

IN THE EIGHTEENTH JUDICIAL DISTRICT  
DISTRICT COURT, SEDGWICK COUNTY, KANSAS  
CIVIL DEPARTMENT

\_\_\_\_\_  
Plaintiff(s)

vs.

Case No.: \_\_\_\_\_ -LM - \_\_\_\_\_

\_\_\_\_\_  
Defendant(s)

**DEFENDANT INFORMATION SHEET**

[PLEASE PRINT LEGIBLY.]

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

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

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIPCODE \_\_\_\_\_

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

PHONE NUMBERS. – HOME: \_\_\_\_\_ CELL: \_\_\_\_\_ WORK: \_\_\_\_\_

**CHECK THE BOX WITH YOUR RESPONSE TO THE PETITION**

(See separate sheet “INFORMATION FOR LIMITED DOCKET (DEFENDANTS)”)

**1.                    AGREED**

**2.                    NO CONTEST**

**3.                    \* PRE TRIAL/BENCH TRIAL, DATE \_\_\_\_\_ ( TO BE FILLED IN BY CLERK)**

\* Having requested a pre-trial, I understand that the law requires me, not later than fourteen (14 ) days after this appearance date, to file with the clerk an answer or other type written response to plaintiff’s petition and to send a copy of such response to plaintiff’s attorney (or, if no attorney, to plaintiff). I understand that if I do not file an answer within fourteen (14 ) days judgment will likely be granted against me. All eviction cases will be set for a bench trial.

PLEASE SIGN: \_\_\_\_\_ Date \_\_\_\_\_

**BY ORDER OF THE COURT:**

**Any Bench Trial setting and/or the fourteen (14) day deadline for filing an Answer for this case are not subject to any suspension of time deadlines in Supreme Court Administrative Order 2020-PR-047 or similar subsequent Supreme Court Administrative Orders. *Judge Michael J. Hoelscher***

## **INFORMATION FOR LIMITED DOCKET** **(DEFENDANTS)**

**A. TODAY.** You have been summoned to Court because you have been named as a DEFENDANT in a Limited Action lawsuit. Usually, this means the Plaintiff is asking for a judgment against you: (1) for money; (2) to evict you; or (3) for money and to evict you.

Today, you must fill out the attached “**DEFENDANT INFORMATION SHEET**” and turn it into the jury room office. The Clerk will check over the information sheet, provide you with any additional information you need about court hearings, and then excuse you from today’s hearing.

**B. NOTICE.** If you are not a lawyer, you can only appear for yourself, and no one else. You may not appear in court or file an answer for any other person. You cannot appear for a relative. Your corporation, partnership, LLC or trust can appear in court **ONLY** through a licensed lawyer.

**C. OPTIONS.** You have three options in completing the **DEFENDANT INFORMATION SHEET**:

**1. AGREED.** This means you agree with the claims in the lawsuit and you do not want to come back for a trial. Judgment will be granted in favor of the Plaintiff for money, for eviction, or both, depending on what the Plaintiff is claiming in the Plaintiff’s petition.

**2. NO CONTEST.** This means you do not necessarily agree with what is claimed in the lawsuit, but you are telling the court that you are choosing not to fight the Plaintiff’s claim and you do not want to come back again and go to trial. Example: The petition claims you owe \$500, but you think maybe you only owe \$450. *Note, with a statement of NO CONTEST, a judgment would still be granted in favor of the Plaintiff for \$500.*

**3. PRE-TRIAL/BENCH TRIAL.** This means you disagree with the claims in the Petition and you want to have a trial. When you request a trial, you are required to appear in court at a later day for a **PRE-TRIAL CONFERENCE** or a **BENCH TRIAL**. The Clerk will notify you today of the date, time and type of your hearing. Today, if you are scheduled to come back for a pre-trial conference, you will then come back a third time for the bench trial to be held at a later date after the pre-trial conference.

**EVICTION CASES:** *Your eviction case will be scheduled for you to come back for a bench trial, not a pre-trial conference.*

**D. IF YOU FAIL TO APPEAR AT THE PRE-TRIAL CONFERENCE OR THE BENCH TRIAL, JUDGMENT MAY BE ENTERED AGAINST YOU. PLEASE DO NOT BE LATE.**

**E. ANSWERS TO THE LAWSUIT.** Appearing today does not relieve you of the responsibility to file an answer to the lawsuit.

**F.** If you and your Plaintiff work out a payment plan to resolve the dispute in the lawsuit, that payment plan is between you and the Plaintiff. The judge and staff will not set up a payment schedule for you.