

**INSTRUCTIONS FOR FILLING OUT
PRAECIPE FOR SUMMONS/PERSONAL SERVICE**

HEADING

- Enter the name of the county where you are filing the Complaint.
- Enter your first, middle, and last names. You are the plaintiff.
- Enter your spouse's first, middle and last names. Your spouse is the defendant.
- The Clerk of the District Court will give you a case number when you file the Complaint. You must include the case number on any papers you file.

BODY OF THE PRAECIPE

In the first three blanks, print the full name of your spouse, your spouse's street address where you wish the sheriff to serve your spouse (home or work), and the city and state where your spouse lives or works.

FINAL SIGNATURE

- On the first line print your first, middle, and last names.
- On the second line write your first, middle, and last names.
- On the third line enter your street address.
- On the fourth line enter the city, state, and ZIP code where you live.
- On the fifth line enter your telephone number, including the area code.