

IN THE 29TH JUDICIAL DISTRICT
DISTRICT COURT WYANDOTTE COUNTY, KANSAS
CIVIL DEPARTMENT

In the Matter of

Petitioner

Case No. _____

and

Respondent

Respondent's Address:

REQUEST AND SERVICE INSTRUCTION FORM

"Petitioner" means the person who filed the Petition.

"Respondent" means the person who did not file the Petition.

To: Clerk of the District Court

The Clerk of the Court will issue a Summons and Petition in the above entitled action for the above named Respondent. You are hereby instructed to effect service, as follows:

- a. *Personal Service inside Kansas* – Service through the office of the Sheriff of _____ County, State of Kansas, other than by certified mail.
- b. *Certified Mail Service inside or outside Kansas* – Certified mail service by the Petitioner, who understands that the responsibility for obtaining service and effecting its return shall be on the Petitioner. The receipt for certified mail service (green card) must be filed with the Clerk's office before service can be perfected.
- c. *Certified Mail Service inside or outside Kansas* – Certified mail service by the office of the Sheriff of _____ County, State of Kansas, AT THE EXPENSE OF THE PETITIONER. The Petitioner understands that the responsibility for obtaining service and effecting its return shall be on the Sheriff.
- d. *Personal Service outside Kansas* – Out of state service by service through the Sheriff of _____ County, State of _____ (other person's location) by other than certified mail, which the PETITIONER MUST ARRANGE WITHOUT ASSISTANCE OF THE COURT.

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

- 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 _____
Signature of Petitioner

Name (Print): _____

Address 1: _____

Address 2: _____

City, State, Zip: _____

Telephone Number: _____