APPENDIX A



TYPES OF CIVIL SERVICE PROCESS

SUMMONS

- A. A summons is a writ notifying the person or corporation named as defendant that a lawsuit has been filed against them. It lists the court in which they are to appear and when. Often other documents such as a complaint are attached to be served at the same time. Service may be accomplished in several ways.
 - 1. Certified mail is the method of service preferred by statute in most cases. However, personal, corporate, agent, or residence service may be requested by the plaintiff or plaintiff's attorney.
 - 2. The following page is an example of a Summons.

IN THE EIGHTEENTH JUDICIAL DISTRICT DISTRICT COURT, SEDGWICK COUNTY, KANSAS	74.2
DISTRICT COURT, SEDGWICK COURTY, KANSAS CIVIL DEPARTMENT	74.2
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VS. Plaintiff (s)	
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A4 *	
	GASE NO.
Delendant (s)	SUMMONS
o the above-named defendant:	OUMMORO
You are hereby notified that an action commenced against you will be on this co	ourt's docket at 9:00 a.m. on the day of
leading may state as a counterclaim any related claim which you may have against the fo the Sheriff of Sedgwick County, Kansas:	and address appears below, prior to the above time stinoid you fail to appear at such lime, and your respon plaintiff(s). verd, your return is due no later than five days, excluding intervening Saturdays, Sundays and holidays, befor
Dated:, 19 Reasonable accommodations will be	(SEAL)
PROVIDED IN ACCORDANCE WITH THE	Clerk of the pistrict count of Sengwick County, Raissas
AMERICANS WITH DISABILITIES ACT.	Ву, Dвј
DETUDA	ON SERVICE OF SUMMOUS
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FAMILY LAW SERVICE

A. Divorce Papers

- 1. Almost all divorce papers have a temporary order with the summons and petition.
- 2. Two (2) temporary orders must be returned along with the summons.
- 3. The summons has a pre-printed return, and the temporary orders must be stamped for the return.
- 4. One (1) of the returns goes to the clerk and one (1) goes to records for law enforcement purposes.
- 5. Personal service is required. (K.S.A. 60-1607(a)(1) and K.S.A. 60-303).
- 6. Some papers may still be titled Domestic Court.
- 7. The following page is an example of a Summons.

IN THE EIGHTEENTH JUDICIAL DISTRICT DISTRICT COURT, SEDGWICK COUNTY, KANSAS				
DOMESTIC DEPARTMENT				74.2
'				
	Plaintiff (s)			
. VS.				
and the second second	Delendant (s)	*****	CASE NO	
the above-named Defendant:	90	MMONS		
You are hereby summoned and required to serve upon _		1.44		, plaintiff's attorne
hose address is				
prewith served upon you, within 20 days after service of this s	ummons unon vou exclus	ive of the day of service If	you fail to do so judement by	, a pleading to the petition which
llet demanded in the petition. Your pleading must also be fi ounterclaim any related claim which you may have against the p	led with the court. As prov plainliff, or you will thereaft	rided in subsection (a) of k	CS.A. 60-213, and amendment	s thereto, your answer must state as
EASONABLE ACCOMMODATIONS WILL BE PROVID	DED IN			
CCORDANCE WITH THE AMERICANS WITH DISABI	LITIES ACT.	Clerk of the District Co	urt of Sedgwick County, Kansas	
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		IVICE OF SUMMO		
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Residence Service. By leaving on the	day of		, 19, for each of the	within-named defendants
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Agent Service. By delivering on the				
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ch of the following agents authorized by appointment of by law		22		······································
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·		By		
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ove action by first-class mail, postage prepaid, addressed to				
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	-to-			
No Service. The following defendants were not found in this cou	nty:			
		Dated:		. 19
				Sherill

B. Protection From Abuse (PFA)

- 1. A specific order directed to an individual to prevent contact and/or harassment on a temporary basis.
- 2. After the initial court date, a final order can be issued, good for one (1) year.
- 3. Two (2) returns are on top of the serve copy and a personal history work sheet will be attached.
- 4. Make a return on each return using the rubber stamp.
- 5. One (1) of the returns goes to the clerk and the other return goes to records for law enforcement purposes along with the worksheet.
- 6. All PFA's must be served by a commissioned deputy.

- 7. PFA's are to be served by personal service.
- 8. The records section will use the worksheet to enter the PFA information in N.C.I.C. and file the worksheet with the return and N.C.I.C. confirmation in the appropriate records section file.
- C. (**R**) Protection From Abuse (PFA) & Protection From Stalking (PFS) Orders Temporary Order of Protection
 - 1. If a plaintiff calls or comes to the office seeking help in obtaining child custody or protection from abuse, he/she is to be referred to the Family Law Clerk's Office. All questions will have to be answered by the Clerk's Office or court personnel. He/she is to be instructed that deputies from the Judicial Division only enforce court orders, and nothing can be done by them without proper paperwork from the courts.
 - 2. Plaintiffs are to go to the Family Law Clerk's Office. At the Clerk's Office, the plaintiff will be given a set of papers that must be filled out.
 - 3. When the papers are filled out, the plaintiff will be instructed to proceed to the district court administrative office.
 - 4. The plaintiff will give the completed papers to an interviewer who will then determine if there are sufficient grounds for the issuance of a Temporary Order of Protection. If sufficient grounds are found, the plaintiff will be asked to take an oath and the protection order will be initiated.
 - 5. When the interviewer is finished preparing the Temporary Order of Protection and a judge has signed the order, the plaintiff will then be instructed to take the order and return to the Family Law Clerk's Office where a case number will be assigned. After logging the papers, the clerk will give the plaintiff two (2) copies of the order. One (1) copy is for the plaintiff to keep and the second copy is to be given to the police to serve in the event the defendant comes around the plaintiff prior to the defendant being served by the civil section.
 - 6. The Clerk's Office will forward two (2) copies of the Temporary Order of Protection to the Judicial Division. The plaintiff will be told that the civil section will attempt to serve the order on the following working day or as soon thereafter as possible.
 - 7. In the event that a plaintiff comes to the Judicial Division and states that the defendant is currently in custody, a deputy will verify this from the computer. The deputy will attempt to make service at the jail at the earliest possible time. If the defendant is not in custody, the plaintiff will be informed of this and told that the service will be attempted on the next working day.
 - 8. If a plaintiff comes to the Judicial Division immediately with the completed paperwork, the Judicial Division will attempt to reinforce instructions given by the Clerk's Office or interviewer to proceed home. If the defendant is at the home, the plaintiff will go to the nearest phone, notify 911 of the situation and request law enforcement assistance from the agency having jurisdiction.

