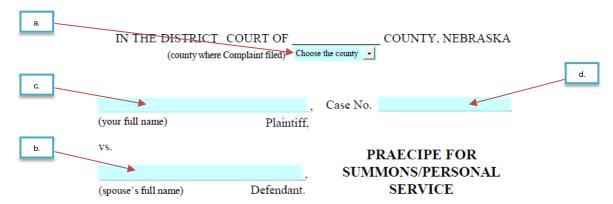
INSTRUCTIONS FOR COMPLETING THE PRAECIPE FOR SUMMONS/PERSONAL SERVICE

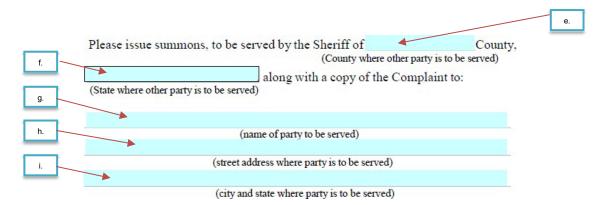
HEADING

- a. Choose the county in the drop down box below the first blank. This is where you are filing the complaint.
- b. If this is an original action, enter your name. You are the plaintiff.
 - i. If this is a modification case, enter the name of the plaintiff as it is shown on the original complaint.
- c. If this is an original action, enter the other party's name. The other party is the defendant.
 - i. If this is a modification case, enter the name of the defendant as it is shown on the original complaint.
- d. If you are filing an original action, the clerk of the district court will give you a case number. You must include the case number on any papers you file.
 - i. If this is a modification case, the case number will be the same as in the original action. The case number does not change.



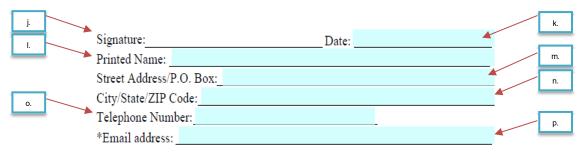
BODY OF THE PRAECIPE

- e. Enter the name of the county in which the other party is living orworking.
- Enter the name of the state in which the other party is living or working.
- g. Enter the name of the other party.
- h. Enter the other party's street address where you wish the sheriff to serve the other party (home or work).
- i. Enter the city and state, for the address you provided, where the other party lives or works.



FINAL SIGNATURE

- j. Sign your name.
- k. Enter the date.
- I. Print your name.
- m. Enter your street address.
- n. Enter the city, state, and ZIP code where you live.
- o. Enter your telephone number, including the area code.
- p. Enter your email address, if any.



q. Check the box if the judge has given you an In Forma Pauperis order allowing you to proceed with your case without paying fees or costs.

