

**PETITION FOR QUIET TITLE ON PERSONAL PROPERTY  
HELP SHEET**

1. You (the party filing the case) are the Plaintiff.
2. Kansas Department of Revenue will always be a defendant, you may have other defendant(s), enter them below the Department of Revenue.
3. Description of property (Example 2002 Pontiac Sunfire)  
Vin # (Is required)  
Estimated value of property: (Is required)

Paragraph 1 - Service on Kansas Department of Revenue

Paragraph 2 - Service on other known defendant(s) with known address(es)

Paragraph 3 - Service by Publication on defendant(s) with unknown address(es)

4. Body of Petition - Explain reason for requesting the Quiet Title
5. Filing Fee is \$195.00 (\$173.00 DOCKET FEE + \$22.00 SURCHARGE).
6. You must provide the Original Petition, a copy of the Petition for each defendant being served and any other copies you want returned to you.
7. A Praecept for Summons, Summons and Return of Service needs to be filed, providing the address(es) for the defendant(s) you want a summons issued to.
8. The Sheriff of the county that you are requesting serve your Petition and Summons, requires payment of a \$15.00 service per defendant.
9. Every new case also requires the completion of a Civil Information Sheet.
10. You also may be required to publish a Notice of Suit at your own expense in a Legal Publication.
11. There may be a hearing with the assigned Judge, who will decide the issues. If they sign the Quiet Title order you will take a copy of this order to the Division of Vehicles, as directed in their letter.

**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](http://www.kscourts.org)**

IN THE THIRD JUDICIAL DISTRICT  
SHAWNEE COUNTY, KANSAS

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Plaintiff (s)

vs

Case Number \_\_\_\_\_  
Division Number \_\_\_\_\_

KANSAS DEPARTMENT OF REVENUE:  
and \_\_\_\_\_

Defendant (s)

**PETITION**

Comes now the Plaintiff (s) and pray to the Court for an Order quieting title to the following property. Description of property \_\_\_\_\_ and the VIN #: \_\_\_\_\_

Estimated value of this property is: \_\_\_\_\_

In support of the petition, Plaintiff alleges and states the following:

1. Defendant Kansas Department of Revenue may be served by delivering a copy of the pleadings to the Kansas Attorney General, Memorial Building, 2<sup>nd</sup> Floor, 120 SW 10<sup>th</sup>, Topeka, Kansas 66612-1597
2. Defendant(s) \_\_\_\_\_ may be served at \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Plaintiff(s) have made a due and diligent effort but have been unable to locate defendant(s), and therefore these Defendants may be served by publication pursuant to KSA 60-307 (3).

The reason Plaintiff has been unable to obtain a title is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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WHEREFORE, Plaintiff(s) pray for judgment against the named Defendant(s) and all persons who may be interested in the above-described property, quieting title to \_\_\_\_\_  
in the name of Plaintiff(s) \_\_\_\_\_  
and in no other party; and for judgment against the Kansas Department of Revenue, Division of Motor Vehicles, ordering and requiring it, upon completion of the appropriate application and the payment of the required application fee, to issue a new Kansas certificate of title for said property in the name of Plaintiff(s) \_\_\_\_\_  
that Plaintiff(s) be assessed the costs of this action and for other and further relief as to the court seems just and equitable.

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

Print name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

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

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

PRAECIPE FOR SUMMONS

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IN THE DISTRICT COURT OF SHAWNEE COUNTY, KANSAS

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Plaintiff

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

vs

DIVISION \_\_\_\_\_

KANSAS DEPARTMENT OF REVENUE

Defendant

The Clerk of the Court will issue a Summons in the above entitled action.

Please issue summons to: KANSAS DEPARTMENT OF REVENUE  
To be served at: Kansas Attorney  
General \_\_\_\_\_ Memorial Building,  
2<sup>nd</sup> Floor \_\_\_\_\_  
120 SW 10<sup>th</sup> \_\_\_\_\_  
Topeka, Kansas 66612-1597 \_\_\_\_\_

Method of Service:  Personal Service by Sheriff  Personal/Special Process  
 Certified Mail Service by Sheriff  Certified Mail/Special Process  
\_\_\_\_\_  
Sheriff Fee Attached

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Signature of Attorney/Pro Se Litigant

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Print Name

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Street Address

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City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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Phone Number

Attorney for:  Plaintiff  Defendant

In the Third Judicial District Court of Shawnee County, Kansas

\_\_\_\_\_  
Plaintiff

vs.