9. **(R)** There are numerous forms associated with Protection From Abuse Orders and Protection From Stalking Orders. In most cases only a few of the forms will be used. The various forms are hyperlinked below.

PFA Forms -

- 1. General Instructions for anyone seeking a Protection From Abuse Order
- 2. Information for Law Enforcement Form
- 3. Petition for Protection from Abuse Order
- 4. Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit
- 5. Answer
- 6. Counter Petition for Protection From Abuse Order
- 7. Emergency Order Protection from Abuse Order
- 8. Summons and Notice of Hearing
- 9. Temporary Order Protection from Abuse Order
- 10. Final Order Protection from Abuse
- 11. Final Order Protection from Abuse (Mutual Order)
- 12. Final Order Protection from Abuse (Consent Order)
- 13. Motion to Modify Protection from Abuse Order
- 14. Modification of Final Order Protection from Abuse
- 15. Motion to Extend Final Protection From Abuse Order
- 16. Extension of Final Order Protection From Abuse
- 17. Notice of Dismissal
- 18. Order of Dismissal
- 19. Judgment of Denial
- 20. Child Support Addendum
- 21. Minor Defendant Addendum
- 22. Sheriff's Office Worksheet

- 1. General Instructions for those seeking a Protection from Stalking Order
- 2. Protection from Stalking Confidential Form
- 3. Information for Law Enforcement
- 4. Petition for Protection from Stalking Order
- 5. Summons and Notice of Hearing
- 6. Temporary Order Protection From Stalking
- 7. Final Order Protection from Stalking
- 8. Motion to Modify Protection from Stalking Order
- 9. Modification of Final Order Protection from Stalking
- 10. Motion to Extend Final Protection from Stalking Order
- 11. Extension of Final Order Protection from Stalking
- 12. Notice of Dismissal
- 13. Order of Dismissal
- 14. Judgment of Denial
- 15. MINOR DEFENDANT ADDENDUM
- 16. Sheriff's Office Worksheet

SUMMONS - UNLAWFUL AND FORCIBLE DETAINER

- A. This type of summons is filed by a landlord as a part of the eviction process. In the complaint, the landlord alleges failure to pay rent or other violations of the lease. The landlord requests the court to return the control of the property back over to him and to order the tenants to leave the property. Service may be made by personal service, residential service, RSTD, or certified mail.
- B. The following page is an example of a Summons.

DISTRICT COURT, SEDGWICK COUNTY, KANSAS				74.2
IVIL DEPARTMENT				
· VS.	Plaintill(s)			
٧٥.				
	Defendant(s)		GASE NO.	
SUMM	DNS — Unlar	wfol and Forcibl	e Detainer	
ATE OF KANSAS, SEBGWICK COUNTY, ss.				
THE STATE OF KANSAS to the Sherirf of Sodjecick Go You are commanded to summon	omity, Kansas:			
Total are communication to summitten				
appear in the JURY ROOM, FIRST FLOOR, SEDGWICK (COUNTY COURTH	OUSE, at 9:00 a.m. on t	eday of	. 19
answer to the action of the above-named plaintiff(s) for the	peaceable or forcib	le entry, and unlawful an	d forcible detention of the follo	wing described premises, to wit:
judgment for the sum of \$, for				
h interest thereon at the tawful rate, and costs of the action,		Indible 2 days and dis-	ide of a contract	
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Witness my hand, at Wichita, Kansas, in said County, I				
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	Sale	CS9.	ne District Court of Sedgwick	
EASONABLE ACCOMMODATIONS WILL BE	L SE	CS9.		
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EASONABLE ACCOMMODATIONS WILL BE	SE	Clerk of II	ne District Court of Sedgwick	County, Kansas
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WRIT OF RESTITUTION AND EXECUTION

- A. Rental Property evictions are governed by the Kansas Residential Landlord and Tenant Act found in Chapter 58 of the Kansas Statutes annotated.
- B. If the judge orders an eviction, the landlord files a Writ of Restitution and Execution.
- C. This orders the Sheriff's Office to forcibly evict the residents.
- D. The Judicial Division must act within ten (10) days of receipt of the writ unless otherwise specified in the individual writ.
 - 1. Evictions must be scheduled in advance by the eviction squad.
- E. The Judicial Division only evicts people, not property.
 - 1. The landlord is solely responsible for the disposition of the former tenants property in accordance with the Kansas Residential Landlord Tenant Act.
 - 2. The landlord is responsible for effecting a means of entry into the property being evicted. The Sheriff's Office will not force entry absent a court order to do so.
- F. The Sheriff's Office cannot evict someone until the Judicial Division receives the Writ of Execution.
- G. If the tenants come back on the property, they can be arrested for trespassing. The Patrol Division handles the calls on this type of case.
- H. The following page is an example of a Writ Of Restitution And Execution.

