

QUIET TITLE PACKET WITH INSTRUCTIONS

QUIET TITLE STATUTE - K.S.A. 60-1002: Quieting or determining title or interest in property.

(a) Right of action An action may be brought by any person claiming title or interest in personal or real property, including oil and gas leases, mineral or royalty interests, against any person who claims an estate or interest therein adverse to him or her, for the purpose of determining such adverse claim.

(b) Action to bar lien claim, when When a lien on property has ceased to exist, or when an action to enforce a lien is barred by a statute of limitation or otherwise, the owner of the property may maintain an action to quiet title.

RELATING TO PERSONAL PROPERTY, SUCH AS CARS, TRAVEL TRAILERS, MANUFACTURED HOMES (may also be known as mobile homes or trailers), ETC.

When a person or business applies for a title with the Division of Motor Vehicles (DMV), there may be a problem that needs to be fixed.

- Often this is because the initial owner of the vehicle did not sign the title when handing it over to the new owner, and the new owner can't find the person to fix the problem.
- From time to time it is because a wrecked or abandoned vehicle is restored and the owner can't be found.
- These are just a couple of possible reasons.

To fix these snags, you would file a **QUIET TITLE ACTION /CASE**.

- If you need to transfer a vehicle belonging to a family member who is deceased, you can do so with these forms: <http://www.ksrevenue.org/pdf/tr83.pdf> or <http://www.ksrevenue.org/pdf/tr83b.pdf> if either is proper.
- Kansas is a "lien holding" state. This means that the Kansas Department of Revenue holds the title on any vehicle that is bound by a lien.
- The lien is not available to the owner until payment is made in full on the purchase price or other loan in which the vehicle is a collateral.
- If the seller cannot provide a title, it may be because there is still a lien on the vehicle.
- If you "buy" a vehicle with a "lien" on the title, your ownership is not clear until the lien has been paid. This may call for you to pay off this lien to get title of the vehicle.
- Even if the seller tells you they have lost the title and will apply for a new one, you can see if the vehicle has a lien by looking at the annual registration form gotten when the property taxes and tag renewal are paid.
- If you buy a car and do not get title at the time of the sale, or if agreed within 60 days of the sale, the sale is void and untrue, per KSA 8-135. You can cancel the sale and get your money back, if you can find the seller.

Notes on Filing a Quiet Title Action

- A Quiet Title Action can be used to clear up the ownership of any vehicle on which a Title is given by the State of Kansas.
- This can include a car, motorcycle, travel trailer, or manufactured home. These things will be referred to together as 'vehicle' in this guide.
- The first step, before filing any court action, is to check to be certain that the vehicle hasn't been reported as STOLEN. You can do this by checking on this free website, provided by the National Insurance Crime Bureau. <https://www.nicb.org/vincheck>. This doesn't guarantee that the car isn't stolen, but it a good start on that process. You get this information by entering the Vehicle Identification Number (VIN) for the vehicle.
- If the vehicle is reported stolen, you won't be able to file a quiet title action and obtain ownership of the vehicle.
- For more information on how to get the Vehicle Identification Number look here:
- For vehicles built after 1968, the VIN might be found on the lower-left corner of the dashboard, in front of the steering wheel. You can read the number by looking through the windshield.

Notes on Filing a Quiet Title Action continued:

- For vehicles built before 1968, you can get ideas on this website: <http://www.dmv.org/vehicle-history/find-vin.php>.
- If you don't have a current title on the vehicle, you should look up whether a Kansas title has been issued on this car.
- You get the form to obtain the title info here: <http://www.ksrevenue.org/pdf/trdl302.pdf>.
- You will use code 'F' for the reason you are getting this info.
- There are charges related to getting this data.
- You may wish to request a Vehicle Registration Report to know who is listed as on the title. That person should be listed as a defendant on the Quiet Title Petition.

Parties:

- The person filing the case is the Plaintiff. This is the person who wants, ultimately, to have their name on the title to the car.
- The Defendants are the person who is listed on the title and the person who you bought the car from.
- The Kansas Department of Revenue is always a Defendant.
- Kansas Highway Patrol should be a defendant if the vehicle is not currently registered in Kansas, as they will be required to complete an inspection of the vehicle before it can be titled.
- Read the sample carefully. Fill in the blanks and remove the words in () that help explain what you are to put in each blank.
- You will need to include the Vehicle Identification Number in the Petition and other places on the forms.
- You will also need to provide a description of the property, for example: a 2002 Pontiac Sunfire, with the Vehicle Identification Number: 1SAMPL31234567890
- You are asked to state the value of the vehicle. You can decide this based on what you believe the fair market value of the vehicle is, in its present state.
- The amount you paid for it would be one basis of the value. There are also sources on the lity to get the return receipts filed with the court to prove service on each party served.

