

## HOW TO PROCESS THE MEDIATED AGREEMENT OR PARENTING PLAN

- \_\_\_ 1. If you have an attorney, you may have your attorney review and sign the Mediated Agreement or Parenting Plan.
- \_\_\_ 2. Make copies of the Mediated Agreement or Parenting Plan once both parties and any attorney have signed the Mediated Agreement or Parenting Plan. Make enough copies for you, the other parent, the mediator and any attorneys.
- \_\_\_ 3. Prepare self-addressed envelopes for yourself, the other party, the mediator and any attorneys.

### If Processing Only a Parenting Plan:

Because the Parenting Plan contains a signature line for the judge, you do not need a separate order approving the Parenting Plan.

- \_\_\_ 4. Take the original Parenting Plan, copies of the Parenting Plan and self-addressed envelopes to the administrative assistant for the division assigned to your case at the Judicial Building, 111 East 11<sup>th</sup> Street, Lawrence, KS.

Each parent will receive in the mail a file-stamped copy of the Parenting Plan. Copies will be provided to the mediator and any attorneys with the envelopes that you have provided.

### If Processing a Mediated Agreement:

The judge assigned to your case must approve your Mediated Agreement.

- \_\_\_ 4. Both parties and their attorneys, if applicable, must sign the Order Approving Mediated Agreement where indicated.
- \_\_\_ 5. Make copies of the Order Approving Mediated Agreement (one for you, the other party, the mediator and any attorneys).
- \_\_\_ 6. Paper clip together the *original* Order Approving Mediated Agreement and *original* Mediated Agreement. Once approved these original documents will be filed in the court file in the office of the District Court Clerk.
- \_\_\_ 7. Paper clip the *copies* together. You will have sets each consisting of the Mediated Agreement and Order Approving Mediated Agreement. Mark one copy for yourself, the other parent, the mediator, and any attorneys.
- \_\_\_ 8. Take the self-addressed envelopes plus the original and sets of copies of the Order Approving Mediated Agreement with attached Mediated Agreement to the administrative assistant for the division assigned to your case at the Judicial Building, 111 East 11<sup>th</sup> Street, Lawrence, KS.

Each parent will receive in the mail a file-stamped copy of the Order Approving Mediated Agreement with the Mediated Agreement attached. Copies will be mailed to the mediator and any attorneys with the envelopes that you have provided.

**IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS**

In the Matter of:	)	
	)	
_____ ,	)	
Petitioner,	)	Case No. DG _____
and	)	Division _____
	)	
_____ .	)	
Respondent.	)	

**ORDER APPROVING MEDIATED AGREEMENT**

**NOW ON** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the above-captioned matter comes before the Court for approval of the parties mediated agreement.

\_\_\_\_\_ Petitioner appears in person pro se.

\_\_\_\_\_ Petitioner appears in person and by counsel, \_\_\_\_\_.

\_\_\_\_\_ Respondent appears in person pro se.

\_\_\_\_\_ Respondent appears in person and by counsel, \_\_\_\_\_.

There are no other appearances.

**WHEREUPON**, the Court having reviewed the file and being advised in the premises finds the parties' attached mediated agreement should be approved and entered as an order of this court.

**IT IS THEREFORE ORDERED** that the attached mediated agreement of the parties is hereby approved and shall be entered as an order of this Court.

\_\_\_\_\_  
JUDGE OF THE DISTRICT COURT

c:

Petitioner \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

Petitioner Attorney \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

Respondent \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

Respondent Attorney \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_