

**\*\*\*HELP CENTER STAFF CANNOT HELP YOU FILL OUT THE DOCUMENTS\*\*\***

- **BRING BACK TO FILE BEFORE 4:00PM**
- **AVOID THE LUNCH HOUR 12:00PM – 1:30PM**
- **\$196.50 FILING FEE (WE ACCEPT CASH, CHECK, MONEY ORDER, AND CREDIT/DEBIT CARD (\$4.95 FEE W/ CARD))**

## **CHECKLIST FOR LEGAL SEPARATION WITH CHILDREN**

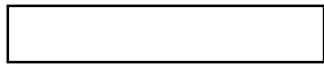
- COVER SHEET**
- PETITION FOR LEGAL SEPARATION – *MUST BE NOTARIZED***
- DOMESTIC RELATIONS AFFIDAVIT – *MUST BE SIGNED***
- PROPOSED PARENTING PLAN – *CUSTODY/PARENTING TIME***
- CHILD SUPPORT WORKSHEET – *YOU WILL COMPLETE THIS IN OUR OFFICE WHEN YOU FILE***
- VOLUNTARY ENTRY OF APPEARANCE – *THIS MAY BE SIGNED BY OTHER PARTY TO ACKNOWLEDGE RECEIPT OF PETITION & WAIVE SERVICE***
- REQUEST AND SERVICE INSTRUCTION FORM – *COMPLETE WITH ADDRESS & HOW YOU'RE SERVING OTHER PARTY***

## **TO BE COMPLETED FOR THE FINAL HEARING DATE**

**(WE WILL PROVIDE YOU W/ THIS PAPERWORK THE DAY YOU FILE)**

- RETURN OF SERVICE – *ONLY IF SERVICE IS DONE BY CERTIFIED MAIL***
- NOTICE OF HEARING – *AT LEAST 60 DAYS OUT FROM THE DATE YOU FILE***
- DECREE OF LEGAL SEPARATION - *MUST BE IN WORD FORMAT (.DOC)***
- AGREED PARENTING PLAN - *MUST BE IN WORD FORMAT (.DOC)***
- HELP CENTER – *CONTACT THE SELF-HELP CENTER AND WE CAN VERIFY YOU HAVE ALL THE FORMS YOU NEED FOR YOUR FINAL HEARING***





For Office Use Only

# CIVIL COVER SHEET

The civil cover 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](http://www.kscourts.org).

**NATURE OF SUIT** (Mark only one - 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)

|                                |                                     |                      |                          |
|--------------------------------|-------------------------------------|----------------------|--------------------------|
| <b>TORT</b>                    | <b>CONTRACT</b>                     | <b>REAL PROPERTY</b> | <b>STATE TAX WARRANT</b> |
| Asbestos Product Liability     | Buyer Plaintiff                     | Eminent Domain       |                          |
| Automobile Tort                | Employment Dispute - Discrimination | Mortgage Foreclosure |                          |
| Intentional Tort               | Employment Dispute - Other          | Other Real Property  |                          |
| Legal Malpractice              | Fraud                               |                      |                          |
| Medical Malpractice            | Landlord/Tenant - Unlawful Detainer | <b>MISCELLANEOUS</b> |                          |
| Other Professional Malpractice | Landlord/Tenant Dispute - Other     | 60-1507              |                          |
| Premises Liability             | Seller Plaintiff (debt collection)  | Habeas Corpus        |                          |
| Slander/Libel/Defamation       | Other Contract                      | Other Writs          |                          |
| Tobacco Product Liability      |                                     |                      |                          |
| Toxic/Other Product Liability  | <b>CIVIL APPEALS</b>                | <b>OTHER CIVIL</b>   |                          |
| Other Tort                     | Administrative Agency               |                      |                          |
|                                | Other Civil Appeal                  | <b>SMALL CLAIMS</b>  |                          |

## **DOMESTIC**

|  |  |  |                         |
|--|--|--|-------------------------|
| <b><u>MARRIAGE DISSOLUTION/DIVORCE</u></b> | <b><u>PROTECTION FROM ABUSE</u></b>                      | <b><u>PROTECTION FROM STALKING</u></b> | <b><u>UIFSA</u></b>     |
| <b><u>OTHER DOMESTIC RELATIONS</u></b>     | <b><u>NON-DIVORCE SUPPORT, CUSTODY OR VISITATION</u></b> |  | <b><u>PATERNITY</u></b> |

## **PROBATE/ESTATE**

|                                    |   |                                    |                        |
|------------------------------------|---|------------------------------------|------------------------|
| <b><u>GUARDIAN/CONSERVATOR</u></b> | <b><u>DETERMINATION OF DESCENT</u></b>  | <b><u>ELDER ABUSE</u></b>          | <b><u>ADOPTION</u></b> |
| Conservatorship/Trusteeship        |   |                                    |                        |
| Guardianship - Adult               | <b><u>SEXUALLY VIOLENT PREDATOR</u></b> | <b><u>OTHER PROBATE/ESTATE</u></b> |                        |
| Guardianship - Minor               |   |                                    |                        |
| Guardian/Conservator - Adult       | <b><u>DECEDENT ESTATE</u></b>           | <b><u>CARE AND TREATMENT</u></b>   |                        |
| Guardian/Conservator - Minor       |   |                                    |                        |

