

## **Instructions for Divorce – Without Children**

Only Pro-Se forms from our website or Kansas Judicial Council will be accepted-  
[www.dc18.org](http://www.dc18.org) or <http://www.kansasjudicialcouncil.org/>

**Read Directions Completely – Please Type or Print Neatly  
COURT STAFF CANNOT PROVIDE ASSISTANCE OR ADVICE IN  
COMPLETING FORMS**

**Only single-sided documents are accepted. DO NOT print double sided**

**CONTENTS:** Instructions (3 pages);  
Civil Information Sheet (1 page);  
Petition (2 pages);  
Rule 401 Affidavit (1 page);  
Temporary Order (5 pages);  
Notice of Intent to Appear (1 pages);  
Domestic Relations Affidavit (6 Pages);  
Entry of Appearance & Waiver of Service (1 page);  
Summons (1 page);  
Affidavit of Petitioner (1 page)  
Decree of Divorce (5 pages); and  
Certificate of Divorce or Annulment (1 page)

**Caution:** Use of forms without the assistance of a lawyer could harm your legal rights. You may want to have a lawyer review your completed forms before you file them with the court. These are basic forms and may not cover every situation.

1. Petitioner: Complete the Civil Information Sheet (Person Filing Petition will always be designated the Petitioner; Respondent is person who has been filed against and will always be designated the Respondent). **All self-represented parties must include an email address.**

**Items 2 through 5: No line can be blank. If it states “\_\_\_\_Husband \_\_\_\_Wife” you must check whatever is applicable.**

2. Petitioner: Complete the Petition except for the case and court numbers..  
**Sign the Petition in front of a Notary.**

3. Petitioner: Complete the Temporary Order and bring for Judge’s signature.

4. Petitioner: Complete Rule 401 Affidavit for Ex Parte Temporary Order.  
**Sign in front of a Notary.**

5. Petitioner: Complete the Domestic Relations Affidavit—this can be filled out by both parties together for filing or separately. **Sign in front of a Notary.**

6. Petitioner: Prepare the Notice of Intent to Appear with your case caption at the top.

7. Petitioner: Prepare the Entry of Appearance and Waiver of Summons with your case caption at the top.

**PETITIONS/TEMPORARY ORDERS/DOMESTIC RELATIONS AFFIDAVITS  
CAN BE BROUGHT FOR APPROVAL TO THE 4th FLOOR ON  
WEDNESDAY AND THURSDAY AFTERNOONS  
BETWEEN 1:30 P.M. AND 3:30 P.M.**

8. File the original and 2 copies of Items 2 through 7 with the Clerk of the District Court (7th floor of the Sedgwick County Courthouse). Copies can be made on the 7<sup>th</sup> floor for a fee.

The filing fee is \$197.00. It can be paid by money order, cashier's check, cash or personal check.

9. Obtain case and court numbers from the Clerk of the District Court when you file.

10. **You are required to serve the other party with copies of all documents and give them notice of the divorce action.** Service can be accomplished by: waiver, sheriff's service, special process server, certified mail-return receipt or by publication.

a) **By Waiver:** Respondent completes the Entry of Appearance and Waiver of Service and **signs it in front of a Notary or Deputy Clerk.** If the Respondent is given a copy of the Petition before it is filed he/she may complete and sign (**notarized**) the Entry of Appearance and Waiver of Service and it may be filed at the same time as the Petition; or

b) **By Sheriff's Service:** Complete a Summons provided with this packet. File it along with a \$15.00 money order, cashier's check or cash payable to (*Name of County where service will take place*)\_ County Sheriff's Office. The Clerk will issue the paperwork to the Sheriff's Office; or

c) **By Special Process Server:** Petitioner should look in the yellow pages of the phone book under "Process Servers;" or

d) **By Mail:** Complete a Summons provided with this packet and mail it along with a copy of Items 2 through 9 to Respondent. Mail the paperwork by certified mail- return receipt requested. The form: Return of Service for Certified Mail, **must** be filed with the Clerk of the District Court after service by certified mail (green card) is returned to you. **Respondent must sign for documents.** You can mail the documents with "restricted delivery" to make sure Respondent is the one who signs; or

e) **By Publication:** If the Respondent cannot otherwise be located, service on the Respondent can be obtained by publication. To obtain service by publication, Petitioner can pick up the appropriate forms from the Clerk.

**SECOND PHASE—NO SOONER THAN 60 DAYS AFTER THE FILING OF  
THE INITIAL PETITION**

11. **NO SOONER** than sixty (60) days **after** the filing of the Petition, the Decree of Divorce **must be filled out completely** and signed by the parties. NOTE: The parties do not have to sign the Decree in front of a Notary, and they may sign the Decree individually or together, and they may sign it either before or after Petitioner has brought the Decree to the courthouse.
12. **Proof of service**, by one of the methods listed in paragraph 10, must be filed at the time the final paperwork is presented to the Clerk.
13. Petitioner: Complete a Certificate of Divorce as it must be filed with the Clerk of the District Court at the time you file your Decree.
14. Petitioner: Complete the Affidavit of Petitioner and **sign it in front of a notary**. This Affidavit must be presented with the completed Decree of Divorce.
15. Decree of Divorce can be brought to the 4th Floor for approval on Wednesday and Thursday afternoons between 1:30 pm and 3:30 pm.
16. After getting approval, you will proceed to the 7th Floor, Family Law Clerks Office to file your paperwork.
17. File the proof of service, original Decree, Affidavit, and the Certificate of Divorce with the Clerk of the District Court. After the judge has signed your Decree, make two copies of the Decree—one for yourself and you must mail one copy to the Respondent. If there is Title to Real Estate involved, you must file two extra copies with the Clerk of the District Court.

**Additional District Court Clerk Fees That May Apply:**

**.25 Copies per page**

**1.00 Certified Copy of Paperwork**

**12.50 Garnishments**

**62.00 Motion Filing Fee**

**ATTENTION: If Divorce is not completed within 120 days, your case may be dismissed after proper notice from the Courts at the address provided by Petitioner at the time of filing.**

EXHIBIT A

For Office Use Only

CIVIL COVER SHEET

The civil information sheet neither replaces nor supplements the filing and service of pleadings or other papers as required by law. This form is required for use by the Clerk of the District Court for the purposes of initiating the civil docket sheet. This information will not be available to the public and this document will be stored in a separate location from the case file and then destroyed within a reasonable time. A new case will not be accepted without a cover sheet attached. (THIS FORM MUST BE TYPED OR PRINTED LEGIBLY). This form can be found at www.kscourts.org.

NATURE OF SUIT (Click or mark in one circle only - If the case involves more than one of the following categories, indicate the category having the highest dollar value)

CIVIL If a CH 61: \$ (Judgment Demand Amount)
TORT
Asbestos Product Liability
Automobile Tort
Intentional Tort
Legal Malpractice
Medical Malpractice
Other Professional Malpractice
Premises Liability
Slander/Libel/Defamation
Tobacco Product Liability
Toxic/Other Product Liability
Other Tort
CONTRACT
Buyer Plaintiff
Employment Dispute - Discrimination
Employment Dispute - Other
Fraud
Landlord/Tenant - Unlawful Detainer
Landlord/Tenant Dispute - Other
Seller Plaintiff (debt collection)
Other Contract
CIVIL APPEALS
Administrative Agency
Other Civil Appeal
REAL PROPERTY
Eminent Domain
Mortgage Foreclosure
Other Real Property
STATE TAX WARRANT
MISCELLANEOUS
60-1507
Habeas Corpus
Other Writs
OTHER CIVIL
SMALL CLAIMS

DOMESTIC
MARRIAGE DISSOLUTION/DIVORCE
OTHER DOMESTIC RELATIONS
PROTECTION FROM ABUSE
NON-DIVORCE SUPPORT, CUSTODY OR VISITATION
PROTECTION FROM STALKING
PATERNITY
UIFSA

PROBATE/ESTATE
GUARDIAN /CONSERVATOR
Conservatorship/Trusteeship
Guardianship - Adult
Guardianship - Minor
Guardian/Conservator - Adult
Guardian/ConServatOr - Minor
DETERMINATION OF DESCENT
ELDER ABUSE
ADOPTION
SEXUALLY VIOLENT PREDATOR
DECEDENT ESTATE
OTHER PROBATE / ESTATE
CARE AND TREATMENT

JURY DEMAND YES (Check yes only if jury demand is included in petition or as a separate pleading) NO

SUMMONS ATTACHED: YES NO

SERVICE BY: PROCESS SERVER/ATORNEY SHERIFF IN STATE County SHERIFF OUT OF STATE State

SHERIFF'S PROCESS FEE ATTACHED YES NO

PLAINTIFF / SUBJECT INFORMATION (ATTACH ADDITIONAL SHEET, IF NECESSARY)

NAME: ADDRESS: PHONE: SEX: SSN: DOB DL OR STATE ID NO: State and Number EMAIL: ALIAS NAMES USED:

DEFENDANT/OTHER PARTY INFORMATION (ATTACH ADDITIONAL SHEET, IF NECESSARY)

NAME: ADDRESS: PHONE: SEX: SSN: DOB DL OR STATE ID NO: State and Number EMAIL: ALIAS NAMES USED:

ATTORNEYS (Firm Name, Address, Telephone Number and Supreme Court ID Number) ATTORNEYS (if known) (Firm Name, Address, Telephone Number and Supreme Court ID Number)

FOR DOMESTIC CASES - NAME, DATE OF BIRTH AND SOCIAL SECURITY NUMBER OF EACH DEPENDENT CHILD: (Name) (Date of Birth) (Social Security Number)

**IN THE 18<sup>TH</sup> JUDICIAL DISTRICT,  
DISTRICT COURT SEDGWICK COUNTY, KANSAS  
FAMILY LAW DEPARTMENT  
IN THE MATTER OF THE MARRIAGE OF**

\_\_\_\_\_ and \_\_\_\_\_

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

**Pursuant to K.S.A. Chapter 23**

**PETITION FOR DIVORCE  
(Without minor child(ren) of this marriage)**

1. Petitioner is now and has been a resident in the State of Kansas for more than sixty (60) days before this Petition is filed and is currently a resident of Sedgwick County, Kansas.

2. Respondent is now living at:

Street address: \_\_\_\_\_

City, state, zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

3. Petitioner and Respondent were married on the following date: \_\_\_\_\_, \_\_\_\_\_ (marriage date and year) in the following city and state: \_\_\_\_\_, and have been married since that date.

4. Petitioner and Respondent should be divorced because they are incompatible, and they are no longer able to live together.

5. That venue in Sedgwick County, Kansas, is proper, and this Court has jurisdiction over both parties hereto and the subject matter herein.

6. Petitioner and Respondent do not now have any children born of the marriage who are under the age of eighteen (18) years, and Wife is not pregnant at the time this Petition is filed.

7. That Petitioner and Respondent have obtained property and debt during their marriage which should be distributed between the Petitioner and Respondent as they may agree, or if they are not able to agree, in such a manner as the Court may decide.

**WHEREFORE**, Petitioner prays that upon final hearing Petitioner be granted a divorce; that the property and debt of the parties be distributed between them; that

jurisdiction over spousal maintenance be reserved; and, that the Court issue such other orders as are appropriate.

\_\_\_\_\_  
Petitioner Pro Se (signature)

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

**VERIFICATION**

STATE OF KANSAS  
(COUNTY OF SEDGWICK) ss.

