

## **Instructions for FILING Divorce –With Children**

(You may need to copy or download the following forms: Civil Information Sheet, Petition for Divorce, Voluntary Entry of Appearance, Request for Service Form, \*Summons, Domestic Relations Affidavit, Child Support Worksheet, Parenting Plan, Kansas Payment Center Information Sheet, \*Vital Statistics Worksheet, Notice of Hearing and Decree of Divorce. These forms are for use in divorces where the filing person and spouse have children from their relationship together. The following forms will be used ONLY if there is no other way to notify your spouse of the divorce filing as provided in instruction 4d: Affidavit for Service by Publication, Order Allowing Service by Publication and Notice of Suit.)

Read these directions carefully and completely. When completing forms, type or print neatly in ink.

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### **WARNINGS**

- 1. The forms provided by the Judicial Council are basic forms for simple divorces. They do not deal with every divorce situation. A divorce can be complicated and using legal forms without an attorney's help can harm your legal rights.**
- 2. The Clerk of the District Court cannot help you prepare these forms. The Clerk cannot give legal advice about your rights or responsibilities and can only provide very limited information about the divorce process. If you have any questions, you should contact an attorney.**
- 3. It is illegal for anyone who is not licensed to practice law in Kansas to: (A) give another person advice about that other person's legal rights or duties; (B) help another person to select, draft, or complete any legal document that affects the other person's rights or duties; (C) represent another person in court; and (D) help another person negotiate legal rights or responsibilities. *If you paid a company for these forms, contact the Attorney General's consumer complaint hotline and the Kansas Judicial Council.***
- 4. Courts require anyone filing a divorce case to follow court rules. You must follow the court rules or you will not be able to finish your case. Self-represented persons are expected to know the rules as if you were an attorney.**
- 5. IF YOUR SPOUSE IS ACTIVE-DUTY MILITARY, YOU SHOULD CONSULT AN ATTORNEY BECAUSE YOU MUST MEET SPECIFIC ADDITIONAL REQUIREMENTS.**
- 6. Property decisions are binding on you and your spouse and may not be changed. Agreements are NOT binding on, and do not affect the rights of anyone other than you and your spouse.**
- 7. If one spouse is to receive part of the other spouse's retirement benefits, additional documents may be needed to complete the transfer. You will need to seek the advice of an attorney to complete this process because it is outside the scope of these forms.**

**\*THESE DOCUMENTS WILL BE PROVIDED BY THE CLERKS IN THE CIVIL DEPT.**

## **Facts About Filing for Divorce in Kansas:**

- You or your spouse must have lived in Kansas for at least sixty (60) days before filing a Petition for Divorce with the court.
- You must start the legal process by filing certain documents, and paying a filing fee, with the Clerk of the District Court in the county where you or your spouse lives.
- Once your case is filed, you will be given a case number which must be on all documents you file with the court in the future.
- If you are filing for a divorce without the assistance of an attorney, you are responsible for completing all the necessary forms and the Clerk of the District Court cannot help you prepare any legal documents or provide any legal advice.
- Once you have filed your Petition for Divorce, it is important that you inform the Clerk of the District Court if you or your spouse's address changes.
- Terminology:
  - Petitioner = Person who files the Petition
  - Respondent = Person who did not file the Petition
  - Parties = Petitioner and Respondent
- Case Caption:

The section above the title of every document is called the case caption. It identifies which county the case was filed in, the case number, and the names of the people involved in the case. The person who originally filed the petition is listed on the top line and is called the "Petitioner." The person who did not file the petition is listed on the lower line and is called the "Respondent." These name designations remain the same for the entire case including in all documents filed with the court after the divorce is final.

### **Instructions for filing a divorce:**

1. Complete the Civil Information Sheet, Domestic Relations Affidavit, Parenting Plan, Petition for Divorce and Self Represented Litigant Certification form.
2. Sign the Petition for Divorce in front of a notary public. Notary publics may commonly be found in law firms, title companies and financial institutions, i.e. banks and credit unions.
3. File with the Clerk of the District Court:
  - ☐ the original Petition for Divorce with required copies;
  - ☐ the original Domestic Relations Affidavit with required copies;
  - ☐ the original Civil Information Sheet; and
  - ☐ the Request for Service Form, if not filing a Voluntary Entry of Appearance.Pay the required filing fee. (Check with the Clerk or the local rules to determine the number of additional copies required as well as the amount of the filing fee.)
4. You must notify your spouse that you have filed a Petition for Divorce in one of the following ways:

- a. “Voluntary Entry of Appearance”: Your spouse signs a Voluntary Entry of Appearance form in front of a notary public, which acknowledges receipt of the Petition for Divorce. The Voluntary Entry of Appearance with your spouse’s original signature is then filed with the Clerk.
  - b. “Sheriff’s Service”: You must fill out a Request for Service Form, requesting that the sheriff deliver the Petition for Divorce to your spouse. If your spouse lives in Kansas, you must pay a sheriff’s service fee. If your spouse lives in a State other than Kansas, it is your responsibility to find out the procedures required by the sheriff in that state and county and to pay any fees required.
  - c. “Certified Mail Service”: You must mail the summons and Petition for Divorce by certified mail - return receipt requested to your spouse at his or her last known residential address. File the “green” “return-receipt card” with the Clerk when you receive it from the US Postal Service.
  - d. “Publication”: If you cannot provide notice of the divorce to your spouse under either (a), (b), or (c), then you may be able to provide notice of the divorce by publishing notice in a local newspaper. In order to obtain “publication service,” you must request permission to do so by filing the “Affidavit for Service by Publication,” and obtaining an order from the assigned judge allowing you to publish notice. After you obtain the signed “Order Allowing Service by Publication”, you must then publish notice following the process set out in K.S.A. 60-307. You must obtain “proof of publication” from the newspaper and file the proof with the court. Court personnel cannot help you with this process.
  - e. “Court Process Server”. You must fill out a Request for Service Form, requesting that the Court Process Server deliver the Petition for Divorce to your spouse. The Court Process Server can only be used if the other party can be served in Wyandotte County.
5. Contact the Administrative Assistant for the division your case is assigned to to find out how to get a final hearing date and time for your divorce. Different courts have different procedures and requirements. Kansas law provides that a divorce decree cannot be entered until at least 60 days after the petition filing date.
6. Send a copy of the Notice of Hearing to your spouse and file the original of that notice with the Clerk. Certified mail is the preferred method of mailing.
7. If required by local rules, attend and complete any required parenting, co-parenting, divorce or other required classes prior to your final divorce hearing.
8. Complete the Child Support Worksheet (CSW). Instructions for the calculation of child support and completion of the CSW may be found on the Kansas Judicial Branch website at <http://www.kscourts.org/rules-procedures-forms/Child-Support-Guidelines/default.asp>, or by visiting your local law library. The CSW must be completed prior to your hearing.

9. You should complete paragraphs 8, 12-13, 20-23, and 25 of the Decree of Divorce before the final divorce hearing. The remaining paragraphs of the Decree of Divorce are for the judge to complete. Legal descriptions of your house and land may usually be obtained from your local Register of Deeds office.
10. Attend the final divorce hearing, taking with you:
  - a. The Decree of Divorce and at least 3 copies;
  - b. Any written property division agreement signed by you and your spouse;
  - c. Written proof that you gave your spouse notice of the hearing date and time;
  - d. Required copies of the completed Domestic Relations Affidavit;
  - e. Required copies of the completed Parenting Plan;
  - f. Required copies of the completed Child Support Worksheet;
  - g. The Kansas Payment Center Information Sheet (for child support); and,
  - h. The completed Vital Statistics Worksheet.
11. When you present the decree to the judge, you should be prepared to tell the judge about the facts stated in the petition, that you and your spouse are incompatible, and why your proposed agreements are fair.
12. The process of obtaining Income Withholding Orders is separate from the divorce process and is outside the scope of these forms. You will need to check with the Clerk to find out what the local procedures are for obtaining these orders.
13. If the judge orders one parent to pay child support, the parent receiving the child support may enforce the child support order through the district court trustee's office (Tracy Johnson 573-2992) or the Kansas Department for Children and Families Child Support Services (DCF CSS) office. You may contact DCF CSS by calling toll free at 1-888-757-2445. Contact the court Clerk for information about how to contact the district court trustee.
14. Once the judge has signed the original decree, take the original and all copies to the Clerk who will file the original. Provide your former spouse a file stamped copy of the decree and keep the remaining copies.