**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 \_\_\_\_\_ (County)  
SHERIFF OUT OF STATE \_\_\_\_\_ (State)

**SHERIFF'S PROCESS FEE ATTACHED** YES  
NO

**PLAINTIFF/SUBJECT INFORMATION**

(ATTACH ADDITIONAL SHEET, IF NECESSARY)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_ SEX: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

DL OR STATE ID NO: \_\_\_\_\_  
State and Number

ALIAS NAMES USED: \_\_\_\_\_  
\_\_\_\_\_

**ATTORNEYS**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DEFENDANT/OTHER PARTY INFORMATION**

(ATTACH ADDITIONAL SHEET, IF NECESSARY)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_ SEX: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

DL OR STATE ID NO: \_\_\_\_\_  
State and Number

ALIAS NAMES USED: \_\_\_\_\_  
\_\_\_\_\_

**ATTORNEYS**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR DOMESTIC CASES - NAME, DATE OF BIRTH AND SOCIAL SECURITY NUMBER OF EACH DEPENDENT CHILD:**

(Name)

(Date of Birth)

(Social Security 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.

IN THE DISTRICT COURT OF \_\_\_\_\_ COUNTY, KANSAS

*In the Matter of the Marriage of*

\_\_\_\_\_  
(Name of person filing this Petition)

Case No. \_\_\_\_\_

and

\_\_\_\_\_  
(Name of person who did not file this Petition)

**PETITION FOR LEGAL SEPARATION (with children)**

*“Petitioner” means the person filing this Petition.*

*“Respondent” means the person who did not file the Petition.*

*“Parties” means the Petitioner and Respondent.*

The person filing this petition states:

1. I am now living at: \_\_\_\_\_ (Street address),  
\_\_\_\_\_ (city), \_\_\_\_\_ (state) and I have lived in Kansas Other: \_\_\_\_\_  
since \_\_\_\_\_ (date).

2. Respondent is now living at: \_\_\_\_\_ (Street  
address), \_\_\_\_\_ (city), \_\_\_\_\_ (state) Unknown, and has lived in Kansas Other:  
\_\_\_\_\_ since \_\_\_\_\_ (date).

3. We were married on the following date and year: \_\_\_\_\_ in the  
following city and state: \_\_\_\_\_ and have been married since that  
date.

4. We are incompatible and should receive a legal separation.

5. The court should distribute the marital property and debts as agreed upon or as the court  
may decide.

6. I \_\_\_\_\_ (do or do not) not request spousal support.

7. Respondent \_\_\_\_\_ (is or is not or unknown) now on active duty with the United  
States Military.

8. Neither party is pregnant: NO – YES - UNKOWN



12. The following court cases are on file that involve or include the child(ren):

| Type of Case | Court, City, State | Case Number | Last Order Date |
|--------------|--------------------|-------------|-----------------|
|              |                    |             |                 |
|              |                    |             |                 |
|              |                    |             |                 |
|              |                    |             |                 |
|              |                    |             |                 |
|              |                    |             |                 |
|              |                    |             |                 |

13. The Court should approve an appropriate parenting plan and child support order.

*Optional:*

14. I request to be restored to the following former name: \_\_\_\_\_.

On final hearing, the court should grant a separation, divide the property and debts between the parties, issue child-custody and support orders, and issue other appropriate orders.

X \_\_\_\_\_

Signature of Petitioner

Name (Print): \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**VERIFICATION**

STATE OF KANSAS

COUNTY OF \_\_\_\_\_

I swear or affirm that the statements made in this Petition are true and that I am the person filing this petition.

X \_\_\_\_\_

Signature of Petitioner

SUBSCRIBED AND SWORN to before me, a Notary Public, this \_\_\_\_\_ day of

\_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_

Notary Public

IN THE DISTRICT COURT OF JOHNSON COUNTY, KANSAS

In the Matter of:

and

Case No. \_\_\_\_\_

Division \_\_\_\_\_

Chapter \_\_\_\_\_

**PROPOSED PARENTING PLAN**

\_\_\_\_\_ proposes the following Parenting Plan for the minor child(ren).

**Section I. General Information**

This parenting plan applies to the following children:

| <u>Full Name of Child</u> | <u>Gender</u>     | <u>Birth Date (Mo/Yr) and Age</u> |
|---------------------------|-------------------|-----------------------------------|
| _____                     | <b>M</b> <b>F</b> | _____                             |
| _____                     | <b>M</b> <b>F</b> | _____                             |
| _____                     | <b>M</b> <b>F</b> | _____                             |
| _____                     | <b>M</b> <b>F</b> | _____                             |
| _____                     | <b>M</b> <b>F</b> | _____                             |
| _____                     | <b>M</b> <b>F</b> | _____                             |

**Section II. Legal Custody (Decision-Making)**

A. **Joint Legal Custody.** Mother and Father shall have joint legal custody of their minor child(ren).

“Joint legal custody” means that both parents have equal rights to participate in, contribute to, and have responsibility for the major life decisions concerning the child(ren) including matters of health and education. Neither parent’s rights are superior to the other parent’s rights, and they should cooperate to determine what is in their child(ren)’s best interests.

B. **Sole Legal Custody.** Joint legal custody is not in the child(ren)’s best interests. “Sole legal custody” means that the parent granted sole legal custody has the primary right to decide matters of health and education in the child(ren)'s best interests. The parent not granted sole legal custody may make emergency decisions affecting the child(ren)’s health or safety when the child(ren) are in that parent's physical care and control. The grant of sole legal custody to one



parent does not deprive the other parent of access to information, including school and medical records, regarding the child(ren) unless the court specifically orders otherwise.

1. Sole legal custody is granted to  Mother  Father by Agreement of the parents.

2. Restriction of Information Regarding the Child(ren) to Non Legal Custodian.

The  Mother  Father shall have no access to the child(ren)'s health, educational and other personal information because of the following specific reasons:

**Section III. Parenting Time Schedule.**

**This parenting schedule shall begin on:**

The children will be with Mother (select one):

at all times not with Father

at the following times (describe the time the children usually spend with Mother stating the day and time each period of parenting tie begins and ends in the normal week):the days and times

Mother and Father will share time with the children on the following schedule:

The children will be with Father (select one):

at all times not with Mother

at the following times (describe the time the children usually spend with Father stating the day and time each period of parenting tie begins and ends in the normal week):the days and times

Mother and Father will share time with the children on the following schedule:

Holiday Parenting Schedule:

- Per attached schedule
- According to parents' regular parenting time schedule
- Other (specify holidays and times):

Parenting time/exchange restrictions (specifically list restriction, i.e. supervision, location, parties, etc.):

**Section IV. Dispute Resolution Process**

Disputes between the parents, other than about child support, shall be submitted to:

- Mediation by:  Johnson County Court Services  Other:
- The following dispute resolution method:

**Section V. Other Provisions**

Additional provisions which the proposing party asks the court to include:

**Parenting Plan Proposed By:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**Holiday Parenting Plan:**

- (A) **Spring Break.** Select One.
- The child will be with each parent during one-half of the Spring Break. The parent normally having the child during the first weekend of Spring Break shall have the child the first half of Spring Break.
  - The parents will alternate the weeks of Spring Break with Mother in even-numbered years and with Father in odd-numbered years;
- (B) **Mother's Day.** The child shall spend Mother's Day from 9:00 a.m. until 8:00 p.m. or until school, day care or 8:00 a.m. Monday (if the child is not in school or day care) with the child's mother;
- (C) **Memorial Day.** The child shall spend the Memorial Day weekend from Friday immediately after school, after daycare or 5:00 p.m. until Monday at 8:00 p.m. or until school, day care or 8:00 a.m. Tuesday (if the child is not in school or day care) with Mother in even numbered years and with Father during in odd-numbered years;
- (D) **Father's Day.** The child shall spend Father's Day from 9:00 a.m. until 8:00 p.m. or until school, day care or 8:00 a.m. Monday (if the child is not in school or day care) with the child's father;
- (E) **Fourth of July.** The child shall spend the Fourth of July holiday from after school, after daycare or 5:00 p.m. on July 3 until 8:00 p.m. on July 5 with Mother in even-numbered years and with Father in odd-numbered years;
- (F) **Labor Day.** The child shall spend Labor Day weekend from Friday immediately after school, after daycare or 5:00 p.m. until Monday at 8:00 p.m. or until school, day care or 8:00 a.m. Tuesday (if the child is not in school or day care) with Father in even-numbered years and with Mother in odd-numbered years;

**(G) Halloween.** Every effort should be made to share time between the parents every year. In the event the parents cannot agree, the child shall spend a minimum of three hours on Halloween evening with Mother during even-numbered years and with Father during odd numbered years;

**(H) Thanksgiving.** Select One:

From after school, after daycare or 5:00 p.m. until Friday evening at 5:00 p.m. with Father during even-numbered years and with Mother during odd-numbered years; The parent that does not have the holiday shall always have the weekend following Thanksgiving Day;

From after school, day care or 5:00 p.m. the day school is dismissed until 8:00 p.m. Sunday or until school, day care or 8:00 a.m. Monday (if the child is not in school or day care);

**(I) Winter Break.** The child shall spend from after school, after daycare or 5:00 p.m. on the day that school is dismissed for vacation until 10:00 p.m. on December 24 with Father during even-numbered years and with Mother during odd-numbered years. The child shall spend from 10:00 p.m. on December 24 until 8:00 p.m. on December 30 with Mother during even-numbered years and with Father during odd-numbered years;

**(J) New Year's Eve and New Year's Day.** The child shall spend from December 30 at 8:00 p.m. until 8:00 p.m. on the evening before school resumes or until the beginning of school, day care or 8:00 a.m. on the day school commences with Father during even-numbered years and with Mother during odd-numbered years;

**(K) Religious Holidays.** Select one or none depending upon the appropriate circumstances for the family:

**Christian Religious Holidays:**

(I) **Easter Sunday.** The child shall spend Easter Sunday (from Saturday night at 5:00 p.m. until Sunday at 8:00 p.m. or until school, day care or 8:00 a.m. Monday

(if the child is not in school or day care)) with Father during even numbered years and with Mother during odd-numbered years.

