Servicios de Tribunales Nacionales antes de su audiencia final.

- Paso 16: Antes de la audiencia, imprima una copia del [formulario de Sentencia de Divorcio](#)

Completar el título del caso.

#### Cambio de nombre

Si desea cambiar su nombre a un nombre anterior, complete el párrafo 10 de la [Sentencia de Divorcio](#).

#### Propiedad personal y deudas

Si usted y su cónyuge ya están de acuerdo sobre cómo dividirán su propiedad personal (artículos que posee, como muebles, electrodomésticos, electrónicos, ropa, etc.) y deudas, complete los párrafos 12-17 de la Sentencia de divorcio, o escriba su acuerdo en [una hoja de papel aparte](#) para dársela al juez.

Si usted y su cónyuge no se ponen de acuerdo sobre cómo dividirán sus bienes personales (artículos de su propiedad, como muebles, electrodomésticos, artículos electrónicos, ropa, etc.) y deudas, no complete los párrafos 12 a 17 de la [Sentencia de divorcio](#).

#### Bienes raíces

Si usted y su cónyuge son dueños de bienes raíces, obtenga el correo de la propiedad dirección y la descripción legal completa de la propiedad. Por lo general, puede encontrar la descripción legal completa en la escritura de bienes raíces o llamando a su oficina local de Registro de Escrituras. Complete la dirección y la descripción legal de la propiedad en el párrafo 19 de la [Sentencia de divorcio](#).

Si usted y su cónyuge acuerdan quién se quedará con los bienes inmuebles, marque la casilla en el párrafo 19 de la [Sentencia de divorcio para el Demandante](#) o el Demandado.

Si usted y su cónyuge no se ponen de acuerdo sobre quién se quedará con los bienes inmuebles, no marque ninguna de las casillas del párrafo 19 de la [Sentencia de divorcio](#) para el Demandante o el Demandado.

INSTRUCCIONES PARA LA PRESENTACIÓN DE DIVORCIO

(CON NIÑOS)

Página 12 de 24

## Niños

Escriba las iniciales y el año de nacimiento del (los) hijo(s) en el párrafo 22 de la [Sentencia de Divorcio](#).

Si usted y su cónyuge están de acuerdo con el plan de crianza, llene párrafos 24 a 28 de la [Sentencia de Divorcio](#) o [completar el plan de crianza formulario y entregarlo al juez](#).

Si usted y su cónyuge no están de acuerdo con el plan de crianza, no llene los párrafos 24 a 28 de la [Sentencia de divorcio](#).

Si un párrafo no se menciona arriba, no lo complete. El juez completará los demás párrafos.

Paso 17: Antes de la audiencia, complete la Hoja de trabajo de manutención infantil

\*Si las partes y los niños en este caso no reciben asistencia estatal (alimentos o asistencia financiera, excluyendo KanCare), diríjase a la Oficina del Fideicomisario del Tribunal de Distrito del Condado de Wyandotte ubicada en el quinto piso del Palacio de Justicia del Distrito del Condado de Wyandotte, y llene un paquete de admisión. Una vez que la información en ese paquete se envía a la oficina del Síndico, pueden preparar una Hoja de trabajo de manutención infantil propuesta para su caso.

La hoja de trabajo de manutención infantil debe completarse antes de su audiencia

Una copia de las [Pautas de manutención infantil](#) está disponible en el [sitio web del Poder Judicial de Kansas](#) ([www.kscourts.org/About-the-Courts/Programs/Child-Support-Guidelines](http://www.kscourts.org/About-the-Courts/Programs/Child-Support-Guidelines)).

Calculadora gratuita de manutención infantil:

Si los ingresos anuales totales de usted y su cónyuge combinados son menos de \$50,000, puede usar [la Hoja de cálculo de manutención infantil interactiva de Kansas Legal Services](#) para calcular la pensión alimenticia.

Calculadora de manutención infantil basada en tarifas :

Puede pagar una tarifa y usar la [Calculadora de manutención infantil de Kansas](#) ([childsuppporttools.com](http://childsuppporttools.com)) si se da alguna de las siguientes situaciones:

- los ingresos anuales totales de usted y su cónyuge combinados superan los \$50,000;
- usted o su cónyuge tienen hijos con otras personas;
- si usted y su cónyuge viven en diferentes estados; o
- necesita calcular un ajuste del impuesto sobre la renta.

Cuando utilice estos formularios en línea, inicie sesión y cree una cuenta porque necesita guardar sus respuestas con frecuencia mientras completa los formularios.

Paso 18: Vaya a la audiencia final de divorcio.

Planee llegar temprano al juzgado.

Esté preparado para pasar por seguridad al entrar al juzgado.

Usar ropa limpia y adecuada.

No traiga niños con usted a la corte.

Paso 19: Lleve consigo las siguientes cosas a la audiencia final de divorcio:

- Copias de cualquier documento que haya presentado previamente.
- Cualquier documento que haya recibido de su cónyuge.
- La [sentencia de divorcio](#) en blanco forma.
- Cualquier acuerdo escrito de división de bienes y deudas firmado por usted y su cónyuge;
- Cualquier [plan de crianza por escrito](#) acordado y firmado por usted y su cónyuge;
- Si aún no lo ha presentado, lleve la [Declaración de servicio por acuse de recibo completa. formulario de los pasos 10 y 14](#);
- Si aún no lo ha presentado, lleve 3 copias de su formulario completo. [Declaración jurada de relaciones domésticas](#) (deberá entregar una copia al juez y una copia a su cónyuge);
- Una hoja de trabajo de manutención infantil completa;
- Cualquier certificado que demuestre que completó cualquier clase requerida de crianza, copaternidad o divorcio u otras clases requeridas por la regla de la corte local;
- El [formulario completo del Centro de pagos de Kansas](#); y,
- La hoja de trabajo de [estadísticas vitales completa](#) .

Paso 20: Hablando con el juez en la audiencia

Puede haber varias familias en la sala del tribunal esperando al juez.

El juez le dirá el nombre de su caso cuando sea su turno.

Sea cortés con el juez y la otra parte. No interrumpas.

Sea tranquilo y lógico. No grites ni objetes con el argumento de que el otro lado está mintiendo.

Hablar sólo cuando se le pida. No hable a menos que el juez le indique que lo haga. hazlo

Ponerse siempre de pie si se le pide que hable.

El juez le hará preguntas a usted y a su cónyuge sobre el divorcio.

Solo responda las preguntas que el juez le haga directamente.

Esté preparado para decirle al juez:

o sobre los hechos declarados en la [Petición de Divorcio](#), o que usted y su cónyuge son incompatibles, y o por qué le está pidiendo al juez que apruebe sus acuerdos propuestos sobre sus bienes, deudas e hijos.

Cuando el juez termine de interrogar a cada parte, el juez decidirá los asuntos en su caso de divorcio y le dirá qué órdenes está dictando el juez.

Paso 21: Después de la audiencia final de divorcio

Una vez que el juez haya firmado el decreto original, tome el sentencia de divorcio a la Secretaría del Tribunal de Distrito. El Secretario del Tribunal de Distrito archivará el sello del decreto. Solicite al menos dos copias del decreto sellado presentado, cualquier plan de crianza y hoja de trabajo de manutención infantil.

Dele a su ex cónyuge una copia sellada del archivo del decreto, cualquier plan de crianza y hoja de cálculo de manutención infantil. Guarde una copia de cada documento para usted.

Si el juez ordenó que se pague la manutención de los hijos y/o del cónyuge a través de una Orden de Retención de Ingresos en el párrafo 34, la emisión de la Orden de Retención de Ingresos está fuera del alcance de estos formularios. Es posible que desee preguntarle al secretario del tribunal de distrito si existe un procedimiento local para obtener la orden de retención de ingresos (consulte a continuación).

Si el juez le ordenó a usted o a su excónyuge pagarle manutención de los hijos, puede hacer que se haga cumplir la orden de manutención de los hijos (emitir Órdenes de Retención) a través de:

o La Oficina del Síndico del Tribunal de Distrito del Condado de Wyandotte. Puede comunicarse con ellos al (913) 573-2992. La tarifa de ejecución del Síndico del Tribunal se evaluará sobre todos los montos de manutención del cónyuge y de manutención de los hijos que sean ejecutados por la OFICINA DEL SÍNDICO DEL TRIBUNAL DEL CONDADO DE WYANDOTTE. La tarifa es el 5% del monto base de manutención conyugal o manutención de niños y se calcula e incluye en las cantidades ordenadas en este documento.

O

o [Departamento de Kansas para Niños y Familias Servicios de Manutención de Niños \(DCF CSS\)](#). Puede comunicarse con DCF CSS llamando sin cargo al 1-888-757-2445.



## APÉNDICE A

### EXPLICACIONES DE FORMAS

<a href="#"><u>Manutención de los hijos</u></a> <a href="#"><u>Hoja de cálculo</u></a>	→	Este formulario muestra cómo se calcula la manutención de los hijos.
<a href="#"><u>Portada Civil</u></a>	→	Este formulario le brinda al tribunal la información requerida sobre usted y su cónyuge. Es importante escribir en este formulario los números de seguridad social completos y las fechas de nacimiento, si las conoce. Este formulario solo lo usa el personal del tribunal y no está disponible para otras personas después de ingresarlo en el sistema informático del tribunal.
<a href="#"><u>Decreto de divorcio</u></a>	→	Este formulario es donde el juez concede su divorcio y emite órdenes sobre sus bienes, manutención e hijos.
<a href="#"><u>Relaciones Domésticas</u></a> <a href="#"><u>Declaración jurada</u></a>	→	Este formulario le brinda a la corte información sobre el dinero que tiene, sus ingresos, gastos, deudas, propiedad y seguro médico.
<a href="#"><u>Pago de Kansas</u></a> <a href="#"><u>Formulario central</u></a>	→	Este formulario le brinda al Centro de pagos de Kansas toda la información que necesita para obtener pagos de manutención infantil o manutención conyugal de un cónyuge y entregárselos al otro cónyuge. Es importante escribir los números de seguridad social completos y las fechas de nacimiento, si las conoce. Este formulario solo lo utiliza Kansas Payment Center y no está disponible para otras personas.
<a href="#"><u>Aviso de audiencia</u></a>	→	Este formulario le dice a su cónyuge cuándo y dónde tendrá lugar una audiencia en la corte.
<a href="#"><u>Plan de Crianza</u></a>	→	Este formulario establece cómo usted y su cónyuge tomarán decisiones sobre sus hijos y cuándo sus hijos estarán con usted o su cónyuge.
<a href="#"><u>Demanda de divorcio</u></a>	→	Este formulario inicia el caso. Le dice a la corte lo que quiere que la corte ordene y le da la información que necesita para emitir esas órdenes.
<a href="#"><u>Declaración Jurada de Pobreza</u></a>	→	Este formulario le brinda a la corte información sobre usted para que pueda decidir si debe pagar la tarifa de presentación.
<a href="#"><u>Solicitud y Servicio</u></a> <a href="#"><u>Instrucciones</u></a>	→	Este formulario le informa al secretario del tribunal de distrito cómo planea dar un "aviso legal" a su cónyuge de que ha presentado una Petición de divorcio.
<a href="#"><u>Devolución de servicio para</u></a> <a href="#"><u>Acuse de recibo</u></a> <a href="#"><u>Entrega</u></a>	→	Este formulario le informa a la corte cuándo recibió su cónyuge su Petición de divorcio y citación.

<a href="#"><u>Citación y devolución del servicio</u></a>	→	Este formulario le brinda a su cónyuge información sobre cómo responder a su Petición de divorcio. La sección de devolución de servicio le dice a la corte cómo y cuándo su cónyuge recibió el citación.
<a href="#"><u>Estadísticas vitales - Hoja de trabajo para Divorcio o Nulidad Registro</u></a>	→	Este formulario le da a la Oficina de Estadísticas Vitales la información que necesita para registrar su divorcio. Es importante escribir los números de seguridad social completos y las fechas de nacimiento, si las conoce. Este formulario solo lo utiliza la Oficina de Estadísticas Vitales y no está disponible para otras personas.
<a href="#"><u>Ingreso voluntario de Apariencia</u></a>	→	Este formulario es llenado y presentado por su cónyuge. Este formulario le dice a la corte que su cónyuge recibió una copia de la Petición de divorcio y citación de usted y que su cónyuge no quiere que el alguacil les entregue la misma documentación.

Formularios de servicio de publicación:

<a href="#"><u>Declaración jurada de notificación por publicación</u></a>	→	Este formulario le brinda al tribunal información para decidir si puede notificar a su cónyuge mediante publicación.
<a href="#"><u>Declaración jurada de finalización de Servicio de publicaciones</u></a>	→	Este formulario le dice a la corte que completó el servicio por publicación.
<a href="#"><u>Servicio de autorización de pedidos por publicación</u></a>	→	Después de ser firmado por el juez, este formulario dice que puede notificar a su cónyuge mediante publicación.
<a href="#"><u>Servicio de publicaciones Aviso de demanda</u></a>	→	Este formulario tiene la información que publicará el periódico.

## APÉNDICE B

### SERVICIO POR ACUSE DE RECIBO

Si elige utilizar la entrega con acuse de recibo para notificar legalmente el caso a su cónyuge, aquí hay información que podría serle útil.

Hay varias formas de realizar el servicio con acuse de recibo. No es suficiente poder rastrear que los documentos fueron entregados a una dirección. Debe entregar al tribunal el documento que muestre:

- A QUIÉN se entregaron los documentos;
- La FECHA en que se entregaron los documentos;
- La DIRECCIÓN donde se entregaron los documentos;
- La PERSONA o ENTIDAD que entregó los documentos (la razón social).

Independientemente de la empresa que utilice para entregar sus documentos, es su responsabilidad asegurarse de que el documento de recibo de devolución muestre toda la información requerida anteriormente.


PUEDE HABER OTRAS EMPRESAS QUE PROPORCIONEN UN SERVICIO DE RECIBO DE DEVOLUCIÓN, ESTAS INSTRUCCIONES CONTIENEN EJEMPLOS DE TRES EMPRESAS COMUNES.

#### SERVICIO POSTAL DE EE. UU. (USPS) CORREO CERTIFICADO CON ACUSE DE RECIBO

USPS ofrece un [correo certificado con acuse de recibo](#) servicio. Puede optar por obtener el Acuse de recibo como una tarjeta de papel verde que se le envía por correo o electrónicamente por correo electrónico.

