

## COMPLETING THE PRAECIPE FOR SUMMONS/PERSONAL SERVICE

Use this form to ask the court to have a summons and a copy of the complaint you filed given to the other party by the sheriff or another authorized agency.

In a case for divorce, you are the plaintiff, and the other party is the defendant.

In a modification case list the plaintiff and the defendant exactly as they are on the original order.

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Choose the county from the drop-down list.

Enter the name of the plaintiff.

Enter the name of the defendant.

Enter the name of the person to be served and the address where they can be served.

Check the box if the judge has given you an order allowing you to proceed with your case without paying fees or costs.

IN THE DISTRICT COURT OF \_\_\_\_\_ COUNTY, NEBRASKA  
Choose the court \_\_\_\_\_ (county where Complaint filed)

\_\_\_\_\_, Case No. \_\_\_\_\_  
(your full name) Plaintiff

VS. \_\_\_\_\_  
(spouse's full name) Defendant

**PRAECIPE FOR SUMMONS/PERSONAL SERVICE**

**TO THE CLERK OF SAID COURT:**

Please issue summons, to be served by the Sheriff of \_\_\_\_\_ County,  
(County where other party is to be served)  
\_\_\_\_\_, along with a copy of the Complaint to:  
(State where other party is to be served)

\_\_\_\_\_  
(name of party to be served)

\_\_\_\_\_  
(street address where party is to be served)

\_\_\_\_\_  
(city and state where party is to be served)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Street Address/P.O. Box: \_\_\_\_\_

City/State/ZIP Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

☐ IFP Order on file

**Leave blank.**  
The court clerk will assign a case number.

Enter the name of the county and state where service will be made.

Sign and date the form. Enter your printed name, your address, telephone number, and your email address.