(ii) **Christmas**. The Christmas Eve and Christmas Day schedule is reflected in the Winter Break schedule set forth above.

□ **Jewish Religious Holidays**. The following holiday schedule may be followed for families of Jewish faith. Unless otherwise stated the holiday should be considered to begin the evening before the holiday and end the evening of the holiday:

(I) **Purim**. The child shall spend Purim with Mother during even-numbered years and with Father during odd-numbered years.

(ii) **Rosh Hashanah**. The child shall spend Rosh Hashanah with Father during even-numbered years and with Mother during odd-numbered years. The parents should agree upon the definition of the holiday as it may be observed as a single day or over two days depending upon the practices of the family.

(iii) **Yom Kippur**. The child shall spend Yom Kippur with Mother during even numbered years and with Father during odd-numbered years.

(iv) **Alternate Nights of Hanukkah**. The child shall spend alternate nights of Hanukkah beginning with the first night, with Father having the first night during even-numbered years and with Mother having the First Night during odd numbered years.

(v) **The First Night of Passover**. The child shall spend the first night of Passover with Father during odd-numbered years and with Mother during even numbered years. The holiday time shall end before the beginning of the second night.

(vi) **The Second Night of Passover**. The child shall spend the second night of Passover with Mother during odd-numbered years and with Father

during even numbered years. The holiday time shall end at the conclusion of the second day.

(vii) Simhat Torah. The child shall spend the first day(s) of Simhat Torah with Father during odd-numbered years and Mother during even-numbered years. The child shall spend the final day(s) of Simhat Torah with Mother during odd numbered years and Father during even-numbered years. The parents should agree upon the definition of the holiday as it may be observed as a single day or over two days depending upon the practices of the family.

(viii) Sukkot. The child shall spend the first day(s) of Sukkot with Father during even-numbered years and Mother during odd-numbered years. The child shall spend the final day(s) of Sukkot with Mother during even-numbered years and Father during odd-numbered years. The parents should agree upon the definition of the holiday as it may be observed as a single day or over two days depending upon the practices of the family.

(ix) Shavuot. The child shall spend the holiday with Father during odd numbered years and with Mother during even-numbered years. The parents should agree upon the definition of the holiday as it may be observed as a single day or over two days depending upon the practices of the family.

**Islamic Religious Holidays**. The following holiday schedule may be followed for families of Muslim faith:

(i) Eid al-Fitr. The child shall spend this holiday celebration with Mother during even-numbered years and Father during odd-numbered years.

(ii) Eid al-Hadr. The child shall spend this holiday celebration with Mother during odd-numbered years and Father during even-numbered years.

**Other Religious Holidays**. Religious holidays or celebrations other than those referenced above will be shared as follows:

- (L) Parent's Birthday.** The child should spend part of the day with the respective parent on that parent's birthday;
- (M) Child's Birthday.** The child shall spend the child's birthday with Father during even numbered years and with Mother during odd-numbered years. During such years, the child shall spend the day before or the day after the child's birthday with the other paren. If there is more than one child the parties shall alternate the children's birthdays so that each parent has one or more of the children each year;
- (N) Conflict between Weekend and Holiday Parenting Time.** Whenever there is a conflict between weekend and holiday parenting time, the holiday parenting time shall apply. The parents are encouraged to compensate for missed weekends so that a parent will not go more than two weekends without having weekend parenting time;
- (O) Conflict between Holiday Parenting Time and Birthday Celebrations.** When there is a conflict between birthday and holiday time, the holiday schedule shall apply. However, the parents should be flexible in allowing the birthday to be celebrated either the weekend before or the weekend after the holiday period.

Domestic Relations Affidavit

IN THE \_\_\_\_\_ JUDICIAL DISTRICT  
 \_\_\_\_\_ COUNTY, KANSAS

IN THE MATTER OF \_\_\_\_\_ )  
 )  
 )  
 Petitioner \_\_\_\_\_ )  
 )  
 and \_\_\_\_\_ )  
 )  
 )  
 Respondent \_\_\_\_\_ )  
 )

Case No. \_\_\_\_\_

DOMESTIC RELATIONS AFFIDAVIT OF \_\_\_\_\_  
 (name)

1. Petitioner Residence \_\_\_\_\_

Petitioner \_\_\_\_\_  
 Birth Month/Year      XXX-XX-\_\_\_\_      Social Security Number      Telephone \_\_\_\_\_

2. Respondent Residence \_\_\_\_\_

Respondent \_\_\_\_\_  
 Birth Month/Year      XXX-XX-\_\_\_\_      Social Security Number      Telephone \_\_\_\_\_

3. Date of Marriage: \_\_\_\_\_

4. Number of Marriages:      Petitioner \_\_\_\_\_      Respondent \_\_\_\_\_

5. Number of children of the relationship: \_\_\_\_\_

6. Names, Social Security Numbers, the month and year of each child's birth and ages of minor children of the relationship:

| Name  | Social Security Number<br>XXX-XX-____ | Birth<br>Month /Year | Age   | Custodian |
|-------|---------------------------------------|----------------------|-------|-----------|
| _____ | _____                                 | _____                | _____ | _____     |
| _____ | _____                                 | _____                | _____ | _____     |
| _____ | _____                                 | _____                | _____ | _____     |