I swear or affirm, under penalty of perjury, that I am the Petitioner in this case, and that the statements made in this Petition are true.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

\_\_\_\_\_ Petitioner, Pro Se

**SUBSCRIBED AND SWORN** to before me, a Notary Public, this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My appointment expires: \_\_\_\_\_

**IN THE 18<sup>TH</sup> JUDICIAL DISTRICT,  
DISTRICT COURT SEDGWICK COUNTY, KANSAS  
FAMILY LAW DEPARTMENT**

**IN THE MATTER OF THE MARRIAGE OF**

\_\_\_\_\_ and \_\_\_\_\_

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

**RULE 401 AFFIDAVIT FOR EX PARTE TEMPORARY ORDER (without children)**

\_\_\_\_\_, of lawful age, states under oath:

1. \_\_\_\_\_ That I have moved out of the marital residence  
\_\_\_\_\_ That the Respondent has moved out of the marital residence  
\_\_\_\_\_ That neither party has moved out of the marital residence
2. \_\_\_\_\_ That I have alternative housing available  
\_\_\_\_\_ That the Respondent has alternative housing available  
\_\_\_\_\_ That neither party has alternative housing available  
\_\_\_\_\_ That both parties have alternative housing available
3. \_\_\_\_\_ That I do not have financial resources to obtain alternative housing  
\_\_\_\_\_ That the Respondent does not have financial resources to obtain alternative housing.  
\_\_\_\_\_ That both parties have financial resources to obtain alternative housing
4. \_\_\_\_\_ That I have the following health conditions: \_\_\_\_\_  
\_\_\_\_\_ That the Respondent has the following health conditions: \_\_\_\_\_  
\_\_\_\_\_ That neither party has health conditions
5. That I am:  
\_\_\_\_\_ employed full time  
\_\_\_\_\_ employed part-time  
\_\_\_\_\_ a stay at home parent  
\_\_\_\_\_ unemployed
- That my spouse is:  
\_\_\_\_\_ employed full time  
\_\_\_\_\_ employed part-time  
\_\_\_\_\_ a stay at home parent  
\_\_\_\_\_ unemployed

\_\_\_\_\_  
Petitioner

**STATE OF KANSAS, SEDGWICK COUNTY**

BE IT REMEMBERED that on this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_, before me a Notary Public, in and for said County and State, personally appeared, who is personally known to me to be the same person who executed the foregoing instrument, and duly acknowledged the execution of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal on the day and year last above written.

\_\_\_\_\_  
NOTARY PUBLIC

My appointment expires: \_\_\_\_\_

**IN THE 18<sup>TH</sup> JUDICIAL DISTRICT,  
DISTRICT COURT SEDGWICK COUNTY, KANSAS  
FAMILY LAW DEPARTMENT**

**IN THE MATTER OF THE MARRIAGE OF**

\_\_\_\_\_ and \_\_\_\_\_

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

**Pursuant to K.S.A. Chapter 23**

**TEMPORARY ORDER  
(Without minor child(ren) of this marriage)**

**NOW** on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, comes the Petitioner, \_\_\_\_\_, (who is hereinafter designated as "\_\_\_ **Husband** \_\_\_ **Wife**" or "Petitioner") and hereby requests that the Court issue proper orders so that Petitioner and Respondent, \_\_\_\_\_, (who is hereinafter designated as "\_\_\_ **Husband** \_\_\_ **Wife**" or "Respondent"), may temporarily live separate and apart from each other and make orderly provisions for the period of time until dismissal of this action, further order of this Court, or trial of this case. After reviewing the Court file and hearing statements of counsel, the Court **ORDERS, ADJUDGES and DECREES:**

**I. SPOUSAL MAINTENANCE**

**A. \_\_\_\_\_ Not Applicable**

**B. \_\_\_\_\_ Husband \_\_\_\_\_ Wife** is ordered to pay \$\_\_\_\_\_ per month as and for spousal maintenance of \_\_\_\_\_ **Husband \_\_\_\_\_ Wife** beginning \_\_\_\_\_. Said obligation shall terminate upon the death of either Husband or Wife. Said support shall be paid through the Kansas Payment Center at the address listed in Article IV.

**II. ADDRESS FOR PAYMENTS AND ROLE OF COURT TRUSTEE**

If spousal maintenance is awarded above, the address for support payments is as follows:

Kansas Payment Center  
Box 758599  
Topeka, KS 66675 8599



The case number shown on the first page of this order shall be placed on all checks or money orders and said checks or money orders shall be made payable to the Kansas Payment Center and include the county designation (SG).

The Kansas Payment Center shall forward said payments to receiving party at \_\_\_\_\_(city, state, zip) and it shall be the responsibility of the receiving party to inform the Clerk of any change in address.

No Court Trustee commission shall be credited for payments under the temporary order.

### COLLECTION OF UNPAID SUPPORT

Should the payor fail to be current with the support obligations as set out herein so that there is an arrearage in an amount equal to or greater than the amount of support payable for two months, an income withholding order shall be issued by the Court upon proper application. The income withholding order shall require any payor of income to the party in arrears to withhold income from each pay period in the necessary and lawful amounts to pay the current support obligation and to reduce the accrued arrearage.

The above orders for support may be enforced by garnishment unless the paying party requests a hearing to contest the issuance of an Order of Garnishment within seven (7) days after the service of the within order of support upon the paying party.

### III. RESIDENCE

A. \_\_\_\_\_ Not Applicable because parties are already separated.

B. \_\_\_\_\_ **Husband** \_\_\_\_\_ **Wife** shall have the temporary possession of the residence located at \_\_\_\_\_(city, state, zip) and the other party shall have vacated the said residence within twenty four (24) hours after the service of this Order.

The \_\_\_\_\_ **Husband** \_\_\_\_\_ **Wife**, \_\_\_\_\_(name of person leaving dwelling), is granted the right to remove from the dwelling personal effects necessary for personal hygiene and personal clothing for the leaving party in the primary residence.

The leaving party is hereby given notice that their return to said residence without the permission or upon the invitation of possessing party could be considered a Criminal Trespass under K.S.A. 21 3721 and appropriate municipal ordinance, for which he or she could be prosecuted.

If the leaving party has not voluntarily vacated this dwelling after twenty four (24) hours of being served with the Temporary Orders, then any duly authorized law enforcement officer of the State of Kansas is requested to use reasonable and necessary means to evict the leaving party from this dwelling.

