

PFA Tips & Tricks: Part 1: Preparing for Your PFA or PFS

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PFA Tips & Tricks Guide

This guide is meant to help people going to court for either a PFA (Protection From Abuse) or a PFS (Protection From Stalking).

Guide Structure (3 Parts):

1. **[Part 1: Preparing for your PFA/PFS \(You Are Here\)](#)**
2. **[Part 2: Going to Court for your PFA/PFS](#)**
3. **[Part 3: After Court - What to Do Now?](#)**

→ ACTION REQUIRED: Please be sure to read **ALL THREE parts**** of this guide to ensure you are as prepared as possible going into court.**

→ **SAFETY NOTE:** It is **VERY** important to read **Part 3 (After Court)** to safety plan and ensure you remain safe, no matter the outcome.

PFA Tips & Tricks: Part 1/3: Preparing for Your PFA/PFS

Appropriate Clothing for Court

→ **General Rule:** Dressing professionally and conservatively shows respect for the court.

→ **Appearance:** Look clean and neat. Avoid revealing clothing or explicit language/images. Cover visible tattoos if possible.

→ **Attire:** Men should wear a suit or dress slacks/shirt. Women should wear a conservative dress, business suit, or dress pants/shirt.

→ **Accessories:** Remove sunglasses and hats. Avoid flip-flops, excessively high heels, sneakers, and heavy jewelry.

❗ CRITICAL WARNING: Children and Courtroom Access

→ **Age Limit:** Children under the age of 18 will ****not**** be allowed in the courtroom.

→ **Action:** You ****must**** make arrangements for child care beforehand. If you bring a child, they must be supervised by someone outside the courtroom.

Procedural Checklist & Resources

→ **Bring a Notebook:**

It is essential to take notes during the proceeding. Have a pen and paper ready.

→ **Reliable Child Care:**

- ****Do not**** bring your child or toddler with you to court without a dedicated supervisor who can wait outside the courtroom.
- Online resource for locating day care facilities near you:
<http://www.daycareresource.com/kansas.html>

→ **Reliable Transportation:**

- Plan ahead: Fill your gas tank the day before or arrange a ride.
- Bus Systems (Kansas):
 - [Wichita Transit](#)
 - [Topeka Metro](#)
 - [Lawrence Transit](#)
 - [Kansas City \(KCATA\)](#)
- Alternatives include ridesharing services like Uber (fees apply).

Value of Having a Support System

→ **Emotional Support:** PFA/PFS proceedings are difficult. Bring a family member or trusted friend to remind you of your strength.

→ **Court Rules:** Your support person must also follow all court rules (e.g., no mumbling, "all rise").

→ **Advocates:** Great advocates are available at the YWCAs and shelters like the Willow Domestic Violence Shelter. They are trained to assist in these situations.

Key Preparation: Witnesses and Evidence

→ **Witnesses:**

- Bring anyone who witnessed the abuse/stalking and is willing to testify. A letter is not enough; they must be physically present.
- To compel attendance, you can use a Subpoena form (model link): <https://courts.jocogov.org/forms/SUBPOENA.PDF>. Remember to change the caption to include your county.

→ **Evidence (Documentation):**

- Write down dates and keep track of everything relevant.
- Take pictures of injuries or damage.
- ****CRUCIAL COPY RULE:**** If you want to enter anything into evidence, you'll need to make ****3 copies****—one for you, one for the court, and one for your opponent.
- Do not rely on showing a judge your phone screen. Information on the phone must be printed off first, or the phone itself must be formally entered into evidence (which is complex).

Day-of Logistics & Planning

→ **Arrive Early:** There is a check-in process and you need time to find the correct courtroom and signs. Factor in extra time.

→ **Parking/Meters:** Ensure you have change for meters and pay for enough time so you do not have to leave the courtroom to feed the meter. Plan ahead.

Parenting and Property Issues

→ **Scope:** If you have property at the other person's house (or vice-versa), or if you have joint children, property exchanges and parenting time will be addressed.

→ **Bring Case Numbers:** If you have a prior divorce, paternity, custody, or parenting time case with the other party, ****bring those case numbers****. Judges use these to potentially consolidate cases.

→ **Have a Plan:** Have a clear idea of how you want to handle these issues and what your ideal outcome is.

→ **Limitations:** Be aware of what the PFA court can and cannot do. For example, it is rare for a court in a PFA hearing to completely take away someone's parenting rights.

Need Legal or Crisis Assistance?

Crisis & Support Hotline:

- **The Kansas Crisis Hotline: 1-888-363-2287** (Toll-free, 24-hour statewide hotline for victims of domestic violence and sexual assault.)
- Find a resource or shelter near you: <https://www.kcsdv.org/find-help/in-kansas/dv-sa-services-map-2>

Apply for Kansas Legal Services (KLS):

- Call us at ****316-267-3975**** to fill out the application over the phone.
- Or, [Apply Online](#).

How to Apply for a PFA/PFS

→ **Initial Filing:** Complete the Petition for Protection Order (and UCCJEA Affidavit if children are involved). Take forms to the Clerk of the District Court in the County Courthouse. Blank forms are available from the Clerk.

→ **Forms Link:** Forms are available at <https://www.kansaslegalservices.org/node/183/kansas-protection-abuse-pfa-forms>.

→ **Help Filling Forms:** If you contact the YWCA, they can help you fill out the necessary PFA or PFS forms.

NEXT UP: SEE PART 2/3

Going to Court for Your PFA/PFS

Last updated on November 25, 2025.

Topics

[Abuse and Stalking](#)

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An infographic titled "STEP 1: ASK FOR THE FINANCIAL ASSISTANCE POLICY (FAP)". It contains a bulleted list of information and a photograph of a person in a wheelchair at a desk.

STEP 1: ASK FOR THE FINANCIAL ASSISTANCE POLICY (FAP)

- FAP explains
 - Who qualifies
 - What help is available
 - How to apply
- Hospital **MUST** give FAP information to you for free

Pause (k) n't wait — ask as soon as you get a bill

The photograph shows a person with curly hair sitting in a wheelchair at a desk in what appears to be a hospital or office setting. A woman is visible in the background behind a counter.

February 23, 2026

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September 1, 2025

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