

# Civil Litigation Summons

IN THE *[Name of Court]*  
*[Judicial District/County]*

---

**Case No.:** *[Case Number]*  
**Plaintiff(s):** *[Name(s) of Plaintiff(s)]*  
**Defendant(s):** *[Name(s) of Defendant(s)]*

**To:** *[Defendant Name, Address]*

**YOU ARE HEREBY SUMMONED** and required to serve upon the Plaintiff or Plaintiff's attorney, whose address is set forth below, an answer to the complaint which is herewith served upon you, within *[Number]* days after service of this Summons upon you, exclusive of the day of service. If you fail to do so, judgment by default will be taken against you for the relief demanded in the complaint.

**Attorney for Plaintiff:**

*[Attorney Name]*  
*[Law Firm]*  
*[Street Address]*  
*[City, State, ZIP]*  
*[Phone Number]*

---

*[Clerk's Name]*  
Clerk of Court

Date: *[Date]*

By: *[Deputy/Clerk]*