**IV. PERSONAL PROPERTY**

**A.** Husband shall remain in temporary possession of the following items of property:

All Personal Property now in his possession

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Vehicle (describe):

---

The following items of personal property in the residence:

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**B.** Wife shall remain in temporary possession of the following items of property:

All Personal Property now in his possession

---

Vehicle (describe):

---

The following items of personal property in the residence:

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**C.** All duly authorized law enforcement officers of the State of Kansas are requested to use reasonable and necessary means to prevent \_\_\_\_\_ **Husband** \_\_\_\_\_ **Wife** from interfering with the leaving party's removal of his/her personal clothing and such personal effects as set forth herein.

**V. DEBTS**

**A. \_\_\_\_\_** The parties have no joint debts.

**B.** Husband shall be temporarily responsible for the periodic payment of the following joint debts:

(Description of loan)	(Bank/Lender)	(Approx. Amount)
Vehicle loan:		

**C.** Wife shall be temporarily responsible for the periodic payment of the following joint debts:

(Description of loan)	(Bank/Lender)	(Approx. Amount)
Vehicle loan:		

**D.** Each party shall be responsible for their individual debts and obligations incurred after the date the Petition herein is filed.

**VI. RESTRAINT**

The parties are jointly restrained and enjoined from molesting or interfering with the privacy or rights of each other in any manner. Furthermore, they are restrained from disposing, encumbering or changing the nature of any property of the parties or of each of them without prior Court approval other than for reasonable living expenses or attorney fees.

In addition, the parties are restrained and enjoined from canceling any utility services and/or deposits or canceling or modifying (including changing beneficiaries) of any existing pension benefits, medical, health, automobile, homeowner's or renter's, life, or disability insurance coverage's involving any family members or their property.

## VII. RECONCILIATION

In event of a reconciliation of the parties before trial, the filing party shall promptly notify his or her attorney, or if petitioner does not have an attorney, shall promptly prepare and present to this Court a Journal Entry of Dismissal.

## VIII. ENFORCEMENT

Nothing in this Temporary Order shall be construed as a final decision concerning the property or rights of either party. The ultimate decision relating to all such matters will be made at the time of trial. This Temporary Order shall remain in effect until the trial of this case unless modified by the Court upon the motion of either party.

**DISOBEDIENCE OF THIS ORDER OF THE COURT IS PUNISHABLE AS INDIRECT CONTEMPT OF COURT AND MAY BE PUNISHED BY CONFINEMENT IN JAIL.**

Any duly authorized law enforcement officer of the State of Kansas is directed to use reasonable and necessary means to enforce the provisions of this Temporary Order.

## IX. HEARING

**Respondent** may appear before this Court at 9:30am on Monday mornings, on the 4<sup>th</sup> floor of the Sedgwick County Courthouse, 525 North Main, Wichita, Kansas, for the purpose of modifying any of the orders contained herein.

If **Respondent** intends to appear, the other parties' attorney, or if not represented, the other party, must be notified by **Respondent** by completing and filing a **Notice of Intent to Appear** and a verified **Domestic Relations Affidavit** with the Clerk of the Court and by serving a copy of those forms to the other parties' attorney, or if not represented, to the other party, not later than seven (7) business days before the time specified for the court hearing.

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**JUDGE OF THE DISTRICT COURT  
FAMILY LAW DEPARTMENT**

APPROVED:

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Petitioner, Pro Se

**IN THE 18<sup>TH</sup> JUDICIAL DISTRICT,  
DISTRICT COURT SEDGWICK COUNTY, KANSAS  
FAMILY LAW DEPARTMENT**

**IN THE MATTER OF THE MARRIAGE OF**

\_\_\_\_\_ and \_\_\_\_\_

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

**Pursuant to K.S.A. Chapter 23**

**NOTICE OF INTENT TO APPEAR**

This is to notify you that I intend to appear to seek modification of the Temporary Order at 9:30 am Monday on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, at the fourth floor of the Sedgwick County Courthouse, 525 North Main, Wichita, Kansas, for the following reason(s): (Check all that apply, much check at least one) pursuant to K.S.A. 10-207(b).

\_\_\_ SPOUSAL SUPPORT      \_\_\_ PROPERTY DIVISION

\_\_\_ OTHER, PLEASE LIST \_\_\_\_\_

\_\_\_\_\_  
Husband/Wife (Respondent)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

FILE ORIGINAL WITH CLERK OF THE DISTRICT COURT, 7<sup>TH</sup> FLOOR, SEDGWICK COUNTY COURTHOUSE, AND MAIL A COPY TO:

\_\_\_\_\_  
(NAME OF ATTORNEY FOR PETITIONER OR PETITIONER PRO SE)

\_\_\_\_\_  
(ADDRESS)

**CERTIFICATE OF SERVICE**

I hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, I mailed a copy of the above Notice of Intent to Appear to the Attorney or Petitioner Pro Se named above at the address given above by Certified Mail—Return Receipt Requested.

\_\_\_\_\_  
**Respondent** (Signature)

**IN THE 18<sup>TH</sup> JUDICIAL DISTRICT,  
DISTRICT COURT SEDGWICK COUNTY, KANSAS  
FAMILY LAW DEPARTMENT**

**IN THE MATTER OF THE MARRIAGE OF**

\_\_\_\_\_

**and**

**Case No.** \_\_\_\_\_

**Pursuant to K.S.A. Chapter 23**

**DOMESTIC RELATIONS AFFIDAVIT OF** \_\_\_\_\_ (name)

1. Petitioner's Residence \_\_\_\_\_

Petitioner's \_\_\_\_\_ XXX-XX-\_\_\_\_\_  
Birth Month/Year Social Security Number Telephone

2. Respondent's Residence \_\_\_\_\_

Respondent's \_\_\_\_\_ XXX-XX-\_\_\_\_\_  
Birth Month/Year Social Security Number Telephone

3. Date of Marriage: \_\_\_\_\_

4. Number of Marriages: \_\_\_\_\_  
Petitioner Respondent

5. Names, Social Security Numbers, and ages of minor children of previous relationships and facts as to custody and support payments paid or received, if any.

