

IN THE DISTRICT COURT OF WYANDOTTE COUNTY, KANSAS
CIVIL COURT DEPARTMENT
IN THE MATTER OF:

Petitioner

And

Respondent

CASE NO: _____
DIVISION NO: _____
CHAPTER 60

REQUEST AND SERVICE INSTRUCTION FORM

To: The Clerk of the District Court

Please issue Summons and Petition filed herewith for service on:

Name of person to be served: _____

Address for service is: _____

The Clerk of the District Court is hereby instructed to effect service, as follows:

- _____ 1) Service by U.S. Mail - Postage Pre-Paid, to opposing parties at last known address by the undersigned pro se litigant.
- _____ 2) Certified mail service by the undersigned pro se litigant, who understands that the responsibility for obtaining service shall be their own. The Return of Service (green card) must be filed with the Clerk of the District Court prior to the Hearing date.
- _____ 3) Personal Service through the Office of the Sheriff of Wyandotte County, State of Kansas.
(party to be served, MUST live/work in Wyandotte County, Kansas)
- _____ 4) Certified mail service by the Sheriff of Wyandotte County, State of Kansas.
(party to be served, must live/work in the State of Kansas)
- _____ 5) Personal Service (other than Wyandotte County) through the Office of the Sheriff of _____ County,
State of _____. (Money Order made out to THAT Sheriff's office must accompany paperwork)

Your Signature Pro Se
Home Address _____
Day Time Phone # _____