

HELP SHEET FOR FILING LEGAL DOCUMENTS - PETITION

When filing Pro Se, which means acting as your own attorney, the documents must be filed in legal format. (On white paper 8 ½ by 11).

Attached to these instructions is a simple petition that can be used when there is not a specific form for what you want to file.

- The case caption of the case is to be listed (Plaintiff - the party filing) and (Defendant - the party filed against).
- The title of this document is Petition for (Fill in the blank) .
- Explain the purpose of the petition.
- List your full name, address and telephone number.
- Notary Line - your signature must be witnessed by a Notary or Deputy Clerk.
- You are responsible for requesting service on new case filings. Your request must include Service Instructions for each defendant listed. If the sheriff serves your process, their fee is \$15.00 per address, for either personal service or certified mail service. You must also provide copies of documents to be served.
- You must provide your own copies of all documents. The court keeps all originals. If you want the court to make copies for you, there is a charge of \$0.50 per page.
- You must also file a Civil Information Sheet with every new Petition.

When your document is prepared, using the instructions listed above, bring it in for filing. You must also pay a FILING FEE - **\$195.00 (\$173.00 DOCKET FEE + \$22.00 SURCHARGE)**.

EMPLOYEES IN THE OFFICE OF THE CLERK OF THE DISTRICT COURT CANNOT GIVE YOU ANY LEGAL ADVICE BY ORDER OF THE SUPREME COURT OF KANSAS. THEY CANNOT TELL YOU HOW TO COMPLETE FORMS, HOW TO PROCEED, OR WHAT YOU NEED TO FILE. YOU MAY BE ABLE TO GET ANSWERS TO QUESTIONS THROUGH: ACCESS TO JUSTICE ADVICE LINE 1-800-675-5860 OR CHECK THE SELF HELP INFORMATION AT www.kscourts.org

IN THE THIRD JUDICIAL DISTRICT
SHAWNEE COUNTY, KANSAS
DIVISION ____

Plaintiff (s)

vs

Case Number _____

Defendant (s)

PETITION FOR _____

The Plaintiff in the above-captioned matter requests: _____

Signature: _____

Print name: _____

Address: _____

City, State, Zip Code: _____

Phone: _____

SUBSCRIBED AND SWORN TO, before me, a notary public, or deputy Clerk, this _____
day of _____, _____.