Child's name	Last 4 SSN	Age	Custodian	Support Pmt	Paid or Rec'd

6. Petitioner is employed by \_\_\_\_\_

\_\_\_\_\_

Respondent is employed by \_\_\_\_\_

\_\_\_\_\_

(Name and address of employer)

with monthly income as follows:

A.	Wage Earner	Petitioner	Respondent
	1. Gross Income	\$ _____	\$ _____
	2. Other Income	\$ _____	\$ _____
	3. Subtotal Gross Income	\$ _____	\$ _____
	4. Federal Withholding (Claiming _____ exemptions)	\$ _____	\$ _____
	5. Federal Income Tax	\$ _____	\$ _____
	6. OASDHI	\$ _____	\$ _____
	7. Kansas Withholding	\$ _____	\$ _____
	8. Subtotal Deductions	\$ _____	\$ _____
	9. Net Income	\$ _____	\$ _____

B.	Self-Employed	Petitioner	Respondent
	1. Gross Income from self-employment	\$ _____	\$ _____
	2. Other Income	\$ _____	\$ _____
	3. Subtotal Gross Income	\$ _____	\$ _____
	4. Reasonable Business Expenses (Itemize on attached exhibit)	\$ _____	\$ _____
	5. Self-Employment Tax	\$ _____	\$ _____
	6. Estimated Tax Payments (Claim _____ exemptions)	\$ _____	\$ _____
	7. Federal Income Tax	\$ _____	\$ _____
	8. Kansas Withholding	\$ _____	\$ _____
	9. Subtotal Deductions	\$ _____	\$ _____
	10. Net Income (Line B.3. minus Line B.9.)	\$ _____	\$ _____

Pay period: \_\_\_\_\_  
Petitioner
Respondent

9. The liquid assets of the parties are:

	Item	Amount	Joint or Individual (Specify)
A.	Checking Accounts (Do not list account numbers):		
	_____	\$ _____	_____
	_____	\$ _____	_____
B.	Savings Accounts (Do not list account numbers):		
	_____	\$ _____	_____
	_____	\$ _____	_____
C.	Cash		
	Petitioner	\$ _____	_____
	Respondent	\$ _____	_____
D.	Other		
	_____	\$ _____	_____

\$ \_\_\_\_\_

10. The monthly expenses of each party are: (Please indicate with an asterisk all figures which are estimates rather than actual figures taken from records.)

A.	Item	Petitioner (Actual or Estimated)	Respondent (Actual or Estimated)
1.	Rent (if applicable)*	\$ _____	\$ _____
2.	Food	\$ _____	\$ _____
3.	Utilities/services:		
	Trash Service	\$ _____	\$ _____
	Newspaper	\$ _____	\$ _____
	Telephone	\$ _____	\$ _____
	Mobile Phone	\$ _____	\$ _____
	Cable	\$ _____	\$ _____
	Gas	\$ _____	\$ _____
	Water	\$ _____	\$ _____
	Lights	\$ _____	\$ _____
	Other	\$ _____	\$ _____
4.	Insurance:		
	Life	\$ _____	\$ _____
	Health	\$ _____	\$ _____
	Car	\$ _____	\$ _____
	House/Rental	\$ _____	\$ _____
	Other	\$ _____	\$ _____
5.	Medical and dental	\$ _____	\$ _____
6.	Prescriptions drugs	\$ _____	\$ _____
7.	Child care (work-related)	\$ _____	\$ _____
8.	Child care (non-work-related)	\$ _____	\$ _____
9.	Clothing	\$ _____	\$ _____
10.	School expenses	\$ _____	\$ _____
11.	Hair cuts and beauty	\$ _____	\$ _____
12.	Car repair	\$ _____	\$ _____
13.	Gas and oil	\$ _____	\$ _____
14.	Personal property tax	\$ _____	\$ _____

	Item	Petitioner (Actual or Estimated)	Respondent (Actual or Estimated)
15.	Miscellaneous (Specify)		
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
16.	Debt Payments (Specify)		
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	_____	\$ _____	\$ _____
	Total	\$ _____	\$ _____



\*Show house payments, mortgage payments, etc., in Section 10.B.

**B. Monthly payments to banks, loan companies or on credit accounts: (Indicate actual or estimated monetary amount in each column; use asterisk for secured.) DO NOT LIST ANY PAYMENTS INCLUDED IN PART 10.A ABOVE.**

Creditor	When Incurred	Amount of Payment	Date of Last Payment	Responsibility	
				Petitioner	Respondent
_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	_____	\$ _____	\$ _____
Subtotal of Payments				\$ _____	\$ _____
Total				\$ _____	\$ _____

**C. Total Living Expenses**

(Actual or Estimated)	(Actual or Estimated)	Petitioner	Respondent
1. Total funds available to Petitioner and Respondent (from No. 8)		\$ _____	\$ _____
2. Total needed (from No. 10.A and B)		\$ _____	\$ _____
3. Net Balance		\$ _____	\$ _____
4. Projected child support		\$ _____	\$ _____

**D. Payments or contributions received, or paid, for support of others. Specify source and amount.**

Source	Petitioner	Respondent
_____ (+/-)	\$ _____	\$ _____
_____ (+/-)	\$ _____	\$ _____
_____ (+/-)	\$ _____	\$ _____
_____ (+/-)	\$ _____	\$ _____

14. All other personal property including retirement benefits (including but not limited to qualified plans such as profit-sharing, pension, IRA, 401(k), or other savings-type employee benefits, nonqualified plans, and deferred income plans), and ownership thereof (joint or individual), including policies of insurance, identified as to nature or description, ownership (joint or individual), and actual or estimated value.

	Amount	Joint or Individual (Specify)
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

THE FOLLOWING NEED NOT BE FURNISHED IN POST JUDGMENT PROCEDURES.