La tarjeta de papel verde se ve así:


SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"><li>■ Complete items 1, 2, and 3.</li><li>■ Print your name and address on the reverse so that we can return the card to you.</li><li>■ Attach this card to the back of the mailpiece, or on the front if space permits.</li></ul>	A. Signature <input checked="" type="checkbox"/> Agent <input type="checkbox"/> Addressee
1. Article Addressed to:	B. Received by (Printed Name) C. Date of Delivery
<b>SAMPLE</b>	D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No
2. Article Number (Transfer from service label) 9590 9401 0000 5191 0000 12	3. Service Type <input type="checkbox"/> Adult Signature <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Certified Mail <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Insured Mail <input type="checkbox"/> Insured Mail Restricted Delivery over \$500
PS Form 3811, July 2020 PSN 7530-02-000-9053	<input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Registered Mail Restricted Delivery <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Signature Confirmation Restricted Delivery

USPS TRACKING #	
	First-Class Mail Postage & Fees Paid USPS Permit No. G-10
9590 9401 0000 5191 0000 12	
United States Postal Service	* Sender: Please print your name, address, and ZIP+4® in this box*
<b>SAMPLE</b>	

INSTRUCCIONES PARA LA PRESENTACIÓN DE DIVORCIO

(CON NIÑOS)

El recibo de devolución electrónico (adjunto como PDF a un correo electrónico) se ve así:

 UNITED STATES  
POSTAL SERVICE

Date: 9/9/05

JANE DOE:

The following is in response to your 9/9/04 request for delivery information on your Certified Mail item number 7003 1010 0000 3856 1252. The delivery record shows that this item was delivered on 9/7/04 at 10:19 AM in ANYTOWN, MD 20978 to J. Somebody. The scanned image of the recipient information is provided below.

Signature of Recipient: John Somebody  
JOHN SOMEBODY

Address of Recipient: 1234 ANY STREET

Thank you for selecting the U.S. Postal Service for your mailing needs. If you require additional assistance, please contact your local Post Office™ or postal representative.

Sincerely,

United States Postal Service

Para demostrarle a la corte que su cónyuge recibió copias de la Petición y la Citación, debe presentar la tarjeta de papel verde o el acuse de recibo electrónico con la [Declaración de notificación por acuse de recibo](#) . forma.

## FedEx FIRMA PRUEBA DE ENTREGA

[FedEx](#) ofrece un servicio en el que puede iniciar sesión en el sitio web de FedEx y descargar una carta que confirma la entrega y muestra la firma de la persona que recibió el paquete de FedEx.

Este es un ejemplo de cómo se vería la carta de prueba firmada de entrega.

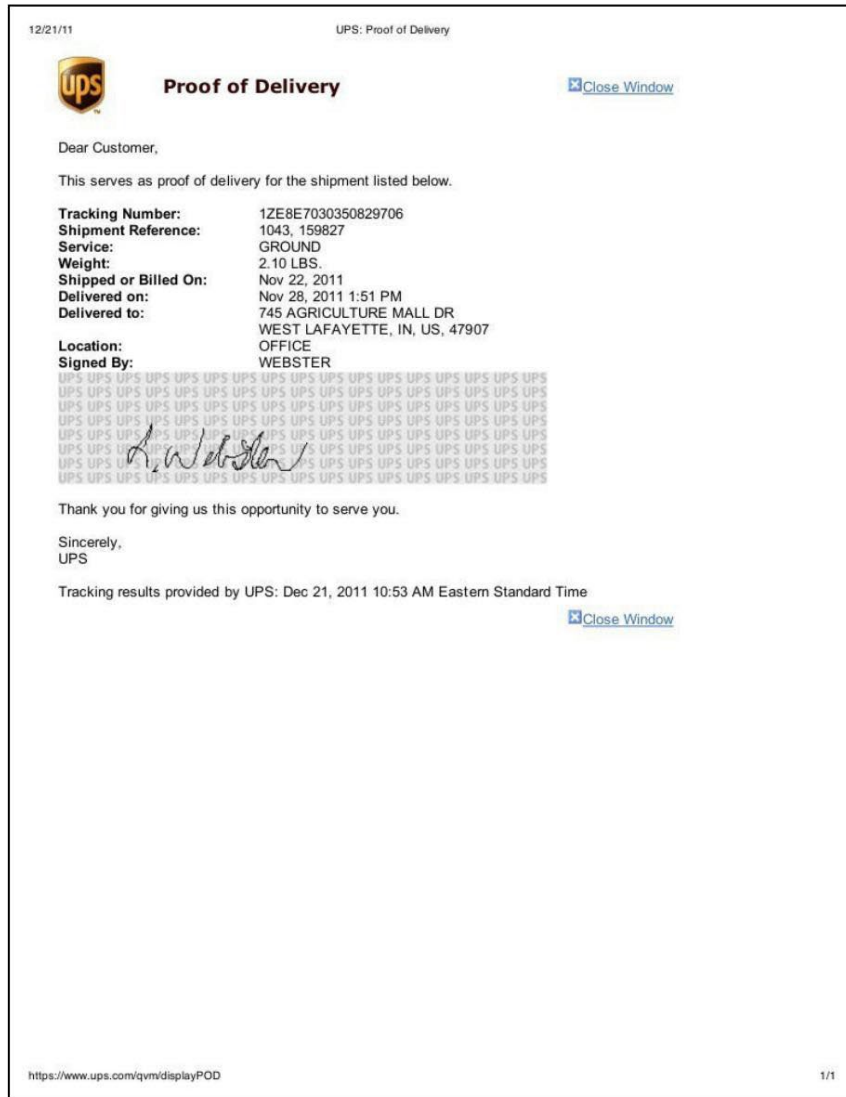
	FedEx Express Customer Support Trace 3875 Airways Boulevard Module H, 4th Floor Memphis, TN 38116	U.S. Mail: PO Box 727 Memphis, TN 38194-4643 Telephone: 901-969-9400	
11/07/2006			
Dear Customer:			
The following is the proof of delivery you requested with the tracking number <b>123456789123</b> .			
<b>Delivery Information:</b>			
Status:	Delivered	Delivery location:	555 Purple Promise Lane
Signed for by:	John O. Public	Delivery date:	Jun 1, 2006 09:10
Service type:	FedEx2Day Service		
			
<b>Shipping Information:</b>			
Tracking number:	123456789123	Ship date:	May 31, 2006
Recipient:	CUSTOMER SERVICE DEPARTMENT FEDERAL EXPRESS 555 PURPLE PROMISE LANE ANYTOWN, TN 38209 US	Shipper:	GARY SMITHSON 3680 HACKENSON ROAD ENGLEWOOD, CO 80112 US
Thank you for choosing FedEx Express.			
FedEx Worldwide Customer Service 1.800.GoFedEx/1.800.463.3339			

Para demostrarle a la corte que su cónyuge recibió copias de la Petición y la Citación, debe presentar la carta de Prueba firmada de entrega con la [Devolución de notificación por acuse de recibo](#) forma.

PRUEBA DE ENTREGA DE UPS SE REQUIERE FIRMA DE ADULTO

UPS ofrece una [prueba de entrega](#) servicio en el que requerirán la firma del destinatario adulto y le proporcionarán una copia de la información de entrega y una imagen de la firma del destinatario.

Este es un ejemplo de cómo se vería el recibo de prueba de entrega.



Para demostrarle a la corte que su cónyuge recibió copias de la Petición y la Citación, debe presentar el recibo Firma de prueba de entrega con la [Devolución de notificación por acuse de recibo](#) forma \_\_\_\_\_

## APÉNDICE C

### PASOS PARA LA NOTIFICACIÓN POR PUBLICACIÓN

Si no puede dar aviso legal a su cónyuge de otra manera, puede pedirle a la corte que publique el aviso en un periódico local. Este es un proceso muy complicado. Es posible que desee hablar con un abogado.

Paso 1: Llene la [Declaración Jurada de Notificación por Publicación](#) forma

Debe firmar este formulario ante un notario público.

Paso 2: Presentar la [Declaración Jurada de Notificación por Publicación completada](#) forma

Presentar la [Declaración Jurada de Notificación por Publicación](#) completa formulario con el Secretario del Tribunal de Distrito donde presentó su [Petición de divorcio](#). Debe completar la orden de publicación y pedirle al secretario que la coloque en el estrado del juez para su revisión.

Paso 3: Complete el [Aviso de demanda](#) forma

Si el juez aprueba su solicitud de publicación, complete todos los espacios en blanco en la forma.

Etapa 4: Llama al periodico

Después de que el juez le diga que puede usar el servicio de publicación, debe comunicarse con Wyandotte Echo al (913) 342-2444, [legals@wyecho.com](mailto:legals@wyecho.com) o [The Wyandotte County Business News](#) al (913) 422-8232, [Notices@wyandottecountylegalnews.com](mailto:Notices@wyandottecountylegalnews.com)

Pregunte al periódico cómo enviarles el [Aviso de Demanda](#) y lo que el

El proceso del periódico es para su publicación. El periódico le dirá cuánto costará publicar el aviso.

Siga las instrucciones del periódico para finalizar el proceso de publicación.

Debe publicar el [Aviso de Demanda](#) en el periódico una vez a la semana durante tres semanas consecutivas.

Paso 5: Envíe por correo una copia del [Aviso de demanda](#) a tu cónyuge

Dentro de los 7 días posteriores a la primera publicación del aviso en el periódico, debe enviar por correo una copia del [Aviso de demanda](#) a su cónyuge en la dirección que proporcionó como la última dirección conocida de su cónyuge en el n.º 5 de la [Declaración jurada de notificación por publicación](#).

Paso 6: Complete la [Declaración Jurada de Finalización del Servicio de Publicación](#) forma

Después de la 3ra vez que se publique el aviso en el periódico, llene la [Declaración Jurada de Finalización del Servicio de Publicación](#) forma. Adjunte una copia del [Aviso de demanda](#) a la declaración jurada.

Paso 7: Presentar la [Declaración Jurada de Finalización del Servicio de Publicación](#) forma

Presentar la [Declaración Jurada de Finalización del Servicio de Publicación](#) completa formulario y el [aviso de demanda](#) con la oficina del Secretario del Tribunal de Distrito donde presentó su [Petición de divorcio](#).



You must file the following forms with the Clerk of the District Court to start your case:

- the original Petition for Divorce
- the original Domestic Relations Affidavit
- the original Civil Information Sheet and SRL Form
- the Request for Service Form, if not filing a Voluntary Entry of Appearance or Entry of Appearance and Waiver of Notice; and Summons
- Order for ECT class

Pay the required filing fee.

**If you have any further questions about filing or filling out the forms, please read your instructions or contact an attorney.**

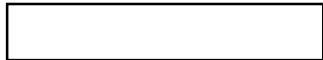
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Debe presentar las siguientes formas ante la Secretaria del Tribunal de Distrito para iniciar su caso:

- la Petición original de divorcio
- la original Declaración Jurada de Relaciones Domesticas
- la hoja de información civil original y SRL Form
- la forma de Solicitud de Servicio, si no Presenta una Entrada Voluntaria de Apariencia o entrada de comparecencia y renuncia a la notificación; y citación
- Asistir A La Clase De Tecnicas De Crianza Efectiva

Pague el costo de presentación requerida.

**Si tiene más preguntas sobre como presentar o completar las formas, lea sus instrucciones o comuníquese con un abogado.**



For Office Use Only

# CIVIL COVER SHEET

The civil cover sheet neither replaces nor supplements the filing and service of pleadings or other papers as required by law. This form is required for use by the Clerk of the District Court for the purposes of initiating the civil docket sheet. This information will not be available to the public and this document will be stored in a separate location from the case file and then destroyed within a reasonable time. A new case **will not be accepted** without a cover sheet attached. (THIS FORM MUST BE TYPED OR PRINTED LEGIBLY). This form can be found at [www.kscourts.org](http://www.kscourts.org).

**NATURE OF SUIT** (Mark only one - If the case involves more than one of the following categories, indicate the category having the highest dollar value.)

- CIVIL** If a CH. 61: \$ \_\_\_\_\_ (Judgment Demand Amount)
- |   |   |   |  |
|---|---|---|--|
| <p><b>TORT</b></p> <input type="checkbox"/> Asbestos Product Liability<br><input type="checkbox"/> Automobile Tort<br><input type="checkbox"/> Intentional Tort<br><input type="checkbox"/> Legal Malpractice<br><input type="checkbox"/> Medical Malpractice<br><input type="checkbox"/> Other Professional Malpractice<br><input type="checkbox"/> Premises Liability<br><input type="checkbox"/> Slander/Libel/Defamation<br><input type="checkbox"/> Tobacco Product Liability<br><input type="checkbox"/> Toxic/Other Product Liability<br><input type="checkbox"/> Other Tort | <p><b>CONTRACT</b></p> <input type="checkbox"/> Buyer Plaintiff<br><input type="checkbox"/> Employment Dispute - Discrimination<br><input type="checkbox"/> Employment Dispute - Other<br><input type="checkbox"/> Fraud<br><input type="checkbox"/> Landlord/Tenant - Forcible Detainer<br><input type="checkbox"/> Landlord/Tenant Dispute - Other<br><input type="checkbox"/> Seller Plaintiff (debt collection)<br><input type="checkbox"/> Other Contract <p><b>CIVIL APPEALS</b></p> <input type="checkbox"/> Administrative Agency<br><input type="checkbox"/> Other Civil Appeal<br><input type="checkbox"/> Tax Appeal | <p><b>REAL PROPERTY</b></p> <input type="checkbox"/> Eminent Domain<br><input type="checkbox"/> Mortgage Foreclosure<br><input type="checkbox"/> Other Real Property<br><input type="checkbox"/> Tax Foreclosure <p><b>MISCELLANEOUS</b></p> <input type="checkbox"/> 60-1507<br><input type="checkbox"/> Habeas Corpus<br><input type="checkbox"/> Other Writs<br><input type="checkbox"/> Name Change<br><input type="checkbox"/> Post Judgment Elevation LM to CV<br><input type="checkbox"/> Transfer Pre-Judgment LM to CV | <input type="checkbox"/> <b>STATE TAX WARRANT</b><br><br><input type="checkbox"/> <b>OTHER CIVIL</b><br><br><input type="checkbox"/> <b>SMALL CLAIMS</b> |
|---|---|---|--|

- DOMESTIC**
- |   |  |  |                                       |
|---|--|--|---------------------------------------|
| <input type="checkbox"/> <b>MARRIAGE DISSOLUTION/DIVORCE</b>              | <input type="checkbox"/> <b>PROTECTION FROM ABUSE</b>                      | <input type="checkbox"/> <b>PROTECTION FROM STALKING</b> | <input type="checkbox"/> <b>UIFSA</b> |
| <input type="checkbox"/> <b>OTHER DOMESTIC RELATIONS</b>                  | <input type="checkbox"/> <b>NON-DIVORCE SUPPORT, CUSTODY OR VISITATION</b> | <input type="checkbox"/> <b>PATERNITY</b>                |                                       |
| <input type="checkbox"/> <b>DOMESTIC FOREIGN JUDGMENT (OUT OF COUNTY)</b> |  |  |                                       |

