

CIVIL INFORMATION SHEET

The civil information 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)

SMALL CLAIMS

JUDGMENT DEMAND: \$ _____

SUMMONS ATTACHED: ☐ YES ☐ NOSERVICE BY: ☐ PROCESS SERVER ☐ SHERIFF IN STATE _____ County ☐ SHERIFF OUT OF STATE _____ StateSHERIFF'S PROCESS FEE ATTACHED: ☐ YES ☐ NO**PLAINTIFF INFORMATION**NAME: _____
ADDRESS: _____
PHONE: _____ SEX: _____
SSN: _____ DOB: _____
ALIAS NAMES USED: _____**DEFENDANT INFORMATION**NAME: _____
ADDRESS: _____
PHONE: _____ SEX: _____
SSN: _____ DOB: _____
ALIAS NAMES USED: _____**ADDITIONAL PLAINTIFF INFORMATION (IF NEEDED)**NAME: _____
ADDRESS: _____
PHONE: _____ SEX: _____
SSN: _____ DOB: _____
ALIAS NAMES USED: _____**ADDITIONAL DEFENDANT INFORMATION (IF NEEDED)**NAME: _____
ADDRESS: _____
PHONE: _____ SEX: _____
SSN: _____ DOB: _____
ALIAS NAMES USED: _____**ADDITIONAL PLAINTIFF INFORMATION (IF NEEDED)**NAME: _____
ADDRESS: _____
PHONE: _____ SEX: _____
SSN: _____ DOB: _____
ALIAS NAMES USED: _____**ADDITIONAL DEFENDANT INFORMATION (IF NEEDED)**NAME: _____
ADDRESS: _____
PHONE: _____ SEX: _____
SSN: _____ DOB: _____
ALIAS NAMES USED: _____

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

(Print Name) Plaintiff(s)

(Address) (Phone Number)

(City) (State) (Zip code)

CASE NO. _____

v.

(Print Name) Defendant(s)

(Address) (Phone Number)

(City) (State) (Zip code)



Pursuant to Chapter 61 of Kansas Statutes Annotated

SMALL CLAIMS PETITION

Under K.S.A. 61-2701, et seq.

INSTRUCTIONS TO PLAINTIFF:

- A. State the facts of your dispute against Defendant by writing in the space provided in paragraph 1. Be clear and concise.
- B. Your total claim against defendant may not exceed \$4,000, not including interests, costs, and any damages awarded under K.S.A. 60-2610.
- C. If you do not come to the hearing, your case might be dismissed. If Defendant files a claim against you and you fail to appear, a judgment might also be entered against you on Defendant's claim.
- D. You must write your demand for judgment in paragraph 2A, 2B, or both of the petition.
- E. Except as provided by law, neither you nor the defendant can have an attorney with you during the hearing.
- F. You may not file more than 20 small claims under the small claims procedure act in this Court during any calendar year.
- G. After completing this form, you must sign it under penalty of perjury.

1. STATEMENT OF CLAIM:

Plaintiff, having read the instructions above, asserts the following claim against the above defendant(s) _____

2. DEMAND FOR JUDGMENT (What do you want the Court to order?):

Based on the claim stated above, I demand this judgment against Defendant:

A. Payment of \$_____, plus interest, costs, and any damages awarded under K.S.A. 60-2610.

B. Recovery of this personal property, plus costs: _____

_____. This property has an estimated value of \$_____.

I, _____, declare under penalty of perjury that, to the best of my knowledge and belief, the claim stated above against Defendant (including the estimated value of any property I am asking to recover) is a just and true statement, not including any valid claim or defense Defendant may have.

Signature of Plaintiff

Printed Name

(e-mail address)

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

Plaintiff

Address

City State Zip Code

v.

CASE NO. _____

Defendant

Address

City State Zip Code



Pursuant to Chapter 61 of Kansas Statutes Annotated

SUMMONS
(Small Claims Procedure)

To the above-named Defendant:

Plaintiff has filed a claim against you under the small claims procedure of this Court. Plaintiff's written claim and demand for judgment against you are stated in the Petition which is served to you with this Summons.

A trial will be held at _____ o'clock _____ M., on _____ (date), in courtroom 4-1, 4th Floor of the District Court at the Sedgwick County Courthouse, 525 N Main, Wichita Kansas, 67203.

You must be present in person at the trial or the Court will enter judgment against you. Except as provided by law, neither you nor the Plaintiff can have an attorney with you during the trial.

