

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

\_\_\_\_\_  
\_\_\_\_\_, Plaintiff

vs.

Case No. \_\_\_\_\_  
Div. No. \_\_\_\_\_  
Chapter \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_, Defendant

**REQUEST AND SERVICE INSTRUCTION FORM**

**To: Clerk of the District Court**

The Clerk of the Court will issue a \_\_\_\_\_ in the above entitled  
action for \_\_\_\_\_  
whose address for service is: \_\_\_\_\_  
\_\_\_\_\_

Service is requested as indicated:

- G a. Service through the office of the Sheriff of \_\_\_\_\_ County,  
State of \_\_\_\_\_, other than by certified mail. Returns may be  
faxed to (913) 791-3401, 7 days a week, 24 hours a day.
- G b. Service by an authorized Process Server.
- G 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.
- G 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