	K COUNTY, KANSAS	4	7
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		and the state of t	
	VS. Plair	tiff (s)	
•	va.		
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		itution of the following described premises, to wit:	
	, usionualii, ioi rea	intition of the following assessment premises, to wit.	
or court costs, actual and estimate	ed in the sum of	dollars, and for rent in the sum of	
Vou are hereby commanded to	cause such defendant to be	forthwith removed from such premises and the plaintiff to be restored	to nossassi
You shall execute that portion execution, showing the manner in v	which you have executed the	same, within 30 days from the time of your receipt thereof.	
execution, showing the manner in v	.,19	same, within 30 days from the time of your receipt thereof.	
execution, showing the manner in v	.,19		
execution, showing the manner in v	, 19	same, within 30 days from the time of your receipt thereof.	
execution, showing the manner in v	, 19	same, within 30 days from the time of your receipt thereof.	
execution, showing the manner in v	., 19	SIRRIFF 'S RETURN	
oxecution, showing the manner in violated:	., 19	same, within 30 days from the time of your receipt thereof. ###################################	
on	. 19	SHERIFF'S RETURNa toolea	
one control of the manner in varieties.	.19	SHERIFF 'S RETURN , at	ession.
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on	.19	SHERIFF'S RETURNst	ession
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Dated: On On On On on such sale are herewith delivered to	.19	SIERIFF'S RETURN , at classified the same for sale. , which is a sale of the following goods and chattels at the prices indicated, and the following goods and chattels at the prices indicated, and the following goods and chattels at the prices indicated, and the following goods and chattels at the prices indicated, and the following goods and chattels at the prices indicated, and the following goods and chattels at the prices indicated, and the following goods and chattels at the prices indicated, and the following goods and chattels at the prices indicated, and the following goods and chattels at the prices indicated, and the following goods and chattels at the prices indicated, and the following goods and chattels at the prices indicated, and the following goods and chattels at the prices indicated, and the following goods and chattels at the prices indicated, and the following goods and chattels at the prices indicated, and the following goods are chattely at the prices indicated, and the following goods are chattely at the prices indicated, and the following goods are chattely at the prices indicated, and the following goods are chattely at the prices indicated, and the following goods are chattely at the prices indicated, and the following goods are chattely at the prices indicated, and the following goods are chattely at the prices indicated at	ession. ie moneys re \$\$ \$
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onecution, showing the manner in value of the	.19	SHERIFF'S RETURNat	ession
vacuation, showing the manner in value of the	.19	Judge Ju	ession
vacuation, showing the manner in value of the	.19	SHERIFF'S RETURNat	e moneys r \$ \$ * \$ n unsold:

THE SHERIFF WILL CANCEL AN EVICTION IF:

- 1. The eviction is on appeal.
- 2. The landowner has changed the locks prior to our arrival.
- 3. The eviction is on a foreclosure and the tenants have declared bankruptcy.
- 4. The Sheriff cannot contact anyone to respond to address.
- 5. If the landowner or representative does not respond within a reasonable amount of time.
- 6. Entry cannot be made.
- 7. The landowner requires the Sheriff's Office's presence only to post the door.
- 8. Any other questions the deputy may have need to be addressed to the Civil Section supervisor.

SEIZURES

- A. (R) Sometimes the court orders the Sheriff's Office to seize property, money, vehicles, or other items in a Writ of Execution. The disposal of these items is up to the court. Monies are usually turned in to the Clerk of the District Court and applied against the judgment. Property and vehicles may be ordered sold by the court at the Sheriff's sale. The Civil Section, commissioned deputies are most often assigned such tasks. Property that is seized by order of the court must be posted.
- B. If the deputy is attempting to collect money on a Writ of Execution and the person says that he/she has paid all that is owed, the deputy will ask to see the Satisfaction of Judgment form. (This is a form from the court that states he/she has paid what is owed and that the judgment is satisfied in the eyes of the court.) If they have this form, the deputy should try and obtain a copy, and attach the copy to the return. If he/she has only one (1) copy, then the deputy will transcribe all of the information on the copy to the return. The deputy WILL NOT COLLECT ANY MONIES OR PROPERTY without checking with the court to see which order is valid.
 - 1. If he/she does not have this form, the Writ is presumed to be valid.
- C. If the deputy attempting service is informed of any of the following circumstances, he/she will contact the supervisor of the Civil Section immediately:
 - 1. The presence of a lien or exception on an item being seized.
 - 2. Items being seized are the property of a third party, not a defendant or respondent in the case in question.
 - 3. Bankruptcy filing.
 - 4. Or any other circumstance that a defendant/respondent claims negates the court order.

SHERIFF PROCEDURES AFTER JUDGMENT HAS BEEN GRANTED

- A. Eviction must be executed within ten (10) days after receipt.
- B. (**R**) Deputies will contact property owner or his/her representative the day before the eviction is scheduled.
- C. If residence is vacant, eviction procedures are not necessary.
- D. Plaintiff must have access to a key, locksmith, or some other method of entry. If entry is not gained, eviction will be cancelled.
- E. At the time of the eviction, deputies will remove only people, not property or animals.