Publication:

- You may need to pay for publication costs to give notice to any Defendants you do not have an address for.
- You publish the notice attached in the Legal Publication for the county in which the case is filed.
- You can find the list of newspapers here: <http://kansaslegalservices.org/node/975>.
- The notice must be filed three separate times, one week apart each time.
- The notice must name the person to be served.
- The notice must notify the person that they have been sued in a named court.
- The notice must notify the person they have a certain amount of time to answer, which must be at least forty-one days from the day the publication first runs.
- The notice must notify the person that if they do not answer or otherwise defend, what judgment will be taken.
- The notice is not required to describe the property at issue, but it is generally a good idea to do so, e.g. "2002 Pontiac Sunfire, VIN 1SAMPL31234567890"

REQUEST AND SERVICE INSTRUCTION FORM

You are required to “serve” the Petition on each Defendant in the case.

- Do not avoid Defendants because of service issues. This action is only good against Defendants listed in this action.
- It is possible to serve Defendants in many ways. You may use all options, depending on the data you have for each Defendant.
- Consider the type of service you will use on each Defendant.
- Service by the County Sheriff. This is useful when you have an address.

Fill out the Request and Service Instruction Form that is attached, select a type of service.

- A. Service through the Sheriff of _____ County, State of _____ . Returns may be faxed to(913) 715-3401 7 days a week – 24 hour a day.
- B. Service by an authorized process server.
- C. Certified mail with a Return Receipt service by the undersigned litigant or attorney, who understands that is their responsibility to obtain service and to make the return to the clerk. The postal “green card” for service must be filed with the Clerk’s office to prove service.
- D. Certified mail service by the Sheriff of Johnson County Kansas. Sheriff of Johnson County does not do Out-of-state service by certified mail.

- **Service by the Johnson County Sheriff or any county in Kansas** is \$15 per address. The **address** for service on the **Kansas Department of Revenue** and the

Kansas Highway Patrol is Kansas Attorney General, 120 SW 10th Ave, 2ndFloor, Topeka, KS 66612. This is the proper process for serving any part of state government.

- **Service by Process Server:** You can hire a process server to locate and serve the documents.
- **Service by Certified Mail.**
- You may select to serve the documents by certified mail with return receipt if you have an address for the defendant. This costs less, but you take the responsibility to get the return receipts filed with the court to prove service on each party served.
- You prepare the envelope with the “green tag” from the US Postal Service.
- You pay a price for the delivery by certified mail, return receipt requested.
- Show your address as the place to return the “green tag”.
- Mail it at the US Post Office.
- Soon after, you may receive the green tag (return receipt) with the signature of the defendant.
- Complete a "Return of Service by Certified Mail" form and attach the green card.
- If it is returned “undelivered” from the Post Office, you have not successfully served that defendant and you must try another method of service.
- Sign the return, and file it with the Clerk of the Court, when you go back for the final hearing.
- Keep a copy to show the Judge at the hearing, since there is not enough time for the filing to be dealt with before your hearing, if you file it the same day.
- This form of service is only difficult when people to whom the notice is delivered by the US Postal Service will not go to the Post Office to retrieve the letter.
- Simply mailing the notice is not good enough. The person must go to the Post Office to sign for the letter.
- Sometimes, it is helpful to mail a copy of the notice in regular mail with a note that this is the content of the certified mail and asking that the person go to the post office and retrieve the certified letter.

Civil Information Sheet:

- This document is used to create the case. The information contained in this document is kept confidential and not for public view.
- You need to include all information about yourself and about each defendant in your case.
- The information has been provided for you for the Kansas Department of Revenue.

