

IN THE DISTRICT COURT OF DOUGLAS COUNTY, KANSAS
Seventh Judicial District

Plaintiff Name
Plaintiff,

vs.

Case No. _____

Defendant Name
Defendant Address
City, State Zip

SUMMONS

To the above named defendant:

You are notified that an action has been filed against you in this court. You, or your attorney, are required to file a written response to the attached petition. This response is to be filed with the Clerk of District Court at 111 East 11th St., Lawrence, Kansas, 66044. Please print the case number on your answer. Any related claim that you may have against the plaintiff may be stated as a counterclaim in your written response. You must also serve a copy of your written response upon the plaintiff's attorney:

Plaintiff Attorney
Plaintiff Attorney Address
City, State Zip

prior to 8:30 a.m. on **DATE**.

If you do not file a written response by the date listed above, you or your attorney must appear in person at the Limited Civil Answer Docket, 8:30 a.m. on **DATE**, in the Jury Assembly Room, located in the basement of the Law Enforcement and Judicial Building, 111 E 11th St, Lawrence, Kansas 66044.

If you fail to respond to the attached petition, either by submitting a written answer before the date listed or by appearing in person on that date and time, judgment by default will be taken against you for the relief demanded in the petition.

Date: **DATE**

Clerk of the District Court

By _____, Deputy

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Plaintiff,

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Date: **DATE**

Clerk of the District Court

By _____, Deputy

Case No. _____

*****RETURN ON SERVICE OF SUMMONS*****

I hereby certify that I have served this summons:

Personal Service: By delivering a copy of such summons and copy of the petition to the defendant on _____, _____.

Residence Service: By leaving a copy of such summons and a copy of the petition at the usual place of residence of the defendant on _____, _____ with _____, person of suitable age and discretion residing therein, at _____.

Agent Service: By delivering a copy of such summons and a copy of the petition to the agent _____, authorized by appointment or by law to receive service of process on _____.

Residence Service and Mailing: By leaving a copy of such summons and a copy of the petition at the usual place of residence of the defendant and mailing by first-class mail a notice that such copies have been left on _____, _____ at _____.

Certified Mail Service: By mailing a copy of such summons and a copy of the petition certified mail return receipt requested to the above named defendant on _____, _____. The name and address on the envelope was as follows _____.

Certified Mail Return Receipt Was Refused: A copy of the summons and petition were mailed by first class mail, postage prepaid on _____, _____ addressed to the above named defendant at _____.

No Service: The defendant was not found in this county.

No Service: _____.

I declare (or verify, certify or state) under penalty of perjury that the foregoing return of service is true and correct.

Executed _____

Signature and Title of Officer