If you want to present witnesses, books, receipts, or other papers at the trial, you should bring them with you to the trial. If you want to require witnesses to appear at the trial, see the Clerk of the Court as soon as possible for assistance.

If you admit the claim, but want additional time to satisfy Plaintiff's demands, you must come to the trial to make this request and explain the circumstances to the judge.

If you have a claim against the Plaintiff, which is part of the same transaction or occurrence (which means the same event or circumstance) of Plaintiff's claim against you and your claim does not exceed \$4,000, you must complete the form for "Defendant's Claim" which is included with this summons, and return it to the Clerk of the Court on or before the time set for the trial. If your claim against Plaintiff exceeds \$4,000, you may complete and return the form for "Defendant's Claim" on or before the time set for trial.

Dated: _____

(seal)

Deputy Clerk

RETURN ON SERVICE OF SUMMONS

I certify that I served this Summons, Petition, and a form for "Defendant's Claim" in the following manner:

(1) Personal Service. By delivering a copy of the summons and a copy of the petition on the dates indicated to each of the following defendants:

_____, 20_____, _____, 20_____

(2) Resident Service. By leaving a copy of the summons and a copy of the petition on the dates indicated at the usual place of residence of each of the defendants:

_____, 20_____, _____, 20_____

(3) No Service. The following defendants were not found in this county:

_____, 20_____, _____, 20_____

Dated _____

SIGNATURE OF LAW ENFORCEMENT OFFICER

PRINTED NAME OF LAW ENFORCEMENT OFFICER

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

Plaintiff

Address

City State Zip Code

v.

CASE NO. _____

Defendant

Address

City State Zip Code



Pursuant to Chapter 61 of Kansas Statutes Annotated

DEFENDANT'S CLAIM

Instructions to Defendant:

- A. This form must be completed and filed with the Clerk of the Court on or before the time stated in the Summons for the trial.
- B. If you have a claim against Plaintiff which is part of the same transaction or occurrence (which means the same event or circumstance) of Plaintiff's claim against you and your claim does not exceed \$4,000, you must state your claim by writing in paragraph 1. Do not include interest, costs, and any damages under K.S.A. 60-2610 when calculating whether your claim exceeds \$4,000.
- C. You must write your demand for judgment in paragraph 2A, 2B, or both of Defendant's Claim above.
- D. If your claim exceeds \$4,000, you may state your claim and demand for judgment on this form. If the value of your claim exceeds \$4,000, the judge must decide whether you may pursue your entire claim or only the portion not exceeding \$4,000 in small claims.
- E. If your claim exceeds \$4,000 and the judge decides that you may only file a portion of your claim, you have three alternatives:
 - 1. Tell the judge that you wish to file your entire claim in a different case outside of small claims; or
 - 2. Request judgment for the portion of your claim that does not exceed \$4,000 and tell the judge that you wish to file a different case outside of small claims for any amount over \$4,000; or
 - 3. Request judgment for the portion of your claim that does not exceed \$4,000 and waive your right to file a different case.
- F. After completing this form, you must sign it under penalty of perjury.

STATEMENT OF CLAIM:

I, _____, have read the instructions for completing this form and assert this claim against _____, Plaintiff.

Briefly state the facts of this dispute. _____

Demand for judgment (What do you want the Court to order?):

Based on the claim stated above, I demand this judgment against Plaintiff:

- A. Payment of \$_____, plus interest, costs, and any damages awarded under K.S.A. 60-2610.
- B. Recovery of this personal property, plus costs: _____

_____ This property has an estimated value of \$_____.

I, _____, declare under penalty of perjury that, to the best of my knowledge and belief, the claim stated above against Plaintiff (including the estimated value of any property I am asking to recover) is a just and true statement, not including any valid claim or defense Plaintiff may have.

Signature of Defendant

Printed Name: _____

Email address: _____

**IN THE EIGHTEENTH JUDICIAL DISTRICT
DISTRICT COURT, SEDGWICK COUNTY, KANSAS
Small Claims Department**

Plaintiff name: _____

vs

Defendant Name: _____

Case No. _____

REQUEST AND SERVICE INSTRUCTION FORM

Please issue a: _____

In this action for: _____

Whose address for service is: _____

City: _____ State: _____ Zip Code: _____

Service requested as indicated below (check one):

☐

1. Service through the sheriff of _____ county, state of _____

☐

2. Service by an authorized process server

☐

3. Certified mail with a return receipt service by the undersigned litigant who understands their responsibility to make the return to the clerk.

The postal green card for service must be filed with the Clerk's office to prove service.

Filers Signature: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No: _____

E-mail: _____