

**PRO SE DOMESTIC CASE GUIDELINES
FOR NEW DIVORCE PETITIONS AND PRO SE MOTIONS
Franklin County District Court
301 S. Main
Ottawa, KS**

Please read the below information carefully, which provides answers to commonly asked questions for proceeding in Franklin County District Court without an attorney. Failure to comply with proper legal procedures could result in dismissal of your case.

FILING PLEADINGS: File all pleadings with the Franklin County Clerk of District Court. Any filing fees must be paid at the time of filing. Your name, address and telephone number must be listed on all your documents, as well as the name, address and telephone number of the opposing party. Pleadings will be reviewed by the Judge for compliance of proper legal procedure. The Judge's assistant will mail you written notice of your hearing date.

PRO SE DIVORCE PETITIONS: All petitions for divorce filed must include a Domestic Relations Affidavit. Your name, address and telephone number must be listed on your petition, as well as the name, address and telephone number of the respondent. Divorce pleadings will be reviewed by a Judge approximately 60 days from filing date. Kansas approved divorce forms are available at this website: <http://www.kansasjudicialcouncil.org/DivorceForms.shtml>. The Judge's assistant will mail you written notice at the appropriate time concerning your hearing date. Current addresses on file for both parties are essential for receiving hearing information in the mail on your case.

OTHER MOTIONS: Any motions asking for relief (child support, custody, etc.) must be served on the opposing party. Your case number and both parties names/addresses must appear on the motion, in proper form. Proof of service on the opposing party must be filed in the court file before any hearing date will be scheduled with the Judge. **If you are making a request for child support, you must file a Child Support Worksheet under the Kansas Child Support Guidelines.** See the 4th Judicial District website for child support worksheet information: www.franklincoks.org/4thdistrict/index

HEARING DATES: Your motion/petition will be reviewed by a Judge for compliance of Kansas Supreme Court Rules. No hearings will be scheduled without proof of service being filed in your court file. Failure to provide proof of service on the opposing side could result in your motion/petition being dismissed for lack of service.

ADDRESS CHANGES: ALL address changes must be filed in writing in your court file. No address changes will be taken over the telephone for security/identification reasons. All District Court communication regarding hearing dates will be mailed to the last known address in the court file. It is essential to keep your address information current, in writing, to receive all mailed information from District Court.

TELEPHONE INQUIRIES: District Court staff will not release information on any case inquiry by telephone call. You may appear in person to review the court file to check the status of your case. Office hours are 8 a.m. to 4 p.m., (closed for lunch between 12 p.m. to 1 p.m.).

LEGAL ASSISTANCE: Representing yourself in court without an attorney can be challenging and complex. District Court staff cannot give you legal advice if you choose to represent yourself during a court proceeding. Enclosed is a legal resource information sheet which provides Kansas legal websites that include access to valid legal forms and low cost legal services for Kansas residents. **Divorce proceedings are a significant legal undertaking that have long term ramifications. You would be well advised to seek the advice and services of an attorney licensed to practice law in the State of Kansas.**