- F. After people are removed, deputies will inspect the residence to secure landowner's safety, searching for hidden persons, firearms, explosives, or other dangerous devices.
- G. Any violation of state or federal law will be reported and necessary arrests made.
- H. If you are evicting a trailer from a lot, the trailer must be entered to complete the eviction.
- I. After the residence has been cleared, the door will be posted with a notice and the landowner or representative will be given a signed copy of the eviction. If the tenants return without the landowner's permission, the landowner should call 911 and make a criminal trespass report.
- J. The landowner is responsible for the welfare of all property and animals left at residence.
- K. If the landowner allows the tenants back in to remove property and they refuse to leave, the landowner has voided the eviction and will need to refile.
- L. The landowner may opt to change the locks or board up the residence after the people have been removed.
- M. The landowner may opt to remove property and place it in storage.
- N. The following pages are examples of a Journal Entry Of Judgment, Praecipe For Execution, Execution (In Replevin), and Writ Of Execution.

DIST	HE EIGHTEENTH JUDICIAL DISTRICT RICT COURT, SEDGWICK COUNTY, KANS. L DEPARTMENT	AS			74.2
CIVIL	LUEPAKIMENI				
	vs	Plaintiff(s)			
			CASE N	0	
PURS	SUANT TO CHAPTER 61 OF	Defendant(s)			
	SAS STATUTES ANNOTATED	JOURNAL ENT	RY OF JUDGMENT		
01	n this day of		, 19, this a	ction comes on for	final judgment or disposition.
PI	aintiff's attorney advises the court that eac	h defendant agains	whom judgment is enti	ered has been proj	perly served with summons or
W	hereupon, the court finds that judgment sho	ild be entered: *	by reason of the default o	of the said defenda	nt(s): * D by agreement of the
parti	es; or * 🗀 by a trial of the issues herein and	the testimony of th	e following witnesses:		,,,,
	(Witnesses for Plaintiff)			(Witnesses for De	efendant)
_					
JUDO	BMENT IS ENTERED AS FOLLOWS:				
•□	(RECOVERY OF MONEY) Judgment for plaintif	f(s) against			
	defendant(s) for the principal balance of \$, together with \$		interest to the date of
•□	defendant(s) for the principal balance of \$ judgment and costs. Principal balance shal (CONTRACTS UNDER KSA 61-1723) After reco	I bear interest at 12' nputation of interes	% per annum from this d I, unearned and earned, i	ate until payment i in accordance with	in full. KSA 61-1723, judgment for the
	plaintiff(s) against				, defendant(s), for
	the principal balance of \$				
	(date to which interest paid)	(date)	, and thereafter draw	interest at	% per annum until payment
•□	in full and costs. (REPLEVIN, POSSESSION ONLY) Judgment for	the plaintiff(s) again	ıst		
_	defend	ant(s) for possessio	n of the article(s) of spec	ific personal prope	erty described in the plaintiff's
*□	verified petition (or affidavit), possession delivery of property filed herein, and costs (REPLEVIN, POSSESSION OR VALUE) Judgmen	Plaintiff(s) and sur t for the plaintiff(s)	ety are discharged from against	further liability on	théir bond filed herein.
•□	, defendant(s) fo or for the value stated in said petition of ea (FORECLOSURE OF SECURITY INTEREST) Judg	r possession of the a ich of such articles i ment for plaintiff(s)	urticle(s) of specific personal which cannot be found an against	onal property desc nd returned to the p	ribed in the plaintiff's petition; plaintiff(s) and costs.
	, defendant(s) for	the principal balanc	e of \$, together w	rith \$
	, defendant(s) for interest to the date of judgment, and said p in full, for foreclosure of the security inter such judgment is not satisfied within ten (1 property according to law	rincipal balance sha est in the specific p O) days, the clerk st	ll bear interest at ersonal property describ all issue an order of spe	from the d ed in the petition o cial execution dire	late of judgment until payment of the plaintiff(s), and costs. If cting the sale of said personal
* □	property according to law. (FORCIBLE DETAINER) Judgment for the plain				
.	restitution and execution shall issue. NO WRIT NECESSARY OTHER	r restitution of the p	remises described in the	plaintiff's petition	and costs, for which a writ of
Atty	Pltf.				
Atty	Def				
	rd taken by			istrict Court, Div. N	ło
			Applicable to This Ju		PS-203
.003-11	CHECK I	Manie Made Hellis	Apprount to This att	ugmem	PS-2/3

