

# DISTRICT COURT TRUSTEE

PS-14

SEVENTH JUDICIAL DISTRICT  
111 EAST 11TH STREET, UNIT 101  
LAWRENCE, KS 66044-2966  
785-832-5315  
Fax: 785-838-2408

## Pro Se Motion for Mandatory Mediation

***\*\*Please read these instructions in their entirety before you begin!\*\****

The following information is provided to assist you in obtaining a hearing to require mediation on a particular issue. A hearing cannot be held until your motion has been filed and all of the steps have been completed.

The following documents (included in this packet) must be filled out and filed with the court when seeking a mandatory mediation order. Fill out the documents using a typewriter, or print legibly in black or blue ink.

1. Motion for Mandatory Mediation
2. Notice of Hearing and Certificate of Mailing
3. Return of Service for Certified Mail

***Follow the steps below in the order given. Check each one off as you complete it to properly file your motion with the court.***

### 1. Motion for Mandatory Mediation.

a. Fill out the motion completely, making sure you sign your name where indicated.

b. The Certificate of Mailing portion should include the names and addresses of the following:

- i. Opposing party/ex-spouse;
- ii. Opposing party/ex-spouse's attorney of record, if any.

c. Make 3 copies of the Motion for Mandatory Mediation. (4 copies if the opposing party has an attorney)

d. Write "Chamber copy" at the top of one of the copies.

## 2. Notice of Hearing and Certificate of Mailing.

a. Fill out the Notice of Hearing and Certificate of Mailing, with the exception of the hearing date and time. The Certificate of Mailing section should include the same people that you wrote on the certificate of mailing on your Motion for Mandatory Mediation.

b. Make 3 copies of the completed Notice of Hearing. (4 copies if the opposing party has an attorney)

## 3. Filing your Motion and Obtaining a Hearing Date.

a. Go to the Clerk of the District Court office in the basement of the Judicial and Law Enforcement Center at 111 East 11th Street, Lawrence, KS to file your motion. Bring originals and all copies with you.

b. Give the clerk at the counter the original and all copies of the Motion for Mandatory Mediation.

The clerk will file-stamp the original and all copies of your Motion for Mandatory Mediation.

They will keep the original for the court file and give you back all of the copies.

c. Go to the division assigned to your case for a hearing date and time. Give the administrative assistant the “Chamber copy” of your Motion for Mandatory Mediation and the original and all copies of your Notice of Hearing and Certificate of Mailing.

The administrative assistant will give you a hearing date and time and write it on the original and all copies of the Notice of Hearing. The assistant will keep one copy and give the rest back to you.

d. Go back downstairs to the Clerk of the District Court office and give the original and all copies of the Notice of Hearing to the clerk for filing. The clerk will keep the original Notice of Hearing for the court file and give you back all the file-stamped copies.

## 4. Serving the Opposing Party.

You must mail the remaining copies by certified mail to the opposing party and their attorney of record, if any. You should do this on the same day that you file the Notice of Hearing with the Clerk of the District Court. Failure to mail the copies and provide proof of service will result in your motion being dismissed.

a. Keep one copy of the Motion for Mandatory Mediation and one copy of the Notice of

Hearing for yourself.

b. Mail one copy of the Motion for Mandatory Mediation and one copy of the Notice of Hearing to the opposing party/ex-spouse **by certified mail**.

c. Mail one copy of the Motion for Mandatory Mediation and one copy of the Notice of Hearing to the opposing attorney of record, if any, **by certified mail**.

## 5. Filing the Return of Service for Certified Mail.

After you mail your Motion for Mandatory Mediation and Notice of Hearing by certified mail to the required parties, you will have to wait for the Return of Service ( "green card") to be returned to you by the post office. Once you receive the green card(s), follow the steps below to prove to the court you served your motion properly.

a. Fill out the Return of Service for Certified Mail.

b. Attach the green card(s) to the middle of the page where indicated.

c. Make one copy for your file.

d. Bring the original Return of Service for Certified Mail to the Clerk of the District Court office in the basement of the Judicial & Law Enforcement Center at 111 East 11th Street, Lawrence, KS.

e. Hand the document to the clerk at the counter for filing. The clerk will keep the document so that it can be placed in your court file as proof that you completed all the steps necessary to properly file your Motion for Mandatory Mediation.

***PLEASE REMEMBER!! It is up to you to get the correct papers filed and proper service completed in order for a hearing to be held at its assigned hearing date and time.***

**IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS**

In the Matter of	)	
	)	
	)	
Petitioner,	)	Case No. DG
vs.	)	Division
	)	
	)	
Respondent.	)	

**MOTION FOR MANDATORY MEDIATION**

COMES NOW \_\_\_\_\_ and moves the Court to set a hearing on  
(Your name)

whether an order requiring the parties to mediate should be entered. In support of the Motion, I state to the Court that I am willing to mediate the following issue:

WHEREFORE, I pray for an order of the court requiring the parties to mediate and to set this matter for hearing.

*Your signature* *Pro se*

Address

Phone

**CERTIFICATE OF MAILING**

A copy of this Motion for Mandatory Mediation has been sent by Certified Mail/Return Receipt Requested to (Petitioner/Respondent) and their attorney of record at the following addresses:

Date \_\_\_\_\_  
*(Your signature again here)*

**IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS**

In the Matter of

)  
)  
)  
)  
)  
)  
)  
)

Petitioner,

Case No. DG \_\_\_\_\_

vs.

Division \_\_\_\_\_

Respondent.

**NOTICE OF HEARING**

PLEASE TAKE NOTE that the Motion for Mandatory Mediation has been set for hearing before the district court judge on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_, at \_\_\_\_\_ a.m., or as soon thereafter on said date as the Court can hear the same, in the Division \_\_\_\_\_ Courtroom of the Judicial & Law Enforcement Center, 111 East 11th Street, Lawrence, Kansas.

*Your signature*

*Pro se*

**CERTIFICATE OF MAILING**

I hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, I caused a true and correct copy of this Notice of Hearing to be mailed by Certified Mail, Return Receipt Requested, addressed to the following:

*Your signature*

*Pro se*