- PROBATE/ESTATE**
- |   |   |  |
|---|---|--|
| <p><b>GUARDIAN/CONSERVATOR</b></p> <input type="checkbox"/> Conservatorship/Trusteeship<br><input type="checkbox"/> Guardianship - Adult<br><input type="checkbox"/> Guardianship - Minor<br><input type="checkbox"/> Guardian/Conservator - Adult<br><input type="checkbox"/> Guardian/Conservator - Minor <p><b>PROBATE RECORDS</b></p> <input type="checkbox"/> Probate Record - Other County<br><input type="checkbox"/> Probate Record - Other State | <input type="checkbox"/> <b>DETERMINATION OF DESCENT</b><br><input type="checkbox"/> <b>SEXUALLY VIOLENT PREDATOR</b><br><input type="checkbox"/> <b>DECEDENT ESTATE</b><br><input type="checkbox"/> <b>REFUSAL TO GRANT LETTERS</b><br><input type="checkbox"/> <b>FILING WILL AND AFFIDAVIT</b><br><input type="checkbox"/> <b>OTHER PROBATE/ESTATE</b> | <input type="checkbox"/> <b>ADOPTION</b><br><input type="checkbox"/> <b>FOREIGN ADOPTION</b><br><input type="checkbox"/> <b>CARE AND TREATMENT</b><br><input type="checkbox"/> <b>TERMINATION OF JOINT TENANCY</b><br><input type="checkbox"/> <b>TERMINATION OF LIFE ESTATE</b> |
|---|---|--|

**JURY DEMAND**  YES (Check yes only if jury demand is included in petition or as a separate pleading)  
 NO

**SUMMONS ATTACHED:**  YES  NO      **SHERIFF'S PROCESS FEE ATTACHED**  YES  NO

**SERVICE BY:**  PROCESS SERVER/ATTORNEY  
 SHERIFF IN STATE \_\_\_\_\_ (County)  
 SHERIFF OUT OF STATE \_\_\_\_\_ (State)

**PLAINTIFF/SUBJECT INFORMATION**

(ATTACH ADDITIONAL SHEET, IF NECESSARY)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_ SEX: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

DL OR STATE ID NO: \_\_\_\_\_  
State and Number

ALIAS NAMES USED: \_\_\_\_\_  
\_\_\_\_\_

**ATTORNEYS**

(Firm Name, Address, Telephone Number and Supreme Court ID Number)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DEFENDANT/OTHER PARTY INFORMATION**

(ATTACH ADDITIONAL SHEET, IF NECESSARY)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_ SEX: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

DL OR STATE ID NO: \_\_\_\_\_  
State and Number

ALIAS NAMES USED: \_\_\_\_\_  
\_\_\_\_\_

**ATTORNEYS**

(Firm Name, Address, Telephone Number and Supreme Court ID Number)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR DOMESTIC CASES - NAME, DATE OF BIRTH AND SOCIAL SECURITY NUMBER OF EACH DEPENDENT CHILD:**

(Name)

(Date of Birth)

(Social Security Number)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The requirement that Social Security numbers be included on domestic cases is mandatory, and authorized by the Supreme Court and federal law. On non-domestic cases, the Social Security number is not mandatory. The number is used for purposes of identification and may be disclosed as permitted by law. This form is not considered to be a public record.

**Self-Represented Litigant Certification Form**

By signing this form, I certify that, to the best of my knowledge, information, and belief, and based on my reasonable review of the document's contents, the attached filing complies with the certification requirements in the Temporary Rule for Filing in a District Court by a Self-Represented Litigant as follows:

(a) I have signed the attached filing and provided my name, address, email address(if available), telephone number, and fax number (if available); and

(b) The attached filing contains no personally identifiable information (PII) or meets an exception in the Temporary Rule for Filing in a District Court by a Self-Represented Litigant because the filing (check box that applies):

contains no PII (if this box is checked, do not check any other boxes); or

requests that this document be sealed under the Temporary Rule for Filing in a District Court by a Self-Represented Litigant for the following reason (check box that applies):

a pre-existing order was entered by the court on \_\_\_\_\_ that seals this document;

this document asks the court to issue an order that seals the following document: [include general description of document contents without including PII.] \_\_\_\_\_;

or this document asks the court to seal the following document already filed in the case: [describe the document already on file so that the clerk can identify it without using PII]

\_\_\_\_\_.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Party: \_\_\_\_\_

IN THE DISTRICT COURT OF WYANDOTTE COUNTY, KANSAS

In the Matter of the Marriage of

\_\_\_\_\_  
(First Name) (Middle Name) (Last Name) (Jr./Sr./III)  
Petitioner

and

Case Number \_\_\_\_\_

\_\_\_\_\_  
(First Name) (Middle Name) (Last Name) (Jr./Sr./III)  
Respondent

**PETITION FOR DIVORCE (with children)**

1. What is your name? (Write your full legal name on the lines below)

\_\_\_\_\_  
(First Name) (Middle Name) (Last Name) (Jr./Sr./III)

2. Are you a resident of Kansas?

"Residence" means the place which is adopted by a person as the person's place of habitation and to which, whenever the person is absent, the person has the intention of returning. When a person eats at one place and sleeps at another, the place where the person sleeps shall be considered the person's residence. K.S.A. 77-201(23).

Some ways you may show you are a resident of Kansas may include the following: if you have a Kansas driver's license, you have filed a Kansas tax return, you own or rent a residence in Kansas, or you stay in Kansas with the intent to remain.

- Yes.  
 No.

3. (Check one of these two boxes and fill out the blanks.)

I have been a resident of Kansas for at least the 60 days before the day I filed this petition.

I am not a resident of Kansas. I have been a resident in \_\_\_\_\_,  
since \_\_\_\_\_ (State)  
(Month and Year)

4. Are you an active-duty service member with the United States military? (Check one of the three boxes and fill out the blanks.)

- Yes. My duty station is \_\_\_\_\_.
- No.
- I do not know.

5. What is your spouse's mailing address?

The court will use this address to send information about this case to your spouse.

\_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(City) (State) (Zip Code)  
\_\_\_\_\_  
(Telephone Number with Area Code) (Email Address)

6. Is your spouse a resident of Kansas?

"Residence" means the place which is adopted by a person as the person's place of habitation and to which, whenever the person is absent, the person has the intention of returning. When a person eats at one place and sleeps at another, the place where the person sleeps shall be considered the person's residence. K.S.A. 77-201(23).

Some ways you may show you are a resident of Kansas may include the following: if you have a Kansas driver's license, you have filed a Kansas tax return, you own or rent a residence in Kansas, or you stay in Kansas with the intent to remain.

- Yes.
- No.

7. (Check one of these two boxes and fill out the blanks.)

My spouse has been a resident of Kansas for at least the 60 days before the day I filed this petition.

My spouse is not a resident of Kansas. My spouse has been a resident in

\_\_\_\_\_, since \_\_\_\_\_.  
(State) (Month and Year)

8. Is your spouse on active duty with the United States military? *(Check one of the three boxes.)*

If your spouse is on active duty in the armed forces of the United States, the Servicemembers Civil Relief Act (SCRA) may prevent you from getting a divorce without your spouse's consent. You should contact a lawyer about this situation before filing this petition.

- Yes.  
 No.  
 I do not know.

9. In what year were you and your spouse married? *(Fill in the blank.)*

We were married in \_\_\_\_\_.  
*(Year)*

10. Do you want spousal support (also known as alimony or maintenance)? *(Check one of the two boxes.)*

The court may call spousal support "maintenance." The court can decide whether to order your spouse to pay you spousal support for up to 121 months.

- Yes.  
 No.

11. Do you want to change your name back to your former name? *(Check one of the two boxes and fill in the blanks, if any.)*

The court can only change your name back to your maiden or former name. The court cannot change your name to something different than a name you have used before.

- Yes. I want my name to be changed back to my former name of

No. \_\_\_\_\_  
*(First Name) (Middle Name) (Last Name) (Jr./Sr./III)*

12. Are you pregnant? (Check one of the four boxes.)

- I am pregnant.
- I do not know if I am pregnant.
- I am not pregnant.
- I do not wish to answer this question.

13. Is your spouse pregnant? (Check one of the four boxes.)

- My spouse is pregnant.
- I do not know if my spouse is pregnant.
- My spouse is not pregnant.
- I do not wish to answer this question.

14. Give information about all children of your relationship who are under the age of 19. List each child's initials, year of birth, and parents' names below. (Fill in the chart.)

List any children of your relationship. Include any adopted children as well.

Child's Name	Year of Birth	Was the child born during the marriage?	Name of Parent 1	Name of Parent 2	Check which parent the child currently lives with most of the time.
		<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Parent 1 <input type="checkbox"/> Parent 2 <input type="checkbox"/> Equal
		<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Parent 1 <input type="checkbox"/> Parent 2 <input type="checkbox"/> Equal
		<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Parent 1 <input type="checkbox"/> Parent 2 <input type="checkbox"/> Equal
		<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Parent 1 <input type="checkbox"/> Parent 2 <input type="checkbox"/> Equal
		<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Parent 1 <input type="checkbox"/> Parent 2 <input type="checkbox"/> Equal



15. List names and addresses of all parents listed in chart above. Do not list confidential addresses.

Write physical address of the place where the child resides with the parent.

\_\_\_\_\_  
*(Name and address of parent)*

\_\_\_\_\_  
*(Name and address of parent)*

\_\_\_\_\_  
*(Name and address of parent)*

\_\_\_\_\_  
*(Name and address of parent)*

16. List the city and state where each child has lived in the past five years. Also list all the adults who lived with each child in that city, the adult's relationship to the child, and the adult's current address. *(Fill in the chart.)*

Child's Name	City & State Where Child Lived	From Date	Until Date	Name and Relationship of Adults(s) Living with Child, and Adults(s) Current Address
				<input type="checkbox"/> Parent 1 <input type="checkbox"/> Parent 2 <input type="checkbox"/> Name: _____ <i>Relationship:</i> _____ <i>Current address:</i> _____ _____ <input type="checkbox"/> Name: _____ <i>Relationship:</i> _____ <i>Current address:</i> _____ _____

Child's Name	City & State Where Child Lived	From Date	Until Date	Name and Relationship of Adults(s) Living with Child, and Adults(s) Current Address
				<input type="checkbox"/> Parent 1 <input type="checkbox"/> Parent 2 <input type="checkbox"/> Name: _____ <i>Relationship:</i> _____ <i>Current address:</i> _____ _____ <input type="checkbox"/> Name: _____ <i>Relationship:</i> _____ <i>Current address:</i> _____ _____
				<input type="checkbox"/> Parent 1 <input type="checkbox"/> Parent 2 <input type="checkbox"/> Name: _____ <i>Relationship:</i> _____ <i>Current address:</i> _____ _____ <input type="checkbox"/> Name: _____ <i>Relationship:</i> _____ <i>Current address:</i> _____ _____
				<input type="checkbox"/> Parent 1 <input type="checkbox"/> Parent 2 <input type="checkbox"/> Name: _____ <i>Relationship:</i> _____ <i>Current address:</i> _____ _____ <input type="checkbox"/> Name: _____ <i>Relationship:</i> _____ <i>Current address:</i> _____ _____

Child's Name	City & State Where Child Lived	From Date	Until Date	Name and Relationship of Adults(s) Living with Child, and Adults(s) Current Address
				<input type="checkbox"/> Parent 1 <input type="checkbox"/> Parent 2 <input type="checkbox"/> Name: _____ Relationship: _____ Current address: _____ _____ <input type="checkbox"/> Name: _____ Relationship: _____ Current address: _____ _____

17. List any court cases that involved the custody of or visitation with the children. (Fill in the chart.)

List all court cases the child(ren) has been involved with, such as, a child in need of care/foster care cases, child support case, parentage case, protection from abuse case, protection from stalking, sexual assault or human trafficking case, guardianship case, or a different divorce case.

Type of Case	Name of Court & City and State of Court	Case Number	Date of the Last Order Made by the Court	Name of Children Involved in the Case

Type of Case	Name of Court & City and State of Court	Case Number	Date of the Last Order Made by the Court	Name of Children Involved in the Case

18. Do you have any information about any *other* court case that could affect this divorce case?

Besides the cases you already listed above, are there any *other* court cases such as a case relating to domestic violence, child in need of care/foster care, protection from abuse, protection from stalking, sexual assault, or human trafficking, termination of parental rights, guardianship, or adoption.

- Yes. If yes, list those court cases below. *(Fill in the chart.)*  
 No.

Type of Case	Name of Court & City and State of Court	Case Number	Date of the Last Order Made by the Court	Name of Children Involved in the Case, If Any

Type of Case	Name of Court & City and State of Court	Case Number	Date of the Last Order Made by the Court	Names of Children Involved in the Case, If Any

19. Besides you or your spouse, are there any other adults who have physical custody of any of your children or claim to have custody or visitation rights to any of the children?

- Yes. If yes, list those people below. *(Fill in the chart.)*  
 No.

Name of Adult	Current Address of Adult	Check the box that applies	Name of Children Involved
		<input type="checkbox"/> Has Physical Custody <input type="checkbox"/> Claims Custody Rights <input type="checkbox"/> Claims Visitation Rights	
		<input type="checkbox"/> Has Physical Custody <input type="checkbox"/> Claims Custody Rights <input type="checkbox"/> Claims Visitation Rights	
		<input type="checkbox"/> Has Physical Custody <input type="checkbox"/> Claims Custody Rights <input type="checkbox"/> Claims Visitation Rights	

20. I want to divorce my spouse based on incompatibility.
21. The Court should approve an appropriate parenting plan and child support order.
22. The Court should distribute the marital property and debts as agreed or as the court may decide.

**Sign Below in the Presence of a Notary Public**

X \_\_\_\_\_  
(Sign above in the presence of a Notary Public) (Print your name)

Your mailing address:

\_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State) (Zip Code)

\_\_\_\_\_  
(Telephone Number with Area Code) (Email Address)

**VERIFICATION**

STATE OF KANSAS

COUNTY OF WYANDOTTE

I swear or affirm that the statements made in this Petition are true and that I am the person filing this petition.