VS. Plaintill(s)					
Delendantisi		CASE NO			
IRSUANT TO CHAPTER 61 OF					
INSAS STATUTES ANNOTATED		PRAECIPE	FOR EXECU	TION	
the Clerk of the Above Named Court, Greeting:					
You will please issue an EXECUTION against the property of t	he				
•		(Plair	till or Delendant)		
(Name	and Address)	-			
	· · · · · · · · · · · · · · · · · · ·				
in the above entitled cause, directed to the Sheriff of said Cou	irt to execute	according to law			
			(Signistore)		
ted, 19	Million on the second		no trond or printed!		
TE OF JUDGEMENT	Attorney f		no typeo or printery		
DEMENT AMOUNT DUE	rationally i	oi	(Plaintill or Defen	rdanty	-
FEREST RATE					
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IVIL DEPARTMENT STATE OF KANSAS, SEDGWICK COUNTY, 88.	EXECUTION (In Replevin)	= 	
	Plaintiff(s)		
*			
vs.			
		L	
De	fendant(s) CASE NO.		
THE STATE OF KANSAS, to the Sheriff of SEDGWIC Whereas,	K COUNTY, GREETING:		
on the day of	, 19, in an	action then pending in the District	
Court, Sedgwick County, Kansas, recovered judgm			
for the possession of			
		1	
and for the sum of \$ as costs of su			
Now, Therefore You are Hereby Commanded that	you take possession of the said		
and collect the costs amounting to \$	and in case you cannot find the said		
then the sum of \$ the value of said			
and costs to be made out of the goods and charters	s of the said defendantsaid judyment ar	iu cosis io de salisileu, as provideu	
within thirty days from the time of your receipt ne	Court affixed at my office in Wichita, the sai	d County, this day of	
WITNESS my hand, and the Seal of Said	reor. Court affixed at my office in Wichita, the sai	d County, this day of	
within thirty days from the time of your receipt he WITNESS my hand, and the Seal of Said	reor. Court affixed at my office in Wichita, the sai .D., 19	d County, this day of	
WITNESS my hand, and the Seal of Said	coor. Court affixed at my office in Wichita, the sai D., 19 Clerk of the District Court of So By	d County, this day of	
within thirty days from the time of your receipt ne WITNESS my hand, and the Seal of SaidA(SEAL)	Court affixed at my office in Wichita, the sai .D., 19 Clerk of the District Court of So	d County, this day of	
within thirty days from the time or your receipt ne WITNESS my hand, and the Seal of Said A (SEAL) STATE OF KANSAS, SERGWICK COUNTY, ss.	COURT affixed at my office in Wichita, the sai .D., 19 Cierk of the District Court of St By SHERNEF'S RETURN	d County, this day of bdgwick County, Kansas Deputy	
within thirty days from the time or your receipt ne WITNESS my hand, and the Seal of Said (SEAL) STATE OF KANSAS, SEBBWICK COUNTY, 8s. L certify that I received this Execution in Rep	COURT affixed at my office in Wichita, the sai .D., 19 Clerk of the District Court of St By	d County, this day of bdgwick County, Kansas Deputy, 19,	
within thirty days from the time or your receipt ne WITNESS my hand, and the Seal of Said A (SEAL) STATE OF KANSAS, SERGWICK COUNTY, ss.	COURT affixed at my office in Wichita, the sai .D., 19 Clerk of the District Court of St By	d County, this day of bdgwick County, Kansas Deputy, 19,	
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within thirty days from the time or your receipt ne WITNESS my hand, and the Seal of Said (SEAL) STATE OF KANSAS, SEBBWICK COUNTY, 8s. L certify that I received this Execution in Rep	Court affixed at my office in Wichita, the sal .D., 19 Clerk of the District Court of So By SHERIFF'S RETURN levin the	d County, this day of bdgwick County, Kansas Deputy	
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DISTRICT COURT, SEDGWICK COUN CIVIL DEPARTMENT	IIT, KANSAS		į	74.2
GIVIL DEPARTMENT				
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	Plaintiff(s)			
VS.				
			CASE NO	
			onor no.	
	Defendant(s)			
PURSUANT TO CHAPTER 61 OF KANSAS STATUTES ANNOTATED				
	WRIT	DF EXECUTION		
THE STATE OF KANSAS to the Sheri	ff of the District Court of Se	dgwick County, Kansas:		
Whereas, on the	day of	, 19	, in an a	ction then pending in this c
(plaintiff or defendant)	recovered judgme	ent against	Adelandad or elaint	for the su
dollars:	and court costs, actual and	estimated, in the sum of	,compan or phone	dollars: that or
	s have been received; and t			
Now, Therefore, You are Herel	by Commanded that of non-	exempt personal property	of the said in	dament debtor.
this execution showing the manner i	, you cause said in which you have executed		salistied, as ₁ 80) days from	provided by law. Make retu the time of your receipt the
ICT C				provided by law. Make retu the time of your receipt the dgwick County, Kansas
SEAL Dated		Clerk of the Dist	rict Court of Se	dgwick County, Kansas
Dated	, 19	Clerk of the Dist	rict Court of Se	
SEAL)	. 19 . Sheri	Clerk of the Dist By FF'S RETURN	rict Court of Se	dgwick County, Kansas
SEAL Dated	SHERI	Clerk of the Dist By FF'S RETURN received this writ.	rict Court of Se	dgwick County, Kansas
SEAL)	SHERI O'clock M o'clock M	Clerk of the Dist By FF'S RETURN received this writ levied on the non-exempt p	rict Court of Sei	dgwick County, Kansas
SEAL Dated	, 19	Clerk of the Dist By FF'S RETURN received this writ levied on the non-exempt p	rict Court of Sei	dgwick County, Kansas
Dated	, 19	Clerk of the Dist By FF'S RETURN received this writ, levied on the non-exempt p	rict Court of Se ersonal propert d	dgwick County, Kansas , Do
Dated	SHERI o'clock M o'clock M dverlised the same for sale.	Clerk of the Dist By FF'S RETURN received this writ levied on the non-exempt p	rict Court of Sec ersonal propert deated, and the r	dgwick County, Kansas , Di
Dated On 19 at On 19 at On 19 servith delivered to the court.	SHERI O'clock M o'clock M o'clock M	Clerk of the Dist By FF'S RETURN received this writ levied on the non-exempt p	rict Court of Sec ersonal propert deated, and the r	dgwick County, Kansas
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WRIT OF ASSISTANCE

- A. Owned property (houses, etc.).
- B. If the judge orders an eviction, the mortgage holder files a Writ of Assistance.
- C. This orders the Sheriff's Office to forcibly evict the residents.
- D. The Sheriff's Office must evict within thirty (30) days of receiving the writ or the time frame stated in the writ.
- E. All other matters are handled the same as a Writ of Restitution and Execution.
- F. If the home owner has filed Bankruptcy, the writ will not be carried out. Unless the Sheriff's Office has been properly given notice lifting the stay.
- G. The following page is an example of a Writ of Assistance.

