S A M P L E

AO 440 (Rev. 5/85) Summons in a Civil Action

United States District Court

NORTHERN DISTRICT OF OHIO

(1)

v.

SUMMONS IN A CIVIL ACTION

CASE NUMBER:

TO: (name and address of Defendant)

(2)

YOU ARE HEREBY SUMMONED and required to file with the Clerk of this Court and serve upon

PLAINTIFF'S ATTORNEY (name and address)

(3)

an answer to the complaint which is herewith served upon you, within _____ 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.

Geri M. Smith, Clerk

DATE

DIRECTIONS FOR COMPLETING THE SUMMONS

1. At (1) -- this is called the case caption.

   Plaintiff(s) name(s) [or at least the first named plaintiff] is(are) inserted above the "v."

   Defendant(s) name(s) [or at least the first named defendant] is(are) inserted below the "v."

   No matter how many defendants you have, this section is the same on every summons.

2. At (2), you give the name and address of the defendant. If you have more than one defendant, you must make a separate summons for each defendant. In that case, at (2), you would insert the name and address of only one defendant at a time. Each summons would have a different defendant's name and address at (2).

3. At (3), you fill in your name and address. If you are not an attorney, put "Pro Se" after your name.