===== **Instructions prepared by the Kansas Judicial Council** =====

**Self-Represented Litigant Certification Form**

By signing this form, I certify that, to the best of my knowledge, information, and belief, and based on my reasonable review of the document's contents, the attached filing complies with the certification requirements in the Temporary Rule for Filing in a District Court by a Self-Represented Litigant as follows:

(a) I have signed the attached filing and provided my name, address, email address (if available), telephone number, and fax number (if available); and

(b) The attached filing contains no personally identifiable information (PII) or meets an exception in the Temporary Rule for Filing in a District Court by a Self-Represented Litigant because the filing (check box that applies):

☐ contains no PII (if this box is checked, do not check any other boxes); or

☐ requests that this document be sealed under the Temporary Rule for Filing in a District Court by a Self-Represented Litigant for the following reason (check box that applies):

☐ a pre-existing order was entered by the court on \_\_\_\_\_ that seals this document;

☐ this document asks the court to issue an order that seals the following document: [include general description of document contents without including PII.] \_\_\_\_\_;

or this document asks the court to seal the following document already filed in the case: [describe the document already on file so that the clerk can identify it without using PII]  
\_\_\_\_\_.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Party: \_\_\_\_\_

You must file the following forms with the Clerk of the District Court to start your case:

- ☐ the original Petition for Divorce
- ☐ the original Domestic Relations Affidavit
- ☐ the original Civil Information Sheet; and
- ☐ the Request for Service Form, if not filing a Voluntary Entry of Appearance.

Pay the required filing fee.

If you have any further questions about filing or filling out the forms, please read your instructions or contact an attorney.

## CIVIL COVER SHEET

The civil cover 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). This form can be found at [www.kscourts.org](http://www.kscourts.org).

**NATURE OF SUIT** (Mark only one - If the case involves more than one of the following categories, indicate the category having the highest dollar value.)

### **CIVIL**

If a CH. 61: \$ \_\_\_\_\_ (Judgment Demand Amount)

#### **TORT**

- ☐ Asbestos Product Liability
- ☐ Automobile Tort
- ☐ Intentional Tort
- ☐ Legal Malpractice
- ☐ Medical Malpractice
- ☐ Other Professional Malpractice
- ☐ Premises Liability
- ☐ Slander/Libel/Defamation
- ☐ Tobacco Product Liability
- ☐ Toxic/Other Product Liability
- ☐ Other Tort

#### **CONTRACT**

- ☐ Buyer Plaintiff
- ☐ Employment Dispute – Discrimination
- ☐ Employment Dispute - Other
- ☐ Fraud
- ☐ Landlord/Tenant - Unlawful Detainer
- ☐ Landlord/Tenant Dispute – Other
- ☐ Seller Plaintiff (debt collection)
- ☐ Other Contract

#### **CIVIL APPEALS**

- ☐ Administrative Agency
- ☐ Other Civil Appeal

#### **REAL PROPERTY**

- ☐ Eminent Domain
- ☐ Mortgage Foreclosure
- ☐ Other Real Property

#### ☐ STATE TAX WARRANT

#### **MISCELLANEOUS**

- ☐ 60-1507
- ☐ Habeas Corpus
- ☐ Other Writs

#### ☐ OTHER CIVIL

#### ☐ SMALL CLAIMS

### **DOMESTIC**

☐ MARRIAGE DISSOLUTION/DIVORCE ☐ PROTECTION FROM ABUSE ☐ PROTECTION FROM STALKING ☐ UIFSA

☐ OTHER DOMESTIC RELATIONS ☐ NON-DIVORCE SUPPORT, CUSTODY OR VISITATION ☐ PATERNITY

### **PROBATE/ESTATE**

#### **GUARDIAN/CONSERVATOR**

- ☐ Conservatorship/Trusteeship
- ☐ Guardianship - Adult
- ☐ Guardianship - Minor
- ☐ Guardian/Conservator - Adult
- ☐ Guardian/Conservator - Minor

#### ☐ DETERMINATION OF DESCENT

#### ☐ SEXUALLY VIOLENT PREDATOR

#### ☐ DECEDENT ESTATE CARE AND TREATMENT

#### ☐ ELDER ABUSE

#### ☐ ADOPTION

#### ☐ OTHER PROBATE/ESTATE

### **JURY DEMAND**

- ☐ YES (Check yes only if jury demand is included in petition or as a separate pleading)  
☐ NO

### **SUMMONS ATTACHED:**

- ☐ YES  
☐ NO

### **SERVICE BY:**

PROCESS SERVER/ATTORNEY

SHERIFF IN STATE \_\_\_\_\_ (County)

SHERIFF OUT OF STATE \_\_\_\_\_ (State)

### **SHERIFF'S PROCESS FEE ATTACHED**

- ☐ YES  
☐ NO

11/25/2014

**PLAINTIFF/SUBJECT INFORMATION**  
(ATTACH ADDITIONAL SHEET, IF NECESSARY)

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

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

PHONE: \_\_\_\_\_ SEX: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

DL OR STATE ID NO: \_\_\_\_\_  
State and Number

ALIAS NAMES USED: \_\_\_\_\_  
\_\_\_\_\_

**ATTORNEYS**

(Firm Name, Address, Telephone Number and  
Supreme Court ID Number)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DEFENDANT/OTHER PARTY INFORMATION**  
(ATTACH ADDITIONAL SHEET, IF NECESSARY)

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

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

PHONE: \_\_\_\_\_ SEX: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

DL OR STATE ID NO: \_\_\_\_\_  
State and Number

ALIAS NAMES USED: \_\_\_\_\_  
\_\_\_\_\_

**ATTORNEYS**

(Firm Name, Address, Telephone Number and  
Supreme Court ID Number)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR DOMESTIC CASES - NAME, DATE OF BIRTH AND SOCIAL SECURITY NUMBER  
OF EACH DEPENDENT CHILD:**

(Name)	(Date of Birth)	(Social Security Number)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The requirement that Social Security numbers be included on domestic cases is mandatory and authorized by the Supreme Court and federal law. On non-domestic cases, the Social Security number is not mandatory. The number is used for purposes of identification and may be disclosed as permitted by law. This form is not considered to be a public record.



IN THE 29<sup>TH</sup> JUDICIAL DISTRICT  
DISTRICT COURT WYANDOTTE COUNTY, KANSAS  
CIVIL DEPARTMENT

*In the Matter of the Marriage of*

\_\_\_\_\_  
*Petitioner*

Case No. \_\_\_\_\_

and

\_\_\_\_\_  
*Respondent*

**PETITION FOR DIVORCE (with children)**

*"Petitioner" means the person filing this Petition.*

*"Respondent" means the person who did not file the Petition.*

*"Parties" means the Petitioner and Respondent.*

The person filing this petition states:

1. I am now living at: \_\_\_\_\_ (Street address),  
\_\_\_\_\_ (city), \_\_\_\_\_ (state) and I have lived in Kansas Other: \_\_\_\_\_  
since \_\_\_\_\_ (date).

2. Respondent is now living at: \_\_\_\_\_ (Street  
address), \_\_\_\_\_ (city), \_\_\_\_\_ (state) Unknown, and has lived in Kansas Other:  
\_\_\_\_\_ since \_\_\_\_\_ (date).

3. We were married on the following date and year: \_\_\_\_\_ in the  
following city and state: \_\_\_\_\_ and have been married since that  
date.

4. We are incompatible and should receive a divorce.

5. The court should distribute the marital property and debts as agreed upon or as the court may decide.

6. I ☐ do ☐ do not request spousal support.

7. Respondent ☐ is ☐ is not now on active duty with the United States Military.

☐ Unknown.

8. ☐ Neither party is pregnant.

or

☐ \_\_\_\_\_ is pregnant at the time this petition is filed.

(Name of Petitioner or Respondent)

or

☐ Unknown.