Service by Publication:

- Publication is used when you don't have an address for a defendant and can't find one. It cannot be used for The Kansas Department of Revenue or Kansas Highway Patrol. You must take action to try to find the address. At the least, an internet search of the name and a search in a phone directory must be attempted. Often, libraries have a collection of phone directories.
- If you are going to do service by publication, you must complete the Affidavit to Obtain Service by Publication and sign it before a notary.
- You must also complete the Notice of Suit. You should write in the case number assigned to your case on the Notice of Suit.
- This is the actual notice that is published in the paper.
- You publish the notice attached in the Legal Publication for the county in which the case is filed. You can find the list of newspapers here: <http://kansaslegalservices.org/node/975>.
- The notice must be published three separate times, one week apart each time.
- Publication costs will depend on what the local legal publication paper charges.
- You will need to make your own arrangements to be billed by the newspaper publisher or pay in advance.
- This may not be the paper that prints the daily newspaper in your area.
- You will need to put a date in the document titled Notice of Suit before you file it.
- Count forward from the date the notice will be first published (learn that from the newspaper publisher) at least 41 days.
- That allows for three publications, one week apart, plus 20 days to file an answer. You will not do anything with the publication notice until after you have filed the case with the Clerk of the District Court. You only need to print the publication notice at this point.
- If you must notify more than one Defendant, you can do it in one Notice.
- If you are seeking publication notice on someone for whom you have an address, but failed with certified mail delivery, you need to mail them a copy of the publication notice.
- After the notice is published for the first time, you will receive a copy of the notice that was published in the paper. You should send a copy of that notice, regular mail, to any address you have for the Defendant.

Submitting the Case for Filing:

- After you have completed the proper forms (Petition, Civil Information Sheet, Request and Service Instruction form and if publication is needed use the appropriate form). You will need to sign, include your address on the Petition and Request and Service Instruction form. When you sign in this manner, you are confirming the truth of the claims in your petition.
- The filing fee is \$196.50.
- It can be paid by cash, check, money order, cashier's check or credit card. There is a \$4.95 fee if you pay by credit card. You will also pay the cost of service if you choose to have the Johnson County Sheriff's office or any county in Kansas.
- You can email, fax or mail the completed documents (Petition, Notice of Suit, Affidavit of Publication and Return of publication) to the Clerk of the District Court Office.
- If you choose to email the documents separately to DCCCivilClerks@jocogov.org.
- If you choose to pay by credit card, (\$4.95 fee) please fill out the credit card payment slip and attach it to your filing.
- Fax the documents to 913-715-3401 include payment slip for filing fee.
- Mailing Address: District Court, Civil Dept 150 W Santa Fe Street, Olathe, KS 66061

Hearing Date:

- After the Clerk's office receives the documents to create your case. An email notification will be sent to you stating the case number and the Judge that it has been assigned to. That email will also contain contact information for the division.
- You will need to contact the division/judge that your case has been assigned to regarding the publication and to obtain a court date for your case.
- Usually the date to finalize your case is at least 41 days after you file it.
- Please use the public website to keep updated on your case.
<http://www.jococourts.org/>

TO FINALIZE YOUR CASE:

- Once you have provided a summons and petition to all parties and the time for them to respond to your notice (the answer period) has run out, the Department of Revenue is generally ready to sign off on an Agreed Journal Entry of Judgment to resolve the case.
- You will need a final order to complete this case. This is the order that must be presented to the Judge for signature. It must contain the proper language in order for you to get a Kansas title.
- The Kansas Department of Revenue will assist you with completing the appropriate final order. You should contact the Legal Services Department at 785-296-6856, during normal business hours. Provide the county and case number and ask for assistance with the final order.
- Email or Fax (913-715-3401) the Proposed Order to DCCCivilClerks@jocogov.org and they will email you back a file stamped copy after it is signed by the Judge.
- Take a copy of the Journal Entry with the vehicle to the Kansas Highway Patrol office in your area. They will affix a VIN. They will give you some paperwork. Take the copy of the Journal Entry and the KHP paperwork assigning a VIN to the County vehicle
- (TAG) office to register the vehicle, get license tags, etc. Be sure to take insurance information with you.



For Office Use Only

CIVIL INFORMATION SHEET

The civil information sheet neither replaces nor supplements the filing and service of pleadings or other papers as required by law. This form is required for use by the Clerk of the District Court for the purposes of initiating the civil docket sheet. This information will not be available to the public and this document will be stored in a separate location from the case file and then destroyed within a reasonable time. A new case **will not be accepted** without a cover sheet attached. (THIS FORM MUST BE TYPED OR PRINTED LEGIBLY). This form can be found at www.kscourts.org.

