GENERAL INSTRUCTIONS FOR THOSE ASKING FOR A PROTECTION FROM ABUSE ORDER

NOTICE

The protection from abuse process is designed to provide quick and immediate protection. However, the process may require time, expertise, or more than one hearing. If you have questions, you should ask for help from an attorney or victim services advocate. The Kansas Crisis Hotline (1-888-363-2287) or Kansas Legal Services (1-800-723-6953) may be able to help you find an attorney or advocate.

These are basic forms and they do not cover every situation. The Clerk of the District Court cannot help you with these forms. The clerk cannot give legal advice to you or tell you about your rights or responsibilities. The clerk can only provide very limited information about the protection order process. You can find more information about protection from abuse at

<u>http://www.kcsdv.org/resources/brochures/criminal-justice/pfa.html;</u> and <u>https://www.kansaslegalservices.org/node/2036/pfa-tips-tricks-part-1-preparing-your-pfapfs</u>.

- 1. You may ask for a protection from abuse order:
 - a. For yourself; or,
 - b. For yourself and a minor child(ren); or,
 - c. For only a minor child(ren).

You may file on behalf of a minor child if:

- a. You are the child's parent; or
- b. You are an adult residing with the child; or
- c. You are the child's court-appointed legal custodian or guardian.
- 2. Each person for whom protection is sought must be in (or have been in) an "intimate partner or household member" relationship with the defendant.

"Intimate partner or household member" relationship means:

- a. Persons who are in a dating relationship (a social relationship of a romantic nature); or,
- b. Persons who have been in a dating relationship; or,
- c. Persons who live together; or,
- d. Persons who have lived together; or,
- e. Persons who have had a child in common.

- 3. Each person needing protection must have been abused. This means that one of the following must have occurred:
 - a. The defendant physically hurt you or a minor child on purpose; or,
 - b. The defendant tried to physically hurt you or a minor child; or,
 - c. The defendant threatened to physically hurt you or a minor child; or,
 - d. The defendant engaged in any sexual contact or attempted sexual contact with you or a minor child when such person was incapable of giving consent; or,
 - e. The defendant engaged in sexual conduct (touching or sexual intercourse) with a minor child under 16 years of age.
- 4. If you meet the requirements above, you may file a **Petition for Protection from Abuse Order** with any district court. If you want your address and telephone number to remain confidential, you must complete the **Protection from Abuse Confidential Address Form** and include it with your petition.
- 5. You must notify the defendant by personal service that you have filed a **Petition for a Protection from Abuse Order**. To obtain personal service, you must fill out a **Request for Service** form, asking that the sheriff deliver the **Petition for Protection from Abuse Order** to the defendant.
- 6. If the defendant is a minor, you must complete the **Minor Defendant Addendum**. Petitions, motions and temporary protection from abuse orders filed against a minor defendant must be served by serving the minor **and**:
 - a. The minor's guardian or conservator, if any; or,
 - b. The minor's father or mother; **or**,
 - c. A person having the minor's care or control; or,
 - d. A person with whom the minor resides.

If service cannot be made upon any of these people, then service may be obtained as provided by order of the judge.

- 7. You should be available to testify at future hearings as set by the judge. If you fail to appear, the case may be dismissed. You are the one asking for the protective order, and you must convince your judge of what you claimed to be true. You may bring other evidence and call additional witnesses in support of your claim.
- 8. Your final protection order will expire after one year or on the date stated in the order unless you ask for an extension from the court before the order expires.

Extension for one year

To ask for a one-year extension, you can use the form titled "Motion to Extend Final **Protection from Abuse Order for One Additional Year.**" You must file the motion with the clerk of the district court and mail a copy of the motion to the defendant. You

must file your motion to extend the order before your order ends. It is a good idea to file the motion at least a month before your order ends because this process can take several weeks.

Extension for two or more years

If the defendant has violated a protection order or been convicted of a person felony against you or a member of your household, you may ask the court to extend the protection order for two years or longer. You can use the form titled **"Motion to Extend Final Protection from Abuse Order for Two Additional Years or Up to Life."** The motion asking to extend an order for two years or longer must be filed with the clerk of the district court and then personally served on the defendant. The court must hold a hearing where the defendant may appear, present evidence, and question witnesses. You must file your motion to extend the order before your order ends. It is a good idea to file the motion at least a month before your order ends because this process can take several weeks.