- 15. List real property identified as to description, ownership (joint or individual) and actual or estimated value.

Table with 3 columns: Property Description Value, Ownership, Actual/Estimated Value. Includes 6 horizontal lines for data entry.

- 16. Identify the property, if any, acquired by each of the parties prior to marriage or acquired during marriage by a will or inheritance.

Table with 4 columns: Property Description, Ownership, Source of Ownership, Actual/Estimated Value. Includes 6 horizontal lines for data entry.

- 17. List health insurance coverage and the right, pursuant to ERISA §§ 601-608, 29U.S.C. §§ 1161-1168 (1986), to continued coverage by the spouse who is not a member of the covered employee group.

Table with 4 columns: Health Insurance, Yes, COBRA Continuation (No, Unknown). Includes 3 horizontal lines for data entry.

AFFIANT

/s/ \_\_\_\_\_

VERIFICATION

State of \_\_\_\_\_, County of \_\_\_\_\_,

I swear or affirm under penalty of perjury that this affidavit and attached schedules are true and complete.

/s/ \_\_\_\_\_

Subscribed and sworn this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

/s/ \_\_\_\_\_
Notary Public
My Appointment Expires:

IN THE 18<sup>TH</sup> JUDICIAL DISTRICT,  
DISTRICT COURT SEDGWICK COUNTY, KANSAS  
FAMILY LAW DEPARTMENT

IN THE MATTER OF THE MARRIAGE OF

\_\_\_\_\_ and \_\_\_\_\_

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

Pursuant to K.S.A. Chapter 23

**ENTRY OF APPEARANCE AND WAIVER OF SERVICE**

COMES NOW the Respondent and voluntarily enters an appearance in this action. Respondent states that service of summons is waived and that Respondent acknowledges receipt of the Petition filed in this case, together with a copy of the proposed Decree of Divorce. Respondent agrees that this divorce action may be heard by the Court without any further notification to Respondent.

\_\_\_\_\_  
Respondent's signature  
(Must be signed in presence of notary)

(Please print): Street Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Telephone number: \_\_\_\_\_

**ACKNOWLEDGEMENT**

STATE OF KANSAS            )  
COUNTY OF SEDGWICK    ) ss.

BE IT REMEMBERED that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public, in and for said county and state, personally appeared the Respondent in this action, known by me to be the identical person who executed the foregoing instrument and acknowledged to me that he/she executed same as a voluntary act and deed for the uses and purposes therein set forth.

IN WITNESS WHEREOF, I have set my hand and affixed my seal, the day and year last written.

\_\_\_\_\_  
Notary Public My appointment expires: \_\_\_\_\_

**IN THE EIGHTEENTH JUDICIAL DISTRICT  
DISTRICT COURT, SEDGWICK COUNTY, KANSAS  
FAMILY LAW DEPARTMENT**

\_\_\_\_\_  
\_\_\_\_\_  
Plaintiff (s)

VS.

\_\_\_\_\_  
\_\_\_\_\_  
Defendant (s)

\_\_\_\_\_ **CASE NO.**

**SUMMONS**

To the above-named Defendant:

You are hereby summoned and required to serve upon \_\_\_\_\_, plaintiff's attorney, whose address is \_\_\_\_\_, a pleading to the petition which is herewith served upon you, within 20 days after service of this summons upon you, exclusive of the day of service. If you fail to do so, judgment by default will be taken against you for the relief demanded in the petition. Your pleading must also be filed with the court. As provided in subsection (a) of K.S.A. 60-213, and amendments thereto, your answer must state as a counterclaim any related claim which you may have against the plaintiff, or you will thereafter be barred from making such claim in any other action.

**REASONABLE ACCOMMODATIONS WILL BE PROVIDED IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT.**

\_\_\_\_\_  
Clerk of the District Court of Sedgwick County, Kansas



Dated \_\_\_\_\_

By \_\_\_\_\_, Deputy

**RETURN ON SERVICE OF SUMMONS**

I hereby certify that I have served the within summons:

[1] **Personal Service.** By delivering on the day of \_\_\_\_\_, \_\_\_\_\_, a copy of the summons and a copy of the petition to each of the within-named defendants \_\_\_\_\_

[2] **Residence Service.** By leaving on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, for each of the within-named defendants \_\_\_\_\_ a copy of the summons and a copy of the petition at the respective dwelling place or usual place of abode of such defendants with some person of suitable age and discretion residing therein.

[3] **Agent Service.** By delivering on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, a copy of the summons and a copy of the petition to each of the following agents authorized by appointment or by law to receive service of process \_\_\_\_\_

[4] **Residence Service and Mailing.** By leaving a copy of the summons and a copy of the petition at the dwelling house or usual place of abode and mailing by first-class mail to each of the following defendants a notice that such copy has been so left \_\_\_\_\_

[5] **Certified Mail Service.** I hereby certify that I have served the within summons: (1) By mailing on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, a copy of the summons and a copy of the petition in the above action as certified mail return receipt requested to each of the within-named defendants; (2) the name and address on the envelope containing the process mailed as certified mail return receipt requested were as follows:

By \_\_\_\_\_

[6] **Certified Mail Service Refused.** I hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, I mailed a copy of the summons and petition in the above action by first-class mail, postage prepaid, addressed to \_\_\_\_\_ at \_\_\_\_\_

By \_\_\_\_\_

[7] **No Service.** The following defendants were not found in this county:

Dated: \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Sheriff

By: \_\_\_\_\_ Deputy

IN THE 18<sup>TH</sup> JUDICIAL DISTRICT,  
DISTRICT COURT SEDGWICK COUNTY, KANSAS  
FAMILY LAW DEPARTMENT

IN THE MATTER OF THE MARRIAGE OF

\_\_\_\_\_ and \_\_\_\_\_

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

Pursuant to K.S.A. Chapter 23

**AFFIDAVIT OF PETITIONER**  
(Without minor children of this marriage)

STATE OF KANSAS        )  
  ) ss:  
SEDGWICK COUNTY        )

I, \_\_\_\_\_, of lawful age, being first duly sworn on oath state:

1. That I am the Petitioner in the foregoing matter;
2. That I have read the Petition and it is true and correct to the best of my belief and knowledge;
3. That the division of property and debt is fair just and equitable, and that in arriving at this decision I have taken into consideration the value of all assets, length of marriage, and source of property and debt;
4. That I am hereby requesting the Court approve the Property division provided therein;
5. That I hereby request the Court accept my testimony through this affidavit;
6. Further that I herein waive my right to a record.