X \_\_\_\_\_  
*(Sign above in the presence of a Notary Public.)*

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

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

Domestic Relations Affidavit

IN THE DISTRICT COURT OF  
WYANDOTTE COUNTY, KANSAS

IN THE MATTER OF )  
 )  
 )  
\_\_\_\_\_)  
Party Name )  
 )  
and )  
 )  
 )  
\_\_\_\_\_)  
Party Name )

Case No. \_\_\_\_\_

DOMESTIC RELATIONS AFFIDAVIT OF \_\_\_\_\_  
(name)

1. Party Name Residence \_\_\_\_\_

Party Name \_\_\_\_\_  
Birth Month/Year XXX-XX-\_\_\_\_ Social Security Number Telephone \_\_\_\_\_

2. Party Name Residence \_\_\_\_\_

Party Name \_\_\_\_\_  
Birth Month/Year XXX-XX-\_\_\_\_ Social Security Number Telephone \_\_\_\_\_

3. Date of Marriage: \_\_\_\_\_

4. Number of Marriages: \_\_\_\_\_  
Party Name Party Name

5. Number of children of the relationship: \_\_\_\_\_

6. Names, Social Security Numbers, the month and year of each child's birth and ages of minor children of the relationship:

Name	Social Security Number XXX-XX-____	Birth Month /Year	Age	Custodian
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____



7. Names, Social Security Numbers, and ages of minor children of previous relationships and facts as to custody and support payments paid or received, if any.

Name	Social Security No. XXX-XX-____	Age	Custodian	Support Payment	Paid or Rec'd
_____	_____	_____	_____	\$ _____	_____
_____	_____	_____	_____	\$ _____	_____
_____	_____	_____	_____	\$ _____	_____
_____	_____	_____	_____	\$ _____	_____

8. Party Name is employed by (name) \_\_\_\_\_

(address) \_\_\_\_\_

Party Name is employed by (name) \_\_\_\_\_

(address) \_\_\_\_\_

with monthly income as follows:

A. Wage Earner	Party Name	Party Name
1. Gross Income	\$ _____	\$ _____
2. Other Income	\$ _____	\$ _____
3. Subtotal Gross Income	\$ _____	\$ _____
4. Federal Withholding (Claiming _____ exemptions)	\$ _____	\$ _____
5. Federal Income Tax	\$ _____	\$ _____
6. OASDHI	\$ _____	\$ _____
7. Kansas Withholding	\$ _____	\$ _____
8. Subtotal Deductions	\$ _____	\$ _____
9. Net Income	\$ _____	\$ _____

B. Self-Employed	Party Name	Party Name
1. Gross Income from self-employment	\$ _____	\$ _____
2. Other Income	\$ _____	\$ _____
3. Subtotal Gross Income	\$ _____	\$ _____
4. Reasonable Business Expenses (-) (Itemize on attached exhibit)	\$ _____	\$ _____
5. Self-Employment Tax (-)	\$ _____	\$ _____
6. Business Net Income	\$ _____	\$ _____
7. Estimated Tax Payments (Claim _____ exemptions)	\$ _____	\$ _____
8. Federal Income Tax	\$ _____	\$ _____
9. Kansas Withholding	\$ _____	\$ _____
10. Subtotal Deductions	\$ _____	\$ _____

11. Net Income \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 (Line B.3. minus Line B.9.)

Pay period: \_\_\_\_\_  
Party Name Party Name

9. The liquid assets of the parties are:

	Item	Amount	Joint or Individual (Specify)
A.	Checking Accounts (Do not list account numbers):		
	_____	\$ _____	_____
	_____	\$ _____	_____
B.	Savings Accounts (Do not list account numbers):		
	_____	\$ _____	_____
	_____	\$ _____	_____
C.	Cash		
	Party Name	\$ _____	_____
	Party Name	\$ _____	_____
D.	Other		
	_____	\$ _____	_____
	_____	\$ _____	_____

10. The monthly expenses of each party are: (Please indicate with an asterisk all figures which are estimates rather than actual figures taken from records.)

	Item	Party Name (Actual or Estimated)	Party Name (Actual or Estimated)
1.	Rent	\$ _____	\$ _____
2.	Food	\$ _____	\$ _____
3.	Utilities/services:		
	Trash Service	\$ _____	\$ _____
	Newspaper	\$ _____	\$ _____
	Telephone	\$ _____	\$ _____
	Cell Phone	\$ _____	\$ _____
	Cable	\$ _____	\$ _____
	Gas	\$ _____	\$ _____
	Water	\$ _____	\$ _____
	Lights	\$ _____	\$ _____
	Other	\$ _____	\$ _____
4.	Insurance:		
	Life	\$ _____	\$ _____
	Health	\$ _____	\$ _____
	Car	\$ _____	\$ _____
	House/Rental	\$ _____	\$ _____
	Other	\$ _____	\$ _____
5.	Medical and dental	\$ _____	\$ _____
6.	Prescriptions drugs	\$ _____	\$ _____
7.	Childcare (work-related)	\$ _____	\$ _____

8.	Childcare (non-work-related)	\$ _____	\$ _____
9.	Clothing	\$ _____	\$ _____
10.	School expenses	\$ _____	\$ _____
11.	Haircuts and beauty	\$ _____	\$ _____
12.	Car repair	\$ _____	\$ _____
13.	Gas and oil	\$ _____	\$ _____
14.	Personal property tax	\$ _____	\$ _____

Item	Party Name (Actual or Estimated)	Party Name (Actual or Estimated)
15. Miscellaneous (Specify)		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
16. Debt Payments (Specify)		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Total	\$ _____	\$ _____

\*Show house payments, mortgage payments, etc., in Section 10.B.

B. Monthly payments to banks, loan companies or on credit accounts: (Indicate actual or estimated monetary amount in each column; use asterisk for secured.) DO NOT LIST ANY PAYMENTS INCLUDED IN PART 10.A ABOVE.

Creditor	When Incurred	Amount of Payment	Date of Last Payment	Balance	Responsibility	
					Party Name	Party Name
_____	_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____	\$ _____
				Subtotal of Payments	\$ _____	\$ _____
				Total	\$ _____	\$ _____

C. Total Living Expenses

	Party Name (Actual or Estimated)	Party Name (Actual or Estimated)
1. Total funds available to Both Parties (from No. 8)	\$ _____	\$ _____
2. Total needed (from No. 10.A and B)	\$ _____	\$ _____
3. Net Balance	\$ _____	\$ _____
4. Projected child support	\$ _____	\$ _____

D. Payments or contributions received, or paid, for support of others. Specify source and amount.

Source	Party Name	Party Name
_____ (+/-)	\$ _____	\$ _____
_____ (+/-)	\$ _____	\$ _____

11. How much does the party who provides health care pay for family coverage?  
 \$ \_\_\_\_\_ per \_\_\_\_\_.  
 How much does it cost the provider to furnish health insurance only on the provider?  
 \$ \_\_\_\_\_ per \_\_\_\_\_.

FURNISH THE FOLLOWING INFORMATION IF APPLICABLE.

12. Income and financial resources of children.

Income/Resources	Amount
_____	\$ _____
_____	\$ _____

13. Child support adjustments requested.

- |  |   |
|--|---|
| <input type="checkbox"/> parenting time adjustment | <input type="checkbox"/> agreement past majority      |
| <input type="checkbox"/> income tax consideration  | <input type="checkbox"/> long distance parenting time |
| <input type="checkbox"/> special needs             | <input type="checkbox"/> overall financial conditions |
| <input type="checkbox"/> other: _____              |   |

14. All other personal property including retirement benefits (including but not limited to qualified plans such as profit-sharing, pension, IRA, 401(k), or other savings-type employee benefits, nonqualified plans, and deferred income plans), and ownership thereof (joint or individual), including policies of insurance, identified as to nature or description, ownership (joint or individual), and actual or estimated value.

Joint or Individual	Amount	(Specify)
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

THE FOLLOWING NEED NOT BE FURNISHED IN POST JUDGMENT PROCEDURES.

15. List real property identified as to description, ownership (joint or individual) and actual or estimated value.

Property Description	Ownership	Actual/Estimated Value
_____	_____	_____
_____	_____	_____
_____	_____	_____

16. Identify the property, if any, acquired by each of the parties prior to marriage or acquired during marriage by a will or inheritance.

Property Description	Ownership	Source of Ownership	Actual/ Estimated Value

17. List debt obligations, including maintenance, not listed in Section 10.A or 10.B above, identified as to name or names of payor or payors and payees, balance due and rate at which payable; and, if secured, identify the encumbered property.

Debt Obligation	Payor	Payee	Balance Due	Payment Rate	Encumbered Property

8. List health insurance coverage and the right, pursuant to ERISA §§ 601-608, 29 U.S.C. §§ 1161-1168 (1986), to continued coverage by the spouse who is not a member of the covered employee group.

<u>Health Insurance</u>	<u>COBRA Continuation</u>		
	<u>Yes</u>	<u>No</u>	<u>Unknown</u>
_____	_____	_____	_____
_____	_____	_____	_____

I declare under penalty of perjury under the laws of the State of Kansas that the foregoing is true, correct and complete.

Executed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Name (Print): \_\_\_\_\_

Signature \_\_\_\_\_

**IN THE DISTRICT COURT OF WYANDOTTE COUNTY, KANSAS**

**In the Matter of the Marriage of**

\_\_\_\_\_  
(First Name) (Middle Name) (Last Name) (Jr./Sr./III)  
(Enter your full legal name above)

**and**

**Case Number** \_\_\_\_\_  
(Will be assigned when case is filed)

\_\_\_\_\_  
(First Name) (Middle Name) (Last Name) (Jr./Sr./III)  
(Enter your spouse's legal name above)

**REQUEST AND SERVICE INSTRUCTION FORM**

You must give "legal notice" to your spouse that you have filed a Petition for Divorce. Your Petition for Divorce must be filed and stamped with the date it was received by the Clerk of the District Court. Your spouse must get copies of this file-stamped Petition for Divorce and Summons through one of the ways listed below.

Select **ONE** of the five boxes to show how you want to give "legal notice" to your spouse.

**Personal Service by Sheriff:**

Check options a or b if you want the sheriff to give the paperwork to your spouse.

*Option a:* If your spouse lives in Kansas, you must fill out the Summons form and pay a sheriff's service fee.

*Option b:* If your spouse lives in a state other than Kansas, fill out the Summons form. You have to find out the procedures required by the sheriff in that state and county and to pay any fees required.

- a. *Personal Service inside Kansas* – Service through the office of the Sheriff of \_\_\_\_\_ County, State of Kansas, other than by Service by Return Receipt. The clerk of the court will give your documents to the sheriff.

- b. *Personal Service outside Kansas* – Out of state service by service through the Sheriff of \_\_\_\_\_ County, State of \_\_\_\_\_ (your spouse's location) by other than Service by Return Receipt. The clerk of the court will give your documents to the sheriff.

*Sheriff's office address (where the Clerk will send the service packet to the sheriff):*

\_\_\_\_\_  
*(Name of Sheriff's Office)*

\_\_\_\_\_  
*(Street)*

\_\_\_\_\_  
*(City)*

\_\_\_\_\_  
*(State)*

\_\_\_\_\_  
*(Zip Code)*

*Sheriff's office phone number:*

\_\_\_\_\_  
*(Telephone Number with Area Code)*

**Service by Return Receipt:**

Check options c or d if you want the file-stamped paperwork mailed to your spouse.

*Option c:* After getting the file-stamped copy of the Petition for Divorce and the Summons from the Clerk of the District Court, send the documents to your spouse using return receipt delivery, which can be by certified mail, priority mail, commercial courier service, overnight delivery service or other reliable personal delivery service. For example, these services may be offered by the United States Postal Service, FedEx, or UPS. Once the documents are delivered to your spouse, get the written or electronic receipt from the delivery service and attach it to the Return of Service by Return Receipt form. Complete the Return of Service by Return Receipt form and file it with the Clerk of the District Court's office.

*Option d:* If you want to have the sheriff send the documents to your spouse using return receipt delivery, the Clerk of the District Court will get the documents to the sheriff. The sheriff will send the documents and file the Return of Service by Return Receipt with the court.

- c. *Service by Return Receipt inside or outside Kansas* – Return Receipt service by the Petitioner. You are responsible for sending the documents to your spouse using return receipt delivery, which can be by certified mail, priority mail, commercial courier service, overnight delivery service or other reliable personal delivery service to the party addressed. The written or electronic receipt must show who the documents were delivered to, the date of delivery, the address where delivered, and the person or entity completing delivery. Complete the Return of Service by Return Receipt form, attach the written or electronic receipt, and file it with the Clerk of the District Court's office. You must file the Return of Service by Return Receipt form before service is complete.

- d. *Service by Return Receipt inside or outside Kansas by Sheriff – Service by Return Receipt by the office of the Sheriff of \_\_\_\_\_ County, State of \_\_\_\_\_, AT YOUR EXPENSE. The Sheriff will be responsible for obtaining service and submitting the return of service.*

If the sheriff's office is NOT in Kansas, fill out the name, address, and phone number of the sheriff's office below.

*Sheriff's office address (where the Clerk will send the service packet to the sheriff):*

\_\_\_\_\_  
*(Name of Sheriff's Office)*

\_\_\_\_\_  
*(Street)*

\_\_\_\_\_  
*(City)*

\_\_\_\_\_  
*(State)*

\_\_\_\_\_  
*(Zip Code)*

*Sheriff's office phone number:*

\_\_\_\_\_  
*(Telephone Number with Area Code)*

- e. *Personal Service through the Office of the Civil Process Server - Party to be served must live in Wyandotte County, Kansas.*

**No Service Required**

Check option e if your spouse will complete a Voluntary Entry of Appearance or you are going to ask the court to allow service by publication.

**Voluntary Entry of Appearance:**

Give your spouse a copy of the completed Petition for Divorce and Domestic Relations Affidavit. After getting the copies of those forms, your spouse can fill out a Voluntary Entry of Appearance form. Your spouse must sign this form in front of a notary public. The completed Voluntary Entry of Appearance with your spouse's original signature must then be filed with the Clerk of the District Court.

**Publication:**

If you cannot provide notice of the divorce to your spouse through sheriff's service, service by return receipt, or voluntary entry of appearance, then you may be able to provide notice of the divorce by publishing notice in a local newspaper. To get "publication service," you must ask for permission from the judge by filing the Affidavit for Service by Publication form. If the judge says you can use publication service, the judge will sign the Order Allowing Service by Publication. After you get the signed Order Allowing Service by Publication, you must publish notice following the process set out in K.S.A. 60-307. You must obtain "proof of publication" from the newspaper and file the proof with the court. Court personnel cannot help you with this process.

- f. *No service required as my spouse will complete a Voluntary Entry of Appearance, or I am filing an Affidavit for Service by Publication.*



X \_\_\_\_\_  
(Sign above) (Print your name above.)

Your address:

\_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State) (Zip Code)

\_\_\_\_\_  
(Telephone Number with Area Code) (Email Address)

**IN THE DISTRICT COURT OF WYANDOTTE COUNTY, KANSAS**

**In the Matter of the Marriage of**

\_\_\_\_\_  
(First Name) (Middle Name) (Last Name) (Jr./Sr./III)  
(Write your full legal name above)

**and**

**Case Number** \_\_\_\_\_  
(Will be assigned when case is filed)

\_\_\_\_\_  
(First Name) (Middle Name) (Last Name) (Jr./Sr./III)  
(Write your spouse's full legal name above)

Respondent's Name and Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Write your spouse's name and address)

**SUMMONS**

To: \_\_\_\_\_,  
(Your spouse's name)

A civil lawsuit has been filed against you.

