

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.

IN THE DISTRICT COURT OF _____ COUNTY, NEBRASKA
(county where Complaint filed) Choose the county ▾

_____, Case No. _____
(your full name) Plaintiff,

vs.
_____,
(spouse's full name) Defendant.

**PRAECIPE FOR
SUMMONS/PERSONAL
SERVICE**

Callouts: a. points to the county dropdown; b. points to the defendant name; c. points to the plaintiff name; d. points to the case number.

BODY OF THE PRAECIPE

- e. Enter the name of the county in which the other party is living or working.
- f. 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.

Please issue summons, to be served by the Sheriff of _____ County,
(County where other party is to be served)

_____ along with a copy of the Complaint to:
(State where other party is to be served)

(name of party to be served)

(street address where party is to be served)

(city and state where party is to be served)

Callouts: e. points to the county; f. points to the state; g. points to the name; h. points to the street address; i. points to the city and state.

FINAL SIGNATURE

- j. Sign your name.
- k. Enter the date.
- l. 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.

Signature: _____ Date: _____

Printed Name: _____

Street Address/P.O. Box: _____

City/State/ZIP Code: _____

Telephone Number: _____

*Email address: _____

- 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.

IFP Order on file