

## Instructions for Summons Without Minor Children Form

- Complete the top portion of the Summons. (NOTE: The top portion of each form is called the “caption” and the information will be the same on every form you fill out.)
  - Fill in the name of the county in which you are filing for divorce. This must be the county in which either you or your spouse live.
  - Fill in the name of the Judicial Circuit that the county in which you are filing for divorce is located. (Ex. First, Second, Third, etc.) If you do not know, contact the Clerk of Courts in your county.
  - Fill in your full legal name where it says “Plaintiff” and your spouse’s name where it says “Defendant.”
  - When you file your papers, the Clerk of Court will assign a case number which you will insert in the space following “DIV.” For example, if your case number is 011234, your form should show DIV.: 01-1234. This case number should appear on all your papers.
- You must date and sign the Summons at the bottom. You must also include your address and telephone number.
- Make at least 2 photocopies of the signed Summons; one for you and one to be served on your spouse. The original will be filed with the Clerk of Courts.
- It is very important that you read and follow the Temporary Restraining Order that becomes automatic when you file for divorce. Both parties are required to obey the Temporary Restraining Order. Violation of any of these terms could subject you to penalties and delay you divorce. Read it carefully.

