

In the United States Bankruptcy Court
District of Arkansas
Division

In Re: _____ Bankruptcy Case No: _____

Debtor(s)

Plaintiff(s)

vs. _____ Adversary Proceeding No: _____

Defendant(s)

File Memo

On _____, a Complaint was filed in the above-styled case. The summons has been signed by a deputy clerk, the seal of the Court placed thereon, and **IS BEING RETURNED TO YOU FOR SERVICE**. In order to effect service of summons, you shall:

Serve the summons with a copy of the Complaint attached on each defendant named in the complaint by regular mail pursuant to B.R. 7004(b).

In lieu of service by regular mail, I will use one of the following methods for service:

[a] Private Process Server

Name of Server: _____

City: _____ State: _____

[b] The following person who is not a party to the lawsuit and is over 18 years of age:

Name: _____

City: _____ State: _____

[c] Other. (Specify) _____

I UNDERSTAND THAT IF NO RETURN OF SERVICE IS MADE ON SUMMONS WITHIN 120 DAYS FROM THIS DATE, THIS COMPLAINT IS SUBJECT TO BEING DISMISSED.

Attorney for Plaintiff: _____

By: /s/ _____

SERVICE OF THE SUMMONS MUST BE COMPLETED WITHIN 10 DAYS OF THE ISSUANCE OF THE SUMMONS PURSUANT TO F.R.B.P. 7004(e). **THIS FORM AND CERTIFICATION OF SERVICE WITH DESIGNATED AP NUMBER ARE TO BE FILED WITH THE CLERK OF THE COURT PROMPTLY UPON COMPLETION OF SERVICE.** (FAILURE TO DESIGNATE APPROPRIATE AP NUMBER ON THE CERTIFICATE OF SERVICE MAY RESULT IN THE CERTIFICATE OF SERVICE BEING RETURNED.)

This is to certify that the Summons and File Memo were sent to the plaintiff's attorney:

Date:

Deputy Clerk:

UNITED STATES BANKRUPTCY COURT
DISTRICT OF ARKANSAS

In Re:

Bankruptcy Case No:

Debtor(s)

Plaintiff(s)

vs.

Adversary Proceeding No:

Defendant(s)

SUMMONS AND NOTICE OF TRIAL IN AN ADVERSARY PROCEEDING

YOU ARE SUMMONED and required to submit a motion or answer to the complaint which is attached to this summons to the clerk of the bankruptcy court within 30 days after the date of issuance of this summons, except that the United States and its offices and agencies shall submit a motion or answer to the complaint within 35 days.

Address of Clerk:

Jean Rolfs, Clerk
U.S. Bankruptcy Court
P.O. Box 3777
Little Rock, AR 72203-3777

At the same time, you must also serve a copy of the motion or answer upon the plaintiff's attorney.

Name and Address of Plaintiff's Attorney:

If you make a motion, your time to answer is governed by Bankruptcy Rule 7012.

YOU ARE NOTIFIED that a trial of the proceeding commenced by the filing of the complaint will be held at the following time and place.

	Room:
	Date and Time:



IF YOU FAIL TO RESPOND TO THIS SUMMONS, YOUR FAILURE WILL BE DEEMED TO BE YOUR CONSENT TO ENTRY OF A JUDGMENT BY THE BANKRUPTCY COURT AND JUDGMENT BY DEFAULT MAY BE TAKEN AGAINST YOU FOR THE RELIEF DEMANDED IN THE COMPLAINT.

/s/ Jean Rolfs, Clerk of the Bankruptcy Court

Date:

By:

CERTIFICATE OF SERVICE

I, _____, certify that I am, and at all times during the
(name)
service of process was, not less than 18 years of age and not a party to the matter concerning which service of
process was made. I further certify that the service of this summons and a copy of the complaint was made
_____ by:
(date)

Mail service: Regular, first class United States mail, postage fully pre-paid, addressed to:

Personal Service: By leaving the process with defendant or with an officer or agent of defendant at:

Residence Service: By leaving the process with the following adult at:

Publication: The defendant was served as follows: [Describe briefly]

State Law: The defendant was served pursuant to the laws of the State of _____,
as follows: [Describe briefly]

Under penalty of perjury, I declare that the foregoing is true and correct.

Date:

Signature: /s/

Print Name:		
Business Address:		
City:	State:	Zip: