

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, 4<sup>th</sup> 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