

**IN THE DISTRICT COURT OF JOHNSON COUNTY, KS**  
**Small Claims Division**

Plaintiff

vs.

Case No  
Div. M -2, Room 2B

Defendant

**REQUEST AND SERVICE INSTRUCTION FORM**

To: Clerk of the District Court

**MOTION AND**

The Clerk of the Court will issue a **ORDER FOR CITATION** 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.

\_\_\_\_\_  
Plaintiff/Defendant signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

IN THE DISTRICT COURT OF JOHNSON COUNTY, KANSAS  
Small Claims Division

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Plaintiff(s)

vs.

Case No. \_\_\_\_\_, Room 2B

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Defendant(s)

**MOTION FOR CITATION**

COMES NOW \_\_\_\_\_ judgment creditor, and moves the Court for an Order directing the Clerk to issue a citation directing \_\_\_\_\_ judgment debtor, to appear in the Court on a day certain and show cause why he/she should not be proceeded against and punished for contempt for the following reasons: **(you must select one)**

( ) 1. That \_\_\_\_\_ is judgment creditor in the above-entitled action. That on \_\_\_\_\_, 20\_\_\_\_, upon application of the judgment creditor, the Court made an Order directing the judgment debtor, \_\_\_\_\_ to appear personally before the Court on \_\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_M. to answer concerning property of the judgment debtor. The judgment debtor was duly served with a copy of the said Order on \_\_\_\_\_, 20\_\_\_\_.

( ) 1. That on \_\_\_\_\_, 20\_\_\_\_, the judgment creditor caused the Judgment Debtor's Statement of Assets form together with a copy of the Journal Entry of Judgment to be mailed to the judgment debtor and the judgment creditor has filed proof of mailing with the Clerk of the District Court. At least fourteen (14) days had elapsed from the date of judgment to the time of mailing the Judgment Debtor's Statement of Assets to the judgment debtor and all or part of the judgment principal, interest, or costs remains due and owing. More than thirty (30) days have elapsed from the time of receipt of the Judgment Debtor's Statement of Assets form by the judgment debtor and a completed and verified copy thereof has not been received by the Clerk of the District Court from the judgment debtor.

2. That said order was not reversed, modified or set aside and was in effect at all times relevant herein. That notwithstanding the premises, the judgment debtor has wholly disregarded the said Order of the court, to-wit: That he/she has failed to appear before the Court at the time and date so directed or has failed to return the Judgment Debtor's Statement of Assets to the Clerk of the District Court pursuant to Order of the Court.

STATE OF KANSAS  
COUNTY OF JOHNSON

\_\_\_\_\_  
Judgment Creditor

\_\_\_\_\_, of lawful age, being first duly sworn, upon oath, states: that he/she has read the above and foregoing Motion for Citation, is familiar with the contents of the same and the same are true.

\_\_\_\_\_  
Judgment Creditor

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

IN THE DISTRICT COURT OF JOHNSON COUNTY, KANSAS  
Small Claims Division

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, Plaintiff(s)

vs.

Case No. \_\_\_\_\_, Room 2B

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, Defendant(s).

**ORDER FOR CITATION TO ISSUE**

**NOW**, on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, this matter comes on to be heard upon the motion of the judgment creditor, duly verified, for an Order citing and commanding \_\_\_\_\_, judgment debtor, to appear before this court and show cause why she/he should not be proceeded against and punished for contempt; having failed and refused to obey the order and judgment of this Court, made and entered on \_\_\_\_\_, 20\_\_\_\_, or having failed to return the completed and verified Judgment Debtor's Statement of Assets form to the Clerk of the District Court within the time allowed by law and order of this Court, and the Court being duly advised in the premises, finds that citation should issue.

**IT IS THEREFORE ORDERED** by the Court that Citation to show cause why the judgment debtor, \_\_\_\_\_, should not be accused, and placed on trial and punished for contempt of Court should issue.

\_\_\_\_\_  
Judge of the District Court

**CITATION TO SHOW CAUSE**

The State of Kansas to \_\_\_\_\_, judgment debtor:

It having been made to appear to the Court, from the verified motion of the judgment creditor filed herein, that you have failed to comply with the Order of this Court, made and entered on \_\_\_\_\_, 20\_\_\_\_, wherein:  the Court ordered that you personally appear before this Court on \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_ .M. to answer concerning your property;  you failed to return a completed and verified Judgment Debtor's Statement of Assets form to the Clerk of the District Court within the time allowed by law and order of this Court.

**YOU ARE THEREFORE COMMANDED TO BE AND APPEAR BEFORE THIS COURT** on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_ .M. of said day, in the Johnson County District Court, Olathe, Kansas, and show cause, if any you may have, why you should not be accused, and placed upon trial and punished for contempt of Court.

It is further Ordered that a copy of the Motion for Citation, Order for Citation and Citation be issued by the Clerk to the Sheriff of \_\_\_\_\_ County, Kansas, to be served personally upon said judgment debtor at least five (5) days before the time fixed by this Order for appearance.

Date: \_\_\_\_\_.

\_\_\_\_\_  
Judge of the District Court