Within 21 days after service of this summons on you (not counting the day you received it), you must serve on the petitioner an answer to the attached petition or a motion under K.S.A. 60-212. Under Kansas Supreme Court Rule 113, you may seek from the clerk of the court an extension of up to 14 additional days to serve and to file an answer or a K.S.A. 60-212 motion.

If you fail within 21 days to serve and to file an answer or a K.S.A. 60-212 motion or obtain a Rule 113 extension, the court may enter default judgment against you for the relief demanded in the petition. If you were served outside of Kansas, however, the court may not enter default judgment against you until at least 30 days after service of this summons.

The answer or K.S.A. 60-212 motion must be served on the petitioner's attorney, or the petitioner if petitioner has no attorney, at the following address:

\_\_\_\_\_ *(Your name or the name of your attorney)*

\_\_\_\_\_ *(Your mailing address - Street)*

\_\_\_\_\_ *(City)*                      \_\_\_\_\_ *(State)*                      \_\_\_\_\_ *(Zip Code)*

You also must file your answer or K.S.A. 60-212 motion with the court.

When you file an answer, you must state as a counterclaim(s) any related claim(s) that you may have against the petitioner. If you fail to do so, you will thereafter be barred from making such claim(s) in any other action.

Date \_\_\_\_\_

Clerk's Seal

Clerk of the District Court.

By \_\_\_\_\_  
Clerk or Deputy

**IN THE DISTRICT COURT OF WYANDOTTE COUNTY, KANSAS**

**In the Matter of the Marriage of**

\_\_\_\_\_  
(First Name) (Middle Name) (Last Name) (Jr./Sr./III)  
(Enter your spouse's full legal name above)

**and**

**Case Number** \_\_\_\_\_

\_\_\_\_\_  
(First Name) (Middle Name) (Last Name) (Jr./Sr./III)  
(Enter your full legal name above)

**VOLUNTARY ENTRY OF APPEARANCE**

1. What is your name? (Enter your full legal name on the lines below)

\_\_\_\_\_  
(First Name) (Middle Name) (Last Name) (Jr./Sr./III)

2. Where do you receive mail?

This is the address the court will use to send information about your case to you. If you want to change your mailing address, you must tell or send the clerk of the district court your new mailing address.

\_\_\_\_\_  
(Street or P.O. Box Number)

\_\_\_\_\_  
(City) (State) (Zip Code)

3. What is your telephone number?

\_\_\_\_\_  
(Telephone Number with Area Code)

4. What is your email address?

\_\_\_\_\_  
(Email Address)

5. Are you on active duty with the United States military? (Check one of the three boxes.)

If you are on active duty in the armed forces of the United States, the Servicemembers Civil Relief Act (SCRA) may apply. You should contact a lawyer about this situation before filing this Voluntary Entry of Appearance.

- Yes.  
 No.  
 I do not know.

6. If you are on active duty with the United States military, do you give up your rights under the Servicemembers Civil Relief Act for this case? (Check one of the three boxes.)

If you are on active duty in the armed forces of the United States, the Servicemembers Civil Relief Act (SCRA) may apply. You should contact a lawyer about this situation before filing this Voluntary Entry of Appearance.

- Yes.  
 No.  
 I do not know.

7. How do you want to get documents and notifications about this divorce case: (Check **one** of the two boxes.)

- mailed** to me (paper copies will be mailed to the address given in #2 above).  
 **emailed** to me (documents will be emailed to the email address given in #4 you will not receive paper copies of documents in the mail).

8. I received a copy of the petition filed in this case. I am not requiring that the sheriff or other person hand me the summons and petition as Kansas law may require.

### Sign Below in the Presence of a Notary Public

Here are the most common types of businesses where you can find a Notary Public.

Banks, Law Firms or Law Offices, Real Estate Firms or Real Estate Offices, Tax Preparer or Accountant Offices, Photocopy Shops, Parcel Shipping Stores, Auto tag and license service centers, Colleges and Universities, or Public Libraries.

X \_\_\_\_\_  
(Sign above in the presence of a Notary Public.) (Print your name above.)

Your address:

\_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(City) (State) (Zip Code)  
\_\_\_\_\_  
(Telephone Number with Area Code) (Email Address)

**VERIFICATION**

STATE OF KANSAS  
COUNTY OF \_\_\_\_\_

I swear or affirm that the statements made in this affidavit are true and that I am the person filing this petition.

X \_\_\_\_\_  
(Sign above in the presence of a Notary Public.)

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

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

**CERTIFICATE OF SERVICE AND MAILING**

I certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 20 , I sent a true copy of this Voluntary Entry of Appearance by depositing it in the United States mail, postage prepaid, addressed to:

Your Spouse's Name and Address:

\_\_\_\_\_  
*(Your Spouse's Name)*

\_\_\_\_\_  
*(Street)*

\_\_\_\_\_  
*(City)*                      \_\_\_\_\_ *(State)*                      \_\_\_\_\_ *(Zip Code)*

\_\_\_\_\_  
*(Telephone Number with Area Code)*                      \_\_\_\_\_ *(Email Address)*

and

Your Spouse's Attorney's Name and Address, if any:

\_\_\_\_\_  
*(Your Spouse's Attorney's Name)*

\_\_\_\_\_  
*(Street)*

\_\_\_\_\_  
*(City)*                      \_\_\_\_\_ *(State)*                      \_\_\_\_\_ *(Zip Code)*

\_\_\_\_\_  
*(Telephone Number with Area Code)*                      \_\_\_\_\_ *(Email Address)*

X \_\_\_\_\_  
*(Sign your name.)*                      \_\_\_\_\_ *(Print your name above.)*

IN THE DISTRICT COURT OF WYANDOTTE COUNTY, KANSAS  
CIVIL DEPARTMENT

In the Matter of the Marriage of

\_\_\_\_\_  
Petitioner

Case No. \_\_\_\_\_

and

\_\_\_\_\_  
Respondent

**ENTRY OF APPEARANCE AND WAIVER OF SERVICE**

COMES NOW the Respondent and voluntarily enters an appearance in this action. Respondent states that service of summons is waived, and that Respondent acknowledges receipt of the Petition filed in this case. Respondent agrees that this divorce action may be heard by the Court without any further notification to Respondent.

\_\_\_\_\_  
Respondent's signature  
(Must be signed in presence of notary)

Street Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
Email: \_\_\_\_\_

**ACKNOWLEDGEMENT**

STATE OF KANSAS            )  
COUNTY OF WYANDOTTE    ) ss.

BE IT REMEMBERED that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public, in and for said county and state, personally appeared the Respondent in this action, known by me to be the identical person who executed the foregoing instrument and acknowledged to me that he/she executed same as a voluntary act and deed for the uses and purposes therein set forth.

IN WITNESS WHEREOF, I have set my hand and affixed my seal, the day and year last written.

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

My appointment expires: \_\_\_\_\_



IN THE DISTRICT COURT OF WYANDOTTE COUNTY, KANSAS  
CIVIL DEPARTMENT

IN THE MATTER OF THE MARRIAGE OF: )

\_\_\_\_\_ )

Petitioner, )

Case No. \_\_\_\_\_ )

Division \_\_\_\_\_ )

and )

\_\_\_\_\_ )

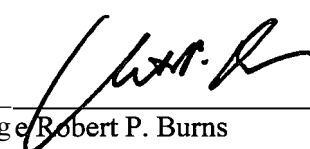
Respondent. )

**ORDER FOR EFFECTIVE CO-PARENTING TECHNIQUES (ECT)**

NOW ON THE DATE STAMPED ABOVE the Court finds that an action has been filed in this court concerning a parenting plan for parties' minor child(ren) and that it would be in the best interest of the minor child(ren) for the parties to attend **Effective Co-Parenting Techniques (ECT)** within thirty (30) days of service of process, or the entry of an appearance by the respondent (in actions to establish the parentage of a child the parties shall attend within thirty (30) days of the entry of the order establishing parentage). Attendance of ECT must be completed prior to the case being set for trial.

IT IS THEREFORE ORDERED that the parties attend the **Effective Co-Parenting Techniques** educational program through Wyandotte County Domestic Court Services. This is a two-hour educational program which is currently being conducted online. To obtain information regarding registration and class times; contact **Domestic Court Services at (913) 573-2833**. Upon completion of class, your court file will be updated with a certificate of completion.

IT IS SO ORDERED

  
\_\_\_\_\_  
Chief Judge Robert P. Burns  
Div. 1

**USE THE FOLLOWING FORMS ONLY IF  
YOU HAVE TO DO SERVICE BY  
PUBLICATION.**

---

**USE LAS SIGUIENTES FORMAS SOLO SI  
TIENE QUE HACER SERVICIO POR  
PUBLICACION**

**Please contact either one of the following newspapers for  
publication information:**

**The Wyandotte Echo  
PO Box 2305  
Kansas City, Ks 66101  
Ph: (913) 342-2444  
Email: [legals@wyecho.com](mailto:legals@wyecho.com)**

**Wyandotte County Business News  
PO Box 13235  
Kansas City, Ks 66113  
Ph: (913) 422-8232  
Email: [notices@wyandottecountylegalnews.com](mailto:notices@wyandottecountylegalnews.com)**

IN THE DISTRICT COURT OF WYANDOTTE COUNTY, KANSAS

In the Matter of the Marriage of

\_\_\_\_\_  
(First Name) (Middle Name) (Last Name) (Jr./Sr./III)  
(Enter your full legal name above)

and

Case Number \_\_\_\_\_

\_\_\_\_\_  
(First Name) (Middle Name) (Last Name) (Jr./Sr./III)  
(Enter your spouse's legal name above)

**AFFIDAVIT FOR SERVICE BY PUBLICATION**

Having been properly sworn by a notary public, I state the following for my affidavit:

1. Are you the person who filed the divorce petition in this case?  
(Check one of the two boxes.)

Yes.  
 No.

2. Are you asking the court to let you serve the divorce petition on your spouse using publication under K.S.A. 60-307?  
(Check one of the two boxes.)

Yes.  
 No.

3. Do you know where your spouse is currently living?  
(Check one of the two boxes.)

Yes.  
 No.

4. What have you done to find out where your spouse is currently living?  
(Check all boxes that apply.)

- I have asked people who know my spouse.
- I have searched through documents in my possession.
- I have diligently searched telephone listings in the places I believe my spouse may now live.
- I have diligently searched internet resources for information about where my spouse may now live.
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

5. What is your spouse's last known address?

\_\_\_\_\_  
(street, city, state, zip code)

6. Have you tried to serve your spouse through personal service (using the sheriff) or by certified mail?  
(Check one of the two boxes.)

- Yes.
- No.

7. This divorce action is one of the actions mentioned in K.S.A. 60-307(a)(1) through (4), and amendments thereto, and allows notice by publication under these circumstances

**Sign Below in the Presence of a Notary Public or Court Clerk**

Here are the most common types of businesses where you can find a Notary Public.

Banks, Law Firms or Law Offices, Real Estate Firms or Real Estate Offices, Tax Preparer or Accountant Offices, Photocopy Shops, Parcel Shipping Stores, Auto tag and license service centers, Colleges and Universities, or Public Libraries.

X \_\_\_\_\_  
(Sign above in the presence of a Notary Public.) (Print your name above.)

Your address:

\_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State) (Zip Code)

\_\_\_\_\_  
(Telephone Number with Area Code) (Email Address)

**VERIFICATION**

STATE OF KANSAS

COUNTY OF \_\_\_\_\_

I swear or affirm that the statements made in this affidavit are true and that I am the person filing this petition.

X \_\_\_\_\_  
*(Sign above in the presence of a Notary Public.)*

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

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

IN THE DISTRICT COURT OF WYANDOTTE COUNTY, KANSAS

In the Matter of the Marriage of

\_\_\_\_\_  
(First Name) (Middle Name) (Last Name) (Jr./Sr./III)  
(Enter your full legal name)

and

Case Number \_\_\_\_\_

\_\_\_\_\_  
(First Name) (Middle Name) (Last Name) (Jr./Sr./III)  
(Enter your spouse's legal name)

**ORDER ALLOWING SERVICE BY PUBLICATION**

The Court finds:

1. Petitioner filed an Affidavit asking for publication service upon Respondent.
2. Petitioner does not know where Respondent lives, Petitioner has made reasonable efforts to find out where Respondent is living but has not been able to find out that information, and Petitioner has done all things reasonably necessary to try to find out where the Respondent is living.
3. Petitioner may give notice to Respondent of the filing of the Divorce Petition by publication service as is provided by K.S.A. 60-307.

IT IS SO ORDERED.

\_\_\_\_\_  
District Court Judge

Submitted by:

X \_\_\_\_\_  
(Sign your name) (Print your name)

Your address:

\_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State) (Zip Code)

\_\_\_\_\_  
(Telephone Number with Area Code) (Email Address)

IN THE DISTRICT COURT OF WYANDOTTE COUNTY, KANSAS

In the Matter of the Marriage of

\_\_\_\_\_  
(First Name) (Middle Name) (Last Name) (Jr./Sr./III)  
(Enter your full legal name)

and

Case Number \_\_\_\_\_

\_\_\_\_\_  
(First Name) (Middle Name) (Last Name) (Jr./Sr./III)  
(Enter your spouse's legal name)

**NOTICE OF SUIT**

The State of Kansas to \_\_\_\_\_:  
(Enter your spouse's legal name)

1. You are notified that \_\_\_\_\_ has filed a Petition for Divorce.  
(Enter your name)
2. The Petition for Divorce has been filed in the District Court of Wyandotte County, Kansas.
3. \_\_\_\_\_ is asking the court to grant a divorce and to make other  
(Enter your name above)  
orders.
4. You may file an Answer/response to the Petition for Divorce with the court and provide a copy to the Petitioner on or before \_\_\_\_\_, 20\_\_\_\_\_, but not more  
(Month and Day) (Year)  
than 41 days after first publication of this Notice of Suit in the newspaper.
5. If you do not file an Answer/response with the court before the date stated above, the court may grant the divorce and make other orders.

