

**DISTRICT COURT OF KANSAS**

TENTH JUDICIAL DISTRICT

Family Court Department

**Division 1 policy for approval of**

**settled or uncontested cases**

**This policy applies to the following case types:**

* **A settled or uncontested divorce with minor children.**
* **An agreed order establishing parentage, approving a parenting plan and/or setting child support in a parentage case.**
* **An order approving an agreed parenting plan and/or child support.**

**These cases may be approved by the Court without a hearing or appearance by the parties provided that the following is submitted to the Court. Cases are not removed from the docket until the court signs necessary pleadings.**

1. **For a Decree of Divorce:**
   1. **a decree signed by both attorneys of record;**
   2. **a signed property settlement agreement;**
   3. **an agreed parenting plan;**
   4. **an agreed child support worksheet;**
   5. **a current, signed, fully completed, Domestic Relations Affidavit;**
   6. **a spreadsheet of assets and liabilities (division of net worth); and**
   7. **proof of Parents Forever for both parents.**
2. **For a Parentage case:**
   1. **an order signed by both attorneys of record;**
   2. **an agreed parenting plan;**
   3. **an agreed child support worksheet;**
   4. **a current, signed, fully completed, Domestic Relations Affidavit;**
   5. **a signed property settlement agreement (if property is involved);**
   6. **a spreadsheet of assets and liabilities (division of net worth) (if property involved); and**
   7. **proof of Parents Forever attendance for both parents.**
3. **For an order approving an agreed parenting plan or an agreed child support order:**
   1. **The order is signed by both attorneys of record;**
      1. **If one or both parties is unrepresented, the proposed order may be submitted if it was completed with the assistance of a mediator, conciliator, parent coordinator or domestic case manager approved and qualified by the Kansas Supreme Court.**
   2. **an agreed Parenting Plan (if applicable);**
   3. **an agreed Child Support Worksheet (if applicable); and**
   4. **a current, signed, fully completed, Domestic Relations Affidavit.** 
      1. **If one or both parties are unrepresented, both parties must complete a Domestic Relations Affidavit.**

**Unless otherwise stated above, if one party or both parties are not represented by counsel, the Court will require a hearing on the record with the parties present in order to finalize the matter. If a hearing is requested contact the division administrative assistant. Proof of notice to the other party must be filed with the Court Clerk or available at the hearing.**

**If both parties are unrepresented, they may request a hearing on the Self-Help Center Night Court docket. Cases may be set on the night court docket by contacting the Self-Help Center.**

**Failure to provide all the required documentation will result in the rejection of proposed orders.**