

IN THE DISTRICT COURT OF JOHNSON COUNTY KANSAS
LIMITED ACTION DEPARTMENT

vs.

Case No. _____
Division M4/Chapter 61

ORDER FOR CITATION TO ISSUE

NOW ON THIS _____ day of _____, 20____, this matter came on to be heard upon motion of Plaintiff, duly verified, for an Order citing and commanding Defendant, _____ to appear before this Court and show cause why Defendant should not be proceeded against and punished for contempt for having failed and refused to obey the order and judgment of this Court, made and entered on or about _____, and the Court, being fully advised in the premises, finds that citation should issue.

IT IS THEREFORE BY THE COURT ORDERED that the said Defendant appear before this Court, Division M-4 on the _____ **day of _____, 20____ at 9:00 o'clock A.M.** and show cause why accusation should not be filed against her charging such contempt, and time for answer and trial set thereon, and that _____, serve citation upon said Defendant to appear at said time, to abide by the orders of the Court, by delivering said citation to Defendant at least three days before said last mentioned date, and make due return of same forthwith.

IMPORTANT NOTICE, READ CAREFULLY

Per this Court's standing Order, all Hearings in Division M4/Chapter 61 Limited Action cases are being held by Video Conference due to Covid-19 emergency operations to restrict large gatherings in the Courthouse. You are scheduled to appear in court on the date listed above.

**You will not appear in person on this date.
Instead, you will appear by video or
telephone.**

Prior to your court date you must do the following:

1. Call your attorney.
2. If you do not have an attorney, you must appear by Video Conferencing.

Zoom.us is the web site for your computer or you can download the Zoom App from your smartphone or tablet app store. **Make sure you test your video and audio.** On the date and time of your hearing, you must appear either through the Zoom App using the Meeting ID:

Division M4 Meeting ID: 3484746664

Please make sure you are identified by your name; or

If you do not have internet or have a smartphone, you are required to call in to the hearing by calling **1-346-248-7799** or **1-312-626-6799** and enter **Zoom Meeting ID: 3484746664**

3. You will not receive an "Invite" to the hearing as the Court does not have your email address so you must follow the instructions above.
4. **When you sign into the Video Conference, you must enter your legal name as it appears on the case caption above.** Failure to do so will cause further delays in the Court calling your case on your scheduled date.
5. Additional instructions on how to use Zoom are at: <https://support.zoom.us/hc/en-us/articles/206175806>
6. If you need special help due to language or hearing issues, to make sure an interpreter will be at your hearing you must email your name, case number, and spoken language immediately upon receipt of this Notice to either:

For an interpreter, email to: Dca-foreigninterpreter@jocogov.org
For sign language, email to: DCASignInterp@jocogov.org
7. **You need to log in no earlier than 5 minutes prior to the schedule hearing time, nor later than 5 minutes after the scheduled hearing time. Otherwise, in order to prevent a disruption of the proceedings, you may be locked out of the hearing and unable to appear, and Judgment may be entered against you. Please keep your microphone muted until your case is called. You may be placed into a waiting room if necessary.**

YOU ARE HEREBY FURTHER ORDERED to do the following before your Court date.

- 1) You must fully answer truthfully and under penalty of perjury the written questions enclosed herein that are submitted by the Plaintiff/Judgment Creditor's attorney.
 - a) Each question must be answered even if the answer is "no, none, not applicable", etc.
 - b) You must sign the document.
 - c) You must provide a copy of any of the documents requested below in your possession or that you are capable of obtaining.
- 2) You must before the Court date set forth above, provide your responses to the Plaintiff/Judgment Creditor's attorney by email to: **(insert email address)** or mail to: **(insert name and address)**.
- 3) If the Plaintiff/Judgment Creditor's attorney has further questions about the information you submitted to them, you are required to make yourself available to communicate with them by phone or email.
- 4) **Failure to provide the written responses before your Court date may cause you to be cited and punished for contempt of this Court.**
- 5) **Failure to produce copies of the above documents before your Court date may cause you to be cited and punished for contempt of this Court.**

YOU ARE HEREBY FURTHER ORDERED to produce the following records and documents to the Plaintiff/Judgment Creditor:

1. **Copies** of all bank statements, whether individual or joint, for the past three months for all checking, money market, savings accounts and/or other bank accounts in which you have or had authority to sign checks or withdraw funds.
2. **Copies** of your federal and state income tax returns and all supporting schedules and attachments for the last year, whether individual or joint. **Include copies of all W-2's.**
3. **Copies** of Paycheck stubs from any employer from whom you have received wages or other earnings within ninety days preceding your receipt of this Order.

4. If you are unemployed or on disability please provide proof of same.
5. If you are Self-employed, please provide a detailed and accurate list of any and all individuals or business for whom you have performed work within the last ninety days by stating the name, address and telephone number for the individual or business.

This Order is directed to you for the reason that judgment was entered against you in the above-entitled action and to this date remains unpaid and unsatisfied.

You may also contact the Plaintiff/Judgment Creditor's attorney to work out payment arrangements on the Judgment, but the Court cannot require either party to do so.

This Order is not subject to the suspension of time limitations as set forth in the Supreme Courts current Administration Order.

YOU ARE HEREBY NOTIFIED THAT IF YOU FAIL TO APPEAR ON THE DATE AND TIME REQUESTED, A BENCH WARRANT FOR YOUR ARREST MAY BE ISSUED.

IT IS SO ORDERED.

JUDGE

Submitted By:

Name:
Address:
City, State, Zip:
Telephone Number (Required):
Email (Required):
Attorney for Plaintiff or Defendant