

Please read directions completely

Pro Se Motion For Rehearing before the Hearing Officer

If you wish to have a rehearing before the Hearing Officer, you must complete (typed or black ink) the Motion for Rehearing and specify the reason(s) that justify the rehearing.

File the original Motion with the Clerk of the District Court. The Clerk of the District Court will file-stamp the original and all copies and keep the original. A file stamped copy must go to the Hearing Officer Office.

Clerk of the District Court will file stamp all copies and keep the originals
Clerk of the District Court is open Monday-Friday, 8:00-5:00
100 North Kansas Avenue
2nd floor, Courthouse
Olathe, Kansas 66061

The Hearing Officer will review your motion and either grant or deny the motion.

If granted: You will be given a rehearing date/time and notice will be sent to you and the other party and their attorney of record by the Hearing Officer's Office.

If denied: Written notice will be sent to you and the opposing party and their attorney of record by the Hearing Officer's Office.

If you wish to appeal this decision, you may request by written notice a de novo hearing before the Judge of original assignment. (See below)

Local Court Rule 26: Final Judgment. An order of the Hearing Officer which is approved by a Judge of the District Court and filed with the Clerk of the District Court shall become a final judgment of the district court unless a party requests either (1) a rehearing before the Hearing Officer or (2) a review hearing before the District Judge pursuant to Supreme Court Rule 172(h). The request shall be by written motion filed within 14 days of the filing of the judgment and served counsel for all parties, on all pro se parties, and on the District Court Trustee Office.

Motion for rehearing shall be served upon counsel for all parties, on all pro se parties, and on the District Court Trustee Office. A motion for rehearing shall be summarily granted or denied by the Hearing Officer within 10 days of the filing of the motion. The moving party shall have 14 days following the filing of an order denying rehearing to request a review hearing before the assigned district Judge.

Service Methods:

- 1. Service by US Mail**-Postage pre-paid, to opposing parties at last known address by the undersigned pro se litigant.
- 2. Certified mail service by the undersigned Pro Se Litigant** - Return of service for Certified Mail Form, must be filed with the Clerk of the Court after green card is returned and before court date.
- 3. Personal service by the Johnson County Sheriff's Office**-party to be served must live/work in Johnson County Kansas. The Clerk of the District Court will issue the paperwork (two copies) to the Sheriff's Office.
- 4. Certified mail service by Johnson County Kansas Sheriff's Office** -party to be served must live/work in the State of Kansas. The Clerk of the District Court will issue the paperwork to the Sheriff's Office.
- 5. Service by Sheriff's Office (outside the State of Kansas)** - You will need to call the Sheriff's office in the county where you want service completed and find out the cost of civil service of paperwork. A personal check/ money order must accompany your paperwork at the time of filing, made out to that Sheriff's Office. The Clerk of the District Court will then issue the paperwork and personal check/money order to that Sheriff's Office.

It is up to you to get the correct papers filed, and proper service completed, in order for your case to go forward on its assigned hearing date and time. Be advised, the Hearing Officer can dismiss the motion for lack of proof of service.

09/2016

IN THE DISTRICT COURT OF JOHNSON COUNTY, KANSAS
CIVIL COURT DEPARTMENT

IN THE MATTER OF

Petitioner

and

Respondent

Case #

Division #

Chapter 60
Hearing Room 334/336

MOTION FOR REHEARING BEFORE THE HEARING OFFICER

The Petitioner Respondent moves the court to rehear the motion previously heard on _____ for the following specific reasons:

Signed By

Name _____

Address: _____

e-mail address:

Phone #:

IN THE DISTRICT COURT OF JOHNSON COUNTY, KANSAS
CIVIL COURT DEPARTMENT

IN THE MATTER OF

Petitioner

and

Respondent

Case #

Division #

Chapter 60
Hearing Room 334/336

REQUEST AND SERVICE INSTRUCTION FORM

To: Clerk of the District Court-the following forms are filed herewith for service: (check all applicable forms to be served)

Motion for Rehearing before the Hearing Officer

Other _____ List name of form to be served

Name of person to be served: _____

Address for service is: _____

Service is requested by one of the following methods:

Service by US Mail-postage pre-paid, to opposing parties at last known address by undersigned pro se litigant.

Certified mail service by the undersigned pro se litigant, who understands that the responsibility for obtaining service shall be their own. The return of service (green card) must be filed with the Clerk of the District Court prior to hearing date.

Personal service by the Sheriff of Johnson County, Kansas (party to be served, must live or work in Johnson County, Kansas).

Certified mail service by the Sheriff of Johnson County, Kansas (party to be served, must live or work in the State of Kansas).

Personal service (other than Johnson County) through the Office of the Sheriff of _____ County, State of
Personal check/money order made payable to that Sheriffs office must accompany paperwork.

Signed By

Address: _____

e-mail address: _____

Phone #: _____

IN THE DISTRICT COURT OF JOHNSON COUNTY, KANSAS
CIVIL COURT DEPARTMENT

IN THE MATTER OF

Petitioner

and

Respondent

Case #

Division #

Chapter 60

RETURN OF SERVICE FOR CERTIFIED MAIL

STATE OF KANSAS COUNTY OF JOHNSON

The undersigned pro se litigant being duly sworn, state: I have served a Motion for rehearing before the Hearing Officer on the

Petitioner Respondent Attorney on record and the following Return for Receipt of Service was served certified mail on _____ (date) at the time and place listed on the attached green card.

When you receive the signed green card from the Petitioner/Respondent/attorney of record, tape it here and file this form with the Clerk of the District Court Office prior to hearing.

Signed By

Subscribed and sworn to before me on this _____ day of _____, 20_____

My appointment expires: _____ Notary Public _____