

IN CIRCUIT/COUNTY COURT, SEVENTH JUDICIAL CIRCUIT,
IN AND FOR PUTNAM COUNTY, FLORIDA

Petitioner/Plaintiff,
vs.

Case No: _____

Respondent/Defendant,

REQUEST TO ISSUE SUMMONS

To Clerk: Please issue a ☐ summons ☐ Alias or ☐ Pluries Summons to:

Respondent/Defendant name _____

Address for service _____

Respondent/Defendant name _____

Address for service _____

NOTE: There is a \$17.00 fee for each summons prepared and issued by the clerk. There is also a \$40.00 Sheriff's service fee required for each summons to be served by the Putnam County Sheriff's Office. If the party to be served is outside of Putnam County or you choose to use a process server, it is YOUR responsibility to get the summons to the out of county Sheriff's Office or the process server of your choice.

Signature

Address

Phone Number