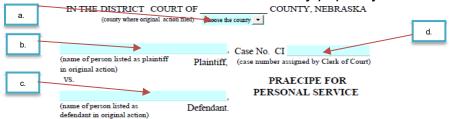
INSTRUCTIONS FOR COMPLETING THE PRAECIPE FOR PERSONAL SERVICE

HEADING

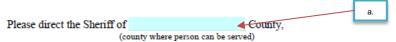
The heading on this pleading should be the same as the heading in the original action for divorce, legal separation, paternity, or child support. The case number will also be the same.

- a. Choose the county in the drop down box below the first blank.
- b. Enter the name of the plaintiff exactly as on the original.
- c. Enter the name of the defendant exactly as on the original.
- d. The clerk of the district court assigned a case number when the <u>original</u> action was filed. You must include that case number on any papers you file.

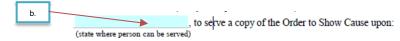


BODY OF THE PRAECIPE

a. In the first blank, enter the county where the person you are filing against can be served.



b. In the second blank, enter the state where the person you are filing against can be served.



c. In the next blanks, print the name of the person to be served (the person you are filing this action against), the street address where the person can be served by the sheriff (home or work), and the city and state where the person lives or works.



FINAL SIGNATURE

- d. Sign your name.
- e. Enter the date.
- f. Enter your name.
- g. Enter your full street address.
- h. Enter your city, state, and ZIP code.
- i. Enter your telephone number, including the area code.
- j. Enter your email address, if any.

