

BARTHOLOMEW COUNTY CLERK  
 P.O. Box 924 • 234 Washington St.  
 Columbus, IN 47202-0924  
 812-379-1600

CIRCUIT COURT – 812-379-1605  
 SUPERIOR COURT 1 – 812-379-1623  
 SUPERIOR COURT 2 – 812-379-1610  
**Process Receipt and Return**

PLAINTIFF	COURT CASE NUMBER
DEFENDANT	TYPE OF PROCESS

**SERVE  
 TO**

NAME OF INDIVIDUAL, COMPANY, CORPORATION, ETC., TO SERVE OR DESCRIPTION OF PROPERTY TO SEIZE OR CONDEMN  
 ADDRESS, (Street or County, House Number, City, State and Zip Code)

SEND NOTICE OF SERVICE COPY TO REQUESTER AT NAME AND ADDRESS BELOW:

SUMMONS

RULE TO SHOW CAUSE

OTHER

SPECIAL INSTRUCTIONS OR OTHER INFORMATION THAT WILL ASSIST IN EXPEDITING SERVICE (Include Business and Alternate Addresses, All Telephone Numbers, and Estimated Times Available For Service):

FOLD

FOLD

Attorney or other Originator requesting service on behalf of:

PLAINTIFF  
 DEFENDANT

TELEPHONE NUMBER

The State of Indiana to Defendant \_\_\_\_\_ You have been sued by the person(s) named "plaintiff", in the court stated above.

The nature of the suit against you is stated in the complaint which is attached to this document. It also states the demand which plaintiff has made and wants from you.

You must answer the complaint in writing, by you or your attorney within  20 days or  23 days commencing the day after you receive this summons, or judgment may be entered against you for what the plaintiff has demanded.

If you have a claim for relief against the plaintiff arising from the same transaction or occurrence you must assert it in your written answer.

Dated December 31 2015

*Jay Phelps*  
 Clerk, Bartholomew County Courts

**SPACE BELOW FOR USE OF SHERIFF ONLY - DO NOT WRITE BELOW THIS LINE**

I hereby certify and return that I  have personally served,  have legal evidence of service,  have executed as shown in "Remarks", the process described on the individual, company, corporation, etc., at the address shown above or on the individual, company, corporation, etc., shown at the address inserted below.

I hereby certify and return that I am unable to locate the individual, company, corporation, etc., named above. (See remarks below)

Name and title of individual served (if not shown above)

A person of suitable age and discretion then residing in the defendant's usual place of abode.

Address (complete only if different than shown above)

Date of Service \_\_\_\_\_ Time \_\_\_\_\_  am  
 pm

Signature of sheriff or deputy

REMARKS:

Further summons was sent by first class mail at the above address.

**SPACE BELOW FOR USE OF CLERK OF THE COURT ONLY**

**CLERK'S RETURN FOR CERTIFIED MAIL**

I hereby certify that I mailed a copy of the above indicated document to the defendant by certified mail, requesting a return receipt, addressed to said defendant at the address furnished by the plaintiff.

Dated \_\_\_\_\_ 20 \_\_\_\_\_

Clerk, Bartholomew County Courts

I hereby certify that attached copy of return receipt was received, signed by the addressee  or signed by another  on \_\_\_\_\_ 20 \_\_\_\_\_

Certified mail returned unserved: unclaimed  refused  insufficient address  or other  reason \_\_\_\_\_

Dated \_\_\_\_\_ 20 \_\_\_\_\_

**Clerk, Bartholomew County Courts** Form No. 8

Clerk

Attorney Notice

Acknowledgement of Receipt

Notice to Defendant