IN THE EIGHTEENTH JUDICIAL D DISTRICT COURT, SEDGWICK CO					74.2
CIVIL DEPARTMENT	John II, Kristono			1.5	
41.4.1				1	
Section 1985					
		-		1	
,	Plaintiff(s	S)		1	
vs	Y				
				-	
				L	
	Defendant(er uo		
	WRIT	OF ASSISTANCE	AGE NU.		
The State of Kansas to the Sheriff of	of Sedawick County in Said S	tate, Greeting:			
MUCDEAC On the	doual		10.40		
WHEREAS, On the above entitled, by said Court, that s	aid defendants, and all nersor	ns claiming under them	, A.D., 19 since the commer	, an order was	i made in the action
			onto the contine		ciion siloulu vacate
quit, and surrender to the					
possession of the following describ	ed premises, located in Sedg	wick County and State o	of Kansas, to-wit:		
·					
and that a writ of assistance issue to	o vou requiring vou to oust a	nd eiect said defendants	and any nersons	claiming under th	em from said about
and that a writ of assistance issue to					
and that a writ of assistance issue to described premises and to put said them fall to obey said order of the c	purchaser into the peaceable				
described premises and to put said them fall to obey said order of the c	purchaser into the peaceable court.	e possession thereof, in	case said defend	ants and any pers	
described premises and to put said them fall to obey said order of the c NOW THEREFORE, You are com	purchaser into the peaceable court. manded forthwith execute sa	e possession thereof, in id order of the court acc	case said defend ording to the tend	ants and any person of same.	ons claiming unde
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ORDERS TO APPEAR

- A. Order to Appear for Hearing in Aid of Execution
 - 1. Issued after execution is returned "No Goods Found".
 - 2. Commands the person named to appear in court to be examined by the court as to assets available to satisfy the judgement.
 - 3. Personal, residence, and certified mail service.
 - 4. The following page is an example of an Order To Appear For Hearing In Aid Of Execution.
- B. Order to Appear and Show Cause
 - 1. Issued when defendant failed to appear on Order in Aid of Execution.
 - 2. Order commanding the party to appear and show cause to determine if they should be found in contempt of court.
 - 3. Personal service only per K.S.A. 20-1204a(b).

DISTRICT COURT, SEDGWICK COUNTY, KANSAS			74.2
CIVIL DEPARTMENT			
Plaintiff(s	s)		
VS.			
		CASE NO.	
		UNDL MO.	
Defendant(s	s)		
ORDER TO APPEAR F	OR HEARING IN A	ID OF EXECUTION	
TO:			

Judgment Debtor(s):		(Address)	*
You are hereby ordered to personally appear in the	JURY ROOM, FIRST FLOO	R of the Sedgwick County	Courthouse, 525 N. Mai
Nichita, Kansas, at 1:30 p.m. on the	day of	. 19	to be examined as
answer concerning your property, assets and income.			, to be enamined at
Failure to appear at the above time and place may ca	, , , , ,		
REASONABLE ACCOMMODATIONS WILL BE PROVIDED IN	SEAL	Judge	
REASONABLE ACCOMMODATIONS WILL BE PROVIDED IN ACCORDANCE WITH THE AMERICANS WITH DISAUILITIES ACY.		· · · · · · · · · · · · · · · · · · ·	
REASONABLE ACCOMMODATIONS WILL BE PROVIDED IN CCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT. RETURN	IN ON SERVICE OF ORDE	· · · · · · · · · · · · · · · · · · ·	
REASONABLE ACCOMMODATIONS WILL BE PROVIDED IN CCORDAINCE WITH THE AMERICANS WITH DISABILITIES ACT. RETURN hereby certify that I have served this order:	IN ON SERVICE OF ORDE	R	
REASONABLE ACCOMMODATIONS WILL BE PROVIDED IN CCORDAINCE WITH THE AMERICANS WITH DISABILITIES ACT. RETURN hereby certify that I have served this order:	IN ON SERVICE OF ORDE	R	
REASHMABLE ACCOMMODATIONS WILL BE PROVIDED IN CCORDONICE WITH THE AMERICANS WITH ONSAULTRES ACT. REFURI hereby certily that I have served this order: 11 (Personal Servica,) By delivering a copy of the above order to a	IN ON SERVICE OF ORDE	R on the dates indicated:	
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GARNISHMENT

A statutory proceeding whereby a person's property, money, or credits in possession or under control of, or owing by, another are applied to payment of former's debt to third person by property statutory process against debtor and garnishee.

- A. Order directed to an employer or financial institution to attach funds, property, or credits to recover money owed to a judgment.
- B. This is a special service consideration.
- C. If the garnishee does not return the garnishment to the clerk, the garnishee may become liable for the debt.
- D. If the garnishment is refused, the garnishee may become liable for the debt.
- E. Most garnishments are accepted without problems.
- F. If garnishee refuses service:
 - 1. Explain the garnishment process.

2. If they still refuse:

IN THE EIGHTEENTH JUDICIAL DISTRICT

- a. Get his/her name and state they he/she refused service on the return.
- b. If they refuse to give a name, write a description of the person who refused on the return.
- G. DO NOT MAKE A RETURN ON THE REQUEST FOR SERVICE.
- H. Personal service, certified mail, first class mail (chapter G1 only), or corporate service.
- I. All garnishments addressed to the Sedgwick County Sheriff's Office for debts owed by departmental employees shall be served in the following manner.
 - 1. A deputy of supervisory rank shall serve the papers upon the Division of Finance (room 823).
- J. The following pages are examples of Orders of Garnishment.

