



**EIGHTEENTH JUDICIAL DISTRICT BERNIE  
LUMBRERAS, CLERK OF COURT 525 N  
MAIN WICHITA KS 67203**

A Limited Action case has been filed against you in the 18<sup>th</sup> Judicial District Court of Kansas. Enclosed are the following: a Petition filed on this case, a Summons to Appear, and a blank CV LM Defendant Information Sheet, with Instructions sheet.

**YOU HAVE THREE OPTIONS FOR YOUR SCHEDULED COURT APPEARANCE:**

- 1) Appear in person at the date, time and place on the Summons to Appear**
- 2) Fill out and return to the Court by mail the **CV LM Defendant Information Sheet** (Fill & Mail form) delivered with your summons or available at [www.dc18.org](http://www.dc18.org). This form **must be received by the Clerk BEFORE** your summons hearing date.**

Clerk of the District Court, Civil Limited Actions Section – 11<sup>th</sup> Floor  
Sedgwick County Courthouse, 525 N. Main, Wichita, KS 67203

- 3) Complete the **CV LM Defendant Information Sheet (Submit Online form)** on the Court's website at [www.dc18.org](http://www.dc18.org) and submit it electronically by following directions in the "submit online" form. This form **must be received by the Clerk by THE DAY BEFORE** your summons date.**

***IF YOU RETURN the DEFENDANT INFORMATION Sheet to District Court  
BY OPTION 2 or 3 BEFORE your SCHEDULED HEARING DATE,  
you NEED NOT APPEAR AT THE SCHEDULED HEARING DATE.***

If you do NOT return the form before your scheduled hearing date and do NOT appear in person at the hearing, DEFAULT JUDGMENT will be entered against you.

If you return the form and AGREE to the entry of judgment against you, you do NOT need to appear in person and you may contact the Plaintiff's attorney to make arrangements for payment of this debt.

If you return the form and you DISAGREE with the allegations against you, you must explain why in the space provided on the form. Once the Court receives the form, your case will be set for a Pre-Trial hearing. You will receive a Notice of Hearing for the Pre-Trial and must appear in person for that Pre-Trial court date.

Contact Limited Actions Dept. at 316 660-5690 if you have questions about the forms.

**Please note that the time to answer this matter has not been stayed.**

**Since June 2020, the Sedgwick County courthouse, court and clerk's office have been open to the public for court hearings and filings.**

**Accordingly, pursuant to 2020-PR-47, 2020-PR-58, 2021-PR-20, and the extensions thereof, the court exempts this case from the suspension of the statutory time standards and deadlines in the Kansas Supreme Court's administrative orders, including but not limited to, those time standards and deadlines in the code of civil procedure (chapters 60 and 61), the rules of evidence, and the rules of appellate procedure that would be applicable to this case at the district court level.**