\_\_\_\_\_  
(Sign your name)

\_\_\_\_\_  
(Print your name)



Your address:

---

*(Street)*

---

*(City)*

---

*(State)*

---

*(Zip Code)*

---

*(Telephone Number with Area Code)*

---

*(Email Address)*

IN THE DISTRICT COURT OF WYANDOTTE COUNTY, KANSAS

In the Matter of the Marriage of

\_\_\_\_\_  
(First Name) (Middle Name) (Last Name) (Jr./Sr./III)  
(Enter your full legal name above)

and

Case Number \_\_\_\_\_

\_\_\_\_\_  
(First Name) (Middle Name) (Last Name) (Jr./Sr./III)  
(Enter your spouse's legal name above)

**AFFIDAVIT OF COMPLETION OF PUBLICATION SERVICE**

1. A copy of the Notice of Suit is attached to this affidavit.
2. What newspaper was the Notice of Suit was published in?

\_\_\_\_\_  
(Name of newspaper)

3. When was the Notice of Suit published?  
(List the three dates when the Notice of Suit was published in the newspaper on the blank lines.)

1<sup>st</sup> Date: \_\_\_\_\_

2<sup>nd</sup> Date: \_\_\_\_\_

3<sup>rd</sup> Date: \_\_\_\_\_

4. After the 1<sup>st</sup> date the notice was published, did you mail a copy of the Notice of Suit to your spouse?

Yes.

No.

5. When did you mail the copy of the Notice of Suit to your spouse?

\_\_\_\_\_  
(Date)

6. What address did you mail the Notice of Suit to?

\_\_\_\_\_  
*(street, city, state, zip code)*

I verify under penalty of perjury under the laws of the state of Kansas that the foregoing is true and correct. Executed on \_\_\_\_\_, 20\_\_\_\_\_.  
*(Month & Day) (Year)*

X \_\_\_\_\_  
*(Sign above.) (Print your name above.)*

Your address:

\_\_\_\_\_  
*(Street)*

\_\_\_\_\_ *(City)* \_\_\_\_\_ *(State)* \_\_\_\_\_ *(Zip Code)*

\_\_\_\_\_ *(Telephone Number with Area Code)* \_\_\_\_\_ *(Email Address)*

You must file the following forms with the Clerk of the District Court after you file your case but before your hearing date:

- the original Child Support Worksheet
- the original Parenting Plan
- the original Kansas Payment Center Form

**If you have any further questions about filing or filling out the forms, please read your instructions or contact an attorney.**

---

Debe presentar las siguientes formas ante la secretaria del Tribunal de Distrito después de presentar su caso pero antes de la fecha se la audiencia:

- la hoja de manutención de menores original
- el plan de crianza original
- la forma original del centro de pago de Kansas

**Si tiene más preguntas sobre como presentar o completar las formas, lea sus instrucciones o comuníquese con un abogado.**

**IN THE DISTRICT COURT OF WYANDOTTE COUNTY, KANSAS**

**In the Matter of**

\_\_\_\_\_  
(First Name) (Middle Name) (Last Name) (Jr./Sr./III)  
(Write your full legal name above)

**and**

**Case Number** \_\_\_\_\_

\_\_\_\_\_  
(First Name) (Middle Name) (Last Name) (Jr./Sr./III)  
(Write your spouse's full legal name above)

**PARENTING PLAN**

1. This Parenting Plan is  temporary  permanent. (Check one of the two boxes)

2. This Parenting Plan is: (check one of the three boxes)

Proposed by \_\_\_\_\_.  
(Print your name)

Agreed to by both parties.

Developed by the Court.

**Section 1. General Information**

**1.1** For the purposes of this parenting plan, the following definitions apply:

**Parent A** is \_\_\_\_\_, and  
(Write the name of one parent.)

**Parent B** is \_\_\_\_\_.  
(Write the name of the other parent.)

Parent A is \_\_\_\_\_ Parent B is \_\_\_\_\_

1.2 This parenting plan applies to the following children: *(Fill out the chart.)*

Child's Initials	Year of Birth

**Section 2. Legal Custody (Decision-Making)**

2.1 *(Check either box A or B, NOT both. If box B is checked, fill out the boxes and blanks in B.1. and B.2. as needed.)*

**A. Joint Legal Custody.** Parents shall have joint legal custody of their minor child(ren).

"Joint legal custody" means that both parents have equal rights to participate in, contribute to, and have responsibility for matters of health and education in their child(ren)'s best interests. Neither parent's rights are superior to the other parent's rights, and they should cooperate to determine what is in their children's best interests.

**OR**

**B. Sole Legal Custody.** Joint legal custody is not in the child(ren)'s best interests.

"Sole legal custody" means that the parent given sole legal custody has the primary right to decide matters of health and education in the child(ren)'s best interests.

The parent not given sole legal custody may make emergency decisions affecting the child(ren)'s health or safety when the child(ren) is in that parent's physical care and control. Even if one parent has sole legal custody the other parent can still access information regarding the child(ren) unless the court specifically orders a restriction in B.2. below and states the reasons for that determination.

**Parent A is** \_\_\_\_\_ **Parent B is** \_\_\_\_\_

**B.1.** Sole legal custody is granted to  Parent A  Parent B for the following reasons:

a. Agreement of the parents.

b. The other parent is unable or should not be allowed to exercise decision-making because:

c. There is a danger to the child(ren) because:

d. Other:

**B.2.**  Restriction of Information Regarding the Child(ren) to Non-Legal Custodian.

Parent A  Parent B is restrained from accessing the child(ren)'s health, educational and other personal information because of the following specific reasons:

Parent A is \_\_\_\_\_ Parent B is \_\_\_\_\_

**Section 3. Parenting Time Schedule. (Physical Custody)**

**3.1 Parent A Parenting Time**

Parent A shall have parenting time beginning at \_\_\_\_\_  am  pm ending at \_\_\_\_\_  am  
 pm as follows:

Parent A's Weekday Schedule:

Parent A's Weekend Schedule:

Parent A's Other Times:

**3.2 Parent B Parenting Time**

Parent B shall have parenting time beginning at \_\_\_\_\_  am  pm ending at \_\_\_\_\_  am  
 pm as follows:

Parent B's Weekday Schedule:



**Parent A is** \_\_\_\_\_ **Parent B is** \_\_\_\_\_

Parent B's Weekend Schedule:

Parent B's Other Times:

### 3.3 Holiday & Special Occasion Parenting Schedule

*(Check either box A or B, not both.)*

- A.** The holiday schedule as set out in the \_\_\_\_\_ (name county) Family Law Guidelines controls holiday parenting time. The holiday schedule will take priority over the regular weekday and weekend schedule. A copy of the holiday schedule from the \_\_\_\_\_ (name county) are attached. If a particular holiday is not included in the guidelines, then the regular schedule controls.

*(Print and attach a copy of the holiday schedule to this Parenting Plan. Do not complete the Holiday Parenting Schedule chart below.)*

**OR**

- B.** The holiday schedule is as follows:  
The holiday schedule will take priority over the regular weekday and weekend schedule. If a particular holiday is not specified below, then the regular schedule controls.

*(If you selected Option B, fill in the chart. You may want to look at your child(ren)'s school calendar to check for other holidays or school breaks to include in the "other" sections below.)*

Parent A is \_\_\_\_\_

Parent B is \_\_\_\_\_

<b><u>HOLIDAY PARENTING SCHEDULE</u></b>	<b><u>Parent A</u></b>	<b><u>Parent B</u></b>
New Year's Day (January 1): From _____ (day) at _____ (time) until _____ (day) at _____ (time)	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year
Martin Luther King, Jr. Day (3rd Monday of January): From _____ (day) at _____ (time) until _____ (day) at _____ (time)	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year
President's Day (3rd Monday in February): From _____ (day) at _____ (time) until _____ (day) at _____ (time)	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year
Spring Break: From _____ (day) at _____ (time) until _____ (day) at _____ (time)	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year
Spring Break: From _____ (day) at _____ (time) until _____ (day) at _____ (time)	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year
Memorial Day/Weekend (last Monday in May): From _____ (day) at _____ (time) until _____ (day) at _____ (time)	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year
Mother's Day/Weekend (2nd Sunday in May): From _____ (day) at _____ (time) until _____ (day) at _____ (time)	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year
Father's Day/Weekend (3rd Sunday in June): From _____ (day) at _____ (time) until _____ (day) at _____ (time)	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year
Independence Day (July 4): From _____ (day) at _____ (time) until _____ (day) at _____ (time)	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year

Parent A is \_\_\_\_\_ Parent B is \_\_\_\_\_

<b><u>HOLIDAY PARENTING SCHEDULE</u></b>	<b><u>Parent A</u></b>	<b><u>Parent B</u></b>
Labor Day/Weekend (1st Monday in September): From _____ (day) at _____ (time) until _____ (day) at _____ (time)	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year
Halloween (October 31): From _____ (day) at _____ (time) until _____ (day) at _____ (time)	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year
Thanksgiving Day/Weekend (4th Thursday in November): From _____ (day) at _____ (time) until _____ (day) at _____ (time)	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year
Winter Break: From _____ (day) at _____ (time) until _____ (day) at _____ (time)	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year
Winter Break: From _____ (day) at _____ (time) until _____ (day) at _____ (time)	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year
Parent A's Birthday: From _____ (day) at _____ (time) until _____ (day) at _____ (time)	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year
Parent B's Birthday: From _____ (day) at _____ (time) until _____ (day) at _____ (time)	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year
Child's Birthday: Child's name _____ From _____ (day) at _____ (time) until _____ (day) at _____ (time)	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year
Child's Birthday: Child's name _____ From _____ (day) at _____ (time) until _____ (day) at _____ (time)	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year

Parent A is \_\_\_\_\_ Parent B is \_\_\_\_\_

<b><u>HOLIDAY PARENTING SCHEDULE</u></b>	<b><u>Parent A</u></b>	<b><u>Parent B</u></b>
Other: _____ From _____ (day) at _____ (time) until _____ (day) at _____ (time)	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year
Other: _____ From _____ (day) at _____ (time) until _____ (day) at _____ (time)	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year
Other: _____ From _____ (day) at _____ (time) until _____ (day) at _____ (time)	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year
Other: _____ From _____ (day) at _____ (time) until _____ (day) at _____ (time)	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year
Other: _____ From _____ (day) at _____ (time) until _____ (day) at _____ (time)	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year
Other: _____ From _____ (day) at _____ (time) until _____ (day) at _____ (time)	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years <input type="checkbox"/> Every year

Parent A is \_\_\_\_\_ Parent B is \_\_\_\_\_

**3.4 Vacation Schedule** (Check all boxes that apply.)

- No specific weeks will be set aside for vacations.
- Each parent may designate \_\_\_\_\_ (number) of week(s) each year during which they will have exclusive parenting time of the child(ren) and the regular schedules do not apply. However, during this period, the Holiday Schedule still applies. Parent A will have first choice of weeks in odd-numbered years. Parent B will have first choice of weeks in even-numbered years. The parent with the first choice of weeks must designate the vacation weeks by March 31st of each year. The parent with the second choice of weeks must designate the weeks by April 15 of each year.
- Other:

**3.5 Child(ren) Exchange**

If a specific location for an exchange is not stated in the parenting time schedule above, then the exchange will happen at the following location: (Check the box that applies.)

- All exchanges will happen at the child(ren)'s school or childcare provider when school or childcare is in session. If, or when, school or childcare is not in session, all exchanges will happen at the locations as follows:
  
- All exchanges will happen at the residence of  Parent A or  Parent B.
  
- Exchanges will happen as set out below:

Parent A is \_\_\_\_\_ Parent B is \_\_\_\_\_

**3.6 Transportation Costs for Parenting Time** *(Check the boxes that apply.)*

- Each parent will pay the expenses associated with his or her own transportation to and from the exchange location unless otherwise indicated in this parenting plan.
- Transportation costs shall be split equally between both parents.
- Transportation costs shall be split proportionally as shown on Line D.2 of the current child support worksheet.
- All transportation costs shall be paid by  Parent A or  Parent B.
- Other:

**3.7 Communication Between Parents**

All communication regarding the child(ren) shall be between the parents. The parents shall not use the child(ren) as a messenger to convey information, ask questions, or set up schedule changes.

Parents shall communicate with each other: *(Check all boxes that apply.)*

- in person
- by telephone
- by text
- by email
- other: \_\_\_\_\_

**3.8 Changes to the Parenting Time Schedule**

The plan may be changed by mutual, written agreement of the parents. Both parents understand that any permanent changes must be approved by the court to be binding and enforceable.

Parent A is \_\_\_\_\_ Parent B is \_\_\_\_\_

#### **Section 4. Dispute Resolution Process**

4.1 Disputes between the parents, other than about child support, shall be submitted to:  
(Check one of the two boxes)

Mediation by:

\_\_\_\_\_  
(name of mediator)

The following dispute resolution method:

\_\_\_\_\_

#### **Section 5. Military Deployment, Mobilization, or Unaccompanied Tour**

5.1  Parent A  Parent B is a military servicemember and the following shall apply upon notice of deployment, mobilization, temporary duty, or unaccompanied tour:

- A. A parent receiving deployment, mobilization, temporary duty or unaccompanied tour orders from the military shall be considered a “deployed parent.”
- B. The absence, relocation or failure to comply with a parenting order by a “deployed parent,” shall not by itself constitute a material change in circumstances to make any permanent change to the parenting plan.
- C. Any court order limiting previously ordered parenting rights due to the parent's deployment, mobilization, temporary duty, or unaccompanied tour shall state that event as its basis and shall constitute only a “temporary order.”
- D. The nondeploying parent shall give the court and deployed parent at least 30 days advance written notice of any change of address or telephone number.
- E. The nondeploying parent shall reasonably accommodate the deployed parent's leave schedule.

**Parent A is** \_\_\_\_\_ **Parent B is** \_\_\_\_\_

- F. The nondeploying parent shall assist with telephone and electronic communication between the child(ren) and the deployed parent.
- G. The deployed parent shall give the nondeployed parent timely information about the deployed parent's anticipated deployment, leave during deployment, and release from deployment.
- H. During deployment, mobilization, temporary duty, or unaccompanied tour, the parents shall make decisions about the child(ren) by the following methods:
- I. During deployment, mobilization, temporary duty, or unaccompanied tour, the child(ren) shall live with:
  - Parent A  Parent B  Other \_\_\_\_\_ and the deployed parent shall have the following parenting time with the child(ren) when available:

**Section 6. Address Change**

- 6.1** Each parent shall tell the other parent of any address change in writing at least 30 days before changing address by sending written notice to the other parent by certified mail – restricted delivery, return receipt requested, at that other parent's last known address.
- 6.2** Each parent shall tell the other parent of any plan to remove any child(ren) from the State of Kansas for more than 90 days by sending written notice to the other parent by certified mail – restricted delivery, return receipt requested, at that other parent's last known address.
- 6.3** A parent is not required to give written notice of removal to the other parent under either (A) or (B) if the other parent has been convicted of a crime specified in Article 34 (crimes against



**Parent A is** \_\_\_\_\_ **Parent B is** \_\_\_\_\_

persons), Article 35 (sex offenses), or Article 36 (crimes affecting family relationships and children) of Chapter 21 (Crimes and Punishments) of the Kansas Statutes Annotated to which the child(ren) was the victim.