9. If you are the defendant and you want to ask for a protection from abuse order against the plaintiff, you must meet all the requirements in paragraphs one (1) through three (3) above, and then you may file a written counter-petition.

10. *Child Support*

If you decide to ask the court to order or modify child support, it is highly recommended that you get the advice of an attorney. In order for the court to order or modify child support, you must complete a **Domestic Relations Affidavit** and a **Child Support Worksheet** and attach them to the **Petition for Protection from Abuse**. If the court grants child support, the court will complete the Child Support Addendum and attach it to the **Final Protection from Abuse Order**. You will then need to complete a **Kansas Payment Center Form**, attach it to a copy of the **Final Protection from Abuse Order** including the Child Support Addendum and provide it to the Clerk of the District Court.

11. *Wireless Telephone Number(s)*

You may ask the court to transfer the rights to and the billing responsibility for the wireless telephone numbers used by you and/or the children in your care from the defendant to you. If the court grants your request, the court will complete an **Order Transferring Wireless Telephone Number(s)**. You must send a copy of the file-stamped **Order Transferring Wireless Telephone Number(s)** and the **Confidential Information for Order Transferring Wireless Telephone Number(s)** to the wireless service provider's agent for service of process listed with the secretary of state.

IN THE DISTRICT COURT OF SEDGWICK COUNTY, KANSAS

_____, Plaintiff

vs.

Case No. _____

_____, Defendant

PROTECTION FROM ABUSE CONFIDENTIAL ADDRESS FORM (K.S.A. 60-3104(e))

NOTE: IF THE COURT FINDS THAT THE PLAINTIFF'S ADDRESS AND TELEPHONE NUMBER NEED TO REMAIN CONFIDENTIAL FOR THE PROTECTION OF THE PLAINTIFF OR THE MINOR CHILD(REN), THIS FORM WILL BE SHOWN ONLY TO AUTHORIZED COURT OR LAW ENFORCEMENT PERSONNEL AND WILL NOT BE DISCLOSED TO THE PUBLIC OR TO THE DEFENDANT. IT IS THE PLAINTIFF'S RESPONSIBILITY TO NOTIFY THE COURT OF ANY CHANGE IN ADDRESS OR TELEPHONE NUMBER.

Name of Plaintiff:				
Confidential Address:				
~				
Street		-		
City	State	Zip Code		

Phone Number



SERVICE COVER SHEET AND NCIC INFORMATION FORM

THIS FORM IS NOT TO BE INCLUDED IN THE PUBLIC RECORD AND SHOULD BE DESTROYED ONCE THE REQUIRED INFORMATION IS ENTERED IN THE NCIC FILE.

This information is intended to be used by law enforcement to identify the defendant for enforcement of the order and for entry into the National Crime Information Center (NCIC) database. Please fill out the information as completely and correctly as possible, be particularly careful with the dates of birth and spelling of names. PLEASE PRINT.

If there is more than one person being protected by the order (i.e. children), use the second page to provide information about each protected person.

Restrained Person/Defendant's Name:	Restrained l available inf		dant Identifier	rs: (Plea	se include all
	SEX	RACE	DOB	HT	WT
Any other name(s) Defendant has been known by:					
	HAIR	EYES	SOCIAL	SECURI	TY NUMBER
Defendant can be found at (give all available addresses):	DRIVERS	LICENSE #	DL STAT	F	DL EXP. DATE
Home Address:			DESIM	. L	DELMIDITE
	VEHICL	E MAKE	VEHICLE M	ODEL	VEHICLE YEAR
Phone number(s): Times Defendant is usually there					
Place of employment:			attoos, scars, loc		
Phone number(s): Times Defendant is usually there					
Other Address:	Does Defendant wear glasses? Yes No				
Phone number(s): Times Defendant is usually there			ossess any weap		
Protected Person's Name:	Protected P	erson's Ident	ifiers:		
Relationship to Defendant: are or have been in a dating relationship reside together or formerly resided together have a child in common	Full Date of <i>(It is impo</i>) Sex: [f Birth (mm/d ortant to inclue	ld/yyyy) <i>de the protected</i> Male	person'	s full date of birth)

