

DISTRICT COURT TRUSTEE  
SEVENTH JUDICIAL DISTRICT  
111 EAST 11<sup>TH</sup> STREET, UNIT 101  
LAWRENCE, KS 66044-2966  
785-832-5315  
Fax: 785-838-2408

**Pro Se  
Motion to Stay Income Withholding Order**

1. **Fill out completely using typewriter or printed in black ink:**
  - a) Motion (with specific reasons)
  - b) Acknowledgment/certificate of mailing section  
(signed before a Notary Public)
  
2. File the original and 5 copies of the motion with the Clerk of the District Court's Office. Write "Juvenile Judge Pro Tem" on the top of one of your copies.
  
3. The Clerk of the District Court will "file stamp" all copies, keep the original and copy marked "Juvenile Judge Pro Tem," and give you back the additional copies. You must send by first class mail a "file-stamped" copy of your Motion to the Petitioner/Respondent and his/her attorney of record, and **send/bring a copy to:**

<p><b>District Court Trustee Office Judicial Center 111 East 11th Street, Unit 101   OR Lawrence, KS 66044</b> (If you have a case open with the Court Trustee)</p>	<p><b>Kansas Child Support Services 120 SE 6th Street, Ste 106 Topeka, KS 66603</b> (If you have a case open with the DCF office)</p>
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4. When the Juvenile Judge Pro Tem receives a copy of your motion, you will be notified by mail of your hearing date and time.
  
5. **IT IS UP TO YOU** to get the correct papers filed in order for your case to go forward on its assigned hearing date and time.

***PLEASE REMEMBER!! A copy of all paperwork that you have filed with the Clerk of the District Court needs to be given to the Court Trustee Office or DCF at the address indicated above if you currently have an open enforcement case with them.***

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

In the Matter of \_\_\_\_\_,  
and \_\_\_\_\_,

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

**MOTION TO STAY ISSUANCE OF INCOME WITHHOLDING ORDER**

I, \_\_\_\_\_, having received a Notice of Intent in the above-named case on \_\_\_\_\_, 20\_\_\_\_, move the Court to refrain from issuing an Income Withholding Order on one or more of the following grounds (*check those which apply*):

- A. I am not the person who owes the duty of support imposed in this case.
- B. The amount of family support alleged in the Notice of Intent to be due periodically (current support) is incorrect. The correct amount is \$\_\_\_\_\_ per \_\_\_\_\_.
- C. The amount of past due support alleged to be due and unpaid is incorrect. The correct amount is \$\_\_\_\_\_ as of \_\_\_\_\_(Date).
- D. The amount requested to be withheld is greater than the amount permitted by law. The maximum percentage is \_\_\_\_\_%.
- E. Other: \_\_\_\_\_

State of Kansas )  
County of Douglas ) ss.

I, \_\_\_\_\_, being of lawful age and first duly sworn, state: I have read the foregoing Motion to Stay Issuance of Income Withholding Order and am familiar with its contents. All of the statements I have filled in or marked are true. I have served a copy of this motion by First Class mail on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, addressed to:

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

\_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My term expires: \_\_\_\_\_  
\_\_\_\_\_  
(Notary Public/Clerk)