



DISTRICT COURT OF MARYLAND FOR City/County

Located at Court Address

WRIT OF SUMMONS

DEF:

Serve On:

Address:

- Serve by Sheriff/Constable
Send by Restricted Delivery Mail
Serve by private process

Box containing: Date Filed, Issue Date, Case Number, Complaint number, Trial Date, Trial Time, Trial Room

You are summoned to appear for trial at the date, time, and location shown above. If you intend to be present at the trial, you must file the attached Notice of Intention to Defend within 15 days or 60 days of receiving this complaint.

MUST BE SERVED BY: Date Administrative Clerk

To Sheriff/Constable Private Process Server

You are hereby commanded to serve this writ of summons and to make your return promptly if served. If you are unable to serve, you are to make your return below and return the original process to the court no later than ten days following the termination of the validity of the process.

I certify that:

I served a summons by delivery of the complaint and all supporting papers to on at

The person I left the papers with acknowledged being: (1) A resident of above listed address; (2) 18 years of age or older; (3) of suitable discretion in that relationship to the defendant is and that; (4) the above listed address is the defendant's residence or usual place of abode.

The cost of service is \$

Description of the Defendant/Person Served: Race Sex Ht Wt Age

I was unable to serve because

ATTEMPT: ATTEMPT: ATTEMPT: ATTEMPT:

REFUND TO:

I solemnly affirm under the penalties of perjury that the contents of the foregoing paper are true to the best of my knowledge, information and belief and do further affirm I am a competent person over 18 years of age and not party to the case.

Signature Date

NOTICE OF INTENTION TO DEFEND

Case Number: Complaint No.: Trial Date:

NOTICE: If you contest the claim or any part thereof, you must complete and tear off this Notice of Intention to Defend and file this notice no later than 15 days or 60 days after you receive this Summons and be present in court on the trial date.

A corporation may enter an appearance only by an attorney except that an officer of the corporation may appear in its behalf if the action is based on a claim that does not exceed \$5000.

Any reasonable accommodation for persons with disabilities should be requested by contacting the court prior to trial.

SEE ATTACHED NOTICE FOR IMPORTANT INFORMATION

I intend to be present at the trial of this claim and demand proof of the Plaintiff's claim.

Explanation of defense:

Date Signature Work Phone Home Phone Address