

# SUMMONS

In the  
Circuit Court of  
Marion County, Indiana

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Plaintiff

—vs—

Cause No. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Defendant

TO DEFENDANT: (Name) \_\_\_\_\_

(Address) \_\_\_\_\_  
\_\_\_\_\_

You are hereby notified that you have been sued by the person named as plaintiff and in the Court indicated above.

The nature of the suit against you is stated in the complaint which is attached to this Summons. It also states the relief sought or the demand made against you by the plaintiff.

An answer or other appropriate response in writing to the complaint must be filed either by you or your attorney within twenty (20) days, commencing the day after you receive this Summons, (or twenty-three (23) days if this Summons was received by mail), or a judgment by default may be rendered against you for the relief demanded by plaintiff.

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.

If you need the name of an attorney, you may contact the Indianapolis Bar Association Lawyer Referral Service (269-2222), or the Marion County Bar Association Lawyer Referral Service (634-3950).

Dated \_\_\_\_\_ (Seal)

Clerk, Circuit Court of Marion County

(The following manner of service of summons is hereby designated.)

Registered or certified mail.

Service on individual (Personal or copy) at above address.

Service at place of employment, to-wit: \_\_\_\_\_

Service on agent. (Specify) \_\_\_\_\_

Other service. (Specify) \_\_\_\_\_

\_\_\_\_\_  
Attorney for Plaintiff

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

Marion County Circuit Court  
200 East Washington St., W-506  
Indianapolis, IN 46204

\_\_\_\_\_  
Telephone

## **SHERIFF'S RETURN ON SERVICE OF SUMMONS**

I hereby certify that I have served this summons on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

(1) By delivering a copy of the Summons and a copy of the complaint to the defendant, \_\_\_\_\_

(2) By leaving a copy of the Summons and a copy of the complaint at \_\_\_\_\_  
which is the dwelling place or usual place of abode of \_\_\_\_\_

(3) Other Service or Remarks: \_\_\_\_\_

\_\_\_\_\_  
Sheriff's Costs

\_\_\_\_\_  
Sheriff

By: \_\_\_\_\_  
Deputy

## **CLERK'S CERTIFICATE OF MAILING**

I hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, mailed a copy  
of this Summons and a copy of the complaint to the defendant, \_\_\_\_\_  
by \_\_\_\_\_ mail, requesting a return receipt, at the address furnished by the plaintiff.

Dated: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Clerk of the Circuit Court of Marion County

By: \_\_\_\_\_  
Deputy

## **RETURN ON SERVICE OF SUMMONS BY MAIL**

\_\_\_\_\_ hereby certify that the attached return receipt was received by me showing that the Summons and a copy of  
the complaint mailed to defendant \_\_\_\_\_ was accepted by the  
defendant on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

I hereby certify that the attached return receipt was received by me showing that the Summons and a copy of  
the complaint was returned not accepted on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

I hereby certify that the attached return receipt was received by me showing that the Summons and a copy of  
the complaint mailed to defendant \_\_\_\_\_ was accepted by  
\_\_\_\_\_ on behalf of said defendant on  
the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Clerk of the Circuit Court of Marion County

By: \_\_\_\_\_  
Deputy