9. We have the following children from our relationship together who are 19 years of age or under and they are:

- a. \_\_\_\_\_ (child's name), was born in \_\_\_\_\_ (month) \_\_\_\_\_ (year).
- b. \_\_\_\_\_ (child's name), was born in \_\_\_\_\_ (month) \_\_\_\_\_ (year).
- c. \_\_\_\_\_ (child's name), was born in \_\_\_\_\_ (month) \_\_\_\_\_ (year).
- d. \_\_\_\_\_ (child's name), was born in \_\_\_\_\_ (month) \_\_\_\_\_ (year).
- e. \_\_\_\_\_ (child's name), was born in \_\_\_\_\_ (month) \_\_\_\_\_ (year).
- f. \_\_\_\_\_ (child's name), was born in \_\_\_\_\_ (month) \_\_\_\_\_ (year).

10. The child(ren) now live with ☐ Petitioner ☐ Respondent ☐ Other: \_\_\_\_\_

(name of adult) at \_\_\_\_\_ (Street address),

\_\_\_\_\_ (city), \_\_\_\_\_ (state) and have lived at this place since

\_\_\_\_\_ (date). (Add additional pages if more space is needed.)

11. The child(ren) lived at the following addresses with the custodian(s) listed during the past five years:

From Date	Until Date	City, State	Name and Relationship of Custodian(s) Living with Child, and Custodian(s) Present Address

12. The following court cases are on file that involve or include the child(ren):

Type of Case	Court, City and State	Case Number	Last Order Date

13. The Court should approve an appropriate parenting plan and child support order.

*Optional:*

14. ☐ I request to be restored to the following former name: \_\_\_\_\_.

On final hearing, the court should grant a divorce, divide the property and debts between the parties, issue child-custody and support orders, and issue other appropriate orders.

X \_\_\_\_\_  
Signature of Petitioner

Name (Print): \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**VERIFICATION**

STATE OF KANSAS  
COUNTY OF WYANDOTTE

I swear or affirm that the statements made in this Petition are true and that I am the person filing this petition.

X \_\_\_\_\_  
Signature of Petitioner

SUBSCRIBED AND SWORN to before me, a Notary Public, this \_\_\_\_\_ day of

\_\_\_\_\_ 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public

IN THE 29<sup>TH</sup> JUDICIAL DISTRICT  
DISTRICT COURT WYANDOTTE COUNTY, KANSAS  
CIVIL DEPARTMENT

*In the Matter of the Marriage of*

\_\_\_\_\_  
*Petitioner*

and

Case No. \_\_\_\_\_

\_\_\_\_\_  
*Respondent (person filing this voluntary entry of appearance)*

**VOLUNTARY ENTRY OF APPEARANCE**

*"Petitioner" means the person who filed the Petition.*

*"Respondent" means the person who did not file the Petition.*

I am the person against whom this divorce is filed. I received a copy of the petition filed in this case. I am not requiring that the sheriff or other person hand me the summons and petition as Kansas law may require. I ☐ **am** ☐ **am not** a member of the armed forces on active duty service. If I am on active duty military service, I ☐ **do** ☐ **do not** give up my rights under the Servicemembers Civil Relief Act for this case.

X \_\_\_\_\_  
Signature of Respondent

Name (Print): \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**ACKNOWLEDGEMENT**

STATE OF KANSAS )  
COUNTY OF \_\_\_\_\_ ) ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_  
personally appeared in front of me, signed this document, and acknowledged to me that s/he signed this document voluntarily for purpose stated in this document. **IN WITNESS**, I have set my hand and affixed my seal.

\_\_\_\_\_  
Notary Public

**CERTIFICATE OF SERVICE AND MAILING**

I certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I sent a true copy of this Voluntary Entry of Appearance by depositing it in the United States mail, postage prepaid, addressed to:

\_\_\_\_\_  
(Name and address of Petitioner)

and

\_\_\_\_\_  
(Name and address of Petitioner's attorney, if any)

X \_\_\_\_\_  
Signature of Respondent

Name (Print): \_\_\_\_\_

IN THE 29<sup>TH</sup> JUDICIAL DISTRICT  
DISTRICT COURT WYANDOTTE COUNTY, KANSAS  
CIVIL DEPARTMENT

*In the Matter of the Marriage of*

\_\_\_\_\_  
*Petitioner*

Case No. \_\_\_\_\_

and

\_\_\_\_\_  
*Respondent*

Respondent's Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REQUEST AND SERVICE INSTRUCTION FORM**

*"Petitioner" means the person who filed the Petition.  
"Respondent" means the person who did not file the Petition.*

To: Clerk of the District Court

The Clerk of the Court will issue a Summons and Petition in the above entitled action for the above named Respondent. You are hereby instructed to effect service, as follows:

- ☐ a. *Personal Service inside Kansas* – Service through the office of the Sheriff of \_\_\_\_\_ County, State of Kansas, other than by certified mail.
- ☐ b. *Certified Mail Service inside or outside Kansas* – Certified mail service by the Petitioner, who understands that the responsibility for obtaining service and effecting its return shall be on the Petitioner. The receipt for certified mail service (green card) must be filed with the Clerk's office before service can be perfected.
- ☐ c. *Certified Mail Service inside or outside Kansas* – Certified mail service by the office of the Sheriff of \_\_\_\_\_ County, State of Kansas, AT THE EXPENSE OF THE PETITIONER. The Petitioner understands that the responsibility for obtaining service and effecting its return shall be on the Sheriff.
- ☐ d. *Personal Service outside Kansas* – Out of state service by service through the Sheriff of \_\_\_\_\_ County, State of \_\_\_\_\_ (other person's location) by other than certified mail, which the PETITIONER MUST ARRANGE WITHOUT ASSISTANCE OF THE COURT.

- ☐ e. Personal Service through the Office of the Civil Process Server.  
(Party to be served must live in Wyandotte County, Kansas)
- ☐ f. No service required as my spouse will complete a Voluntary Entry of Appearance or I am filing an Affidavit for Service by Publication.

X \_\_\_\_\_  
Signature of Petitioner

Name (Print): \_\_\_\_\_  
Address 1: \_\_\_\_\_  
Address 2: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_



**Domestic Relations Affidavit**

IN THE 29<sup>th</sup> JUDICIAL DISTRICT  
WYANDOTTE COUNTY, KANSAS

IN THE MATTER OF

\_\_\_\_\_  
Petitioner

and

Case No. \_\_\_\_\_

\_\_\_\_\_  
Respondent

DOMESTIC RELATIONS AFFIDAVIT OF \_\_\_\_\_  
(name)

1. Party Name Residence \_\_\_\_\_  
Party Name Birth Month/Year XXX-XX-\_\_\_\_ Social Security Number Telephone \_\_\_\_\_
2. Party Name Residence \_\_\_\_\_  
Party Name Birth Month/Year XXX-XX-\_\_\_\_ Social Security Number Telephone \_\_\_\_\_
3. Date of Marriage: \_\_\_\_\_
4. Number of Marriages: \_\_\_\_\_  
Party Name Party Name
5. Number of children of the relationship: \_\_\_\_\_
6. Names, Social Security Numbers, the month and year of each child's birth and ages of minor children of the relationship:

Name	Social Security Number xxx-xx-____	Birth Month/Year	Age	Custodian
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

7. Names, Social Security Numbers, and ages of minor children of previous relationships and facts as to custody and support payments paid or received, if any.