7. Names, Social Security Numbers, and ages of minor children of previous relationships and facts as to custody and support payments paid or received, if any.

| Name  | Social Security No.<br>XXX-XX-____ | Age  | Custodian | Support Payment | Paid or Rec'd |
|-------|------------------------------------|------|-----------|-----------------|---------------|
| _____ | _____                              | ____ | _____     | \$ _____        | _____         |
| _____ | _____                              | ____ | _____     | \$ _____        | _____         |
| _____ | _____                              | ____ | _____     | \$ _____        | _____         |
| _____ | _____                              | ____ | _____     | \$ _____        | _____         |

8. Petitioner is employed by (name) \_\_\_\_\_

(address) \_\_\_\_\_

Respondent is employed by (name) \_\_\_\_\_

(address) \_\_\_\_\_

with monthly income as follows:

| A. Wage Earner  | Petitioner | Respondent |
|---|------------|------------|
| 1. Gross Income                                       | \$ _____   | \$ _____   |
| 2. Other Income                                       | \$ _____   | \$ _____   |
| 3. Subtotal Gross Income                              | \$ _____   | \$ _____   |
| 4. Federal Withholding<br>(Claiming _____ exemptions) | \$ _____   | \$ _____   |
| 5. Federal Income Tax                                 | \$ _____   | \$ _____   |
| 6. OASDHI   | \$ _____   | \$ _____   |
| 7. Kansas Withholding                                 | \$ _____   | \$ _____   |
| 8. Subtotal Deductions                                | \$ _____   | \$ _____   |
| 9. Net Income   | \$ _____   | \$ _____   |

| B. Self-Employed   | Petitioner | Respondent |
|--|------------|------------|
| 1. Gross Income from self-employment                                 | \$ _____   | \$ _____   |
| 2. Other Income  | \$ _____   | \$ _____   |
| 3. Subtotal Gross Income   | \$ _____   | \$ _____   |
| 4. Reasonable Business Expenses (-)<br>(Itemize on attached exhibit) | \$ _____   | \$ _____   |
| 5. Self-Employment Tax (-)   | \$ _____   | \$ _____   |
| 6. Business Net Income   | \$ _____   | \$ _____   |
| 7. Estimated Tax Payments<br>(Claim _____ exemptions)                | \$ _____   | \$ _____   |
| 8. Federal Income Tax  | \$ _____   | \$ _____   |
| 9. Kansas Withholding  | \$ _____   | \$ _____   |
| 10. Subtotal Deductions  | \$ _____   | \$ _____   |

11. Net Income \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 (Line B.3. minus Line B.9.)

Pay period: \_\_\_\_\_  
Petitioner Respondent

9. The liquid assets of the parties are:

|    | Item   | Amount   | Joint or Individual<br>(Specify) |
|----|--|----------|----------------------------------|
| A. | Checking Accounts (Do not list account numbers): |          |                                  |
|    | _____  | \$ _____ | _____                            |
|    | _____  | \$ _____ | _____                            |
| B. | Savings Accounts (Do not list account numbers):  |          |                                  |
|    | _____  | \$ _____ | _____                            |
|    | _____  | \$ _____ | _____                            |
| C. | Cash   |          |                                  |
|    | Petitioner                                       | \$ _____ | _____                            |
|    | Respondent                                       | \$ _____ | _____                            |
| D. | Other  |          |                                  |
|    | _____  | \$ _____ | _____                            |
|    | _____  | \$ _____ | _____                            |

10. The monthly expenses of each party are: (Please indicate with an asterisk all figures which are estimates rather than actual figures taken from records.)

|    | Item                      | Petitioner<br>(Actual or Estimated) | Respondent<br>(Actual or Estimated) |
|----|---------------------------|-------------------------------------|-------------------------------------|
| 1. | Rent                      | \$ _____                            | \$ _____                            |
| 2. | Food                      | \$ _____                            | \$ _____                            |
| 3. | Utilities/services:       |                                     |                                     |
|    | Trash Service             | \$ _____                            | \$ _____                            |
|    | Newspaper                 | \$ _____                            | \$ _____                            |
|    | Telephone                 | \$ _____                            | \$ _____                            |
|    | Cell Phone                | \$ _____                            | \$ _____                            |
|    | Cable                     | \$ _____                            | \$ _____                            |
|    | Gas                       | \$ _____                            | \$ _____                            |
|    | Water                     | \$ _____                            | \$ _____                            |
|    | Lights                    | \$ _____                            | \$ _____                            |
|    | Other                     | \$ _____                            | \$ _____                            |
| 4. | Insurance:                |                                     |                                     |
|    | Life                      | \$ _____                            | \$ _____                            |
|    | Health                    | \$ _____                            | \$ _____                            |
|    | Car                       | \$ _____                            | \$ _____                            |
|    | House/Rental              | \$ _____                            | \$ _____                            |
|    | Other                     | \$ _____                            | \$ _____                            |
| 5. | Medical and dental        | \$ _____                            | \$ _____                            |
| 6. | Prescriptions drugs       | \$ _____                            | \$ _____                            |
| 7. | Child care (work-related) | \$ _____                            | \$ _____                            |

