

## **INSTRUCTIONS FOR COMPLETING THE PRAECIPE FOR SUMMONS/PERSONAL SERVICE**

### **HEADING**

- Enter the name of the county where you are filing the complaint.
- If this is an original action, enter your first, middle, and last names. You are the plaintiff. If this is a modification case, enter the name of the plaintiff as it is shown on the original complaint.
- If this is an original action, enter the other party's first, middle and last names. The other party is the defendant. If this is a modification case, enter the name of the defendant as it is shown on the original complaint.
- If you are filing an original action, the clerk of the district court will give you a case number. You must include the case number on any papers you file. If this is a modification case, the case number will be the same as in the original action. The case number does not change.

### **BODY OF THE PRAECIPE**

- Enter the name of the county in which the other party is living or working.
- Enter the name of the state in which the other party is living or working.
- Enter the full name of the other party.
- Enter the other party's street address where you wish the sheriff to serve the other party (home or work).
- Enter the city and state, for the address you provided, where the other party lives or works.

### **FINAL SIGNATURE**

- Enter your first, middle, and last names.
- Sign your name.
- Enter your street address.
- Enter the city, state, and ZIP code where you live.
- Enter your telephone number, including the area code.
- Enter your email address.