DISTRICT COURT, SEDGWICK COUNTY, KANSAS	74.2
Plaintiff/Petitioner	
vs	
Defendant/Respondent	
Address	taran da araba da ar
Address	CASE NO.
Social Security Number	(To Altach Earnings)
<u> </u>	Purpose of Garnishment Support% to be withheld
Garnishee	☐ Bankruptcy
Garnishee's Address	☐ Federal or State Tax : ☐ Other
ORDER (DF GARNISHMENT
to dispose of earnings withheld from the defendant within 60 by the plaintiff, you may petition the court for an order allowis shall constitute substantial compliance with this order. Failure to file your answer may entitle the plaintiff to judgin WITNESS my hand and seal of the court at Wichita in this	till the further order of the court. If you do not receive an order of the court days from the date your answer is filled, and your answer is not contested no you to return withheld funds to the defendant. Your answer on the form the total against you for the full amount of the claim and costs. county, this
19	Clerk of the District Court, Sedgwick County, Kansas
ATTORNEY (g	SEAL)
ADDRESS	By
,	No. of the last of
AMOUNT OF CLAIM	
RETURN ON SERVIC	E OF ORDER OF GARNISHMENT
hereby certify that I received the foregoing Order of Garnishi	ment ato'clockM., on the
tay of, 19, a	nd I executed the same in the following manner:
(1) (Service on Garnishee) I served said order of garnish	nment, together with two (2) copies of a form for garnishee's answer, or
each of the garnishees at the time and in the manner following	J
****	order of garnishment on each of the defendants on the dates and in the
manner following:	
All done inCounty,	
All done in County,	
All done in County,	Kansas.
All done inCounty,	Kansas.

N THE EIGHTEENTH JUDICIAL DISTRICT DISTRICT COURT, SEDGWICK COUNTY, KAHSAS					74.2
Plaintiff(s) VS					· \
Defendant(s)					
Defendant's Address					
		G	ASI: HO		
Defendant's TIN/SS NUMBER (if known)		(1)	o Ailach Oth	er Than Ea	rnings)
Garnishee			Purpo	se of Garn	ishment
			Support		% to be withhel
Garnishee's Address			Bankrupto	y State Tax	1
ONDER O	F GARNISHM				
he State of Kansas to said Garnishee:					
he payment of any such indebtedness, or the delivery away fro	om yourself of any s	such property.	notit the tort	her order o	of the court. You
nswer on the form served herewith shall constitute substantial "If you are a bank, savings and loan association, credit unio selonoing to or owing the detendant, the amount to be wit (amount stated in direction) Failure to file your answer may entitle the plaintiff to judyme	om yourself of any s I compliance with the on or finance compa Thheld by you purs ant against you for t	such property, nis order. iny and are hol suant to this o ha full amount	until the turb ding any tur irder of gar of the claim	her order o ds, credits nishment i and costs.	of the count. You or indebtednes is not to excee
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Inswer on the form served herewith shall constitute substantial with states and the substantial substa	or yoursal of any complex of the com	such property, iss order, insy and are holisiant to this of the first this of	until the turt ding any tur of the claim of the claim of the claim NT	her order of descriptions and costs. Sedgwick In the for gamist	of the count. You or indebtethes is not to excert the excert county, Kansa Depoty the lea's answer, of
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Inswer on the form served herewith shall constitute substantial operations are a bank, savings and loan association, credit unio pelonging to or owing the defendant, the amount to be with a compared to the wind server of the pour answer may entitle the plaintiff to judgme the MITTNESS my hand and seal of said court at Wichita in this server of the properties of the prop	order of garnishmen	such property, its order. Iny and are holisently to this order. Its full amount day of Clerk of the F By	until the furt ding any fur of the claim of	her order of dis, credits nishment i and costs. , Sedgwick n the for gamist	of indebterness shot to exceed to ex
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belonging to or owing the defendant, the amount to be with a famount stated in direction. Failure to file your answer may entitle the plaintiff to judgme WITNESS my hand and seal of said court at Wiehlta. In this 19. ATTORNEY RETURN ON SERVICE thereby certify that I received the foregoing Order of Garnishne day of [1] (Service on Garnishee) I served said order of garnishnesech of the garnishees at the time and in the manner following:	on yoursal of any to compliance with the or finance compatible of the or finance or finan	such property, is order, in yand are hol suant to this c to. Its full amount fay to the full amount full full full full full full full ful	until the furt ding any tur of the claim of the claim of the claim NT	ther order of the control of the con	of indebterness shot to exceed to ex

SUBPOENAS

- A. A subpoena is a command to appear at a certain time and place to give testimony upon a certain matter. Both plaintiff and the defendant have the right to subpoena witnesses to testify in their behalf.
- B. Subpoenas may be served by personal service, certified mail, residence service, or RSTD. Exception: If the subpoena is a Family Law subpoena for the respondent or plaintiff, personal service is needed.
- C. The following page is an example of a Subpoena.

