

IN THE EIGHTEENTH JUDICIAL DISTRICT OF KANSAS
ADMINISTRATIVE ORDER 20-11

**DOCUMENTS TO BE SENT WITH SUMMONS AND ALIAS SUMMONS IN
EVICTION AND COLLECTION CASES**

This order applies to all cases with the designation LM effective Monday, August 24, 2020.

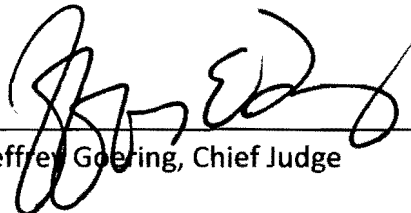
All plaintiffs in Limited Action (LM) EVICTION CASES must include one additional document with the Petition and Summons and Alias Summons to be served upon defendants. The additional document is the Clerk of the District Court's MEMO to defendants in Eviction cases.

All plaintiffs in Limited Action (LM) COLLECTION CASES must include two additional documents with the Petition and Summons and Alias Summons to be served upon defendants. These are: 1) a CV LM Defendant Information Sheet with Instructions; and 2) the Clerk of the District Court's Memo to defendants in Collection cases.

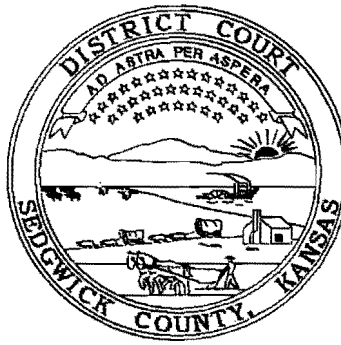
These documents are located on the District Court website www.dc18.org

This order is effective Monday, August 24, 2020 and remains in effect until further order of the Court.

IT IS SO ORDERED.



Jeffrey Goering, Chief Judge



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

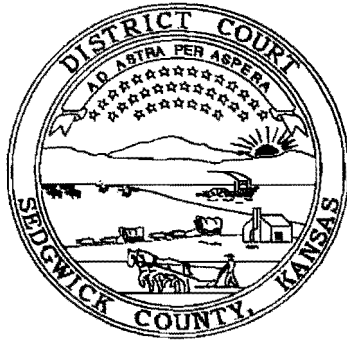
An **EVICTON** case has been filed against you in the 18th Judicial District Court of Kansas. Enclosed are the following: a Petition filed on this case, and a Summons to Appear at the Limited Action Docket.

YOU HAVE TWO OPTIONS FOR YOUR SCHEDULED COURT APPEARANCE:

- 1) Appear in person at the date, time and place on the Eviction Summons
- 2) Call the Civil Clerk at 316 660-5690 to request a date and time for a bench trial.

IF YOU CALL THE CIVIL CLERK AND RECEIVE A DATE AND TIME FOR A BENCH TRIAL BEFORE NOON ON YOUR EVICTION SUMMONS DATE, YOU NEED NOT APPEAR AT THE EVICTION SUMMONS HEARING.

If you do not call the civil clerk and receive a bench trial date and time before your scheduled hearing date and do not appear in person at the hearing, you will be evicted from the residence and a default judgment may be entered against you. If a default judgment is granted and you have not vacated the residence before the Date on the Summons, the Plaintiff may have you immediately removed from the residence.



**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 18th 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 the Defendant Information Sheet to the Court by mail
(this form must be received by the Clerk prior to your hearing date)
Clerk of the District Court, Civil Limited Actions Section – 11th Floor
Sedgwick County Courthouse, 525 N. Main, Wichita, KS 67203
- 3) Complete the CV LM Defendant Information Sheet form on the Court's website
at www.dc18.org and submit electronically by following directions in the online
form. This form must be received no later than 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 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. You need not appear in person. 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.

Please contact the Limited Actions department at 316 660-5690 if you have questions about the forms.

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

Plaintiff(s)
vs. _____
Case No.: _____ -LM - _____

Defendant(s)

CV LM DEFENDANT INFORMATION SHEET [Non-Eviction Cases Only.]

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIPCODE _____

EMAIL ADDRESS: _____

PHONE NOS. - HOME: _____ CELL: _____ WORK: _____

DEFENDANT ANSWERS AS FOLLOWS:

1. I am not represented by an attorney.
2. I received copy of the Petition. I understand Plaintiff has made a claim against me.
3. **SELECT ONE OPTION.**

- ☐ I **ADMIT** the statements and allegations in the Petition. I understand that the Court will grant judgment against me as requested in the Petition.
- ☐ I **DENY** the statements and allegations in the Petition as follows:

If you return this form to the Clerk and deny the allegations against you, you must explain why above. Then you need not appear in person. 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 Hearing Date. If you fail to appear for the Pre-Trial Hearing, the Court will grant judgment against you as requested in the Petition.

I declare under the penalty of law, that I am a defendant in this case and to the best of my knowledge and belief, this response form is true, complete and correct. I understand that as the preparer of this document I may be held in contempt of court for willfully delivering false information to the court.

Signature: _____ Date: _____

INSTRUCTIONS FOR CV LM DEFENDANT INFORMATION SHEET
(Non-Eviction Case Defendants ONLY)

A Limited Action case has been filed against you in the 18th Judicial District Court of Kansas. You have received : a Petition filed on this case, a Summons to Appear, and a blank CV LM Defendant Information Sheet, with Instructions.

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 the CV LM Defendant Information Sheet to the Court by mail (this form must be received prior to your hearing date)
Mail to: Clerk of the District Court
Civil Limited Actions Section – 11th Floor
Sedgwick County Courthouse
525 N. Main
Wichita, KS 67203
- 3) Complete and submit the CV LM Defendant Information Sheet form on the Court's website at www.dc18.org and submit it electronically by following the instruction in the online form. This form must be received no later than 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 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. You need not appear in person. 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.

Please contact the Limited Actions department at 316 660-5690 if you have questions about the forms.