

SS:

ST. JOSEPH COUNTY )

Plaintiff — Names and Addresses

**Summons**  
Sample only. Actual document provided by Clerk.

CAUSE NO \_\_\_\_\_

vs.

Defendant — Names and Addresses

**TO THE ABOVE NAMED DEFENDANT OR DEFENDANTS:**

You have been sued by the person(s) named "plaintiff" in the court stated above.

The nature of the suit against you is stated in the complaint which is attached to this summons. It also states the demand which the plaintiff has made and wants from you.

You must answer the complaint in writing, by you or your attorney, within twenty (20) days commencing the day after you receive this summons, (you have twenty-three (23) days to answer if this summons was received by mail), or judgment will be entered against you for what the plaintiff has demanded.

If you have a claim for relief against the plaintiff arising from the same transaction or occurrence, you must assert it in your written answer.

**CLERK'S ISSUANCE**

DATE \_\_\_\_\_, 19\_\_\_\_ BY \_\_\_\_\_  
CLERK  
DEPUTY

The following manner of service is hereby designated:  Registered Mail  Certified Mail  
 By Sheriff as provided by law.  Other, as follows:

(If by mail, stamped addressed envelope with return receipt attached to be furnished by the attorney.)

**ATTORNEY FOR PLAINTIFF**

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE NO \_\_\_\_\_

**ACKNOWLEDGMENT OF SERVICE OF SUMMONS**

A copy of the above summons and a copy of the complaint attached thereto was received by me at

this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

Signature of Defendant