

In the \_\_\_\_\_ Court for \_\_\_\_\_ County, State of \_\_\_\_\_

In re:	_____	)	Case No:
	Petitioner	)	
vs.		)	Division:
	_____	)	
	Respondent	)	

**SUMMONS: PERSONAL SERVICE ON AN INDIVIDUAL**

TO: \_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT**

A lawsuit has been filed against you. You have 20 calendar days after this summons is served on you to file a written response to the attached complaint/petition with the clerk of this circuit court. A phone call will not protect you. Your written response, including the case number given above and the names of the parties, must be filed if you want the court to hear your side of the case. If you do not file your written response on time, you may lose the case, and your wages, money, and property may thereafter be taken without further warning from the court. There are other legal requirements. You may want to call an attorney right away. If you do not know an attorney, you may call an attorney referral service or a legal aid office (listed in the phone book).

If you choose to file a written response yourself, at the same time you file your written response to the court you must also mail or take a copy of your written response to the person named below.

WARNING: The State of \_\_\_\_\_ requires that you provide to the other party in this lawsuit access to or copies of certain documents and information. Failure to do this can result in the court taking action against you, including dismissal (throwing out your case) or striking of pleadings (throwing out part of your case).

\_\_\_\_\_  
Petitioner

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City/State/Zip Code

THE STATE OF \_\_\_\_\_

TO EACH SHERIFF OF THE STATE: You are commanded to serve this summons and a copy of the complaint in this lawsuit on the above-named defendant.

DATED: \_\_\_\_\_

\_\_\_\_\_  
As Clerk of the Court

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