**Section 7. Other Requirements**

7.1 Other requirements for this parenting plan:

**Section 8. Signatures: Required if agreed upon by the parties.**

**Parent A**

Signature:

\_\_\_\_\_

Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

Email:

\_\_\_\_\_

Date Signed:

\_\_\_\_\_

Attorney's Signature (if any):

\_\_\_\_\_

Attorney's Name (if any):

\_\_\_\_\_

**Parent B**

Signature:

\_\_\_\_\_

Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

Email:

\_\_\_\_\_

Date Signed:

\_\_\_\_\_

Attorney's Signature (if any):

\_\_\_\_\_

Attorney's Name (if any):

\_\_\_\_\_



**CHILD SUPPORT ORDER INFORMATION SHEET**

**As per Supreme Court Administrative Order No. 168 (amended), all new or modified non-IVD support orders filed in the Kansas district courts must be accompanied by this child support order information sheet.**

**Purpose:** Federal law requires Kansas to process child support through a single location in the state. **To insure that processing of child support payments is not delayed, the Kansas Payment Center must have all information listed on the form below.**

**Who submits this information sheet:** The payee's attorney shall submit a child support order information sheet with any new or modified non-IVD support orders filed with the Clerk of the District Court.

**Case Number:** You must give the full, accurate case number, or payments may be delayed. The case number may be copied from the child support order.

**Date:** \_\_\_\_\_ **Trustee Fee:**  Active or  Inactive (please check one)

**Case Number:** \_\_\_\_\_

**Payer's Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Gender:**  Male  Female **SSN:** \_\_\_\_\_ **\*If SSN or**

**DOB not known, give reason for unavailability:**

**Address, City, State, Zip** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Phone Numbers (mark primary):**  Home (\_\_\_\_) \_\_\_\_\_

Work (\_\_\_\_) \_\_\_\_\_

Cell (\_\_\_\_) \_\_\_\_\_

**Payee's Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

Gender:  Male  Female SSN: \_\_\_\_\_ \*If SSN or  
DOB not known, give reason for unavailability:

Address, City, State, Zip \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Numbers (mark primary):  Home (\_\_\_\_) \_\_\_\_\_

Work (\_\_\_\_) \_\_\_\_\_

Cell (\_\_\_\_) \_\_\_\_\_

Debt Type:	Amount	Start Date	Obligation Frequency:
<input type="checkbox"/> CS	_____	_____	<input type="checkbox"/> Weekly
<input type="checkbox"/> MN	_____	_____	<input type="checkbox"/> Bi-weekly
<input type="checkbox"/> OT	_____	_____	<input type="checkbox"/> Semi-Monthly
			<input type="checkbox"/> Monthly

Child #1: Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Gender:  Male  Female  
SSN: \_\_\_\_\_

Child #2: Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Gender:  Male  Female  
SSN: \_\_\_\_\_

Child #3: Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Gender:  Male  Female  
SSN: \_\_\_\_\_

Child #4: Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Gender:  Male  Female  
SSN: \_\_\_\_\_

Child #5: Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Gender:  Male  Female  
SSN: \_\_\_\_\_

Child #6: Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Gender:  Male  Female  
SSN: \_\_\_\_\_

List additional children on a separate sheet.

**Third Party Payee:** \_\_\_\_\_

Provide the following if payee is an individual:

Gender:  Male       Female      **Date of Birth:** \_\_\_\_\_

**SSN:** \_\_\_\_\_ (\*If SSN or DOB not known, give reason for unavailability)

Address, City, State, Zip: \_\_\_\_\_

**\*Absent extenuating circumstances as determined by the Kansas Payment Center, Payers' and Payees' Social Security Numbers and Dates of Birth must be provided on this form.**

**Form Completed By:** \_\_\_\_\_

## Child Support Worksheet

IN THE 29th JUDICIAL DISTRICT  
WYANDOTTE COUNTY, KANSAS

IN THE MATTER OF:

\_\_\_\_\_

and

CASE NO. \_\_\_\_\_

CHILD SUPPORT WORKSHEET OF (name) \_\_\_\_\_

		Party Name	Party Name
<b>A. <u>INCOME COMPUTATION – WAGE EARNER</u></b>			
1. Domestic Gross Income (Insert on Line C.1. below)*	\$	_____	\$ _____
<b>B. <u>INCOME COMPUTATION – SELF-EMPLOYED</u></b>			
1. Self-Employment Gross Income		_____	_____
2. Reasonable Business Expenses	(-)	_____	_____
3. Domestic Gross Income (Insert on Line C.1. below)*		_____	_____
<b>C. <u>ADJUSTMENTS TO DOMESTIC GROSS INCOME</u></b>			
1. Domestic Gross Income		_____	_____
2. Court-Ordered Child Support Paid	(-)	_____	_____
3. Court-Ordered Maintenance Paid _____ %	(-)	_____	_____
4. Court-Ordered Maintenance Received _____ %	(+)	_____	_____
5. Child Support Income (Insert on Line D.1. below)		_____	_____

**D. COMPUTATION OF CHILD SUPPORT**

1. Child Support Income \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_

2. Proportionate Shares of Combined Income \_\_\_\_\_ % \_\_\_\_\_ %  
 (Each parent's income divided by combined income)

3. Gross Child Support Obligation\*\*  
 (Using the combined income from Line D.1., find the amount for each child and enter total for all children)

Age of Children	0-5	6-11	12-18			Total
Number Per Age Category	_____	_____	_____			
Total Amount	_____	+ _____	+ _____	=		_____

- \* Cost of Living Differential Adjustment? \_\_\_\_\_ Yes \_\_\_\_\_ No
- \*\*Multiple Family Application? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Parenting Time Adjustment \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ %
- Income Beyond the Child Support Schedule calculation used \_\_\_\_\_ Yes \_\_\_\_\_ No

Case No. \_\_\_\_\_

		Party Name	Party Name
4.	Proportionate Share (Line D.3 x Line D.2)	_____	_____
5.	Parenting Time Adjustment _____% x Line D.4 (-)	_____	_____
6.	Proportionate Shares after Parenting Time Adjustment	_____	_____
7.	Health and Dental Insurance Premium	\$ _____	+ \$ _____
8.	Proportionate Shares Health Insurance Premium	_____	_____
9.	Work-Related Child Care Costs Formula: Amt. - (Amt. x %) for each child care credit Example: 200 - (200 x 30%)	_____	_____
10.	Proportionate Shares Work-Related Child Care Costs	_____	_____
11.	Proportionate Child Support Obligation for Each Parent (Line D.6 + D.8 + D.10)	_____	_____
12.	Credit for Insurance or Work-Related Child Care Paid (-)	_____	_____
13.	Basic Parental Child Support Obligation ((Line 11-Line D.12); Insert on Line F.1. below)	_____	_____

E. CHILD SUPPORT ADJUSTMENTS

APPLICABLE	N/A	CATEGORY	PARTY NAME	PARTY NAME
1. <input type="checkbox"/>	<input type="checkbox"/>	Long Distance Parenting Time Costs	(+/-) _____	(+/-) _____
2. <input type="checkbox"/>	<input type="checkbox"/>	Income Tax Considerations	(+/-) _____	(+/-) _____
3. <input type="checkbox"/>	<input type="checkbox"/>	Special Needs	(+/-) _____	(+/-) _____
4. <input type="checkbox"/>	<input type="checkbox"/>	Agreement Past Majority	(+/-) _____	(+/-) _____
5. <input type="checkbox"/>	<input type="checkbox"/>	Overall Financial Condition	(+/-) _____	(+/-) _____
6. TOTAL (Insert on Line F.2. below)			_____	_____

F. DEVIATION(S) FROM REBUTTABLE PRESUMPTION AMOUNT

AMOUNT ALLOWED

		Party Name	Party Name
1.	Basic Parental Child Support Obligation (Line D.13. from above)	_____	_____
2.	Total Child Support Adjustments (Line E.6. from above)	(+/-) _____	_____
3.	Adjusted Subtotal (Line F.1. +/- Line F.2.)	_____	_____
4.	Equal Parenting Time Obligation ( <input type="checkbox"/> EPT Worksheet or <input type="checkbox"/> Shared Expense Formula)	_____	_____
5. a	Ability to Pay Calculation Child Support Income (D.1) _____ - Poverty Guidelines for Household of One _____ = _____		
5. b.	Subtotal (lesser amount of F.3 and F.5.a)	_____	_____
6.	Social Security Dependent Benefits	(-) _____ (-) _____	
6. b.	Final Subtotal	_____	_____
7.	Enforcement Fee Allowance** (Applied only to Nonresidential Parent) ((Line F.3. x Collection Fee %) x .5) or (Monthly Flat Fee x .5)	Percentage _____ % Flat Fee \$ _____ (+) _____ (+) _____	
8.	Net Parental Child Support Obligation (Line 5.b. + Line F.4.)	_____	_____

\*\*Parent paying support.

\_\_\_\_\_  
Prepared By (Signature)

\_\_\_\_\_  
Judge/Hearing Officer Signature

\_\_\_\_\_  
Prepared By (Print Name)

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Date Approved

You must file the **NOTICE OF HEARING** with the Clerk of the District Court after you get your court date from the judge's administrative assistant.

You must file the **DECREE OF DIVORCE** with the Clerk of the District Court after your final hearing.

You must file the **VITAL STATISTICS WORKSHEET** with the Clerk of the District Court after your final hearing.

**If you have any further questions about filing or filling out the forms, please read your instructions or contact an attorney.**

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Debe presentar el **NOTIFICACION DE AUDIENCIA** ante la secretaria del Tribunal de Distrito después de que el asistente administrativo del juez le proporcione su fecha de audiencia.

Debe presentar el **DECRETO DE DIVORCIO** ante la secretaria del Tribunal de Distrito después de su audiencia final.

Debe presentar la **HOJA DE TRABAJO DE ESTADÍSTICAS VITALES** con el Secretario del Tribunal de Distrito después de su audiencia final.

**Si tiene más preguntas sobre como presentar o completar las formas, lea sus instrucciones o comuníquese con un abogado.**



**IN THE DISTRICT COURT OF WYANDOTTE COUNTY, KANSAS**

**In the Matter of**

\_\_\_\_\_  
(First Name) (Middle Name) (Last Name) (Jr/Sr/III)

**and**

**Case Number** \_\_\_\_\_

\_\_\_\_\_  
(First Name) (Middle Name) (Last Name) (Jr/Sr/III)

**NOTICE OF HEARING**

**Information about the Hearing**

1. The hearing will be held at the Wyandotte County Courthouse, Division\_\_\_\_\_/via Zoom.
2. The date of the hearing is: \_\_\_\_\_  
(mm/dd/yyyy)
3. The time of the hearing is: \_\_\_\_\_  a.m.  p.m.

**Person Giving Notice**

X \_\_\_\_\_  
(Sign your name) (Print your name)

\_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State) (Zip Code)

\_\_\_\_\_  
(Telephone Number with Area Code) (Email Address)

**CERTIFICATE OF SERVICE AND MAILING**

You must send (serve) a copy of this *Notice of Hearing* to each of the other parties, or their attorney(s). To obtain service, you may deliver the document by hand, by sending it by first class U.S. mail, or by sending it through a delivery service that provides a written or electronic receipt showing who the documents were delivered to, the date of delivery, the address where delivered, and the person or entity completing deliver. For example, these services may be offered by the United States Postal Service, FedEx, or UPS.

I certified, that on \_\_\_\_\_ I sent/gave a copy of this *Notice of Hearing* to  
(date)  
each of the following parties at the following address:

Name	Address

X \_\_\_\_\_  
(Sign your name) (Print your name)

IN THE DISTRICT COURT OF WYANDOTTE COUNTY, KANSAS

In the Matter of the Marriage of

\_\_\_\_\_  
(First Name) (Middle Name) (Last Name) (Jr./Sr./III)  
(Petitioner)

and

Case Number \_\_\_\_\_

\_\_\_\_\_  
(First Name) (Middle Name) (Last Name) (Jr./Sr./III)  
(Respondent)

Is Title to Real Estate Involved?  Yes  No

**DECREE OF DIVORCE**  
(WITH CHILDREN)

The above matter comes before the Court for final hearing.

Petitioner, \_\_\_\_\_, appears  in person  with attorney,  
\_\_\_\_\_  does not appear.

Respondent, \_\_\_\_\_, appears  in person  with attorney,  
\_\_\_\_\_  does not appear.

After hearing the testimony and reviewing the evidence, the court finds:

1. Petitioner was a resident in the State of Kansas for more than sixty days before this case was filed.
2. This court has personal jurisdiction over Respondent because:

\_\_\_\_\_  
\_\_\_\_\_

3. Petitioner and Respondent are now married.
4. This court has the power to grant a divorce to Petitioner and Respondent.
5. More than sixty days have passed since the petition was filed.
6. Respondent  is  is not now on active duty with the United States Military.  
 Unknown. If Respondent is on active duty, the requirements of the Servicemembers Civil Relief Act (SCRA)  have  have not been met.
7. Petitioner and Respondent are incompatible and are granted a divorce from each other.
8. Petitioner and Respondent may not marry another person until thirty (30) days after this Divorce Decree is filed, or, if an appeal is filed, until the appeal ends when a mandate is issued by the Kansas Appellate Courts as set out in K.S.A. 60-2106(c). Any marriage entered into before this time may be voided unless appeal is waived.
9. Court costs  have already been paid  will be paid by:  
 Petitioner  Respondent  Other:\_\_\_\_\_.

**NAME CHANGE**

10. Petitioner's name is returned to:  N/A.  
\_\_\_\_\_.
11. Respondent's name is returned to:  N/A.  
\_\_\_\_\_.

**PROPERTY AND DEBTS**

12.  Petitioner and Respondent entered into an agreement contained in or attached to this Decree. The Court approves this agreement as voluntary, fair and equitable. The agreement is incorporated into this Decree.

**OR**

- Petitioner and Respondent will divide their property and debts as stated on the record and contained in this Decree.
13. Petitioner will have as Petitioner's own property: all Petitioner's personal papers and clothing, any personal property in Petitioner's possession, and the following items in Respondent's possession:

14. Respondent will have as Respondent's own property: all Respondent's personal papers and clothing, any personal property in Respondent's possession, and the following items in Petitioner's possession:

15. Each party is responsible for the debts held only in that person's name incurred since the date of separation, \_\_\_\_\_, 20\_\_.

