

DISTRICT COURT FREQUENTLY ASKED QUESTIONS

Q How do I file a small claims petition?

A Information and petitions for small Claims filings may be found in the Rice County District Court Clerk's Office, Rice County Courthouse. Docket fees for claims under \$500 are \$47.50; claims from \$500.01 to \$4,000.00 are \$67.50. It is your responsibility to furnish the addresses of individuals being summoned to Court. If you have a complex case, or one that involves a claim over \$4,000, you may wish to consult an attorney regarding other forms of legal action.

Q How can I inquire about my child support?

A Pursuant to federal law, the State of Kansas has implemented a central payment system for processing of court ordered child support and maintenance. Child support and maintenance payments should be made payable to "KANSAS PAYMENT CENTER" and mailed to the following address:

KANSAS PAYMENT CENTER
PO Box 758599
Topeka, KS 66675-8599

Please put your case number on your remittance with the county two-letter digit (RC) for Rice County to ensure proper credit. If you have questions, or would like information regarding payments through electronic funds transactions (EFT), please contact KPC customer service at 1-877-572-5722, or visit their website at Kansas Payment Center. Please notify the Court in writing of any address change or name change.

Q How do I obtain a marriage license?

A To obtain a Kansas Marriage License for individuals who are 18 years of age or older, either the bride or the groom must appear in the District Court Clerk's office to apply. On the application you will need to know the following information for both bride and groom: 1) full name (first, middle and last); 2) date of birth; 3) either a social security or driver's license number. Applying for a marriage license begins a three day waiting period. At the end of the three days or anytime thereafter up to one year you

may return to pick up your license. At the time you pick up your license there is an \$85.50 fee. The license is issued and you may have your ceremony performed anywhere within the State of Kansas, for a period of six months.

Q How can I obtain a copy of my marriage license?

A You may request copies by mail. You must inform the Court of the bride's maiden name and the groom's name, enclose a self-addressed stamped envelope along with enough money to cover the number of copies requested. Mail requests, plus \$1.00 for each request to Rice County District Court; 101 West Commercial; Lyons, KS 67554.

Q How do I obtain a protection from abuse order?

A 1. Before you can obtain a Protection from Abuse Order, you and the other person you want restrained must be living together, have lived together in the past, or have had a child in common. If you are seeking protection of a minor child, the child and the person you want restrained must be living together, have lived together in the past or have had a child in common. Abuse must have occurred. This means that one of the following has occurred:

- a. You are in a dating relationship (a social relationship of a romantic nature);
- b. You have been in a dating relationship in the past;
- c. You are living together;
- d. You have lived together in the past; or
- e. You have had a child in common.

OR, if you are seeking protection of a minor child, the child and the person you want restrained must be intimate partners or household members. This means the child and the person you want restrained must meet one of the above requirements.

2. Abuse must have occurred. This means that one of the following has occurred:

- a. The person physically hurt you or a minor child on purpose.
The person tried to physically hurt you or a minor child.
- b. The person recently threatened to physically hurt you or a minor child.

- c. The person engaged in sexual conduct (touching or sexual intercourse) with a minor child 16 years of age.

You may file only two petitions for a Protection from Abuse Order in one calendar year unless you are filing the petition on behalf of a minor child who has been abused. You must be available to testify at future hearings as set by the Judge or in any other criminal action against the abuser. Other legal help may be available through your private attorney or legal services.

Q. What juvenile offender files are open?

- A. Generally, for cases after July 1, 1997, "official file" documents within juvenile court files are open unless ordered closed by a judge. However, certain juvenile court file reports and documents contain social history and other sensitive information. These "social file" documents are filed separately and are confidential.
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Q. Can I ask for a court file and browse through it while I'm in the court office?

- A. If the information in the file is open, you will be allowed to request the file and look at it, but you will not be allowed to remove the file from the office.
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Q. Once I've reviewed the file and determined which pages I would like to have copied, what do I do?

- A. You may request copies of certain pages, and you will be charged the local copy charge per page.
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Q. Can I call or e-mail in a records request to the court?

- A. In most instances, the court will respond to your call or e-mail by asking you for an address or fax number where the request form can be sent to you. When you fill out the request form, the court is able to get the complete and specific information needed to respond to your request.

Q. If I go to the court in person, can the court immediately provide me with the record I am requesting?

A. Again, in most instances, the court will ask you to fill out a record request form. Depending upon staffing and the press of other business in the office, as well as the accessibility of the record you have requested, the court may or may not be able to respond immediately. If your request cannot be processed immediately, the person responding to your request will make arrangements to notify you when the request is processed.

For further information about the Kansas Open Records Act and the Kansas Courts, visit our website at: www.kscourts.org

The records custodian(s) at this court location is District Court's address as shown on front page.

This office's per page copy fee is \$1.00 for 1st page, \$.25 for each page thereafter.

A search fee of \$12.00 per hour may be charged.