\_\_\_\_\_  
Defendant

**SUMMONS**

To: \_\_\_\_\_ (Name)

\_\_\_\_\_ (Address)

\_\_\_\_\_

A lawsuit has been filed against you.

Within (21) (30) (40) (60) days after service of this summons on you (not counting the day you received it), you must serve on the plaintiff an answer to the attached petition or a motion under K.S.A. 60-212. The answer or motion must be served on the plaintiff's attorney, or the plaintiff if plaintiff has no attorney, at the following address:

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Address)

\_\_\_\_\_

If you fail to file an answer or motion as described above, judgment by default will be entered against you for the relief demanded in the petition. You also must file your answer or motion with the court.

If you file an answer, any related claim which you may have against the plaintiff must be stated as a counterclaim in your answer. If you fail to do so you will thereafter be barred from making such claim in any other action.

Date \_\_\_\_\_

**Stacy Pletcher**  
Clerk of the District Court

By \_\_\_\_\_

Deputy Clerk\_

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Plaintiff

vs.

Case No: \_\_\_\_\_

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Defendant  
(Address)

### RETURN OF SERVICE OF SUMMONS ON AN INDIVIDUAL

I hereby certify that I served a copy of \_\_\_\_\_  
on \_\_\_\_\_ in the following manner:

- (1) Personal Service - on the \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_, by delivering or offering to deliver the documents to the above-named person;
- (2) Residence Service - on the \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_, by leaving the documents at the dwelling or usual place of abode of the above-named person, with some person of suitable age and discretion who resides there;
- (3) Residence Service - on the \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_, by leaving a copy of the documents at the dwelling or usual place of abode of the above-named person and mailing to that person by first-class mail a notice that the copy has been left at the individual=s dwelling or place of abode;
- (4) Return Receipt Delivery - by causing to be delivered on the \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_, the documents by return receipt delivery to the above-named person at the following address: \_\_\_\_\_  
with delivery being made by the following person or entity: \_\_\_\_\_.  
A copy of the return receipt evidencing delivery is attached to this Return of Service.
- (5) Return Receipt Delivery Refused - by mailing on the \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_, the documents by first-class, postage prepaid, to the above-named person at the following address: \_\_\_\_\_.
- (6) Other Method of Service - \_\_\_\_\_
- (7) No Service. The above-named person was not served for the following reason(s): \_\_\_\_\_

## CERTIFICATION OF RETURN ON SERVICE

## Service by Law Enforcement Officer

I declare under penalty of perjury, as provided in K.S.A. 21-3805, that the foregoing Return on Service of \_\_\_\_\_ is true and correct.

Executed on \_\_\_\_\_, 2\_\_\_\_.

(Signature and Title of Officer)

## Service Outside State Affidavit of Service

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

I, \_\_\_\_\_, am authorized to serve process in civil actions in the state of \_\_\_\_\_.

I declare under penalty of perjury under the laws of the state of Kansas that the foregoing Return on Service of Summons is true and correct.

Executed on \_\_\_\_\_, 20\_\_\_\_.

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(Signature and Title of Officer)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Signature of person authorized to administer oaths)

Service by a Person other than a Law Enforcement Officer in Kansas

Affidavit of Service

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

I, \_\_\_\_\_, swear or affirm that the foregoing Return on Service  
of \_\_\_\_\_ is true and correct.

Executed on \_\_\_\_\_, 2\_\_\_\_.

---

(Signature of Person serving process)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

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(Signature of person authorized to administer oaths)

## PRAECLipe FOR SUMMONS

IN THE DISTRICT COURT OF SHAWNEE COUNTY, KANSAS

**Plaintiff**

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

VS

## DIVISION

## Defendant

The Clerk of the Court will issue a Summons in the above entitled action.

Please issue summons to: \_\_\_\_\_

To be served at: \_\_\_\_\_

Method of Service:  Personal Service by Sheriff  Personal/Special Process  
 Certified Mail Service by Sheriff  Certified Mail/Special Process  
\_\_\_\_\_  
Sheriff Fee Attached

**Signature of Attorney/Pro Se Litigant**

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Print Name

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**Street Address**

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## Phone Number

Attorney for:  Plaintiff  Defendant

In the Third Judicial District Court of Shawnee County, Kansas

Case No: \_\_\_\_\_

Plaintiff

vs.

