

# SMALL CLAIMS SUMMONS

IN THE DISTRICT COURT OF \_\_\_\_\_, ALABAMA  
(Name of County)

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

Plaintiff's  
Home Address

Defendant's  
Home Address

Plaintiff's Attorney's (if applicable)  
Address

Additional  
Defendant(s)  
and Addresses

**TO THE ABOVE-NAMED DEFENDANT:**

The Statement of Claim (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 mail or hand deliver a copy of a written answer either admitting or denying each allegation in the Statement of Claim (Complaint) to the plaintiff or the plaintiff's attorney(s) shown above or in the attached document. Fill out the enclosed answer form and deliver or mail it to the court clerk.

This answer must be mailed or delivered within 14 days after this summons and Statement of Claim (Complaint) were delivered to you or a judgment by default may be entered against you for the money or other things demanded in the Statement of Claim (Complaint). You must also file the original of your answer with the clerk of this court.

**INSTRUCTIONS TO SHERIFF OR PROCESS SERVER**

- ( ) To any sheriff or any person authorized by Rule 4 of the Alabama Rules of Civil Procedure: You are hereby commanded to serve this summons and a copy of the Statement of Claim (Complaint) in this action upon defendant(s).
- ( ) This service by certified mail of this summons is initiated upon the written request of \_\_\_\_\_ pursuant to Rule 4 of the Alabama Rules of Civil Procedure.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk

Clerk's Address: \_\_\_\_\_

\_\_\_\_\_

**RETURN ON SERVICE:**

- ( ) Certified mail return receipt in this office on (Date) \_\_\_\_\_ (Return Receipt hereto attached)

- ( ) I certify that I personally delivered a copy of the summons and Statement of Claim (Complaint) to

\_\_\_\_\_  
in \_\_\_\_\_, Alabama on (Date) \_\_\_\_\_  
(Name of County)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Server

\_\_\_\_\_  
Server's Address

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

\_\_\_\_\_  
Server's Telephone Number

\_\_\_\_\_  
Title of Server

\_\_\_\_\_  
Server's E-mail Address