|     |                               |          |          |
|-----|-------------------------------|----------|----------|
| 8.  | Child care (non-work-related) | \$ _____ | \$ _____ |
| 9.  | Clothing                      | \$ _____ | \$ _____ |
| 10. | School expenses               | \$ _____ | \$ _____ |
| 11. | Hair cuts and beauty          | \$ _____ | \$ _____ |
| 12. | Car repair                    | \$ _____ | \$ _____ |
| 13. | Gas and oil                   | \$ _____ | \$ _____ |
| 14. | Personal property tax         | \$ _____ | \$ _____ |

| Item                        | <u>Petitioner</u><br>(Actual or Estimated) | <u>Respondent</u><br>(Actual or Estimated) |
|-----------------------------|--|--|
| 15. Miscellaneous (Specify) |  |  |
| _____                       | \$ _____                                   | \$ _____                                   |
| _____                       | \$ _____                                   | \$ _____                                   |
| 16. Debt Payments (Specify) |  |  |
| _____                       | \$ _____                                   | \$ _____                                   |
| _____                       | \$ _____                                   | \$ _____                                   |
| Total                       | \$ _____                                   | \$ _____                                   |

\*Show house payments, mortgage payments, etc., in Section 10.B.

B. Monthly payments to banks, loan companies or on credit accounts: (Indicate actual or estimated monetary amount in each column; use asterisk for secured.) DO NOT LIST ANY PAYMENTS INCLUDED IN PART 10.A ABOVE.

| Creditor | When Incurred | Amount of Payment | Date of Last Payment | Balance              | Responsibility |            |
|----------|---------------|-------------------|----------------------|----------------------|----------------|------------|
|          |               |                   |                      |                      | Petitioner     | Respondent |
| _____    | _____         | _____             | _____                | \$ _____             | \$ _____       | \$ _____   |
| _____    | _____         | _____             | _____                | \$ _____             | \$ _____       | \$ _____   |
| _____    | _____         | _____             | _____                | \$ _____             | \$ _____       | \$ _____   |
| _____    | _____         | _____             | _____                | \$ _____             | \$ _____       | \$ _____   |
| _____    | _____         | _____             | _____                | \$ _____             | \$ _____       | \$ _____   |
| _____    | _____         | _____             | _____                | \$ _____             | \$ _____       | \$ _____   |
|          |               |                   |                      | Subtotal of Payments | \$ _____       | \$ _____   |
|          |               |                   |                      | Total                | \$ _____       | \$ _____   |

C. Total Living Expenses

|   | <u>Petitioner</u><br>(Actual or Estimated) | <u>Respondent</u><br>(Actual or Estimated) |
|---|--|--|
| 1. Total funds available to Both Parties (from No. 8) | \$ _____                                   | \$ _____                                   |
| 2. Total needed (from No. 10.A and B)                 | \$ _____                                   | \$ _____                                   |
| 3. Net Balance  | \$ _____                                   | \$ _____                                   |
| 4. Projected child support                            | \$ _____                                   | \$ _____                                   |

D. Payments or contributions received, or paid, for support of others. Specify source and amount.

| Source      | Petitioner | Respondent |
|-------------|------------|------------|
| _____ (+/-) | \$ _____   | \$ _____   |
| _____ (+/-) | \$ _____   | \$ _____   |

11. How much does the party who provides health care pay for family coverage?  
 \$ \_\_\_\_\_ per \_\_\_\_\_.  
 How much does it cost the provider to furnish health insurance only on the provider?  
 \$ \_\_\_\_\_ per \_\_\_\_\_.

FURNISH THE FOLLOWING INFORMATION IF APPLICABLE.

12. Income and financial resources of children.

| Income/Resources | Amount   |
|------------------|----------|
| _____            | \$ _____ |
| _____            | \$ _____ |

13. Child support adjustments requested.

- |  |   |
|--|---|
| <input type="checkbox"/> parenting time adjustment | <input type="checkbox"/> agreement past majority      |
| <input type="checkbox"/> income tax consideration  | <input type="checkbox"/> long distance parenting time |
| <input type="checkbox"/> special needs             | <input type="checkbox"/> overall financial conditions |
| <input type="checkbox"/> other: _____              |   |

14. All other personal property including retirement benefits (including but not limited to qualified plans such as profit-sharing, pension, IRA, 401(k), or other savings-type employee benefits, nonqualified plans, and deferred income plans), and ownership thereof (joint or individual), including policies of insurance, identified as to nature or description, ownership (joint or individual), and actual or estimated value.

| Joint or Individual | Amount   | (Specify) |
|---------------------|----------|-----------|
| _____               | \$ _____ | _____     |
| _____               | \$ _____ | _____     |
| _____               | \$ _____ | _____     |
| _____               | \$ _____ | _____     |

THE FOLLOWING NEED NOT BE FURNISHED IN POST JUDGMENT PROCEDURES.