Defendant

SUMMONS

To: \_\_\_\_\_ (Name)

\_\_\_\_\_ (Address)

A lawsuit has been filed against you.

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\_\_\_\_\_ (Name)

\_\_\_\_\_ (Address)

If you fail to file an answer or motion as described above, judgment by default will be entered against you for the relief demanded in the petition. You also must file your answer or motion with the court.

If you file an answer, any related claim which you may have against the plaintiff must be stated as a counterclaim in your answer. If you fail to do so you will thereafter be barred from making such claim in any other action.

Date \_\_\_\_\_

Stacy Pletcher  
Clerk of the District Court

By \_\_\_\_\_  
Deputy Clerk

Plaintiff

vs.

Case No: \_\_\_\_\_

Defendant  
(Address)

RETURN OF SERVICE OF SUMMONS ON AN INDIVIDUAL

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## CERTIFICATION OF RETURN ON SERVICE

## Service by Law Enforcement Officer

I declare under penalty of perjury, as provided in K.S.A. 21-3805, that the foregoing Return on Service of \_\_\_\_\_ is true and correct.

Executed on \_\_\_\_\_, 2\_\_\_\_.

(Signature and Title of Officer)

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

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I declare under penalty of perjury under the laws of the state of Kansas that the foregoing Return on Service of Summons is true and correct.

Executed on \_\_\_\_\_, 20\_\_\_\_.

**(Signature and Title of Officer)**

(Signature of person authorized to administer oaths)

Service by a Person other than a Law Enforcement Officer in Kansas

Affidavit of Service

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

I, \_\_\_\_\_, swear or affirm that the foregoing Return on Service  
of \_\_\_\_\_ is true and correct.

Executed on \_\_\_\_\_, 2\_\_\_\_.

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(Signature of Person serving process)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

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(Signature of person authorized to administer oaths)

IN THE THIRD JUDICIAL DISTRICT  
SHAWNEE COUNTY, KANSAS

---

Plaintiff (s)

vs

Case Number \_\_\_\_\_  
Division Number \_\_\_\_\_

KANSAS DEPARTMENT OF REVENUE;  
and

Defendant (s)

**NOTICE OF HEARING  
(FOR PUBLICATION)**

**NOW COMES** Plaintiff and hereby notifies all interested parties in the above-captioned matter that a hearing will be set for \_\_\_\_\_, at \_\_\_\_\_ M, to hear the petition for quiet title of \_\_\_\_\_ In the name of the Plaintiff(s).

Submitted by,

Your signature: \_\_\_\_\_

Name: \_\_\_\_\_

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

City/State/Zip Code: \_\_\_\_\_

Phone \_\_\_\_\_

IN THE THIRD JUDICIAL DISTRICT  
SHAWNEE COUNTY, KANSAS

---

Plaintiff (s)

vs

Case Number \_\_\_\_\_  
Division Number \_\_\_\_\_

KANSAS DEPARTMENT OF REVENUE;  
and \_\_\_\_\_

Defendant (s)

**JOURNAL ENTRY QUIETING TITLE**

On this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_, Plaintiff(s) request for a quiet title to \_\_\_\_\_ in the name of Plaintiff(s) comes now for hearing. Plaintiff(s), \_\_\_\_\_, appear(s) in person. There are no other appearances.

Whereupon, the Court after reviewing the petition and the file, the Court finds:

1. That the Plaintiff(s) are legal owners of the vehicle, a \_\_\_\_\_ having VIN#: \_\_\_\_\_.
2. That no other parties have a legal claim to the above described vehicle.
3. That the Plaintiff(s) should be allowed to legally title the above described vehicle.

**IT IS THEREFORE ORDERED, ADJUDGED AND DECREED** that the Plaintiff(s) \_\_\_\_\_ is(are) legal owner(s) of the vehicle, a \_\_\_\_\_. Having VIN#: \_\_\_\_\_.

**IT IS ALSO FURTHER ORDERED** that the Kansas Department of Revenue provide a legal title to the Plaintiff(s) for the above described vehicle.

**IT IS SO ORDERED.**

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Judge of the District Court