Name	Social Security No. XXX-XX-____	Age	Custodian	Support Payment	Paid or Rec'd
_____	_____	_____	_____	\$ _____	_____
_____	_____	_____	_____	\$ _____	_____
_____	_____	_____	_____	\$ _____	_____
_____	_____	_____	_____	\$ _____	_____

8. Party Name is employed by (name) \_\_\_\_\_

(address) \_\_\_\_\_

Party Name is employed by (name) \_\_\_\_\_

(address) \_\_\_\_\_

with monthly income as follows:

A.	Wage Earner	Party Name	Party Name
1.	Gross Income	\$ _____	\$ _____
2.	Other Income	\$ _____	\$ _____
3.	Subtotal Gross Income	\$ _____	\$ _____
4.	Federal Withholding (Claiming _____ exemptions)	\$ _____	\$ _____
5.	Federal Income Tax	\$ _____	\$ _____
6.	OASDHI	\$ _____	\$ _____
7.	Kansas Withholding	\$ _____	\$ _____
8.	Subtotal Deductions	\$ _____	\$ _____
9.	Net Income	\$ _____	\$ _____
B.	Self-Employed	Party Name	Party Name
1.	Gross Income from self-employment	\$ _____	\$ _____
2.	Other Income	\$ _____	\$ _____
3.	Subtotal Gross Income	\$ _____	\$ _____
4.	Reasonable Business Expenses (-) (Itemize on attached exhibit)	\$ _____	\$ _____
5.	Self-Employment Tax (-)	\$ _____	\$ _____
6.	Business Net Income	\$ _____	\$ _____
7.	Estimated Tax Payments (Claim _____ exemptions)	\$ _____	\$ _____
8.	Federal Income Tax	\$ _____	\$ _____
9.	Kansas Withholding	\$ _____	\$ _____
10.	Subtotal Deductions	\$ _____	\$ _____

11. Net Income \$ \_\_\_\_\_ \$ \_\_\_\_\_  
(Line B.3. minus Line B.9.)

Pay period: \_\_\_\_\_  
Party Name Party Name

9. The liquid assets of the parties are:

Item	Amount	Joint or Individual (Specify)
A. Checking Accounts (Do not list account numbers):		
_____	\$ _____	_____
_____	\$ _____	_____
B. Savings Accounts (Do not list account numbers):		
_____	\$ _____	_____
_____	\$ _____	_____
C. Cash		
Party Name	\$ _____	_____
Party Name	\$ _____	_____
D. Other		
_____	\$ _____	_____
_____	\$ _____	_____

10. The monthly expenses of each party are: (Please indicate with an asterisk all figures which are estimates rather than actual figures taken from records.)

A.	Item	Party Name (Actual or Estimated)	Party Name (Actual or Estimated)
1.	Rent	\$ _____	\$ _____
2.	Food	\$ _____	\$ _____
3.	Utilities/services:		
	Trash Service	\$ _____	\$ _____
	Newspaper	\$ _____	\$ _____
	Telephone	\$ _____	\$ _____
	Cell Phone	\$ _____	\$ _____
	Cable	\$ _____	\$ _____
	Gas	\$ _____	\$ _____
	Water	\$ _____	\$ _____
	Lights	\$ _____	\$ _____
	Other	\$ _____	\$ _____
4.	Insurance:		
	Life	\$ _____	\$ _____
	Health	\$ _____	\$ _____
	Car	\$ _____	\$ _____
	House/Rental	\$ _____	\$ _____
	Other	\$ _____	\$ _____
5.	Medical and dental	\$ _____	\$ _____
6.	Prescriptions drugs	\$ _____	\$ _____
7.	Childcare (work-related)	\$ _____	\$ _____

8.	Childcare (non-work-related)	\$ _____	\$ _____
9.	Clothing	\$ _____	\$ _____
10.	School expenses	\$ _____	\$ _____
11.	Haircuts and beauty	\$ _____	\$ _____
12.	Car repair	\$ _____	\$ _____
13.	Gas and oil	\$ _____	\$ _____
14.	Personal property tax	\$ _____	\$ _____

	Item	Party Name (Actual or Estimated)	Party Name (Actual or Estimated)
15.	Miscellaneous (Specify)		
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
16.	Debt Payments (Specify)		
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	Total	\$ _____	\$ _____

\*Show house payments, mortgage payments, etc., in Section 10.B.

B. Monthly payments to banks, loan companies or on credit accounts: (Indicate actual or estimated monetary amount in each column; use asterisk for secured.) DO NOT LIST ANY PAYMENTS INCLUDED IN PART 10.A ABOVE.

Creditor	When Incurred	Amount of Payment	Date of Last Payment	Balance	Responsibility	
					Party Name	Party Name
_____	_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____	\$ _____
				Subtotal of Payments	\$ _____	\$ _____
				Total	\$ _____	\$ _____

C. Total Living Expenses

	Party Name (Actual or Estimated)	Party Name (Actual or Estimated)
1. Total funds available to Both Parties (from No. 8)	\$ _____	\$ _____
2. Total needed (from No. 10.A and B)	\$ _____	\$ _____
3. Net Balance	\$ _____	\$ _____
4. Projected child support	\$ _____	\$ _____

D. Payments or contributions received, or paid, for support of others. Specify source and amount.

Source	Party Name	Party Name
_____(+/-)	\$ _____	\$ _____
_____(+/-)	\$ _____	\$ _____

11. How much does the party who provides health care pay for family coverage?  
\$ \_\_\_\_\_ per \_\_\_\_\_.  
How much does it cost the provider to furnish health insurance only on the provider?  
\$ \_\_\_\_\_ per \_\_\_\_\_.

FURNISH THE FOLLOWING INFORMATION IF APPLICABLE.

12. Income and financial resources of children.

Income/Resources	Amount
_____	\$ _____
_____	\$ _____

13. Child support adjustments requested

☐ parenting time adjustment  
☐ income tax consideration  
☐ special needs  
☐ other: \_\_\_\_\_

☐ agreement past majority  
☐ long distance parenting time  
☐ overall financial conditions

14. All other personal property including retirement benefits (including but not limited to qualified plans such as profit-sharing, pension, IRA, 401(k), or other savings-type employee benefits, nonqualified plans, and deferred income plans), and ownership thereof (joint or individual), including policies of insurance, identified as to nature or description, ownership (joint or individual), and actual or estimated value.

Joint or Individual	Amount	(Specify)
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

THE FOLLOWING NEED NOT BE FURNISHED IN POST JUDGMENT PROCEDURES.

15. List real property identified as to description, ownership (joint or individual) and actual or estimated value.

Property Description	Ownership	Actual/Estimated Value
_____		
_____		
_____		
_____		

16. Identify the property, if any, acquired by each of the parties prior to marriage or acquired during marriage by a will or inheritance.

Property Description	Ownership	Source of Ownership	Actual/ Estimated Value

17. List debt obligations, including maintenance, not listed in Section 10.A or 10.B above, identified as to name or names of payor or payors and payees, balance due and rate at which payable; and, if secured, identify the encumbered property.

Debt Obligation	Payor	Payee	Balance Due	Payment Rate	Encumbered Property

8. List health insurance coverage and the right, pursuant to ERISA §§ 601-608, 29 U.S.C. §§ 1161-1168 (1986), to continued coverage by the spouse who is not a member of the covered employee group.

**Health Insurance**

\_\_\_\_\_

\_\_\_\_\_

**COBRA Continuation**

Yes	No	Unknown
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I declare under penalty of perjury under the laws of the State of Kansas that the foregoing is true, correct and complete.

Executed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Name (Print): \_\_\_\_\_

Signature \_\_\_\_\_

You must file the following forms with the Clerk of the District Court after you file your case but before your hearing date:

- ☐ the original Child Support Worksheet
- ☐ the original Parenting Plan
- ☐ the original Kansas Payment Center Form

If you have any further questions about filing or filling out the forms, please read your instructions or contact an attorney.