SERVICE COVER SHEET AND NCIC INFORMATION FORM

Other Protected Persons Information

Protected Person's Name:	Protected Person's Identifiers:
Relationship to Defendant: are or have been in a dating relationship reside together or formerly resided together have a child in common	Full Date of Birth (mm/dd/yyyy) (It is important to include the protected person's full date of birth) Sex: Female Male Race
Protected Person's Name:	Protected Person's Identifiers:
Relationship to Defendant: are or have been in a dating relationship reside together or formerly resided together have a child in common	Full Date of Birth (mm/dd/yyyy) (It is important to include the protected person's full date of birth) Sex: Female Male Race
Protected Person's Name:	Protected Person's Identifiers:
Relationship to Defendant: are or have been in a dating relationship reside together or formerly resided together have a child in common	Full Date of Birth (mm/dd/yyyy) (It is important to include the protected person's full date of birth) Sex: Female Male Race
Protected Person's Name:	Protected Person's Identifiers:
Relationship to Defendant: are or have been in a dating relationship reside together or formerly resided together have a child in common	Full Date of Birth (mm/dd/yyyy) (It is important to include the protected person's full date of birth) Sex: Female Male Race
Protected Person's Name:	Protected Person's Identifiers:
Relationship to Defendant: are or have been in a dating relationship reside together or formerly resided together have a child in common	Full Date of Birth (mm/dd/yyyy) (It is important to include the protected person's full date of birth) Sex: Female Male Race

IN THE DISTRICT COURT OF **<u>SEDGWICK</u>** COUNTY, KANSAS

Plaintiff

Case No.

vs.

Defendant

Petition Pursuant to K.S.A. Chapter 60

PETITION FOR PROTECTION FROM ABUSE ORDER

(K.S.A. 60-3101 et seq.)

1. Plaintiff seeks an order for protection from abuse: *(check and fill out either a, b, or c)*

a. 🗌 For Plaintiff Only

(Kansas law requires a former or current relationship which may be established by any one of the following options.)

Plaintiff and Defendant:

____ are in a dating relationship

were formerly in a dating relationship

reside together in the same residence

formerly resided together in the same residence

] have a child in common

OR

b. For Plaintiff and minor child(ren)

Plaintiff is:

the parent of the child(ren)

an adult who resides with the child(ren)

] the child(ren)'s court appointed legal custodian

the child(ren)'s court-appointed legal guardian.

(Kansas law requires a former or current relationship which may be established by any one of the following options.)



Plaintiff a	nd Defendant:		
a	re in a dating re	elationship	
v	vere formerly in	a dating relationship	
r	eside together in	n the same residence	
$\prod f$	ormerly resided	together in the same residence	2
	ave a child in c		
The minor	child(ren) and	Defendant:	
r	eside together in	n the same residence	
f	ormerly resided	together in the same residence	3
Plaintiff asks for	protection for t	he following minor child(ren):	
(give full names	and year of birt	(h)	
NAME	YOB	PARENT'S NAME	PARENT'S NAME

OR

c. Only for the minor child(ren)

Plaintiff is:

the parent of the child(ren)

an adult who resides with the child(ren)

the child(ren)'s court appointed legal custodian

] the child(ren)'s court-appointed legal guardian.

(Kansas law requires a former or current relationship which may be established by any one of the following options.)

Minor child(ren) and Defendant:

are in a dating relationship

were formerly in a dating relationship

reside together in the same residence

formerly resided together in the same residence

have a child in common

NAME	YOB	PARENT'S NAME	PARENT'S N
Defendant can be s	erved at: (please	provide all available address	ses)
HOME: street		city	
state	_ zip code	phone number	
times whe	en defendant is us	sually there	
WORK: street		city	
state	_ zip code	phone number	
times when	n defendant is us	ually there	
OTHER: street		city	
state	_ zip code	phone number	
times when	n defendant is us	ually there	
If the defendant is a	a minor, a Minor	Defendant Addendum is atta	ched.
 caused Plain placed Plain caused the r child(ren) b placed the n engaged in a without con engaged in a child(ren) w consent. engaged in a not the spou 	ntiff bodily injury utiff in fear of imm ninor child(ren) b odily injury ninor child(ren) in any sexual contact sent or when the any sexual contact vithout consent of any of the follow:	use because Defendant: (<i>chec</i> y or attempted to cause Plaint minent bodily injury by threa bodily injury or attempted to n fear of imminent bodily inju- et or attempted sexual contact Plaintiff was incapable of given et or attempted sexual contact r when the minor child(ren) with ing acts with a minor under 1 sexual intercourse or lewd for	iff bodily injury tening Plaintiff cause the minor ury t with the Plaintiff ving consent. t with the minor was incapable of g 6 years of age who

5. Describe why you are asking for a protection from abuse order and include specific facts:

ttach more pa	ges as neede	ed.)		

6. Plaintiff requests that Plaintiff's **address and/or telephone number** remain confidential for the following reason(s): (*complete if applicable*)

(If Plaintiff requests that Plaintiff's address remain confidential, Plaintiff must complete the Protection from Abuse Confidential Address Form and include it with this petition.)

7. Plaintiff requests that the court issue an ex parte Temporary Order of Protection and Final Order of Protection restraining defendant from:

abusing, molesting or interfering with the privacy or rights of the protected person(s)

entering or coming on or around the premises or the residence of the protected

person(s) located at:

and the workplace located at: _____

(Give address or other description of residence and workplace from which Defendant is to be excluded. DO NOT include the residential address if Plaintiff is requesting that Plaintiff's residential address is to remain confidential.)

8.	Plaintiff states the resid	dence is:
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jointly owned or rented and jointly occupied by Plaintiff and Defendant
owned or rented by Plaintiff

owned or rented by Defendant only

owned or rented by someone else (explain)

not applicable because Plaintiff and Defendant do not live together.

Plaintiff requests the court order that the defendant immediately move from and not return to the residence, and that law enforcement officers be directed to remove Defendant from the residence, located at:______

- 9. Plaintiff requests that the court issue an ex parte order of temporary custody of the minor child(ren) and has attached a completed UCCJEA form.
 - **a**. Defendant's parentage of the following child(ren) has NOT been established and Defendant has no right to custody or parenting time with the following child(ren):
 - **b.** Defendant's parentage of the following child(ren) has been established and the Plaintiff requests the following custody and parenting time orders concerning the following child(ren):

Plaintiff requests the following orders:

i. Temporary legal custody *(decision-making)* and residency of the minor child(ren) be:

Joint legal custody (*decision-making*) between Plaintiff and Defendant until this order expires.

OR

Sole legal custody (*decision-making*) granted to
 Plaintiff
 Defendant until this order expires.

ii. Rights of temporary parenting time as follows:Defendant shall have no parenting time.

	OR Defendant shall have supervised parenting time as follows:
	OR Plaintiff and Defendant shall have parenting time as described in the attached parenting plan.
	iii. Plaintiff and Defendant shall exchange the minor child(ren) for parenting time at:
10.	The court should give copies of orders to the appropriate law enforcement agencies; set a date, time and hearing on this matter; and issue summons to Defendant notifying Defendant of this action and the relief requested.
11.	After a hearing, the court should issue a Final Order of Protection from Abuse prohibiting Defendant from committing any acts of abuse against the protected person(s), and order the following additional relief: (<i>check all that apply</i>)

 - ····································
suitable alternate housing for Plaintiff and minor child(ren)

- custody of the minor child(ren) (UCCJEA form completed)
- child support
- support of spouse
- possession of personal property, and the assistance of law enforcement
 - officers in securing that property, if necessary
- attorney's fees, if represented by counsel, and costs
- counseling for Defendant
- the transfer of the rights to and billing responsibility for the wireless telephone number of **Plaintiff and/or minor child(ren)** in the care of Plaintiff

other, please specify: _____

12. The following legal actions have been filed between Plaintiff and Defendant or involving the minor child(ren): (check case type, give county filed in, and give case number and date filed, if known)

divorce/custody
parentage
child in need of care
action seeking protective order
other

VERIFICATION

I verify under penalty of perjury under the laws of the state of Kansas that the foregoing is true and correct. Executed on ______, 20___.

