

-Please Read Directions Completely-

Pro Se Motion

Note: Do not use this form if you want to INCREASE or DECREASE your child support or maintenance, use the Motion to Modify WITH DRA. Do not use this form for a change of custody.

1. **Fill out completely:** The motion form. (typed or black ink)
2. **Obtain hearing date and time:** Upon completion of all forms, please bring forms to the Hearing Office, Johnson County Courthouse, 3rd floor, room 335, to obtain a hearing date and time before filing your forms with the Clerk of the Court. If you live out of state, contact the Hearing Office regarding a hearing date at 913-715-3668 or 913-715-3669
3. **Complete Notice of Hearing and Certificate of Mailing:** The notice is located on page two (2) of the motion. The Certificate of Mailing is located on page two (2) of the document and is used to certify the date you will be mailing copies of the filed documents (the actual date you put them in the mail addressed to the other party). If the motion cannot be mailed until after the date of filing, please obtain a certificate of service from the Hearing Office to complete upon service and leave the Certificate of Mailing blank.
4. **File with the Clerk of the Court:** Upon receiving a hearing date, take the original and at least three (3) copies of the motion to the Clerk of the Court located on the second floor of the Courthouse. The Clerk will file stamp the copies and file the original into the record. If you live out of state, please contact the Clerk's office at 913-715-3400 for alternative filing options.
5. **Mail a copy of the documents to the other party:** A copy of the motion and notice of hearing must be served on the other party prior to the hearing. The preferred method of service is to mail to the opposing party at their last known address whether they reside in this state or another. Service must be completed at least five (5) days prior to hearing date (excluding weekends and holidays), so documents must be mailed no later than eight (8) days prior to the hearing.

The Clerk of the District Court will file stamp all copies and keep the original.

The Clerk of the District Court is open Monday-Friday, 8:00 – 5:00
100 North Kansas Avenue 2nd floor, Olathe, Kansas 66061

In addition to the preferred method of service listed above, service may be made on the other party by any method found in K.S.A. 60-205 and a certificate of service may be obtained in the hearing office of the help center. A copy of the documents may also be emailed to the opposing party. **Email alone will not count as service on the other party but may help to provide actual notice of the scheduled hearing.**

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.

NO DRA

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

In the Matter of

_____, Petitioner Case No.: _____

And _____ Division: _____

_____, Respondent

MOTION TO/FOR _____

Comes now _____ and moves the court to/for
(Your Name)

_____ and in support of said motion states:
(List all reasons you believe your motion should be granted)

WHEREFORE, _____ moves the Court to grant
(Your name)
their request and for any other relief the Court deems warranted.

Your Signature: _____

Print Your Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Case No.: _____

NOTICE OF HEARING

Please take notice that the above motion has been set for hearing before the Hearing Officer at the Johnson County Courthouse, 100 N Kansas Ave, Room 334/336, Olathe, Kansas 66061.

Date: _____ Time: _____

CERTIFICATE OF SERVICE AND MAILING

I certify that on this _____ day of _____, 20____, I sent a true copy of this Motion and Notice of Hearing by depositing them in the United States mail, postage prepaid addressed to:

(Name and address of the other party)

and

(Name and address of the other party's attorney, if any)

and

(DCF Child Support Services) – if the current child support order is being enforced by that entity

Your Signature: _____

Name (Print): _____