

Please read directions completely

Pro Se Motion to Enforce Decree of Divorce

1. Fill out completely: Typed or printed legibly.
 - a. Motion and Notice of Hearing
 - b. Certificate of Service and Mailing, one for each party to be served (opposing party and attorney of record)
2. **Hearing date and time:** Upon completion of all forms, please contact the Johnson County Courthouse, 1st floor "Self-Help Center" for further instructions.

3. Mail a copy of the documents to the other party: The preferred method of service is to mail the documents to the opposing party at their last known address whether they reside in this state or another. Service must be completed at least five (5) days prior to hearing date (excluding weekends and holidays), so documents must be mailed no later than eight (8) days prior to the hearing.

Clerk of the District Court is open Monday-Friday, 8:00-5:00

Last completed filing taken at 4:30

Mailing:

Johnson County Courthouse, Attn: Self-Help Center

150 W Santa Fe St, Olathe KS 66061

Fax: 913-715-3401

Phone: 913-715-3385

Email: DCC-Helpcenter@jocogov.org

Service Methods:

1. **Service by US Mail**-Postage pre-paid, to opposing parties at last known address by the undersigned pro se litigant.
2. **Certified mail service by the undersigned Pro Se Litigant** - Return of service for Certified Mail Form, must be filed with the Clerk of the Court after green card is returned and before court date.
3. **Hand Delivery** – A) At the person's office with a clerk or other person in charge, or, if no one is in charge, in a conspicuous place in the office; or
(B) if the person has no office or the office is closed, at the person's dwelling or usual place of abode with someone of suitable age and discretion who resides there
4. **Fax** - sending it by tele facsimile communication, in which event service is complete upon receipt of a confirmation generated by the transmitting machine

X _____
Name: _____
Address: _____
City, State, Zip: _____
Telephone Number: _____
Email: _____

NOTICE OF HEARING

A separate Notice of Hearing should be filed by the requesting party after the parties confirm a hearing date with the Judge's Administrative Assistant.

CERTIFICATE OF SERVICE AND MAILING

On _____ a true copy of this motion was sent to the below listed parties by US prepaid postal mail and in addition to electronic delivery of email to the following

Name: _____
Address: _____
City, State, Zip: _____
Email: _____

Name: _____
Address: _____
City, State, Zip: _____
Email: _____

Filing Party Signature