15. List real property identified as to description, ownership (joint or individual) and actual or estimated value.

| Property Description | Ownership | Actual/Estimated Value |
|----------------------|-----------|------------------------|
| _____                | _____     | _____                  |
| _____                | _____     | _____                  |
| _____                | _____     | _____                  |
| _____                | _____     | _____                  |

16. Identify the property, if any, acquired by each of the parties prior to marriage or acquired during marriage by a will or inheritance.

| Property Description | Ownership | Source of Ownership | Actual/ Estimated Value |
|----------------------|-----------|---------------------|-------------------------|
|                      |           |                     |                         |
|                      |           |                     |                         |

17. List debt obligations, including maintenance, not listed in Section 10.A or 10.B above, identified as to name or names of payor or payors and payees, balance due and rate at which payable; and, if secured, identify the encumbered property.

| Debt Obligation | Payor | Payee | Balance Due | Payment Rate | Encumbered Property |
|-----------------|-------|-------|-------------|--------------|---------------------|
|                 |       |       |             |              |                     |
|                 |       |       |             |              |                     |

8. List health insurance coverage and the right, pursuant to ERISA §§ 601-608, 29 U.S.C. §§ 1161-1168 (1986), to continued coverage by the spouse who is not a member of the covered employee group.

| <u>Health Insurance</u> | <u>COBRA Continuation</u> |       |         |
|-------------------------|---------------------------|-------|---------|
|                         | Yes                       | No    | Unknown |
| _____                   | _____                     | _____ | _____   |
| _____                   | _____                     | _____ | _____   |

I declare under penalty of perjury under the laws of the State of Kansas that the foregoing is true, correct and complete.

Executed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Name (Print): \_\_\_\_\_

Signature \_\_\_\_\_

## Child Support Worksheet

IN THE \_\_\_\_\_ JUDICIAL DISTRICT  
 \_\_\_\_\_ COUNTY, KANSAS

IN THE MATTER OF:

\_\_\_\_\_

and

CASE NO. \_\_\_\_\_

CHILD SUPPORT WORKSHEET OF (name) \_\_\_\_\_

|  |       | Petitioner | Respondent      |
|--|-------|------------|-----------------|
| <b>A. <u>INCOME COMPUTATION – WAGE EARNER</u></b>  |       |            |                 |
| 1. Domestic Gross Income<br>(Insert on Line C.1. below)*   |       | \$ _____   | \$ _____        |
| <b>B. <u>INCOME COMPUTATION – SELF-EMPLOYED</u></b>  |       |            |                 |
| 1. Self-Employment Gross Income  |       | _____      | _____           |
| 2. Reasonable Business Expenses  | (-)   | _____      | _____           |
| 3. Domestic Gross Income<br>(Insert on Line C.1. below)*   |       | _____      | _____           |
| <b>C. <u>ADJUSTMENTS TO DOMESTIC GROSS INCOME</u></b>  |       |            |                 |
| 1. Domestic Gross Income   |       | _____      | _____           |
| 2. Court-Ordered Child Support Paid  | (-)   | _____      | _____           |
| 3. Court-Ordered Maintenance Paid _____%   | (-)   | _____      | _____           |
| 4. Court-Ordered Maintenance Received _____%   | (+)   | _____      | _____           |
| 5. Child Support Income<br>(Insert on Line D.1. below)   |       | _____      | _____           |
| <b>D. <u>COMPUTATION OF CHILD SUPPORT</u></b>  |       |            |                 |
| 1. Child Support Income  |       | _____      | + _____         |
|  |       | =          | _____           |
| 2. Proportionate Shares of Combined Income<br>(Each parent's income divided by combined income)  |       | _____%     | _____%          |
| 3. Gross Child Support Obligation**<br>(Using the combined income from Line D.1.,<br>find the amount for each child and enter total for<br>all children) |       |            |                 |
| Age of Children  | 0-5   | 6-11       | 12-18           |
| Number Per Age Category  | _____ | _____      | _____           |
| Total Amount   | _____ | + _____    | + _____ = _____ |
| * Cost of Living Differential Adjustment? _____ Yes _____ No   |       |            |                 |
| **Multiple Family Application? _____ Yes _____ No  |       |            |                 |
| Parenting Time Adjustment _____ Yes _____ No _____%  |       |            |                 |
| Income Beyond the Child Support Schedule calculation used _____ Yes _____ No   |       |            |                 |

Case No. \_\_\_\_\_

|  | Petitioner | Respondent |
|--|------------|------------|
| 4. Proportionate Share (Line D.3 x Line D.2)   | _____      | _____      |
| 5. Parenting Time Adjustment _____% x Line D.4 (-)   | _____      | _____      |
| 6. Proportionate Shares after Parenting Time Adjustment  | _____      | _____      |
| 7. Health and Dental Insurance Premium   | \$ _____   | + \$ _____ |
| 8. Proportionate Shares Health Insurance Premium   | _____      | _____      |
| 9. Work-Related Child Care Costs<br>Formula: Amt. - (Amt. x %)<br>for each child care credit<br>Example: 200 - (200 x 30%) | _____      | _____      |
| 10. Proportionate Shares Work-Related Child Care Costs   | _____      | _____      |
| 11. Proportionate Child Support Obligation for Each Parent<br>(Line D.6 + D.8 + D.10)                                      | _____      | _____      |
| 12. Credit for Insurance or Work-Related Child Care Paid (-)   | _____      | _____      |
| 13. Basic Parental Child Support Obligation<br>((Line 11-Line D.12); Insert on Line F.1. below)                            | _____      | _____      |

