



## **FAMILY COURT POLICY FOR APPROVAL OF SETTLED OR UNCONTESTED CASES**

To assist parties in Family Court resolve their matters quickly and easily, the Family Court adopts the following policy for obtaining approval of settled or uncontested matters without a formal hearing. The following case types may be approved by the Court without a hearing provided that the required documentation is submitted to the Court. All documentation must be submitted at least 24 hours before any scheduled hearing. Parties and counsel are expected to appear at all hearings unless expressly excused by communication from the court.

If a case does not qualify for expedited processing, please contact the division administrative assistant by email to schedule a hearing. Proof of notice to the other party must be filed with the Court Clerk or available at the hearing. If both parties are unrepresented, they may request assistance with scheduling by contacting the District Court Self-Help Center.

Failure to provide all required documentation will result in rejection of proposed orders. Do not assume that submission of the documentation and orders guarantees approval. The Court may still require hearings on a case-by-case basis in its discretion. No hearings are cancelled unless you have received communication from the court confirming cancellation or continuance.

### **Divorces without children**

Divorces without children in which both parties are represented by an attorney may be submitted for approval without a hearing if the following documentation is submitted at least 24 hours before any scheduled hearing. Parties and counsel are expected to appear at all hearings unless expressly excused by communication from the court.

1. A decree of divorce signed by both attorneys of record.
2. A signed property settlement agreement.
3. A current, fully completed, Domestic Relations Affidavit.
4. A spreadsheet of assets and liabilities listing all major assets, liabilities, their values, and how they are divided.

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1. A decree of divorce signed by both attorneys of record.
2. A signed property settlement agreement.
3. A current, fully completed, Domestic Relations Affidavit.
4. A spreadsheet of assets and liabilities listing all major assets, liabilities, their values, and how they are divided.
5. A signed parenting plan.
6. An agreed child support worksheet (with a written shared expense plan if appropriate).
7. Proof of attendance in court ordered parent education program.
8. Proof of payment of all court fees (including parent education, alternative dispute resolution, and court services fees) and, if relevant, guardian ad litem or other similar court mandated fees.

### **Mediated divorce cases with or without children**

Divorces with or without children in which one of both parties are unrepresented by an attorney may be submitted for approval without a hearing if they participated in and resolved their case with assistance of a lawyer mediator. In addition to the relevant documentation referenced above, the parties must submit an affidavit identifying the lawyer mediator, stating the name and address of the lawyer mediator and that the lawyer mediator advised the parties that they should each have all final agreements drafted by the mediator reviewed by their own separate counsel before signing. All documentation must be submitted at least 24 hours before any scheduled hearing. Parties and counsel are expected to appear at all hearings unless expressly excused by communication from the court.

### **Parentage Cases**

Parentage cases in which both parties are represented by an attorney may be submitted for approval without a hearing if the following documentation is submitted at least 24 hours before any scheduled hearing. Parties and counsel are expected to appear at all hearings unless expressly excused by communication from the court.

1. A final order signed by both attorneys of record.
2. A current, fully completed, Domestic Relations Affidavit.
3. A signed parenting plan.
4. An agreed child support worksheet (with a written shared expense plan if appropriate).
5. Proof of attendance in court ordered parent education program.
6. A signed property settlement agreement (if property is involved).



7. A spreadsheet of assets and liabilities listing all major assets, liabilities, their values, and how they are divided (if property is involved).
8. Proof of payment of all court fees (including parent education, alternative dispute resolution, and court services fees) and, if relevant, guardian ad litem or other similar court mandated fees.

### **Mediated parentage cases**

Parentage cases in which one of both parties are unrepresented by an attorney may be submitted for approval without a hearing if they participated in and resolved their case with assistance of a lawyer mediator. In addition to the relevant documentation referenced above, the parties must submit an affidavit identifying the lawyer mediator, stating the name and address of the lawyer mediator and that the lawyer mediator advised the parties that they should each have all final agreements drafted by the mediator reviewed by their own separate counsel before signing. All documentation must be submitted at least 24 hours before any scheduled hearing. Parties and counsel are expected to appear at all hearings unless expressly excused by communication from the court.

### **Approving orders modifying existing parenting plans or child support orders**

If both parties are represented by an attorney, an agreed parenting plan may be submitted without a hearing. If the agreed order involves child support. The parties must file an agreed child support worksheet (with shared expense plan if applicable), and current fully completed domestic relations affidavits.

If one or both parties are unrepresented by an attorney, an agreed parenting plan may be submitted for approval without a hearing if the parenting plan was completed with the assistance of a mediator, conciliator, parent coordinator or domestic case manager approved and qualified pursuant to Kan. Sup. Ct. Rules 901, *et seq.* If the agreed order involves child support. The parties must file an agreed child support worksheet (with shared expense plan if applicable), and current fully completed domestic relations affidavits.

If both or one of the parties is unrepresented by an attorney, the agreed order does not concern child support, and the agreed parenting plan has been approved by a court appointed guardian ad litem, the order may be submitted for approval without a hearing.