



DISTRICT COURT OF KANSAS
TENTH JUDICIAL DISTRICT
Family Court Department

Division 19 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:

- a. a decree signed by both attorneys of record;**
- b. a signed property settlement agreement;**
- c. an agreed parenting plan;**
- d. an agreed child support worksheet;**
- e. a current, signed, fully completed, Domestic Relations Affidavit;**
- f. a spreadsheet of assets and liabilities (division of net worth); and**
- g. proof of Parents Forever for both parents.**

2. For a Parentage case:

- a. an order signed by both attorneys of record;**
- b. an agreed parenting plan;**
- c. an agreed child support worksheet;**
- d. a current, signed, fully completed, Domestic Relations Affidavit;**
- e. a signed property settlement agreement (if property is involved);**
- f. a spreadsheet of assets and liabilities (division of net worth) (if property involved); and**
- g. proof of Parents Forever attendance for both parents.**

3. For an order approving an agreed parenting plan or an agreed child support order:

- a. The order is signed by both attorneys of record;**
 - i. 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.

- b. an agreed Parenting Plan (if applicable);**
- c. an agreed Child Support Worksheet (if applicable); and**
- d. a current, signed, fully completed, Domestic Relations Affidavit.**
 - i. 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.