E. CHILD SUPPORT ADJUSTMENTS

| APPLICABLE                           | N/A                      | CATEGORY                           | Petitioner  | Respondent  |
|--------------------------------------|--------------------------|------------------------------------|-------------|-------------|
| 1. <input type="checkbox"/>          | <input type="checkbox"/> | Long Distance Parenting Time Costs | (+/-) _____ | (+/-) _____ |
| 2. <input type="checkbox"/>          | <input type="checkbox"/> | Income Tax Considerations          | (+/-) _____ | (+/-) _____ |
| 3. <input type="checkbox"/>          |                          | Special Needs                      | (+/-) _____ | (+/-) _____ |
| 4. <input type="checkbox"/>          | <input type="checkbox"/> | Agreement Past Majority            | (+/-) _____ | (+/-) _____ |
| 5. <input type="checkbox"/>          | <input type="checkbox"/> | Overall Financial Condition        | (+/-) _____ | (+/-) _____ |
| 6. TOTAL (Insert on Line F.2. below) |                          |                                    | _____       | _____       |

F. DEVIATION(S) FROM REBUTTABLE PRESUMPTION AMOUNT

AMOUNT ALLOWED

|       |   | _____<br>Petitioner                                      | _____<br>Respondent |
|-------|---|--|---------------------|
| 1.    | Basic Parental Child Support Obligation<br>(Line D.13. from above)  | _____  | _____               |
| 2.    | Total Child Support Adjustments<br>(Line E.6. from above)   | (+/-) _____  | _____               |
| 3.    | Adjusted Subtotal (Line F.1. +/- Line F.2.)   | _____  | _____               |
| 4.    | Equal Parenting Time Obligation<br>( <input type="checkbox"/> EPT Worksheet or <input type="checkbox"/> Shared Expense Formula)               | _____  | _____               |
| 5. a  | Ability to Pay Calculation<br>Child Support Income (D.1) _____ - Poverty Guidelines for Household of One _____ = _____                        |  |                     |
| 5. b. | Subtotal (lesser amount of F.3 and F.5.a)   | _____  | _____               |
| 6.    | Social Security Dependent Benefits  | (-) _____  | (-) _____           |
| 6. b. | Final Subtotal  | _____  | _____               |
| 7.    | Enforcement Fee Allowance**<br>(Applied only to Nonresidential Parent)<br>((Line F.3. x Collection Fee %) x .5)<br>or (Monthly Flat Fee x .5) | Percentage _____ %<br>Flat Fee \$ _____<br><br>(+) _____ | (+) _____           |
| 8.    | Net Parental Child Support Obligation<br>(Line 5.b. + Line F.4.)  | _____  | _____               |

\*\*Parent paying support.

\_\_\_\_\_  
Prepared By (Signature)

\_\_\_\_\_  
Judge/Hearing Officer Signature

\_\_\_\_\_  
Prepared By (Print Name)

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Date Approved



IN THE DISTRICT COURT OF JOHNSON COUNTY, KANSAS

*In the Matter of*

Case No.

And

Court No.

**VOLUNTARY ENTRY OF APPEARANCE**

I received a copy of the petition/motion filed in this case. I am not requiring that the sheriff or other person hand me the summons and petition/motion as Kansas law may require. I understand that if I do not file an answer or appear at the hearing in this case that the court can enter orders against me.

Further, I acknowledge and so advise the court that I  am  am not a member of the active duty United States \_\_\_\_\_ and by signing this voluntary entry of appearance I am waiving my rights for the purpose of the captioned case, under the Service Members Civil Relief Act (SCRA) pursuant to 50 U.S.C. App. paragraphs 501-597b.

\_\_\_\_\_

Name:

Address:

City, State, Zip:

Telephone Number:

Email:

**ACKNOWLEDGEMENT**

**STATE OF KANSAS )**

**COUNTY OF \_\_\_\_\_ ) ss.**

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

\_\_\_\_\_ personally appeared in front of me, signed this document, and acknowledged to me that s/he signed this document voluntarily for purpose stated in this document. IN WITNESS, I have set my hand and affixed my seal.

\_\_\_\_\_

**Notary**

IN THE DISTRICT COURT OF JOHNSON COUNTY, KANSAS

Case No. \_\_\_\_\_

Division No. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Plaintiff

VS.

\_\_\_\_\_  
\_\_\_\_\_  
Defendant

REQUEST AND SERVICE INSTRUCTION FORM

To: Clerk of the District Court

Please issue a: \_\_\_\_\_

\_\_\_\_\_

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.
- E. No Service required as Respondent will complete a Voluntary Entry of Appearance.

Signature: \_\_\_\_\_

ProSe: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

Email \_\_\_\_\_