

INSTRUCTIONS FOR COMPLETING THE PRAECIPE FOR SUMMONS/PERSONAL SERVICE

HEADING

- a. Choose the county in the drop down box below the first blank. This is where you are filing the complaint.
- b. 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.
- c. 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.
- d. 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.

IN THE DISTRICT COURT OF _____ COUNTY, NEBRASKA

a. Choose the county (county where action is filed)

b. CASE NO. _____ (case number)

c. _____ Plaintiff,
(name person listed as plaintiff in original action)

d. VS. _____ Defendant,
(name of person listed as defendant in original action)

BODY OF THE PRAECIPE

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

e. Please issue summons, to be served by the Sheriff of _____ County,
(County where other party is to be served)

f. _____, along with a copy of the Complaint to:
(State where other party is to be served)

g. _____
(name of party to be served)

h. _____
(street address where party is to be served)

i. _____
(city and state where party is to be served)

FINAL SIGNATURE

- j. Sign your name.
- k. Enter the date.
- l. Print your first, middle, and last names.
- m. Enter your street address.
- n. Enter the city, state, and ZIP code where you live.
- o. Enter your telephone number, including the area code.
- p. Enter your email address, if any.

<input type="text" value="i."/>	<input type="text" value="k."/>
<input type="text" value="l."/>	<input type="text" value="m."/>
<input type="text" value="o."/>	<input type="text" value="n."/>
<input type="text" value="p."/>	

Signature
Name
Street Address/P.O. Box
Phone
City/State/ZIP Code
E-mail Address

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

IFP Order on file