

IN THE DISTRICT COURT OF JOHNSON COUNTY, KS

Small Claims Division

_____, Plaintiff

vs.

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

_____, Defendant

REQUEST AND SERVICE INSTRUCTION FORM

To: Clerk of the District Court

ALIAS

The Clerk of the Court will issue an **SUMMONS AND PETITION** in the above entitles
action for _____

Whose address for service is: _____

Service is requested as indicated:

- Service through the office of the Sheriff of _____ County
State of _____ Other than by certified mail Returns may be
faxed to (913) 715-3401, 7 days a week, 24 hours a day.
- Service by an authorized Process Server.
- Certified mail service by undersigned litigant or attorney, who understand 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.
- 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 signature

Address

Telephone

Email address