Plaintiff's Signature Plaintiff's Name:		
Address 1:		
Address 2:		
City, State, Zip:		
Telephone Number:		
Email:		

(DO NOT include the residential address or telephone number if Plaintiff is requesting that Plaintiff's residential address and telephone number are to remain confidential. If Plaintiff requests that Plaintiff's address and telephone number remain confidential, Plaintiff must complete the Protection from Abuse Confidential Address Form and include it with this petition.)

Attorney representing Plaintiff (if any)
Attorney's Name:
Address 1:
Address 2:
City, State, Zip:
Telephone:
Email:

IN THE DISTRICT COURT OF **<u>SEDGWICK</u>** COUNTY, KANSAS Protection from Abuse (K.S.A. 60-3101 *et seq.*)

Temporary Order of Protection from Abuse

Judge or Division:	Case Number	r:			
	Court ORI N	umber:			
Plaintiff:	Plaintiff Iden	tifiers:			
	Year of Birth	h			
Relationship to Defendant: are or have been in a dating relationship reside together formerly resided together have a child in common Plaintiff is filing on behalf of a minor child	Sex:			(Date)	File Stamp)
VS.					
Defendant:	Defendant Ide	ntifiers:			
	SEX	RACE	YOB	HT	WT
Address	HAIR	EYES	LAST 4 DIG	ITS OF SSN	(IF KNOWN)
	DRIVERS	LICENSE #	DL STATE	DL EX	P. DATE
·					
Protected Person(s): (Only the party, or	parties, initialed	d by the judge d	are Protected Po	erson(s).)	
Plaintiff,				(name of	plaintiff)
The following child(ren):					
Child's Name			Child's Year of B	Birth	
This order and its term	s are directe	d at and apj	ply to Defend	lant only.	
THIS TEMPORARY ORI SERVICE OF THE FINAL O		R UNTIL '			
ONLY THE C	OURT CAN	CHANGE TH	HIS ORDER.		



The Court Finds: (Only the provision(s) initialed by the judge apply.)
Plaintiff filed a written verified petition on, 20 requesting a Temporary Order of Protection from Abuse.
Plaintiff has shown the statutorily required relationship between Plaintiff and minor child(ren).
This court has jurisdiction over Plaintiff, Defendant and subject matter.
This court has child custody jurisdiction because it is home state, there is no home state and Kansas has significant connections with the child(ren), temporary emergency jurisdiction, other:
Plaintiff has established good cause for the court to issue a temporary order of protection from abuse.
A hearing has been set for, 20, at a.m p.m., at <u>Sedgwick County District Court, 525 N Main, Wichita, KS 67203, 1st floor Jury Room</u> (Court) and summons has been issued.
The plaintiff's address and telephone number shall remain confidential for the protection of the Protected Person(s).
Order
The Court Orders:
• Defendant shall not abuse, molest, or interfere with the privacy or rights of the Protected Person(s) wherever they may be. [NCIC 01 & 02]
• Defendant shall not use, attempt to use, or threaten to use physical force, that would reasonably be expected to cause bodily injury, against the Protected Person(s). [NCIC 01 & 02]
• Defendant shall not contact the Protected Person(s), either directly or indirectly, except as authorized by the court in Paragraph 3(b) of this order. [NCIC 04 & 05]
• Defendant shall not direct or request another to contact the Protected Person(s), either directly or indirectly, except as authorized by the court in Paragraph 3(b) of this order. [NCIC 04 & 05]
• Defendant shall not enter or come on or around the premises, the residence or workplace where the Protected Person(s) resides, stays or works. [NCIC 04]
• Law enforcement officers are directed to grant any assistance necessary to protect the Protected Person(s) from abuse by Defendant, and to provide any other assistance necessary to enforce these orders, including the order excluding Defendant from the Protected Person(s) place of residence, wherever it may be. [NCIC 08]

