



For Office Use Only

CIVIL INFORMATION SHEET

The civil information sheet neither replaces nor supplements the filing and service of pleadings or other papers as required by law. This form is required for use by the Clerk of the District Court for the purposes of initiating the civil docket sheet. This information will not be available to the public and this document will be stored in a separate location from the case file and then destroyed within a reasonable time. A new case **will not be accepted** without a cover sheet attached. (THIS FORM MUST BE TYPED OR PRINTED LEGIBLY). This form can be found at www.kscourts.org.

NATURE OF SUIT

SMALL CLAIMS

SERVICE BY: PROCESS SERVER/ATTORNEY SHERIFF IN STATE _____ SHERIFF OUT OF STATE _____
County State and County

SHERIFF'S PROCESS FEE ATTACHED YES NO

PLAINTIFF INFORMATION
(ATTACH ADDITIONAL SHEET, IF NECESSARY)

DEFENDANT INFORMATION
(ATTACH ADDITIONAL SHEET, IF NECESSARY)

NAME: _____
ADDRESS: _____
PHONE: _____ SEX: _____
SSN: _____ DOB: _____
DL OR STATE ID NO: _____
State and Number
ALIAS NAMES USED: _____

NAME: _____
ADDRESS: _____
PHONE: _____ SEX: _____
SSN: _____ DOB: _____
DL OR STATE ID NO: _____
State and Number
ALIAS NAMES USED: _____

ADDITIONAL CIVIL PARTY INFORMATION
Complete only if there are additional parties to the case

PLTF/SUB/DEF/OTHER PTY INFORMATION (CIRCLE ONE)
(ATTACH ADDITIONAL SHEET, IF NECESSARY)

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IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS
Small Claims Division

Clerk's Use Only

Case No. _____ **SC** _____

Plaintiff Phone No.

Address, City, State, Zip Code

VS.

Defendant Phone No.

Address, City, State, Zip Code

- INSTRUCTIONS TO PLAINTIFF:**
1. State the claim you have against defendant in the space provided. Be clear and concise. You must file the original and 2 copies of this petition.
 2. Your total claim against defendant may not exceed \$4000.00 not including interest, costs and any damages awarded under KSA 1989 Supp. 60-2610. If you are seeking the recovery of personal property, the value of that property shall be based on your estimate of its value under oath.
 3. You must be present in person at the hearing in order to avoid default judgment against you on any claim defendant may have which arises out the transaction or occurrence which is the subject of your claim.
 4. You must make demand for judgment in one or both of the spaces provided.
 5. Neither you nor the defendant is permitted to appear with an attorney at the hearing.
 6. You may not file more than 20 petitions under the small claims procedure act during any calendar year.
 7. You should keep the court informed of any changes in your address or phone number.
 8. After completing this form, you must subscribe to the oath below.

PETITION
PURSUANT TO CHAPTER 61 OF THE KANSAS STATUTE ANNOTATED

STATEMENT OF CLAIM: I, _____, having read the above instructions, hereby assert the following claims against the Defendant(s):

- DEMAND FOR JUDGMENT: Based on the claim stated above, judgment is demanded against defendant as follows:
1. Payment of \$_____, plus interest and any damages awarded under KSA 1989 supp. 60-2610.
 2. Recovery of the following described personal property, plus costs:_____.
This personal property has an estimated value of \$_____.

OATH: I, _____, hereby swear that, to the best of my knowledge and belief, the foregoing claim asserted against defendant (including the estimated value of any property sought to be recovered) is a just and true statement, exclusive of any valid claim or defense which defendant may have.

Plaintiff (Signature)

Subscribed and sworn before me this _____ day of _____, 20____.

My commission expires: _____

Deputy Clerk of District Court/ Notary Public

