

IN THE \_\_\_\_\_ JUDICIAL DISTRICT  
DISTRICT COURT OF \_\_\_\_\_ COUNTY, KANSAS  
[SITTING AT \_\_\_\_\_]  
*(Name of city, if more than one court location in county)*

\_\_\_\_\_, )  
Plaintiff, )  
V ) Case No. \_\_\_\_\_  
\_\_\_\_\_, )  
Defendant. )

Proceeding Pursuant to K.S.A. Chapter 60

**SUMMONS**

To: \_\_\_\_\_,  
*(Defendant's name)*

A civil lawsuit has been filed against you.

Within 21 days after service of this summons on you (not counting the day you received it), you must serve on the plaintiff an answer to the attached petition or a motion under K.S.A. 60-212. Under Kansas Supreme Court Rule 113, you may seek from the clerk of the court an extension of up to 14 additional days to serve and to file an answer or a K.S.A. 60-212 motion.

If you fail within 21 days to serve and to file an answer or a K.S.A. 60-212 motion or obtain a Rule 113 extension, the court may enter default judgment against you for the relief demanded in the petition. If you were served outside of Kansas, however, the court may not enter default judgment against you until at least 30 days after service of this summons.

The answer or K.S.A. 60-212 motion must be served on the plaintiff's attorney, or the plaintiff if plaintiff has no attorney, at the following address:

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*(Attorney's name or Plaintiff's name)*

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*(Attorney's address or Plaintiff's address)*

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You also must file your answer or K.S.A. 60-212 motion with the court.

When you file an answer, you must state as a counterclaim(s) any related claim(s) that you may have against the plaintiff. If you fail to do so, you will thereafter be barred from making such claim(s) in any other action.

Date \_\_\_\_\_

Clerk of the District Court.

Clerk's Seal

By \_\_\_\_\_  
Clerk or Deputy

**RETURN OF SERVICE OF SUMMONS ON AN INDIVIDUAL**

I certify that I served a copy of this summons and a copy of the petition and

\_\_\_\_\_ *(Insert name of any other documents served)*

on \_\_\_\_\_ in the following manner:  
*(Name of defendant)*

\_\_\_\_\_(1) **Personal Service** - on the \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_, by delivering or offering to deliver the documents to the above-named person;

\_\_\_\_\_(2) **Residence Service** - on the \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_, by leaving the documents at the dwelling or usual place of abode of the above-named person, with some person of suitable age and discretion who resides there;

\_\_\_\_\_(3) **Residence Service** - on the \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_, by leaving a copy of the documents at the dwelling or usual place of abode of the above-named person and mailing to that person by first-class mail a notice that the copy has been left at the individual's dwelling or place of abode;

\_\_\_\_\_(4) **Return Receipt Delivery** - by causing to be delivered on the \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_, the documents by return receipt delivery to the above-named person at the following address: \_\_\_\_\_ with delivery being made by the following person or entity: \_\_\_\_\_. A copy of the return receipt evidencing delivery is attached to this Return of Service.

\_\_\_\_\_(5) **Return Receipt Delivery Refused** - by mailing on the \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_, the documents by first-class, postage prepaid, to the above-named person at the following address: \_\_\_\_\_.

\_\_\_\_\_(6) **Other Method of Service** - \_\_\_\_\_ *(Describe other method of service allowed by law)*

\_\_\_\_\_(7) **No Service.** The above-named person was not served for the following reason(s): \_\_\_\_\_.

**CERTIFICATION OF  
RETURN ON SERVICE OF SUMMONS**

**Service by  
Law Enforcement Officer**

I declare under penalty of perjury, as provided in K.S.A. 21-3805, that the foregoing Return on Service of Summons is true and correct.

Executed on \_\_\_\_\_, 2\_\_\_\_.

\_\_\_\_\_  
(Signature of Officer)

\_\_\_\_\_  
(Title of Officer)

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**Service Outside State  
Affidavit of Service**

STATE OF \_\_\_\_\_ )  
  ) ss.  
COUNTY OF \_\_\_\_\_ )

I, \_\_\_\_\_, am authorized to serve process in civil actions in the state of  
          (name)  
\_\_\_\_\_  
(state)

I declare under penalty of perjury under the laws of the state of Kansas that the foregoing Return on Service of Summons is true and correct.

Executed on \_\_\_\_\_, 2\_\_\_\_.

\_\_\_\_\_  
(Signature of Person Authorized to Administer Oaths)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

\_\_\_\_\_  
(Signature of Person Authorized to Administer Oaths)

**Service by a Person other than a Law Enforcement Officer in Kansas**

**Affidavit of Service**

STATE OF KANSAS          )  
  ) ss.  
COUNTY OF \_\_\_\_\_)

I, \_\_\_\_\_, swear or affirm that the foregoing Return on Service  
                                  (name)  
of Summons is true and correct.

Executed on \_\_\_\_\_, 2\_\_\_\_.

\_\_\_\_\_  
*(Signature of Person Service Process)*

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

\_\_\_\_\_  
*(Signature of Person Authorized to Administer Oaths)*