**Child Support Worksheet**  
IN THE 29<sup>th</sup> JUDICIAL DISTRICT  
WYANDOTTE COUNTY, KANSAS

IN THE MATTER OF:

\_\_\_\_\_  
Petitioner

and

CASE NO. \_\_\_\_\_

\_\_\_\_\_  
Respondent

CHILD SUPPORT WORKSHEET OF (name) \_\_\_\_\_

	<u>PARTY NAME</u>	<u>PARTY NAME</u>
<b>A. <u>INCOME COMPUTATION – WAGE EARNER</u></b>		
1. Domestic Gross (Insert on Line C.1. below) *	\$ _____	\$ _____
<b>B. <u>INCOME COMPUTATION – SELF-EMPLOYED</u></b>		
1. Self-Employment Gross Income	_____	_____
2. Reasonable Business Expenses (-)	_____	_____
3. Domestic Gross Income (Insert on line C.1. below) *	_____	_____
<b>C. <u>ADJUSTMENTS TO DOMESTIC GROSS INCOME</u></b>		
1. Domestic Gross Income	_____	_____
2. Court-Ordered Child Support Paid (-)	_____	_____
3. Court-Ordered Maintenance Paid _____ % (-)	_____	_____
4. Court-Ordered Maintenance Received _____ % (+)	_____	_____
5. Child Support Income (Insert on line D.1. below)	_____	_____
<b>D. <u>COMPUTATION OF CHILD SUPPORT</u></b>		
1. Child Support Income	_____	+ _____
		= _____
2. Proportionate Shares of Combined Income (Each parent's income divided by combined income)	_____ %	_____ %
3. Gross Child Support Obligation** (Using the combined income from Line D.1., find the amount for each child and enter total for all children)		
Age of Children	0-5	6-11
Number Per Age Category	_____	_____
Total Amount	_____	+ _____
		+ _____
		= _____
* Cost of Living Differential Adjustment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
**Multiple Family Application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Parenting Time Adjustment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Income Beyond the Child Support Schedule calculation used	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		_____ %



Case No. _____	PARTY NAME	PARTY NAME
4. Proportionate Share (Line D.3 x Line D.2)	_____	_____
5. Parenting Time Adjustment _____% x Line D.4 (-)	_____	_____
6. Proportionate Shares after Parenting Time Adjustment	_____	_____
7. Health and Dental Insurance Premium	\$ _____ +	\$ _____
8. Proportionate Shares Health Insurance Premium	_____	_____
9. Work-Related Child Care Costs	_____	_____
Formula: Amt. – (Amt. x %) for each childcare credit Example: 200 – (200 x 30%)		
10. Proportionate Shares Work-Related Child Care Costs	_____	_____
11. Proportionate Child Support Obligation for Each Parent (Line D.6 + D.8 + D.10)	_____	_____
12. Credit for Insurance or Work-Related Child Care Paid (-)	_____	_____
13. Basic Parental Child Support Obligation ((Line 11-Line D.12); Insert on Line F.1. below)		

E. **CHILD SUPPORT ADJUSTMENTS**

APPLICABLE	N/A	CATEGORY	PARTY NAME	PARTY NAME
1. <input type="checkbox"/>	<input type="checkbox"/>	Long Distance Parenting Time Costs	(+/-) _____	(+/-) _____
2. <input type="checkbox"/>	<input type="checkbox"/>	Income Tax Considerations	(+/-) _____	(+/-) _____
3. <input type="checkbox"/>	<input type="checkbox"/>	Special Needs	(+/-) _____	(+/-) _____
4. <input type="checkbox"/>	<input type="checkbox"/>	Agreement Past Majority	(+/-) _____	(+/-) _____
5. <input type="checkbox"/>	<input type="checkbox"/>	Overall Financial Condition	(+/-) _____	(+/-) _____
6. TOTAL (Insert on line F.2. below)			_____	_____

F. **DEVIATION(S) FROM REBUTTABLE PRESUMPTION AMOUNT**

		AMOUNT ALLOWED	
		PARTY NAME	PARTY NAME
1.	Basic Parental Child Support Obligation (Line D.13. from above)	_____	_____
2.	Total Child Support Adjustments (+/-) (Line E.6. from above)	_____	_____
3.	Adjusted Subtotal (Line F.1. +/- Line F.2.)	_____	_____
4.	Equal Parenting Time Obligation ( <input type="checkbox"/> EPT Worksheet or <input type="checkbox"/> Shared Expense Formula)	_____	_____
5. a	Ability to Pay Calculation Child Support Income (D.1) _____ - Poverty Guidelines for Household of One _____ = _____		
5. b.	Subtotal (lesser amount of F.3 and F.5.a)	_____	_____
6.	Social Security Dependent Benefits	(-) _____	(-) _____
6. b.	Final Subtotal	_____	_____
7.	Enforcement Fee Allowance** (Applied only to Nonresidential Parent) ((Line F.3. x Collection Fee %) x .5) or (Monthly Flat Fee x .5)	Percentage _____ % Flat Fee \$ _____ (+) _____	(+) _____
8.	Net Parental Child Support Obligation (Line 5.b. + Line F.4.)	_____	_____

\*\*Parent paying support.

\_\_\_\_\_  
Prepared By (Signature)

\_\_\_\_\_  
Judge/Hearing Officer Signature

\_\_\_\_\_  
Prepared By (Print Name)

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Date Approved

IN THE 29<sup>TH</sup> JUDICIAL DISTRICT  
DISTRICT COURT WYANDOTTE COUNTY, KANSAS  
CIVIL DEPARTMENT

*In the Matter of:*

\_\_\_\_\_  
*Petitioner*

and

\_\_\_\_\_  
*Respondent*

Case No. \_\_\_\_\_

**PARENTING PLAN**

*"Petitioner" means the person who filed the Petition.*

*"Respondent" means the person who did not file the Petition.*

*"Parties" means the Petitioner and Respondent.*

This Parenting Plan is ☐ temporary ☐ permanent.

☐ Proposed by Petitioner ☐ Proposed by Respondent ☐ Agreed by Petitioner and Respondent ☐ Developed by the Court.

☐ After due consideration, the Court enters the following Parenting Plan that serves the child(ren)'s best interests on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_:

**Section I. GENERAL INFORMATION**

This parenting plan applies to the following children:

<b><u>Full Name of Child</u></b>	<b><u>Gender Birth</u></b>	<b><u>Date (Month/Yr) and Age</u></b>
_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____
_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____
_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____
_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____
_____	<input type="checkbox"/> M <input type="checkbox"/> F	_____

**For the purposes of this parenting plan, the following definitions apply:**

Parent A is \_\_\_\_\_ (insert name), and  
Parent B is \_\_\_\_\_ (insert name).

**Section II. Legal Custody (Decision-Making)**

☐ **A. Joint Legal Custody.** Parents shall have joint legal custody of their minor child(ren). "Joint legal custody" means that both parents have equal rights to participate in, contribute to, and have responsibility for

matters of health and education in their child(ren)'s best interests. Neither parent's rights are superior to the other parent's rights, and they should cooperate to determine what is in their children's best interests.

- ☐ B. **Sole Legal Custody.** Joint legal custody is not in the child(ren)'s best interests. "Sole legal custody" means that the parent granted sole legal custody has the primary right to decide matters of health and education in the child(ren)'s best interests. The parent not granted sole legal custody may make emergency decisions affecting the child(ren)'s health or safety when the child(ren) are in that parent's physical care and control. The grant of sole legal custody to one parent does not deprive the other parent of access to information regarding the child(ren) unless the court specifically orders, stating the reasons for that determination.

1. Sole legal custody is granted to ☐ Parent A ☐ Parent B for the following reasons:

☐ a. Agreement of the parents.

☐ b. The other parent is unable or should not be allowed to exercise decision-making because:

☐ c. There is a danger to the child(ren) because: \_\_\_\_\_.

☐ d. Other: \_\_\_\_\_.

2. ☐ Restriction of Information Regarding the Child(ren) to Non-Legal Custodian.

The ☐ Parent A ☐ Parent B is restrained from accessing the child(ren)'s health, educational and other personal information because of the following specific reasons:

\_\_\_\_\_  
\_\_\_\_\_.

