

**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: \_\_\_\_\_