NATURE OF SUIT (Click or mark in one circle only – If the case involves more than one of the following categories, indicate the category having the highest dollar value)

CIVIL If a CH. 61: \$ _____ (Judgment Demand Amount)

<p>TORT</p> <input type="checkbox"/> Asbestos Product Liability <input type="checkbox"/> Automobile Tort <input type="checkbox"/> Intentional Tort <input type="checkbox"/> Legal Malpractice <input type="checkbox"/> Medical Malpractice <input type="checkbox"/> Other Professional Malpractice <input type="checkbox"/> Premises Liability <input type="checkbox"/> Slander/Libel/Defamation <input type="checkbox"/> Tobacco Product Liability <input type="checkbox"/> Toxic/Other Product Liability <input type="checkbox"/> Other Tort	<p>CONTRACT</p> <input type="checkbox"/> Buyer Plaintiff <input type="checkbox"/> Employment Dispute - Discrimination <input type="checkbox"/> Employment Dispute - Other <input type="checkbox"/> Fraud <input type="checkbox"/> Landlord/Tenant - Unlawful Detainer <input type="checkbox"/> Landlord/Tenant Dispute – Other <input type="checkbox"/> Seller Plaintiff (debt collection) <input type="checkbox"/> Other Contract	<p>REAL PROPERTY <input type="checkbox"/> STATE TAX WARRANT</p> <input type="checkbox"/> Eminent Domain <input type="checkbox"/> Mortgage Foreclosure <input type="checkbox"/> Other Real Property
<p>DOMESTIC</p> <input type="checkbox"/> MARRIAGE DISSOLUTION/DIVORCE <input type="checkbox"/> OTHER DOMESTIC RELATIONS	<p><input type="checkbox"/> PROTECTION FROM ABUSE <input type="checkbox"/> PROTECTION FROM STALKING <input type="checkbox"/> UIFSA</p> <input type="checkbox"/> NON-DIVORCE SUPPORT, CUSTODY OR VISITATION <input type="checkbox"/> PATERNITY	<p>MISCELLANEOUS</p> <input type="checkbox"/> 60-1507 <input type="checkbox"/> Habeas Corpus <input type="checkbox"/> Other Writs
<p>PROBATE/ESTATE</p> <p>GUARDIAN /CONSERVATOR</p> <input type="checkbox"/> Conservatorship/Trusteeship <input type="checkbox"/> Guardianship – Adult <input type="checkbox"/> Guardianship - Minor <input type="checkbox"/> Guardian/Conservator – Adult <input type="checkbox"/> Guardian/Conservator - Minor	<p><input type="checkbox"/> DETERMINATION OF DESCENT <input type="checkbox"/> ELDER ABUSE <input type="checkbox"/> ADOPTION</p> <input type="checkbox"/> SEXUALLY VIOLENT PREDATOR <input type="checkbox"/> OTHER PROBATE / ESTATE	<p><input type="checkbox"/> SMALL CLAIMS</p> <input type="checkbox"/> CARE AND TREATMENT
<p>CIVIL APPEALS</p> <input type="checkbox"/> Administrative Agency <input type="checkbox"/> Other Civil Appeal		

JURY DEMAND YES (Check yes only if jury demand is included in petition or as a separate pleading) NO _____

SUMMONS ATTACHED: YES NO

SERVICE BY: PROCESS SERVER/ATTORNEY SHERIFF IN STATE _____ SHERIFF OUT OF STATE _____
County/State

SHERIFF'S PROCESS FEE ATTACHED YES NO

PLAINTIFF / SUBJECT INFORMATION
(ATTACH ADDITIONAL SHEET, IF NECESSARY)

NAME: _____

ADDRESS: _____

PHONE: _____ **SEX:** _____

SSN: _____ **DOB:** _____

DL OR STATE ID NO: _____
State and Number

ALIAS NAMES USED: _____

EMAIL ADDRESS: _____

ATTORNEYS
(Firm Name, Address, Telephone Number and Supreme Court ID Number)

DEFENDANT / OTHER PARTY INFORMATION
(ATTACH ADDITIONAL SHEET, IF NECESSARY)

NAME: Kansas Department of Revenue/KS Highway Patrol

ADDRESS: %Kansas Attorney General
Memorial Building, 2nd Floor, 120 SW 10th, Topeka, KS 66612-1597

PHONE: N/A **SEX:** N/A

SSN: N/A **DOB:** N/A

DL OR STATE ID NO: N/A
State and Number

ALIAS NAMES USED: _____

EMAIL ADDRESS: _____

ATTORNEYS (if known)
Firm Name, Address, Telephone Number and Supreme Court ID Number)

The requirement that Social Security numbers be included on domestic cases is mandatory, and authorized by the Supreme Court and federal law. On non-domestic cases, the Social Security number is not mandatory. The number is used for purposes of identification and may be disclosed as permitted by law. This form is not considered to be a public record.

