

The following manner of service of this SUMMONS is hereby designated:

(select): _____ Registered or certified mail (with addressed envelope) postage prepaid,
return receipt #
_____ Sheriff of Elkhart County
_____ Private service by: _____

Date:

(Name of attorney for Filing Party)
Indiana Attorney No: (insert)
(firm name)
Attorney for (select: Wife, Husband)
(address)

WENDY HUDSON
CLERK, ELKHART CIRCUIT/SUPERIOR

By:
Deputy Clerk

(phone number)

PREPARATION DATA:

All summons are to be prepared in triplicate with the original of each to be placed in the Court file with two copies available for service. If service is by certified mail a properly addressed envelope shall be provided for the party being served. Certified mail labels and return receipts must also be furnished for each mailing and the cause number must appear on each return receipt, which shall be returnable to the Clerk at the address of the Court.

CLERK’S CERTIFICATE OF MAILING

I hereby certify that on the ____ day of _____, 20____, I mailed a copy of this Summons and designated documents to the party being served, _____, by _____ mail, requesting a return receipt, at the address furnished by the filing party.

WENDY HUDSON
CLERK, ELKHART CIRCUIT/SUPERIOR
COURTS

Dated: _____, 20____.

BY:
Deputy Clerk

RETURN ON SERVICE OF SUMMONS BY MAIL

I hereby certify that the attached return receipt was received by me showing that the Summons and designated documents mailed to the party being served, _____, was accepted by the party being served on the _____ day of _____, 20____.

I hereby certify that the attached return receipt was received by me showing that the Summons and designated documents was returned not accepted on the _____ day of _____, 20____.

WENDY HUDSON
CLERK, ELKHART CIRCUIT/SUPERIOR
COURTS

Dated: _____, 20__.

BY:
Deputy Clerk

RETURN OF SERVICE OF SUMMONS BY SHERIFF

I hereby certify that I have served the within Summons and designated documents:

1) By delivering on _____, 20__, a copy of this Summons and designated documents to each of the within named person(s).

2) By leaving on _____, 20__, for each of the within named person(s) _____ a copy of the Summons and a copy of the designated documents at the respective dwelling house or usual place of abode, _____ in _____, Indiana, with a person of suitable age and discretion residing within, whose usual duties or activities include prompt communication of such information to the person served, or by otherwise leaving such process thereat, and by mailing a copy of the Summons without the designated documents to the said named person(s) at the address listed herein.

3) This Summons came to hand this date, _____, 20__. The within named _____ was not found in my bailiwick this date, _____, 20__.

ALL DONE IN ELKHART COUNTY, INDIANA.

SHERIFF OF ELKHART COUNTY, INDIANA

By: _____

SERVICE ACKNOWLEDGED

I hereby acknowledge that I received a copy of this Summons and copies of the designated documents at _____, Indiana, on this date, _____, 20__.

(Select: Wife/Husband)