### Section III. Parenting Time Schedule.

Parent A shall have parenting time beginning at \_\_\_\_\_ ☐ am ☐ pm ending at \_\_\_\_\_ ☐ am ☐ pm as follows:

Parent A's Weekday Schedule:

\_\_\_\_\_  
\_\_\_\_\_

Parent A's Weekend Schedule:

\_\_\_\_\_  
\_\_\_\_\_

Parent A's Other Times:

\_\_\_\_\_  
\_\_\_\_\_

Parent B shall have parenting time beginning at \_\_\_\_\_ ☐ am ☐ pm ending at \_\_\_\_\_ am pm as follows:  
Parent B's Weekday Schedule:

\_\_\_\_\_  
\_\_\_\_\_

Parent B's Weekend Schedule:

---

---

Parent B's Other Times:

---

---

☐ The holiday schedule as set out in the \_\_\_\_\_ (name county) Family Law Guidelines controls holiday parenting time

Or

☐ The holiday schedule is as follows:

<b><u>HOLIDAY PARENTING SCHEDULE</u></b>	<b><u>Parent A</u></b> <b><u>Even/Odd/Every</u></b>	<b><u>Parent B</u></b> <b><u>Even/Odd/Every</u></b>
New Year's Day: From _____ (day) at _____ (time) until _____ (day) at _____ (time)		
Spring Break: From _____ (day) at _____ (time) until _____ (day) at _____ (time)		
Spring Break: From _____ (day) at _____ (time) until _____ (day) at _____ (time)		
Memorial Day/weekend: From _____ (day) at _____ (time) until _____ (day) at _____ (time)		
Mother's Day: From _____ (day) at _____ (time) until _____ (day) at _____ (time)		
Father's Day/Weekend: From _____ (day) at _____ (time) until _____ (day) at _____ (time)		
Independence Day: From _____ (day) at _____ (time) until _____ (day) at _____ (time)		
Labor Day/weekend: From _____ (day) at _____ (time) until _____ (day) at _____ (time)		
Halloween: From _____ (day) at _____ (time) until _____ (day) at _____ (time)		
Thanksgiving Day/weekend: From _____ (day) at _____ (time) until _____ (day) at _____ (time)		
Winter Break: From _____ (day) at _____ (time) until _____ (day) at _____ (time)		

<b><u>HOLIDAY PARENTING SCHEDULE</u></b>	<b><u>Parent A</u> <u>Even/Odd/Every</u></b>	<b><u>Parent B</u> <u>Even/Odd/Every</u></b>
Winter Break: From _____(day) at _____(time) until _____(day) at _____(time)		
Other: From _____(day) at _____(time) until _____(day) at _____(time)		
Other: From _____(day) at _____(time) until _____(day) at _____(time)		
Other: From _____(day) at _____(time) until _____(day) at _____(time)		
Other: From _____(day) at _____(time) until _____(day) at _____(time)		

#### **Section IV. Dispute Resolution Process**

Disputes between the parents, other than about child support, shall be submitted to:

☐ Mediation by: \_\_\_\_\_(name of mediator)

☐ The following dispute resolution method: \_\_\_\_\_.

#### **Section V. Military Deployment, Mobilization, or Unaccompanied Tour**

☐ Parent A ☐ Parent B is a military servicemember and the following shall apply upon notice of deployment, mobilization, temporary duty, or unaccompanied tour:

1. A parent receiving deployment, mobilization, temporary duty or unaccompanied tour orders from the military shall be considered a “deployed parent.”

2. The absence, relocation or failure to comply with a parenting order by a “deployed parent,” shall not by itself constitute a material change in circumstances to make any permanent change to the parenting plan.

3. Any court order limiting previously ordered parenting rights due to the parent's deployment, mobilization, temporary duty, or unaccompanied tour shall state that event as its basis and shall constitute only a “temporary order.”

4. The non-deploying parent shall provide the court and deployed parent at least 30 days advance written notice of any change of address or telephone number.

5. The non-deploying parent shall reasonably accommodate the deployed parent’s leave schedule.

6. The non-deploying parent shall facilitate telephone and electronic communication between the children and the deployed parent.

7. The deployed parent shall provide the nondeployed parent with timely information about the deployed parent's anticipated deployment, leave during deployment, and release from deployment.

8. During deployment, mobilization, temporary duty, or unaccompanied tour, the parents shall make decisions about the child(ren) by the following methods: \_\_\_\_\_.

9. During deployment, mobilization, temporary duty, or unaccompanied tour, the child(ren) shall live with: ☐ Parent A ☐ Parent B ☐ Other \_\_\_\_\_ and the deployed parent shall have the following parenting time with the child when available: \_\_\_\_\_.

#### **Section VI. Address-Change**

A. Each parent shall notify the other parent of any address change in writing no less than 30 days before changing address by sending written notice to the other parent by certified mail – restricted delivery, return receipt requested, at that other parent's last known address.

B. Each parent shall notify the other parent of any plan to remove any child(ren) from the State of Kansas for more than 90 days by sending written notice to the other parent by certified mail – restricted delivery, return receipt requested, at that other parent's last known address.

C. A parent is not required to give written notice of removal to the other parent under either (A) or (B) if the other parent has been convicted of a crime specified in Article 34 (crimes against persons), Article 35 (sex offenses), or Article 36 (crimes affecting family relationships and children) of Chapter 21 (Crimes and Punishments) of the Kansas Statutes Annotated to which the child(ren) was the victim.

#### **Section VII. Other Requirements**

Other requirements for this parenting plan: \_\_\_\_\_.

#### **Section VIII. Signatures: Required if agreed upon by the parties.**

**Parent A**

Name: X \_\_\_\_\_  
(Signature)

**Parent B**

Name: X \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
(Printed) (Printed)

Address: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

Date Signed: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Attorney (if any): \_\_\_\_\_ Attorney (if any): \_\_\_\_\_  
(Signature) (Signature)

Attorney (if any): \_\_\_\_\_ Attorney (if any): \_\_\_\_\_  
(Printed) (Printed)

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
DISTRICT JUDGE



# K P C

KANSAS PAYMENT CENTER

## CHILD SUPPORT ORDER INFORMATION SHEET

**As per Supreme Court Administrative Order No. 168 (amended), all new or modified non-IVD support orders filed in the Kansas district courts must be accompanied by this child support order information sheet.**

**Purpose:** Federal law requires Kansas to process child support through a single location in the state. **To ensure that processing of child support payments is not delayed, the Kansas Payment Center must have all information listed on the form below.**

**Who submits this information sheet:** The payee's attorney shall submit a child support order information sheet with any new or modified non-IVD support orders filed with the Clerk of the District Court.

**Case Number:** You must give the full, accurate case number, or payments may be delayed. The case number may be copied from the child support order.

**Date:** \_\_\_\_\_ **Trustee Fee:** ☐ Active or ☐ Inactive (please check one)

**Case Number:** \_\_\_\_\_

**Payer's Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Gender:** ☐ Male ☐ Female **SSN:** \_\_\_\_\_ **\*If SSN or**

**DOB not known, give reason for unavailability:**

**Address, City, State, Zip** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Phone Numbers (mark primary):**

Home	( )	_____
Work	( )	_____
Cell	( )	_____

**Payee's Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

Gender: ☐Male ☐Female      SSN: \_\_\_\_\_ \*If SSN or  
DOB not known, give reason for unavailability:

Address, City, State, Zip \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Numbers (mark primary): Home (\_\_\_\_) \_\_\_\_\_

Work (\_\_\_\_) \_\_\_\_\_

Cell (\_\_\_\_) \_\_\_\_\_

Debt Type:	Amount	Start Date	Obligation Frequency:
<input type="checkbox"/> CS	_____	_____	<input type="checkbox"/> Weekly
<input type="checkbox"/> MN	_____	_____	<input type="checkbox"/> Bi-weekly
<input type="checkbox"/> OT	_____	_____	<input type="checkbox"/> Semi-Monthly
			<input type="checkbox"/> Monthly

Child #1: Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Gender: ☐Male ☐Female

SSN: \_\_\_\_\_

Child #2: Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Gender: ☐Male ☐Female

SSN: \_\_\_\_\_

Child #3: Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Gender: ☐Male ☐Female

SSN: \_\_\_\_\_

Child #4: Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Gender: ☐Male ☐Female

SSN: \_\_\_\_\_

Child #5: Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Gender: ☐Male ☐Female

SSN: \_\_\_\_\_

Child #6: Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Gender: ☐Male ☐Female

SSN: \_\_\_\_\_

List additional children on a separate sheet.

Revised date: 11/2010

**Third Party Payee:** \_\_\_\_\_

Provide the following if payee is an individual:

**Gender:** ☐Male ☐Female      **Date of Birth:** \_\_\_\_\_

**SSN:** \_\_\_\_\_ (\*If SSN or DOB not known, give reason for unavailability)

**Address, City, State, Zip:** \_\_\_\_\_

**\*Absent extenuating circumstances as determined by the Kansas Payment Center, Payers' and Payees' Social Security Numbers and Dates of Birth must be provided on this form.**

**Form Completed By:** \_\_\_\_\_

You must file the **NOTICE OF HEARING** with the Clerk of the District Court after you get your court date from the judge's administrative assistant.

You must file the **DECREE OF DIVORCE** with the Clerk of the District Court after your final hearing.