ADDITIONAL CIVIL PARTY INFORMATION

DEF/OTHER PTY INFORMATION (CIRCLE ONE)
(ATTACH ADDITIONAL SHEET, IF NECESSARY)

NAME: _____

ADDRESS: _____

PHONE: _____ SEX: _____

SSN: _____ DOB: _____

DL OR STATE ID NO: _____

State and Number

ALIAS NAMES USED: _____

EMAIL ADDRESS: _____

DEF/OTHER PTY INFORMATION (CIRCLE ONE)
(ATTACH ADDITIONAL SHEET, IF NECESSARY)

NAME: _____

ADDRESS: _____

PHONE: _____ SEX: _____

SSN: _____ DOB: _____

DL OR STATE ID NO: _____

State and Number

ALIAS NAMES USED: _____

EMAIL ADDRESS: _____

PLTF/SUB/DEF/OTHER PTY INFORMATION (CIRCLE ONE)
(ATTACH ADDITIONAL SHEET, IF NECESSARY)

NAME: _____

ADDRESS: _____

PHONE: _____ SEX: _____

SSN: _____ DOB: _____

DL OR STATE ID NO: _____

State and Number

ALIAS NAMES USED: _____

EMAIL ADDRESS: _____

PLTF/SUB/DEF/OTHER PTY INFORMATION (CIRCLE ONE)
(ATTACH ADDITIONAL SHEET, IF NECESSARY)

NAME: _____

ADDRESS: _____

PHONE: _____ SEX: _____

SSN: _____ DOB: _____

DL OR STATE ID NO: _____

State and Number

ALIAS NAMES USED: _____

EMAIL ADDRESS: _____

PLTF/SUB/DEF/OTHER PTY INFORMATION (CIRCLE ONE)
(ATTACH ADDITIONAL SHEET, IF NECESSARY)

NAME: _____

ADDRESS: _____

PHONE: _____ SEX: _____

SSN: _____ DOB: _____

DL OR STATE ID NO: _____

State and Number

ALIAS NAMES USED: _____

EMAIL ADDRESS: _____

PLTF/SUB/DEF/OTHER PTY INFORMATION (CIRCLE ONE)
(ATTACH ADDITIONAL SHEET, IF NECESSARY)

NAME: _____

ADDRESS: _____

PHONE: _____ SEX: _____

SSN: _____ DOB: _____

DL OR STATE ID NO: _____

State and Number

ALIAS NAMES USED: _____

EMAIL ADDRESS: _____

6. I have determined that this is not a stolen vehicle, through an inquiry with the Kansas Highway Patrol.

7. The reason I have been unable to obtain a title is:

THEREFORE, plaintiff requests judgment as follows:

That the Defendant and all persons who may be interested in the above- describe property, quieting title to _____ in the name of Plaintiff _____ and in no other party; and for judgment against the Kansas Department of Revenue, Division of Motor Vehicles, ordering and requiring it, upon completion of the appropriate application and payment of the required application fee, to issue a new Kansas certificate of title for said property; for the costs of this action to be assessed to the Plaintiff and for other and further relief as the Court deems just and proper.

Submitted by

Plaintiff

Print Name: _____

Address: _____

City, State, Zip Code: _____

Phone: _____

Email Address: _____

IN THE DISTRICT COURT OF JOHNSON COUNTY,
KANSAS

CaseNo." _____
Division No." _____

Plaintiff

VS.

KS DEPT OF REVENUE,
KS HWY PATROL, Defendant

REQUEST AND SERVICE INSTRUCTION FORM

To: Clerk of the District Court

Please issue a: _____ summons and petition _____

_____ in this action for: _____

whose address for service is: _____

Service is requested as indicated below:

- A. Service through the Sheriff of _____ County, State of _____ . Returns may be faxed to(913) 715-3401 7 days a week – 24 hour a day.
- B. Service by an authorized process server.
- C. Certified mail with a Return Receipt service by the undersigned litigant or attorney, who understands that is their responsibility to obtain service and to make the return to the clerk. The postal “green card” for service must be filed with the Clerk’s office to prove service.
- D. Certified mail service by the Sheriff of Johnson County Kansas. Sheriff of Johnson County does not do Out-of-state service by certified mail.

