

IN THE DISTRICT COURT OF JOHNSON COUNTY, KANSAS
Small Claims Division

_____, Plaintiff

VS.

_____, Defendant

Case No. _____
Div. M-2, Room 107

REQUEST AND SERVICE INSTRUCTION FORM

To: Clerk of the District Court

The Clerk of the Court will issue a **PETITION AND SUMMONS** in the above entitled action
for _____
Whose address for service is: _____

Service is request as indicated:

- a. Service through the office of the Sheriff of _____ County, State
of _____, other than by certified mail. Returns may be faxed to (913)791-5162, 7
days a week, 24 hours a day.
- b. Service by an authorized Process Server.
- c. Certified mail service by the undersigned litigant or attorney, who understands that their responsibility to
obtain service and to make the return to the Clerk. The postal receipt for service must be filed with the
Clerk's office to prove service.
- d. Certified mail service by the office of the Sheriff of Johnson County, State of Kansas. The Sheriff of
Johnson County does not do out-of-state service by certified mail.

Plaintiff/Defendant

Address

Telephone

Email address

Hearing Date: _____