

**SUMMONS  
-CIVIL-**

IN THE \_\_\_\_\_ COURT OF \_\_\_\_\_ COUNTY, ALABAMA  
*(Circuit, District, or Juvenile)* *(Name of County)*

\_\_\_\_\_  
\_\_\_\_\_  
*[Name(s) of Plaintiff(s)]* **v.** *[Name(s) of Defendant(s)]*

**NOTICE TO:**

\_\_\_\_\_  
*(Name and Address of Defendant)*

THE COMPLAINT OR OTHER DOCUMENT 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 OR OTHER DOCUMENT, 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(S) OR ATTORNEY(S) OF THE PLAINTIFF(S), \_\_\_\_\_, WHOSE

\_\_\_\_\_  
*[Name(s) of Attorney(s)]*

ADDRESS(ES) IS/ARE: \_\_\_\_\_  
\_\_\_\_\_  
*Address(es) of Plaintiff(s) or Attorney(s)*

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

**TO ANY SHERIFF OR ANY PERSON AUTHORIZED BY THE ALABAMA RULES OF CIVIL PROCEDURE TO SERVE PROCESS:**

You are hereby commanded to serve this Summons and a copy of the Complaint or other document in this action upon the above-named Defendant.

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

\_\_\_\_\_  
*[Name(s)]*

By: \_\_\_\_\_  
*(Name)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Signature of Clerk)*

Certified Mail is hereby requested.

\_\_\_\_\_  
*(Plaintiff's/Attorney's Signature)*

**RETURN ON SERVICE**

*Certified Mail*

Return receipt of certified mail was received in this Office on \_\_\_\_\_  
*(Date)*

*Personal / Authorized*

I certify that I personally delivered a copy of this Summons and the Complaint or other document to \_\_\_\_\_ in \_\_\_\_\_ County, Alabama on \_\_\_\_\_  
*(First and Last Name of Person Served)* *(Name of County)* *(Date)*

Documents left:

- with above-named Defendant;
- with an individual authorized to receive service of process pursuant to Rule 4(c), Alabama Rules of Civil Procedure;
- at the above-named Defendant's dwelling house or place or usual place of abode with some person of suitable age and discretion then residing therein.

*Return of Non-Service*

I certify that service of process of this Summons and the Complaint or other document was refused by \_\_\_\_\_ in \_\_\_\_\_ County, Alabama on \_\_\_\_\_ who is:  
*(First and Last Name of Person Served)* *(Name of County)* *(Date)*

- the above-named Defendant;
- an individual authorized to receive service of process pursuant to Rule 4(c), Alabama Rules of Civil Procedure.

As a designated process server pursuant to Rule 4(i)(1)(B), Alabama Rules of Civil Procedure, I certify that I am at least 19 years of age, I am not a party to this proceeding, and I am not related within the third degree by blood or marriage to the party seeking service of process.

\_\_\_\_\_  
*(Type of Process Server)*

\_\_\_\_\_  
*(Server's Signature)*

\_\_\_\_\_  
*(Physical Address of Designated Process Server)*

\_\_\_\_\_  
*(Official Title of Sheriff or Constable)*

\_\_\_\_\_  
*(Server's Printed Name)*

\_\_\_\_\_  
*(Telephone Number of Designated Process Server)*

\_\_\_\_\_  
*(Badge or Precinct Number of Sheriff or Constable)*