Signature: _____

Pro Se: _____

Address: _____

Telephone No. _____

Email Address _____

IN THE DISTRICT COURT OF JOHNSON COUNTY,
KANSAS

CaseNo." _____
Division No." _____

Plaintiff

VS.

KS DEPT OF REVENUE,
KS HWY PATROL, Defendant

REQUEST AND SERVICE INSTRUCTION FORM

To: Clerk of the District Court

Please issue a: _____ summons and petition _____

in this action for: _____ KANSAS DEPT OF REVENUE- C/O ATTORNEY GENERAL _____

whose address for service is: _____ 120 SW 10TH -MEMORIAL BLDG _____
_____ TOPEKA, KS 66612 _____

Service is requested as indicated below:

- A. Service through the Sheriff of _____ County, State of _____ . Returns may be faxed to(913) 715-3401 7 days a week – 24 hour a day.
- B. Service by an authorized process server.
- C. Certified mail with a Return Receipt service by the undersigned litigant or attorney, who understands that is their responsibility to obtain service and to make the return to the clerk. The postal “green card” for service must be filed with the Clerk’s office to prove service.
- D. Certified mail service by the Sheriff of Johnson County Kansas. Sheriff of Johnson County does not do Out-of-state service by certified mail.

Signature: _____

Pro Se: _____

Address: _____

Telephone No. _____

Email Address _____

IN THE DISTRICT COURT OF JOHNSON COUNTY,
KANSAS

Plaintiff

Case No. _____
Division No. _____

VS.

KS DEPT OF REVENUE,
KS HWY PATROL, Defendant

REQUEST AND SERVICE INSTRUCTION FORM

To: Clerk of the District Court

Please issue a: _____ summons and petition _____

in this action for: _____ KANSAS HIGHWAY PATROL _____

whose address for service is: _____ 120 NSW 10TH -MEMORIAL BLDG _____
_____ TOPEKA, KS 66612 _____

Service is requested as indicated below:

- A. Service through the Sheriff of _____ County, State of _____ . Returns may be faxed to(913) 715-3401 7 days a week – 24 hour a day.
- B. Service by an authorized process server.
- C. Certified mail with a Return Receipt service by the undersigned litigant or attorney, who understands that is their responsibility to obtain service and to make the return to the clerk. The postal “green card” for service must be filed with the Clerk’s office to prove service.
- D. Certified mail service by the Sheriff of Johnson County Kansas. Sheriff of Johnson County does not do Out-of-state service by certified mail.

Signature: _____

Pro Se: _____

Address: _____

Telephone No. _____

Email Address _____

Use the next set of papers, if services by publication is required on any defendants.

(If there are no defendants receiving service by publication, you don't need these forms.)

You will need the:

1. AFFIDAVIT TO OBTAIN SERVICE BY PUBLICATION – which you complete and file with the Clerk
2. NOTICE OF SUIT – which you will get to the paper that files legal publication in your county
3. AFFIDAVIT OF SERVICE – which you complete after you have mailed notice to the last known address for each defendant served by publication. You must mail a copy of the notice from the newspaper to the last address, even if you know that is no longer the address of the Defendant.

IN THE DISTRICT COURT OF
JOHNSON COUNTY, KANSAS

)	
)	
and)	Case No.
)	
Kansas Department of Revenue,)	
Person you bought it from, and)	
Person(s) Named on title)	
)	
Defendants)	
_____)	

Pursuant to Chapter 60 of
Kansas Statutes Annotated

NOTICE OF SUIT

To _____ and all other
concerned persons:

You are notified that a Petitioner has been filed in the District Court of _____
County by _____ Plaintiff praying that title to property stated in the Petition be
awarded to the Plaintiff and you are hereby required to plead to the Petition on or before
_____, 20____. If you fail to plead, judgment will be entered upon the Petition.

Petitioner Signature
Full Address

You **will need a final order** to submit to the Judge for signature and filing. That form is not available in this packet.

As set out in the instructions The Kansas Department of Revenue will assist you with completing the appropriate final order. You should contact the Legal Services Department at 785-296-6856, during normal business hours. Provide the county and case number and ask for assistance with the final order. Please do this at least 3 weeks before you need the document, if you are assigned a trial date by the Court.

Payment Slip

(Visa, MasterCard, or Discover credit/debit cards only)

Name on Card

Case Number (if applicable)

Card Number

Expiration Date

CVV (3-digit code on back)

Zip Code for Card

Phone Number

Amount Due

Email

Signature

*By signing above I acknowledge and accept the above amount and an additional \$4.95 processing fee for payment by card.