Additional terms of this order are set forth below. (Only the provision(s) initialed by the judge apply.) **Housing and Property:** 1. The plaintiff is granted exclusive possession of the residence located at: . [NCIC 03] If the plaintiff is granted exclusive possession of the residence, Defendant shall immediately move from the residence and may take only personal clothing and effects until further order of the court. Law enforcement officials are directed to remove Defendant from the residence, and to ensure that Defendant does not enter or re-enter the premises or any other residence the plaintiff may occupy. 2. Defendant shall not cancel utilities to the residence. The terms of this paragraph expire 60 days from this order's date of entry. [NCIC 08] Parentage and Custody: 3. For this paragraph, the court shall initial subparagraph (a) **OR** subparagraph (b), but not both. a. Defendant's parentage of the child(ren) has not been established through a marriage of the parties or pursuant to the Kansas Parentage Act, K.S.A. 23-2201 et seq., and Defendant has no right to custody or parenting time with the following named child(ren): **b.** Defendant's parentage of the child(ren) **has been** established through the marriage of the parties or pursuant to the Kansas Parentage Act, K.S.A. 23-2201 et seq., and the following custody and parenting time orders are entered: i. Temporary legal custody and residency of the following named minor child(ren): [NCIC 09] shall be: Joint legal custody between the plaintiff and defendant until this order expires; OR Sole legal custody granted to Plaintiff Defendant until this order expires. [NCIC 06] Rev. 07/2019 KSJC Page 3 of 5

CERTIFICATE OF COMPLIANCE WITH THE VIOLENCE AGAINST WOMEN ACT (VAWA): This

jurisdiction of the parties and the subject matter; Defendant has been afforded notice and a timely opportunity to be heard as provided by the laws of Kansas. This Order is enforceable in all 50 states, the District of Columbia,

Order meets all the requirements of the Violence Against Women Act, 18 U.S.C. § 2265. This Court has

all Indian tribal courts and all United States territories and shall be enforced as if it were an order of

that jurisdiction pursuant to 18 U.S.C. § 2265.

ii. Right	ts of temporary parenting time shall be as follows: [NCIC 06] Defendant shall have no parenting time; Defendant shall have supervised parenting time as follows:
	Plaintiff and Defendant shall have parenting time as follows:
	Plaintiff and Defendant shall exchange the minor child(ren) for parenting e at:
	l assist Plaintiff in obtaining physical custody of the minor child(ren).
SO ORDERED:	Index of the District Court
Date	Judge of the District Court
	0
	WARNINGS TO DEFENDANT
	0
 this order. Violation of this order may co and amendments thereto; ass as provided in K.S.A. 21-5413 K.S.A. 21-5414, and amendme criminal statutes. If possession of the residence is criminal trespass pursuant to 	WARNINGS TO DEFENDANT igned by the judge. Law enforcement officials shall immediately enforce onstitute: violation of a protective order as provided in K.S.A. 21-5924, ault as provided in K.S.A. 21-5412(a), and amendments thereto; battery 8(a), and amendments thereto; and domestic battery as provided in ents thereto, and may result in prosecution and conviction under Kansas is granted to the plaintiff, violation of this order by Defendant constitutes K.S.A. 21-5808(a)(1)(C), and amendments thereto, and may result in
 this order. Violation of this order may co and amendments thereto; assi as provided in K.S.A. 21-5413 K.S.A. 21-5414, and amendme criminal statutes. If possession of the residence is criminal trespass pursuant to prosecution and conviction units of the test of te	WARNINGS TO DEFENDANT igned by the judge. Law enforcement officials shall immediately enforce onstitute: violation of a protective order as provided in K.S.A. 21-5924, ault as provided in K.S.A. 21-5412(a), and amendments thereto; battery 8(a), and amendments thereto; and domestic battery as provided in ents thereto, and may result in prosecution and conviction under Kansas is granted to the plaintiff, violation of this order by Defendant constitutes K.S.A. 21-5808(a)(1)(C), and amendments thereto, and may result in nder Kansas criminal statutes.
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Notice of Default (Pursuant to K.S.A. 60-255)

If you fail to appear at the hearing, a default order may be entered against you and this Temporary Order of Protection from Abuse may turn into a Final Protection from Abuse without further notice to you.