**FURTHER AFFIANT SAITH NAUGHT.**

\_\_\_\_\_  
Petitioner

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My appointment expires: \_\_\_\_\_

**IN THE 18<sup>TH</sup> JUDICIAL DISTRICT,  
DISTRICT COURT SEDGWICK COUNTY, KANSAS  
FAMILY LAW DEPARTMENT**

**IN THE MATTER OF THE MARRIAGE OF**

\_\_\_\_\_ and \_\_\_\_\_

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

Pursuant to K.S.A. Chapter 23

**TITLE TO REAL ESTATE  
Involved \_\_\_ Yes \_\_\_ No**

**JOURNAL ENTRY OF JUDGMENT  
AND DECREE OF DIVORCE  
(Without minor child(ren) of this marriage)**

**NOW**, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, the above matter comes before the Court for final hearing. Petitioner appears in person, pro se. Respondent **(does not appear) (appears in person) (appears through counsel)**, and does not contest these proceedings. Both parties consent to the waiving of a record. There are no other appearances.

**WHEREUPON**, after reviewing matters of record, and considering all of the pleadings, and otherwise being duly advised, the Court finds, orders and decrees:

1. The Petition in this case was filed on \_\_\_\_\_ (date).
2. More than sixty (60) days have passed since the filing of the Petition in this case.
3. Petitioner has been a bona fide resident of the State of Kansas for more than sixty (60) days preceding the filing of the Petition in this case
4. That the Respondent has received a copy of the Petition in this case by:

**(CHECK ONLY ONE)**

- \_\_\_ a) Written entry of appearance and waiver of summons;\_
- \_\_\_ b) was served with summons by the Sedgwick County Sheriff;\_
- \_\_\_ c) was served by special process server;\_
- \_\_\_ d) was served with summons by certified-mail return receipt requested; or
- \_\_\_ e) was served by publication.

5. Service of process upon Respondent has been duly accomplished, and is valid, binding and legal in all respects, and is hereby approved by the Court.

6. This Court has jurisdiction over the parties to and the subject matter of this divorce matter. More specifically, this Court has jurisdiction over the minor child(ren) of the parties, and said child(ren) are not a subject of litigation in any other jurisdiction.

7. Venue in Sedgwick County, Kansas is proper.

8. Petitioner and Respondent were married on (date) \_\_\_\_\_, and have been married since that date.

9. Petitioner and Respondent are incompatible, and they are hereby divorced on that ground.

10. Petitioner and Respondent do not now have any children born of this marriage who are under the age of eighteen (18) years, and the wife was not pregnant at the time the Petition was filed in this case, nor is she pregnant at this time.

#### **11. SPOUSAL MAINTENANCE**

A.        **Husband**        **Wife** is ordered to pay \$                    per month as and for spousal maintenance of        **Husband**        **Wife** beginning        (date) for the period of     years and concluding on    (date). Said obligation shall terminate upon the death of either Husband or Wife or remarriage of the receiving party. Said support shall be paid through the Kansas Payment Center at the address set out below in Section 16.

B.        **Not Applicable.**

#### **12. ADDRESS FOR PAYMENTS AND ROLE OF COURT TRUSTEE**

(CHECK ALL THAT APPLY)

A.        **Not Applicable to Spousal Support**

B.        **The address for support obligation payments is as follows:**

Kansas Payment Center

Box 758599

Topeka, KS 66675-8599

The case number shown on the first page of this order shall be placed on all checks or money orders and said checks or money orders shall be made payable to the Kansas Payment Center and include the county designation (SG).

The Kansas Payment Center shall forward said payments to \_\_\_\_\_ **Husband** \_\_\_\_\_ **Wife** at \_\_\_\_\_ (city, state, zip) and it shall be the responsibility of the receiving party to inform the Clerk of any change in address.

**COLLECTION OF UNPAID SUPPORT**

Should the payor fail to be current with the support obligations as set out herein so that there is an arrearage in an amount equal to or greater than the amount of support payable for two months, an income withholding order shall be issued by the Court upon proper application. The income withholding order shall require any payor of income to the party in arrears to withhold income from each pay period in the necessary and lawful amounts to pay the current support obligation and to reduce the accrued arrearage.

The above orders for support may be enforced by garnishment unless the paying party requests a hearing to contest the issuance of an Order of Garnishment within seven (7) days after the service of the within order of support upon the paying party.

**13. RESIDENCE**

\_\_\_\_\_ **Husband** \_\_\_\_\_ **Wife** shall have permanent possession of the residence located at: \_\_\_\_\_ (city, state, zip),

with a legal description of \_\_\_\_\_

\_\_\_\_\_ with the value of the residence being \$ \_\_\_\_\_

**14. PERSONAL PROPERTY**

A. Husband shall remain in temporary possession of the following items of property:

All Personal Property now in his possession

Vehicle (describe): \_\_\_\_\_

The following items of personal property in the residence: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



B. Wife shall remain in temporary possession of the following items of property:

All Personal Property now in his possession

Vehicle (describe):

The following items of personal property in the residence:

**Both parties will be awarded their own retirement benefits from any current or past employer, free and clear of any claim of the other.**

**19. DEBTS**

The parties have no joint debts.

The parties shall be responsible for the respective debts listed below.

