

IN THE DISTRICT COURT OF \_\_\_\_\_ COUNTY, KANSAS

*In the Matter of the Marriage of*

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

Case No. \_\_\_\_\_

**REQUEST AND SERVICE INSTRUCTION FORM**

To: Clerk of the District Court

The Clerk of the Court will issue a Summons and Petition in the above entitled action for the above named non-filing spouse. You are hereby instructed to effect service, as follows:

- a. *Personal Service inside Kansas* – Service through the office of the Sheriff of \_\_\_\_\_ County, State of Kansas, other than by certified mail.
- b. *Certified Mail Service inside or outside Kansas* – Certified mail service by the undersigned, who understands that the responsibility for obtaining service and effecting its return shall be on the undersigned. The receipt for certified mail service (green card) must be filed with the Clerk’s office before service can be perfected.
- c. *Certified Mail Service inside or outside Kansas* – Certified mail service by the office of the Sheriff of \_\_\_\_\_ County, State of Kansas, AT THE EXPENSE OF THE PETITIONER. The undersigned understands that the responsibility for obtaining service and effecting its return shall be on the Sheriff.
- d. *Personal Service outside Kansas* – Out of state service by service through the Sheriff of \_\_\_\_\_ County, State of \_\_\_\_\_ (other person’s location) by other than certified mail, which the PETITIONER MUST ARRANGE WITHOUT ASSISTANCE OF THE COURT.
- e. *Service by publication* – Service using the process set out in K.S.A. 60-307.
- f. No service required as my spouse will complete a Voluntary Entry of Appearance.

\_\_\_\_\_  
Name (Print): \_\_\_\_\_  
Address 1: \_\_\_\_\_  
Address 2: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
FILING SPOUSE