

**INSTRUCTIONS FOR FILLING OUT THE  
SUMMONS WITH NOTICE**

**PRINT AND USE BLACK INK ONLY.**

- 1** Name of the county where you are going to file the complaint/petition (county where you live).
- 2** Write the name(s) of the Plaintiff(s).
- 3** Write the name(s) of the Defendant(s).
- 4** Write the case Index Number.
- 5** Enter the date when the Index Number was purchased from the County Clerk.
- 6** Date of the summons.
- 7** Enter your name, address and telephone number.
- 8** Enter address of party being sued [Defendant(s)].
- 9** Briefly describe the nature of your case against the defendant(s), such as breach of contract, negligence, etc.
- 10** Briefly describe the kind of relief you are asking for, such as money damages of \$25,000, etc.
- 11** The amount of money you are demanding.
- 12** Date from which interest on the amount demanded is claimed.
- 13** Enter the county where the action is pending.
- 14** Check the box that applies.