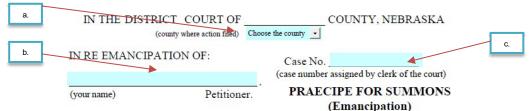
INSTRUCTIONS FOR COMPLETING PRAECIPE FOR SUMMONS

NOTE: FILL OUT ONE FORM FOR EACH PERSON TO BE SERVED.

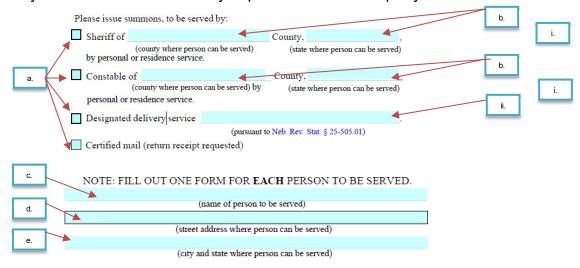
HEADING:

- a. Choose the county in the drop down box below the first blank. This is where you are filing the Petition. This <u>must</u> be the county in which you are living.
- b. Enter your name. You are the petitioner.
- c. The clerk of the district court will give you a case number when you file the Petition. You must include the case number on any papers you file.



BODY OF PRAECIPE:

- a. Check the correct box indicating how you want your parent(s)/legal guardian(s)/ closest living relative and/or legal custodian in this case to receive copies of the Petition, the Notice of Filing, and the Summons (this is referred to as "being served").
- b. Complete the blanks to the right of the box you checked.
 - i. For sheriff or constable, this would be the county and the state where the person will be given the papers.
 - ii. For the designated delivery service you would have to pick from one of the government approved services listed here: https://www.irs.gov/filing/private-delivery-services-pds.
 - iii. To see what the definitions are for each type of service, go to this page: https://nebraskalegislature.gov/laws/statutes.php?statute=25-505.01
- c. Enter the name of the party to be served.
- d. Enter the street address where you wish the party to be served (home or work).
- e. Enter the city and state for the address you provided where the party is to be served.



SIGNATURE BLOCK:

- a. Sign your name.
- b. Enter the date that you are signing.
- c. Enter or print your name.
- d. Enter your full street address/P.O.Box.
- e. Enter your city, state, and ZIP code.
- f. Enter your telephone number, including the area code.
- g. Enter your email address, if any.