If you have any further questions about filing or filling out the forms, please read your instructions or contact an attorney.

IN THE 29<sup>TH</sup> JUDICIAL DISTRICT  
DISTRICT COURT WYANDOTTE COUNTY, KANSAS  
CIVIL DEPARTMENT

*In the Matter of the Marriage of*

\_\_\_\_\_  
*Petitioner*

and

\_\_\_\_\_  
*Respondent*

Case No. \_\_\_\_\_

**NOTICE OF HEARING**

The court will hold a hearing on this matter on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
at \_\_\_\_\_:\_\_\_\_\_ ☐ a.m. ☐ p.m. at the \_\_\_\_\_ County Courthouse, in division  
\_\_\_\_\_.

X \_\_\_\_\_  
Your Signature Self-Represented

Name (Print): \_\_\_\_\_  
Address 1: \_\_\_\_\_  
Address 2: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

**CERTIFICATE OF SERVICE AND MAILING**

I certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I sent a true copy of this  
notice of hearing by (☐ depositing it in the United States mail, postage prepaid) (☐ depositing it in the  
United States mail, postage prepaid, certified mail, return receipt requested) addressed to:

\_\_\_\_\_  
(Name and address of other party)  
or

\_\_\_\_\_  
(Name and address of other party's attorney)  
and

\_\_\_\_\_  
(Name and address of any other involved attorney or case participant, if any)

X \_\_\_\_\_  
Your Signature  
Name (Print): \_\_\_\_\_

IN THE 29<sup>TH</sup> JUDICIAL DISTRICT  
DISTRICT COURT WYANDOTTE COUNTY, KANSAS  
CIVIL DEPARTMENT

*In the Matter of the Marriage of*

\_\_\_\_\_  
*Petitioner*

and

Case No. \_\_\_\_\_  
Division \_\_\_\_\_

\_\_\_\_\_  
*Respondent*

Is Title to Real Estate Involved? ☐ Yes ☐ No

**DECREE OF DIVORCE  
(WITH CHILDREN)**

*“Petitioner” means the person who filed the Petition.*

*“Respondent” means the person who did not file the Petition.*

*“Parties” means the Petitioner and Respondent*

Please review #9 of the Instructions for Divorce-With Children prior to completing this Decree
--

**NOW THIS** \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the above matter comes before the Court for final hearing.

Petitioner appears ☐ in person ☐ by counsel, \_\_\_\_\_ ☐ does not appear.

Respondent appears ☐ in person ☐ by counsel, \_\_\_\_\_ ☐ does not appear.

After considering the presentation of testimony and evidence, the court finds:

1. Petitioner was a resident in the State of Kansas for more than sixty days before the petition filing date.
2. This court has personal jurisdiction over Respondent because:  
\_\_\_\_\_  
\_\_\_\_\_
3. Petitioner and Respondent are now married.
4. This Court has the power to grant a divorce to Petitioner and Respondent.

5. More than sixty days have passed since the petition filing date.
6. Respondent ☐ is ☐ is not now on active duty with the United States Military.  
☐ Unknown. If Respondent is on active duty, the requirements of the Servicemembers Civil Relief Act (SCRA) ☐ have ☐ have not been met.
7. Petitioner and Respondent are incompatible and are divorced on that ground.
8. ☐ Petitioner ☐ Respondent is restored to the former name of \_\_\_\_\_.
9. Petitioner and Respondent cannot marry another person until thirty (30) days after entry of this Divorce Decree, or until a mandate is issued by the Kansas Appellate Courts if an appeal is taken as set out in K.S.A. 60-2106(c). Any marriage entered before that time is voidable unless Petitioner and Respondent both waive appeal.
10. Court costs are assessed to: ☐ Petitioner ☐ Respondent ☐ Other: \_\_\_\_\_.
11. ☐ Neither party is pregnant.  
Or  
☐ \_\_\_\_\_ is pregnant at the time this Decree is filed.  
(Name of Petitioner or Respondent)  
Or  
☐ Unknown.
12. Petitioner and Respondent have the following children from their relationship together who are 19 years of age or under and they are:
- a. \_\_\_\_\_ (child's name), was born in \_\_\_\_\_ (month) \_\_\_\_\_ (year).  
b. \_\_\_\_\_ (child's name), was born in \_\_\_\_\_ (month) \_\_\_\_\_ (year).  
c. \_\_\_\_\_ (child's name), was born in \_\_\_\_\_ (month) \_\_\_\_\_ (year).  
d. \_\_\_\_\_ (child's name), was born in \_\_\_\_\_ (month) \_\_\_\_\_ (year).  
e. \_\_\_\_\_ (child's name), was born in \_\_\_\_\_ (month) \_\_\_\_\_ (year).  
f. \_\_\_\_\_ (child's name), was born in \_\_\_\_\_ (month) \_\_\_\_\_ (year).
13. Kansas has child custody jurisdiction because it is ☐ the home state ☐ there is no home state and Kansas has significant connections with the child(ren) ☐  
Other: \_\_\_\_\_

14. Petitioner and Respondent ☐ have ☐ have not entered into an agreed parenting plan. The Court enters ☐ the following ☐ the attached parenting plan as in the child(ren)'s best interests providing for legal custody, parenting time and alternative dispute resolution:

*Legal Custody (Decision-Making)*

☐A. *Joint Legal Custody.* Both parents are fit and proper persons to have joint responsibility for the care of the minor child(ren). It is in the best interest of the child(ren) that the parties jointly share in the care of the child(ren). The term "joint legal custody" means that both parents have equal rights and responsibilities regarding their child(ren) and that neither parent's rights are superior to the other parent's.

☐B. *Sole Legal Custody.* Joint legal custody is not in the best interests of the child(ren). The parent granted sole legal custody has the primary right to decide matters regarding matters of health, education and welfare in the child(ren)'s best interests. The parent not granted sole legal custody may make emergency decisions affecting the health or safety of the child(ren) when the child(ren) is/are in that parent's physical care and control. The grant of sole legal custody to one parent does not deprive the other parent of access to information regarding the child(ren) unless the court shall so order, stating the reasons for that determination.

1. Sole legal custody is granted to \_\_\_\_\_ (insert name of parent) for the following reasons:

☐a. Agreement of the parents.

☐b. The other parent is unable or should not be allowed to exercise any decision-making because: \_\_\_\_\_

☐c. There is a danger to the child(ren) because: \_\_\_\_\_

☐d. Other: \_\_\_\_\_

2. Restriction of Information Regarding the Child(ren) to Non Legal Custodian. \_\_\_\_\_ (insert name of parent) is restrained from accessing the child(ren)'s health, educational and other personal information because of the following specific reasons: \_\_\_\_\_

Petitioner shall have parenting time as follows:



Respondent shall have parenting time as follows:

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*Alternative Dispute Procedures.* Disputes between the parents other than about child support shall first be submitted to ☐mediation or ☐another appropriate form of alternative dispute resolution namely: \_\_\_\_\_.

*Military Servicemember.* If either parent is a servicemember, upon deployment, mobilization, or unaccompanied tour: the “deployment provisions” in the attached parenting plan shall apply; OR (a) the non-deploying parent shall reasonably accommodate the deployed parent’s leave schedule; (b) the non-deploying parent shall facilitate telephone and electronic contact between the deployed parent and children; (c) a parent subject to deployment shall give the other parent timely information about deployment and expected leave; and (d) the following “deployment parenting time provisions” apply:

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15. ☐Neither spouse ☐Petitioner ☐Respondent is granted spousal maintenance as follows:

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No court trustee fee will be charged.

16. ☐Petitioner ☐Respondent shall pay child support to the other in the amount of \$\_\_\_\_\_ each month, beginning on \_\_\_\_\_, 20\_\_\_\_, as shown on the attached child support worksheet, until modified or terminated as set forth in K.S.A. 23-3005.

17. All child support and spousal maintenance payments shall be made to the Kansas Payment Center at PO Box 758599, Topeka, Kansas 66675-8599 and shall include the two letter County designation and case number in the memo portion of each support payment. Petitioner and Respondent shall provide the payment center and court trustee any information requested.