DISTRICT COURT, SEDGWICK COUNTY, KANSAS		SUBPOENA	74.2
Vs.			
то: '			
	C	ASE NO.	
WE COMMAND YOU to be and appear in your own proper po			
		confroversy now pending and undetermined	
		is defendant, and this do you in nowise of	
IN TESTIMONY WHEREOF, I have hereunto set my hand and a			
19	MICT CON	Clerk of the District Court, Sedg	
Altorney for	(SEAL)	Ву	
REASONABLE ACCOMMODATIONS WILL BE PROVIDED IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT.	COUNTY S	y	Deputy Clerk
Received this writ		'S RETURN Served the same by deli	ivering a certified copy to each person named
personally, at the times following to wit :			
	19		19
			19
			19
Served the same by leaving a copy thereof at the usual place of			
			19
	19		19
The following persons not found in Sedgwick County :			
	19		19
			19
			Sheriff
ATTORNEY FOR:		·	Deputy
(Name and Address)	— T	CIVIL — Room 616	
A		CRIMINAL — Room 714	Clerk of the District Court Sedgwick County Courthouse 525 North Main
NOTE: Affidavit required only if service is made by person	other than a	DOMESTIC — Room 714	Wichita, Kansas 67203-3794

SUBPOENA DUCES TECUM

IN THE EIGHTEENTH JUDICIAL DISTRICT

- A. A subpoena duces tecum requires an individual or company to produce documents or records in court to aid in the trial of the case at hand.
- B. If the subpoena is directed towards a person, the usual types of service will apply. If the subpoena is directed to a company, care must be taken to ensure that the person to whom the subpoena is delivered has the authority to accept such service and to produce the required records. Note the person served and his/her title on the return.
- C. The following pages are examples of a Subpoena Duces Tecum (Business Records) and Subpoena (Business Records).

STRICT COURT, SEDGWICK COUNTY, KANSAS	74.2			
VS.				
VO.				
SUBPOENA DUCES TECUM Business Records		CASE NO		
You are commanded to produce the records listed below hefore Division			floor Sedmuick County Courthouse	
5 N. Main, Wichita, Kansas 67203 on the day of		. 19	at	
d to testify on behalf of the above named parties. Failure to comply with this si	ubpoena	may be deemed a contempt of the	court.	
Records to be produced:				
You may make written objection to the production of any or all of the rec			gection upon	
thin 10 days after service of this subpoena -OR- on or before			. 19	
a second a good MOT he produced except upon order of the court (K S & 60-2	2451			
The personal attendance of a custodian of business records and the pro-	oduction	of original records is required by the	ils subpoena. The records will not be returned	
less requested by the witness.				
		Clerk of the District Court, Sedgwick	County, Kansas	
ated, 19 (SEAL)	1			
	٬ ،	Зу		
The COURT OF			Deputy Clerk	
EASONABLE ACCOMMODATIONS WILL BE PROVIDED FOR THOSE N	LEEDING	S SPECIAL ASSISTANCE		
		RETURN		
Received this writ, 1	19	. Served the same by deliv	ering a certified copy to each person named	
ersonally, at the times following to wit :				
promainly, at the times following to wit.			19	
19			19	
erved the same by leaving a copy thereof at the usual place of residence, at the	e times fo	dlowing, to wit :	10	
19			19	
he following persons not found in Sedgwick County:				
ne following persons not found in Sedigwick County.			19	
19			19	
			Sheriff	
	1		Deputy	
		CIVIL - Room 616	**************************************	
TTORNEY FOR:		CRIMINAL - Room 714	Clerk of the District Court	
Name and Address)	14	OrnondAL - NOUIII / 14	Sedgwick County Courthouse	
		DOMESTIC - Room 714	525 North Main Wichita, Kansas 67203-3794	
		PROBATE - Boom 925	Trioning riandes of Edd of or	

THE EIGHTEENTH JUDICIAL DISTRICT				
TRICT COURT, SEDGWICK COUNTY, KAN	888		74.2	
		SUBPOENA	1.0	
		Business Records		
VS.				
		CASE NO.		
		GASE NO.	man .	
You are commanded to produce the records listed below	w before Division	floor, S	edgwick County Courthouse, 525 N. Main, Wichita,	
		, 19 at,		
s. Fallure to comply with this subpoena may be deemed a c				
Records to be produced:				
You may make written objection to the production	n of any or all of the r	ecords listed above by serving such written o		
, attor	ney, at		within 10 days after	
e of this subpoena -OR- on or before		, 19 If such objection	is made, the records need NOT be produced except	
order of the court.				
Instead of appearing at the time and place listed above,			ecords delivers to the Clerk of the Court by mail or	
ise a true and correct copy of all the records described abo	ove and mails a copy of th	e attached affidavit to		
atatatatatatatatandat			within 10 days after the receipt of this subpoens.	
of copying are advanced. The copy of the records will not be returned unless requinated to the copy of the records will not be returned unless requinated to the copy of the	ested by the witness.	3		
IERICANS WITH DISABILITIES ACT.	(SEAL)	Clerk of District Court, Sedgwick Court	ity, Kansas	
	18 OFVE	\$ <i>I</i>		
	12	P _N		
. 19	County 1	-,	Deputy Clerk	
	eurn	IFF 'S RETURN		
Received this writ		19 Served the same by delive	ring a contifical copy to such company named	
nally, at the times following to wit :		. Served the same by denve	mily a common copy to each person named	
many, at the united following to wit.	19		19	
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the same by leaving a copy thereof at the usual pl				
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llowing persons not found in Sedgwick County:				
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			Sheriff	
			Sneriii	
			Deputy	
RNEY FOR:				
MNET FUN:	1 1	II I CIVII - Room 616		
			Clerk of the District Court	
ne and Address)		CRIMINAL - Room 714	Sedgwick County Courthouse	
ee and Address)		CRIMINAL - Room 714	Sedgwick County Courthouse 525 North Main	
ee and Address)		CRIMINAL - Room 714	Sedgwick County Courthouse	

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