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KS. DISTRICT COURT  
THIRD JUDICIAL DIST.  
TOPEKA, KS.

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## **STANDING ORDER REGARDING SERVICE OF PROCESS IN LIMITED ACTIONS CASES**

**Effective July 1, 2018**

This Standing Order applies to all Limited Actions cases (those with case numbers containing LM) filed in Shawnee County. This Standing Order applies to all parties represented by attorneys. It does not apply to self-represented parties. This Standing Order applies to all documents a party wishes to have served by the Sheriff of Shawnee County, other than a Summons or Alias Summons, by any method.

For each document a party wishes to have served by the Sheriff, other than a Summons or Alias Summons, the attorney representing the party must first enter certain information into the Third Judicial District's Secured Portal. The required information must be entered for each document sought to be served by the Sheriff. Your document will not be served unless and until the required information has been entered.

Attorneys may access the Secured Portal or obtain access to the Secured Portal (if they do not have it already) by using this link: [http://public.shawneecourt.org/img\\_temp.htm](http://public.shawneecourt.org/img_temp.htm)

Once in the Secured Portal, select the Service of Process Data tab on the main page and follow the prompts. Select the Service of Process Manual tab for instructions if needed.



Hon. Teresa L. Watson  
Chief Civil Judge  
Third Judicial District