16. Petitioner alone is responsible for payment of the following debts and obligations:

17. Respondent alone is responsible for payment of the following debts and obligations:

18. Petitioner and Respondent are each responsible for and will each hold the other harmless on any debts associated with any personal property assigned to that person above in sections 16 and 17. Each must defend the other from these claims and liabilities and must reimburse each other for any and all expenses incurred either directly or indirectly, including a reasonable attorney's fee, if the debt is not paid by the person responsible to pay it as set out in section 16 or 17.

19.  Petitioner  Respondent is granted all right title and interest to the real estate at:

Street Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

with a legal description of

*The legal description of the real estate can be obtained by contacting the local Register of Deeds office.*

- Petitioner  Respondent is responsible for payment of any mortgage loan, lien, or obligation for the above-named real estate and will hold the other harmless on that debt.

20. Petitioner and Respondent must sign any documents necessary to transfer property.

This decree transfers title to all property addressed in this decree when filed.

*Other steps may be necessary to complete the transfer of title of real estate, especially if the real estate is located outside this county.*

### CHILDREN

21.  Since the Petition for Divorce was filed, a child has not been born to the Petitioner or Respondent.

**OR**

- Since the Petition for Divorce was filed, a child has been born. The Court finds:

\_\_\_\_\_

\_\_\_\_\_

**OR**

- Neither party is pregnant.

**OR**

\_\_\_\_\_ is pregnant at the time this Decree is filed.  
(Name of Petitioner or Respondent)

**OR**

Other: \_\_\_\_\_

22. Petitioner and Respondent have the following children from their relationship together who are 19 years of age or under and they are:

- a. \_\_\_\_\_ (child's initials), was born in \_\_\_\_\_ (year).
- b. \_\_\_\_\_ (child's initials), was born in \_\_\_\_\_ (year).
- c. \_\_\_\_\_ (child's initials), was born in \_\_\_\_\_ (year).
- d. \_\_\_\_\_ (child's initials), was born in \_\_\_\_\_ (year).
- e. \_\_\_\_\_ (child's initials), was born in \_\_\_\_\_ (year).

23. Kansas has child custody jurisdiction because it is the  home state  there is no home state and Kansas has significant connections with the child(ren)  Other:

\_\_\_\_\_

### **PARENTING PLAN**

24. Petitioner and Respondent  have  have not entered into an agreed parenting plan.

25. The Court enters  the following  the attached parenting plan as in the child(ren)'s best interests providing for legal custody, parenting time and alternative dispute resolution:



*Legal Custody (Decision-Making)*

**A.** *Joint Legal Custody*

It is in the best interest of the child(ren) that the parties jointly share in the care of the child(ren). "Joint legal custody" means that both parents have equal rights to participate in, contribute to, and have responsibility for matters of health and education in their child(ren)'s best interests. Neither parent's rights are superior to the other parent's rights, and they should cooperate to determine what is in their children's best interests.

**OR**

**B.** *Sole Legal Custody*

Joint legal custody is not in the best interests of the child(ren). "Sole legal custody" means that the parent given sole legal custody has the primary right to decide matters of health and education in the child(ren)'s best interests. The parent not given sole legal custody may make emergency decisions affecting the child(ren)'s health or safety when the child(ren) is in that parent's physical care and control. Even if one parent has sole legal custody the other parent can still access information regarding the child(ren) unless the court specifically orders a restriction in B.2. below and states the reasons for that determination.

**B.1.** Sole legal custody is granted to  Parent A  Parent B for the following reasons:

a. Agreement of the parents.

b. The other parent is unable or should not be allowed to exercise decision-making because:

c. There is a danger to the child(ren) because:

d. Other:

**B.2.**  Restriction of Information Regarding the Child(ren) to Non-Legal Custodian.

Parent A  Parent B is restrained from accessing the child(ren)'s health, educational and other personal information because of the following specific reasons:

26. *Parenting Time (Physical Custody)*

A. \_\_\_\_\_ (*insert name of parent*) shall have parenting time as follows:

B. \_\_\_\_\_ (*insert name of parent*) shall have parenting time as follows:

27. *Alternative Dispute Procedures*

Disputes between the parents, other than about child support, shall be submitted to:

Mediation by:

-----  
(*name of mediator*)

**OR**

The following dispute resolution method:

\_\_\_\_\_

28. *Military Servicemember*

Neither parent is a servicemember.

**OR**

If either parent is a servicemember, upon deployment, mobilization, or unaccompanied tour: the “deployment provisions” in the attached parenting plan shall apply; OR (a) the nondeploying parent shall reasonably accommodate the deployed parent’s leave schedule; (b) the nondeploying parent shall facilitate telephone and electronic contact between the deployed parent and children; (c) a parent subject to deployment shall give the other parent timely information about deployment and expected leave; and (d) the following “deployment parenting time provisions” apply:

**CHILD SUPPORT & SPOUSAL SUPPORT**

29. *Child Support* A child support worksheet **MUST** be filed. The Court Trustee’s enforcement fee shall be assessed on all spousal maintenance and child support amounts that are enforced by the **WYANDOTTE COUNTY COURT TRUSTEE’S OFFICE**. The fee is **5%** of the base spousal maintenance or child support amount and is calculated and included in the amounts ordered herein.

Petitioner  Respondent shall pay child support to the other in the amount of \$\_\_\_\_\_each month, beginning on \_\_\_\_\_, 20\_\_\_\_, as shown on the attached child support worksheet, until modified or terminated as provided by K.S.A. 23-3005.

30. *Uninsured Health Care Costs*

Petitioner shall pay \_\_\_\_\_% of the child(ren)'s uninsured health care costs and Respondent shall pay \_\_\_\_\_% of the child(ren)'s uninsured health care costs. Each parent shall sign any documents required by the health insurance provider for the minor child(ren) that are necessary to allow both parents to obtain information from, and to communicate with, that provider about the coverage provided and the payment and reimbursement of health insurance benefits regardless which parent owns, subscribes to, or pays for the child(ren)'s health insurance coverage.

31. *Duty to Notify*

Each parent must notify the other of any change of financial circumstances including changes to income, work related childcare costs, and health insurance premiums and any other change that could be a material change of circumstances. If a parent receives a written request for financial information, that parent has thirty (30) days to provide the requested information in writing to the other parent. If a parent refuses to provide the requested information, that parent may be held responsible for the costs and expenses, including attorney fees, the requesting party incurs in obtaining the requested information.

32. *Spousal Maintenance*

Neither spouse  Petitioner  Respondent is granted spousal maintenance as follows:

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33. *Kansas Payment Center*

All child support and spousal maintenance payments shall be made to the Kansas Payment Center at PO Box 758599, Topeka, Kansas 66675-8599 and shall include the two letter County designation and case number in the memo portion of each support payment. Petitioner and Respondent shall provide the payment center and court trustee any information requested.

34. *Income Withholding Order (choose one)*

A. *Withholding Ordered for Child Support (with or without spousal maintenance).*

The appropriate child support enforcement entity shall issue an immediate Income Withholding Order to Obligor's employer under K.S.A. 23-3103(b) to enforce this order for support.

**OR**

B. *Withholding Ordered for Spousal Maintenance Only (no child support ordered).*

All spousal maintenance payments shall be subject to income withholding but only if (a) there is an arrearage in the payment of spousal maintenance in an amount equal to or greater than the amount of spousal maintenance payable for two months, (b) the obligee spouse or ex-spouse is not living with a child of the obligor for whom an order of support is also being enforced, and (c) there has been compliance with K.S.A. 23-3103(h).

**OR**

C. *No Withholding Ordered.*

Pursuant to K.S.A. 23-3103(j)(1), the Court finds (i) notice of the request that no income withholding order be issued has been served on all interested parties; and (ii) the parties have entered into the written alternative payment agreement set out below, or good cause is shown that immediate income withholding is not required. In a case administered under Title IV-D, the Court additionally finds it is in the child(ren)'s best interests that no immediate wage withholding order be issued at this time. However, income withholding will take place if there is an arrearage in support payments equal to or greater than the amount of support payable for one month and the provisions of K.S.A. 23-3103(j)(2) have been satisfied.

The alternative payment arrangement is as follows:

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**OTHER PROVISIONS**

35. 

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36. 

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37. 

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**IT IS SO ORDERED.**

\_\_\_\_\_  
District Court Judge

Submitted by:

X \_\_\_\_\_  
Signature of Petitioner

Name(Print):

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

City, State, Zip:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

Email:

\_\_\_\_\_

X \_\_\_\_\_  
Signature of Respondent

Name(Print):

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

City, State, Zip:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

Email:

\_\_\_\_\_



KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT  
Office of Vital Statistics  
**WORKSHEET FOR DIVORCE OR ANNULMENT REGISTRATION**

This worksheet may be used to collect the information to be reported on the Certificate of Divorce or Annulment or through the electronic filing process. It may also be used to provide the District Court information if the court is filing the official record for the parties.

This worksheet is not to be forwarded to the Office of Vital Statistics.

1. HUSBAND/SPOUSE NAME (First, Middle, Last)		2. HUSBAND/SPOUSE LAST NAME PRIOR TO FIRST MARRIAGE	
3. DATE OF BIRTH (Month, Day, Year)	4. RESIDENCE-STATE	5. COUNTY	
6. WIFE/SPOUSE NAME (First, Middle, Last)		7. WIFE/SPOUSE LAST NAME PRIOR TO FIRST MARRIAGE	
8. DATE OF BIRTH (Month, Day, Year)	9. RESIDENCE-STATE	10. COUNTY	
11. PLACE OF THIS MARRIAGE - STATE OR FOREIGN COUNTRY	12. COUNTY	13. DATE OF THIS MARRIAGE (Month, Day, Year)	14. NUMBER OF CHILDREN UNDER 18 IN THIS HOUSEHOLD AS OF DATE IN ITEM 18
15. PETITIONER <input type="checkbox"/> Husband/Spouse <input type="checkbox"/> Wife/Spouse <input type="checkbox"/> Both <input type="checkbox"/> Other (Specify) _____		16. NAME OF PETITIONER'S ATTORNEY (Type)	
17. ATTORNEY'S ADDRESS (Street and Number or Rural Route, City or Town, State, Zip Code)			
18. DATE DECREE FILED (Month, Day, Year)	19. TYPE OF DECREE-(Specify) <input type="checkbox"/> Divorce <input type="checkbox"/> Annulment	20. COUNTY OF DECREE	21. CASE NUMBER

THE INFORMATION BELOW WILL NOT APPEAR ON CERTIFIED COPIES OF THE RECORD.

K.S.A. 65-2422B, REQUIRES THE DIVORCE REPORT TO INCLUDE THE SOCIAL SECURITY NUMBER OF BOTH PARTIES TO MAKE SUCH INFORMATION AVAILABLE TO THE SECRETARY OF KANSAS DEPARTMENT OF CHILDREN & FAMILIES FOR THE PURPOSE OF ESTABLISHING, MODIFYING, OR ENFORCING A SUPPORT OBLIGATION.

22. HUSBAND/SPOUSE SOCIAL SECURITY NUMBER & GENDER _____/_____/_____ <input type="checkbox"/> Male <input type="checkbox"/> Female		23. WIFE/SPOUSE SOCIAL SECURITY NUMBER & GENDER _____/_____/_____ <input type="checkbox"/> Male <input type="checkbox"/> Female	
24. NUMBER OF THIS MARRIAGE First, Second, etc. (Specify below)		25. IF PREVIOUSLY MARRIED, LAST MARRIAGE ENDED	
		By Death, Divorce, or Annulment (Specify below)	Date (Month, Day, Year)
24a. HUSBAND/SPOUSE	25a. HUSBAND/SPOUSE	25b. HUSBAND/SPOUSE	
24b. WIFE/SPOUSE	25c. WIFE/SPOUSE	25d. WIFE/SPOUSE	
26. HISPANIC ORIGIN (Check the box or boxes that best describes whether you are Spanish, Hispanic, or Latino. Check the "no" box if you are not Spanish, Hispanic, or Latino.)		27. RACE (Check one or more boxes to indicate what race(s) you consider yourself to be.)	
26a. HUSBAND/SPOUSE	26b. WIFE/SPOUSE	27a. HUSBAND/SPOUSE	27b. WIFE/SPOUSE
<input type="checkbox"/> No, not Spanish/Hispanic/Latino <input type="checkbox"/> Yes, Mexican/Mexican American/Chicano <input type="checkbox"/> Yes, Puerto Rican <input type="checkbox"/> Yes, Cuban <input type="checkbox"/> Yes, Central American <input type="checkbox"/> Yes, South American <input type="checkbox"/> Yes, other Spanish/Hispanic/Latino (Specify) _____ <input type="checkbox"/> Unknown	<input type="checkbox"/> No, not Spanish/Hispanic/Latina <input type="checkbox"/> Yes, Mexican/Mexican American/Chicana <input type="checkbox"/> Yes, Puerto Rican <input type="checkbox"/> Yes, Cuban <input type="checkbox"/> Yes, Central American <input type="checkbox"/> Yes, South American <input type="checkbox"/> Yes, other Spanish/Hispanic/Latina (Specify) _____ <input type="checkbox"/> Unknown	<input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native (Name of the enrolled or principal tribes) _____ <input type="checkbox"/> Asian Indian Chamorro <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Other (Specify) _____ <input type="checkbox"/> Unknown <input type="checkbox"/> Korean <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian (Specify) _____ <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Guamanian or <input type="checkbox"/> Samoan <input type="checkbox"/> Other Pacific Islander (Specify) _____ <input type="checkbox"/> Unknown	<input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native (Name of the enrolled or principal tribes) _____ <input type="checkbox"/> Asian Indian Chamorro <input type="checkbox"/> Chinese <input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Other (Specify) _____ <input type="checkbox"/> Unknown <input type="checkbox"/> Korean <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian (Specify) _____ <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Guamanian or <input type="checkbox"/> Samoan <input type="checkbox"/> Other Pacific Islander (Specify) _____ <input type="checkbox"/> Unknown
28. EDUCATION (Check the box that best describes the highest degree or level of school completed.)			
28a. HUSBAND/SPOUSE EDUCATION		28b. WIFE/SPOUSE EDUCATION	
<input type="checkbox"/> 8 <sup>th</sup> grade or less <input type="checkbox"/> Some College credit, but no degree <input type="checkbox"/> Master's degree (e.g., MA, MS, MEng, MEd, MSW, MBA) <input type="checkbox"/> Unknown		<input type="checkbox"/> 9 <sup>th</sup> - 12 <sup>th</sup> grade; no diploma <input type="checkbox"/> Associate degree (e.g., AA, AS) <input type="checkbox"/> Doctorate (e.g., PhD, EdD) or Professional degree (e.g., MD, DDS, DVM, LLB, JD) <input type="checkbox"/> High school graduate or GED <input type="checkbox"/> Bachelor's degree (e.g., BA, AB, BS) <input type="checkbox"/> Unknown	