

[NAME OF COURT]
[COUNTY OF COURT], [STATE OF COURT]

[Plaintiff / Petitioner Name],
Plaintiff,

v.

[Defendant / Respondent Name],
Defendant.

Case No. [Case Number]

SUMMONS

TO THE DEFENDANT NAMED ABOVE:

[Defendant / Respondent Name]
[Defendant Street Address]
[Defendant City, State, Zip Code]

NOTICE! YOU HAVE BEEN SUED.

A lawsuit has been filed against you. The papers attached to this Summons state the claims that the Plaintiff has made against you.

To defend yourself, you must file a written response to the complaint or petition with the Clerk of this Court within _____ days after this Summons is served on you (not counting the day you received it).

Your written response must be in the proper legal form and filed at:

Clerk of the Court
[Court Street Address]
[Court City, State, Zip Code]

You must also mail or deliver a copy of your written response to the Plaintiff's attorney (or the Plaintiff, if they are representing themselves) at the following address:

[Mailing Street Address]

[Mailing City, State, Zip Code]

IMPORTANT WARNING:

If you do not file a written response with the Court and serve a copy on the Plaintiff within the time allowed, you may lose the case by default. The Court may enter a judgment against you for the money, property, or other relief demanded in the complaint or petition without further notice.

If you cannot afford an attorney, you may contact a legal services office or legal aid society in your area to see if you qualify for free legal assistance. You may also contact the local bar association for assistance in finding an attorney.

Dated: _____

CLERK OF THE COURT

By: _____

Deputy Clerk

*

PROOF OF SERVICE

I, _____, declare under penalty of perjury that:

1. I am over the age of 18 and not a party to this action.
2. I served a copy of this Summons and the accompanying Complaint/Petition on the Defendant as follows:

Recipient: [Defendant / Respondent Name]

Date of Service: _____

Time of Service: _____ [AM/PM]

Method of Service:

☐ Personal Service: **I personally delivered the documents to the Defendant at:**

☐ Substitute Service: **I left the documents at the Defendant's dwelling house or usual place of abode with a person of suitable age and discretion residing therein:**

Name of Recipient: _____

Address: _____

☐ Other Service:** _____

Signature of Server: _____

Printed Name: _____

Title/Capacity: _____

Address: _____

Phone: _____