

**SUMMONS  
-CIVIL-**

IN THE \_\_\_\_\_ COURT OF \_\_\_\_\_ COUNTY

Plaintiff \_\_\_\_\_ v. Defendant \_\_\_\_\_  
\_\_\_\_\_

NOTICE TO \_\_\_\_\_

THE COMPLAINT WHICH IS ATTACHED TO THIS SUMMONS IS IMPORTANT AND YOU MUST TAKE IMMEDIATE ACTION TO PROTECT YOUR RIGHTS. YOU OR YOUR ATTORNEY ARE REQUIRED TO FILE THE ORIGINAL OF YOUR WRITTEN ANSWER, EITHER ADMITTING OR DENYING EACH ALLEGATION IN THE COMPLAINT WITH THE CLERK OF THIS COURT. A COPY OF YOUR ANSWER MUST BE MAILED OR HAND DELIVERED BY YOU OR YOUR ATTORNEY TO THE PLAINTIFF OR PLAINTIFF'S ATTORNEY \_\_\_\_\_ WHOSE ADDRESS IS \_\_\_\_\_

THIS ANSWER MUST BE MAILED OR DELIVERED WITHIN \_\_\_\_\_ DAYS AFTER THIS SUMMONS AND COMPLAINT WERE DELIVERED TO YOU OR A JUDGMENT BY DEFAULT MAY BE ENTERED AGAINST YOU FOR THE MONEY OR OTHER THINGS DEMANDED IN THE COMPLAINT.

**TO ANY SHERIFF OR ANY PERSON AUTHORIZED by the Alabama Rules of Civil Procedure:**

You are hereby commanded to serve this summons and a copy of the complaint in this action upon the defendant.

Service by certified mail of this summons is initiated upon the written request of \_\_\_\_\_ pursuant to the Alabama Rules of Civil Procedure.

Date \_\_\_\_\_ By: \_\_\_\_\_  
Clerk/Register

Certified Mail is hereby requested. \_\_\_\_\_  
Plaintiff's/Attorney's Signature

**RETURN ON SERVICE:**

Return receipt of certified mail received in this office on \_\_\_\_\_ (Date)

I certify that I personally delivered a copy of the Summons and Complaint to \_\_\_\_\_ in \_\_\_\_\_ County, Alabama on \_\_\_\_\_ (Date)

\_\_\_\_\_ Date

\_\_\_\_\_ Server's Signature

\_\_\_\_\_ Type of Process Server

\_\_\_\_\_ Address of Server

\_\_\_\_\_ Phone Number of Server