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.

SMALL CLAIMS INFORMATION SHEET

SUMMONS ATTACHED: YES NO

SERVICE BY: PROCESS SERVER/ATTORNEY SHERIFF IN STATE_____ SHERIFF OUT OF STATE _____
COUNTY STATE

SHERIFF'S PROCESS FEE ATTACHED YES NO

PLAINTIFF INFORMATION
(ATTACH ADDITIONAL SHEET, IF NECESSARY)

NAME: _____
ADDRESS: _____
_____
PHONE: _____ SEX: _____
SSN: _____ DOB: _____
DL OR STATE ID NO: _____
State and Number
ALIAS NAMES USED: _____
_____

DEFENDANT INFORMATION
(ATTACHED ADDITIONAL SHEET, IF NECESSARY)

NAME: _____
ADDRESS: _____
_____
PHONE: _____ SEX: _____
SSN: _____ DOB: _____
DL OR STATE ID NO: _____
State and Number
ALIAS NAMES USED_____
_____

ADDITIONAL CIVIL PARTY INFORMATION

PLTF/SUB/DEF/OTHER PTY INFORMATION (CIRCLE ONE)
(ATTACH ADDITIONAL SHEET, IF NECESSARY)

NAME: _____
ADDRESS: _____
_____
PHONE: _____ SEX: _____
DL OR STATE ID NO: _____
State and Number
ALIAS NAMES USED: _____
_____

PLTF/SUB/OTHER PTY INFORMATION (CIRCLE ONE)
(ATTACHED ADDITIONAL SHEET, IF NECESSARY)

NAME: _____
ADDRESS: _____
_____
PHONE: _____ SEX: _____
DL OR STATE ID NO: _____
State and Number
ALIAS NAMES USED: _____
_____

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_____