Husband shall be temporarily responsible for the periodic payment of the following joint debts:

(Description of loan)	(Bank/Lender)	(Approx. Amount)
-----------------------	---------------	------------------

Vehicle loan:

Wife shall be temporarily responsible for the periodic payment of the following joint debts:

(Description of loan)	(Bank/Lender)	(Approx. Amount)
-----------------------	---------------	------------------

Vehicle loan:

Each party shall hold the other harmless from any and all debts incurred on any property assigned to that party.

Both parties mutually agree that they shall execute such releases, bills of sale, deed or other instruments of transfer as may be necessary to comply with this Journal Entry of Judgment and Decree of Divorce. In the event of failure to do so within ten (10) days from the filing of this decree, then this decree shall operate as such a transfer.

**The division of assets and liabilities, as described herein is fair, just and equitable.**

20. (Optional) The wife's last name is restored to:\_\_\_\_\_.

21. The parties are prohibited from contracting marriage, within or outside the State of Kansas, with any third person until thirty (30) days from the date of the filing of this Journal Entry of Judgment and Decree of Divorce with the Clerk of the District Court, unless an appeal is taken, and then until receipt of the Mandate from the Appellate Courts of the State of Kansas in accordance with K.S.A. 60-2106(c). Any marriage contracted before the expiration of that period shall be voidable unless both parties waive appeal.

**IT IS SO ORDERED.**

\_\_\_\_\_  
**JUDGE OF THE DISTRICT COURT  
FAMILY LAW DEPARTMENT**

Approved by:

\_\_\_\_\_  
Petitioner Pro Se

\_\_\_\_\_  
Respondent Pro Se

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, ZIP

\_\_\_\_\_  
City, State, ZIP

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Telephone Number

# CERTIFICATE OF DIVORCE OR ANNULMENT

CASE NUMBER

State File Number

1. HUSBAND'S NAME (First, Middle, Last)			2. DATE OF BIRTH (Month, Day, Year)		
3. RESIDENCE-STATE			4. COUNTY		
5. WIFE'S NAME (First, Middle, Last)			6. WIFE'S LAST NAME PRIOR TO FIRST MARRIAGE		
7. DATE OF BIRTH (Month, Day, Year)		8. RESIDENCE-STATE		9. COUNTY	
10. PLACE OF THIS MARRIAGE - STATE OR FOREIGN COUNTRY		11. COUNTY	12. DATE OF THIS MARRIAGE (Month, Day, Year)		13. NUMBER OF CHILDREN UNDER 18 IN THIS HOUSEHOLD AS OF DATE IN ITEM 17
14. PETITIONER Husband      Wife      Both      Other (Specify) _____				15. NAME OF PETITIONER'S ATTORNEY (Type)	
16. ATTORNEY'S ADDRESS (Street and Number or Rural Route, City or Town, State, Zip Code)					
17. DATE DECREE FILED (Month, Day, Year)		18. TYPE OF DECREE-(Specify) Divorce      Annulment		19. COUNTY OF DECREE	
20. DATE FILED BY STATE REGISTRAR (Month, Day, Year)					

THE INFORMATION BELOW WILL NOT APPEAR ON CERTIFIED COPIES OF THE RECORD.

K.S.A. 65-24228, REQUIRES THE DIVORCE REPORT TO INCLUDE THE SOCIAL SECURITY NUMBER OF BOTH PARTIES TO MAKE SUCH INFORMATION AVAILABLE TO THE SECRETARY OF SOCIAL AND REHABILITATION SERVICES FOR THE PURPOSE OF ESTABLISHING, MODIFYING, OR ENFORCING A SUPPORT OBLIGATION.

21. HUSBAND'S SOCIAL SECURITY NUMBER			22. WIFE'S SOCIAL SECURITY NUMBER:		
23. NUMBER OF THIS MARRIAGE (First, Second, etc. <i>(Specify below)</i> )		24. IF PREVIOUSLY MARRIED, LAST MARRIAGE ENDED			
		By Death, Divorce, or Annulment <i>(Specify below)</i>		Date <i>(Month, Day, Year)</i>	
23a. HUSBAND		24a. HUSBAND		24b. HUSBAND	
23b. WIFE		24c. WIFE		24d. WIFE	
25. HISPANIC ORIGIN (Check the box or boxes that best describes whether you are Spanish, Hispanic, or Latino. Check the "no" box if you are not Spanish, Hispanic or Latino.)		26. RACE (Check one or more boxes to indicate what race(s) you consider yourself to be.)			
		26a. HUSBAND		26b. WIFE	
25a. HUSBAND		25b. WIFE			
No, not Spanish/Hispanic/Latino Yes, Mexican/Mexican American/Chicano Yes, Puerto Rican Yes, Cuban Yes, Central American Yes, South American Yes, other Spanish/Hispanic/Latino <i>(Specify)</i> _____ Unknown		No, not Spanish/Hispanic/Latino Yes, Mexican/Mexican American/Chicano Yes, Puerto Rican Yes, Cuban Yes, Central American Yes, South American Yes, other Spanish/Hispanic/Latino <i>(Specify)</i> _____ Unknown		White      Korean Black or African American      Vietnamese American Indian or Alaska Native (Name of the enrolled or principal tribes) _____ _____ Asian Indian      Native Hawaiian Chinese      Guamanian or Chamorro Filipino      Samoan Japanese      Other Pacific Islander <i>(Specify)</i> _____ Other <i>(Specify)</i> _____ _____ _____      Unknown	
27. EDUCATION (Check the box that best describes the highest degree or level of school completed.)					
27a. HUSBAND'S EDUCATION		27b. WIFE'S EDUCATION			
8th grade or less Some College credit, but no degree Master's degree (e.g., MA, MS, MEd, MSW, MBA)		8th grade or less Some College credit, but no degree Master's degree (e.g., MA, MS, MEd, MSW, MBA)		9th - 12th grade; no diploma Associate degree (e.g., AA, AS) Doctorate (e.g., PhD, EdD) or Professional degree (e.g., MD, DDS, DVM, LLB, JD)	
Unknown _____		Unknown _____		High school graduate or GED Bachelor's degree (e.g., BA, AB, BS) _____	