18. *Income Withholding Provisions.* (choose one)

☐A. *Withholding Ordered for Child Support (with or without spousal maintenance).* The appropriate child support enforcement entity shall issue an immediate Income Withholding Order to Obligor’s employer under K.S.A. 23-3103(b) to enforce this order for support.

☐ B. *Withholding Ordered for Spousal Maintenance Only (no child support ordered)*. All spousal maintenance payments shall be subject to income withholding but only if (a) there is an arrearage in the payment of spousal maintenance in an amount equal to or greater than the amount of spousal maintenance payable for two months, (b) the obligee spouse or ex-spouse is not living with a child of the obligor for whom an order of support is also being enforced, and (c) there has been compliance with K.S.A. 23-3103(h).

☐ C. *No Withholding Ordered*. Pursuant to K.S.A. 23-3103(j)(1), the Court finds (i) notice of the request that no income withholding order be issued has been served on all interested parties; and (ii) the parties have entered into the written alternative payment agreement set out below, or good cause is shown that immediate income withholding is not required. In a case administered under Title IV-D, the Court additionally finds it is in the child(ren)'s best interests that no immediate wage withholding order be issued at this time. However, income withholding will take place if there is an arrearage in support payments equal to or greater than the amount of support payable for one month and the provisions of K.S.A. 23-3103(j)(2) have been satisfied. The alternative payment arrangement is as follows: \_\_\_\_\_

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19. Petitioner shall pay \_\_\_\_\_% of the child(ren)'s uninsured health care costs and Respondent shall pay \_\_\_\_\_% of the child(ren)'s uninsured health care costs. Each parent shall execute any documents required by the health insurance provider for the minor child(ren) that are necessary to allow both parents to obtain information from, and to communicate with, that provider about the coverage provided and the payment and reimbursement of health insurance benefits regardless which parent owns, subscribes to, or pays for the child(ren)'s health insurance coverage.

20. *Duty to Notify*. Each parent must notify the other of any change of financial circumstances including changes to income, work related child care costs, and health insurance premiums and any other change that could be a material change of circumstances. If a parent receives a written request for financial information, that parent has thirty days to provide the requested information in writing to the other parent. If a parent refuses to provide the requested information, that parent may be held responsible for the costs and expenses, including attorney fees, the requesting party incurs in obtaining the requested information.

21. Petitioner and Respondent ☐ entered into an agreement contained in or attached to this Decree, which the court approves as voluntary, fair and equitable and which is incorporated into this Decree ☐ shall divide their property and debts as stated on the record and contained in this Decree.

22. Petitioner shall have as Petitioner's own separate property: all Petitioner's personal papers and clothing, any personal property in Petitioner's possession not set aside to Respondent, those items set aside to Petitioner in the attached agreement, and the following items in Respondent's possession:

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23. Respondent shall have as Respondent's own separate property all Respondent's personal papers and clothing, any personal property in Respondent's possession not set aside to Petitioner, those items set aside to Respondent in the attached agreement, and the following items in Petitioner's possession:

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24. Each party is responsible for the debts in that party's name since the date of separation, \_\_\_\_\_, 20\_\_\_\_.

A. Petitioner is solely responsible for payment of the following debts and obligations, will defend Respondent from these claims and liabilities, and will reimburse Respondent for any and all expenses incurred either directly or indirectly, including a reasonable attorney's fee, if Petitioner fails to pay these debts:

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B. Respondent is solely responsible for payment of the following debts and obligations, will defend Petitioner from these claims and liabilities, and will reimburse Petitioner for any and all expenses incurred either directly or indirectly, including a reasonable attorney's fee, if Respondent fails to pay these debts:

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25. Petitioner and Respondent are each responsible for and will each hold the other harmless on any debts associated with any personal property assigned to that person.

26. ☐Petitioner ☐Respondent is granted all right title and interest to the real estate at:

Street Address \_\_\_\_\_  
City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
with a legal description of \_\_\_\_\_  
\_\_\_\_\_

☐Petitioner ☐Respondent shall be responsible for payment of any mortgage loan, lien, or obligation for the above named real estate and shall hold the other harmless on that debt. This transfer does not change the rights of any creditor to collect the debt from either party.

27. Petitioner and Respondent shall execute any documents necessary to convey property. This decree transfers title to all property addressed in this decree when filed. (NOTE: Other steps may be necessary to complete the transfer of title of real estate, especially if the real estate is located outside this county.)

28. Any designation previously made by Petitioner or Respondent that names the other as a beneficiary of any individual or group life insurance or annuity policy, trust instrument, transfer-on-death account, or payable-on-death account, is terminated and may be renewed only by designation made after entry of this decree. Petitioner and Respondent shall make any necessary changes to beneficiary designations by filing the changes according to the terms of the policy, trust or account.

29. Other Provisions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IT IS SO ORDERED.**

\_\_\_\_\_  
District Court Judge

Submitted by:

X \_\_\_\_\_  
Signature of Petitioner  
Name(Print): \_\_\_\_\_  
Address 1: \_\_\_\_\_  
Address 2: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

X \_\_\_\_\_  
Signature of Respondent  
Name (Print): \_\_\_\_\_  
Address 1: \_\_\_\_\_  
Address 2: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

**USE THE  
FOLLOWING  
FORMS ONLY IF  
YOU HAVE TO DO  
SERVICE BY  
PUBLICATION.**

IN THE 29<sup>TH</sup> JUDICIAL DISTRICT  
DISTRICT COURT WYANDOTTE COUNTY, KANSAS  
CIVIL DEPARTMENT

*In the Matter of the Marriage of*

\_\_\_\_\_  
*Petitioner*

and

Case No. \_\_\_\_\_  
Division \_\_\_\_\_

\_\_\_\_\_  
*Respondent*

**AFFIDAVIT FOR SERVICE BY PUBLICATION**

Having been properly sworn by a notary public, I state the following for my affidavit:

1. I am the person who filed the divorce petition in this matter.
2. I make this affidavit so that I can obtain an order allowing me to obtain publication service of the divorce petition upon my spouse under K.S.A. 60-307.
3. I seek an order for publication service upon my spouse because I do not know where my spouse is currently living even though I have asked people who know my spouse, even though I have searched through documents in my possession, even though I have diligently searched telephone listings in the places I believe my spouse may now live, and even though I have diligently searched publicly available internet resources for information about where my spouse may now live.
4. The last address at which my spouse lived was:  
\_\_\_\_\_.
5. I have tried unsuccessfully to serve my spouse by certified mail and personal service with the divorce petition and summons.
6. This divorce action is one of the actions mentioned in K.S.A. 60-307(a)(1) through (4), and amendments thereto, and allows notice by publication under these circumstances.

X \_\_\_\_\_  
Your Signature

Name (Print): \_\_\_\_\_

Rev. 12

Address 1: \_\_\_\_\_  
Address 2: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

**VERIFICATION**

STATE OF KANSAS  
COUNTY OF \_\_\_\_\_

Signed or attested before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

IN THE 29<sup>TH</sup> JUDICIAL DISTRICT  
DISTRICT COURT WYANDOTTE COUNTY, KANSAS  
PROBATE DEPARTMENT

*In the Matter of the Marriage of*

\_\_\_\_\_  
*Petitioner*

and

Case No. \_\_\_\_\_  
Division \_\_\_\_\_

\_\_\_\_\_  
*Respondent*

**ORDER ALLOWING SERVICE BY PUBLICATION**

*"Petitioner" means the person who filed the Petition.  
"Respondent" means the person who did not file the Petition.*

The Court finds:

1. The Petitioner filed an Affidavit seeking publication service upon the Respondent.
2. After inquiry of the Petitioner, it appears to the Court that the Petitioner does not now know where the Respondent lives, it appears that the Petitioner has made reasonable efforts to find out where the Respondent is living but has not been able to find out that information, and it appears that the Petitioner has done all things reasonably necessary to try to find out where the Respondent is living.
3. The Petitioner is allowed to give notice to the Respondent of the filing of the Divorce Petition by publication service as is provided by K.S.A. 60-307.

**IT IS SO ORDERED.**

\_\_\_\_\_  
Judge of the District Court

Submitted by:

X \_\_\_\_\_

Signature of Petitioner

Petitioner's Name (Print): \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_