

Case No. _____

(Name of person who filed the Petition)

and

(Name of person who did not file the Petition)

REQUEST AND SERVICE INSTRUCTION FORM

“Petitioner” means the person who filed the Petition (the first document in the case).

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

To: Clerk of the District Court - the following forms are filed for service:
(check all applicable forms to be served)

- 1. Motion to Modify Child Support and Notice of Hearing
- 2. Child Support Worksheet
- 3. Short Form Domestic Relations Affidavit of Petitioner Respondent
- 4. Motion to Establish Parenting Time and Notice of Hearing
- 5. Motion to Enforce Parenting Time and Notice of Hearing
- 6. Motion to Modify Parenting Time and Notice of Hearing
- 7. UCCJEA Affidavit
- 8. Proposed Parenting Plan of Petitioner Respondent
- 9. Other _____ (name of form to be served)

Name of person to be served: _____

(You must complete one request for **EACH** person to be served.)

Address of person to be served: _____

Service is requested by **ONE** of the following methods:

- a. *Service by U.S. Mail* – I mailed (postage pre-paid) the documents to the other person’s last known address.
- b. *Service by Certified Mail* – I mailed the documents by certified mail, and I understand that I must file the receipt for certified mail service (green card or electronic confirmation) with the Clerk’s office.

- c. *Service by Sheriff by Certified Mail* - Certified mail service by the office of the Sheriff of _____ County, State of Kansas. I understand that the responsibility for obtaining service and filing the return of service shall be on the Sheriff.
- d. *Personal Service by Sheriff (inside Kansas)*- Personal service through the office of the Sheriff of _____ County, State of Kansas.
- e. *Personal Service by Sheriff (outside Kansas)* – Personal service through the office of the Sheriff of _____ County, State of _____, which I MUST ARRANGE WITHOUT ASSISTANCE OF THE COURT.

X _____
Signature

Name (Print): _____

Address 1: _____

Address 2: _____

City, State, Zip: _____

Telephone Number: _____