

**KANSAS DISTRICT COURT  
Third Judicial District**

Stacy Pletcher, Clerk of the District Court  
Shawnee County Courthouse  
200 S.E. 7th, Suite 209  
Topeka, Kansas 66603-3968  
Phone (785) 251-6700  
Fax (785) 251-4911

**MEMO FROM THE LIMITED ACTIONS DEPARTMENT**  
**(For Pre-Judgment Matters)**

A case has been filed against you in the District Court. Enclosed are the following: a Petition filed on this case, a Summons, and a blank Pre-Judgment Information Sheet and Answer form.

**YOU WILL NOT APPEAR IN PERSON** at the date, time, and place on the Summons. Instead, you will simply fill out and return the blank Pre-Judgment Information Sheet and Answer form to the Court. There are two ways to do this: 1) fill out the enclosed Pre-Judgment Information Sheet and Answer form and return it to the Court by mail, fax, or to the drop box in the parking lot south of the courthouse; or 2) fill out the Pre-Judgment Information Sheet and Answer form on the Court's website at <https://form.jotform.com/201626183438051> and submit it electronically by following the directions on the form.

**YOU MUST RETURN THE PRE-JUDGMENT INFORMATION SHEET AND ANSWER FORM TO THE DISTRICT COURT ON OR BEFORE YOUR SCHEDULED HEARING DATE. THE SUBMITTED FORM IS YOUR APPEARANCE AND YOUR ANSWER.**

If you do not return the form before your scheduled hearing date, default judgment will be entered against you.

If you return the form, and if you agree to the entry of judgment against you, judgment will be entered against you. You may at your option contact the attorney listed for the Plaintiff to make arrangements for payment of this debt.

If you return the form, and if you disagree with the allegations against you, you must explain why in the space provided on the form. Once the Court receives the form, your case will be set for a pre-trial hearing or for trial. You will receive a Notice of Hearing for the pre-trial or trial and must appear as instructed for that later court date.

**Please contact the Limited Actions Department at 785-251-6710 if you have questions about your case or these forms.**