

STATE OF SOUTH DAKOTA )  
 )  
:SS  
COUNTY OF \_\_\_\_\_ )

IN CIRCUIT COURT

\_\_\_\_\_ JUDICIAL CIRCUIT

|   |   |
|---|---|
| <p>_____,<br/>Plaintiff,</p> <p>vs.</p> <p>_____,<br/>Defendant</p> | <p>DIV _____</p> <p><b>NOTICE AND ADMISSION OF SERVICE<br/>OF SUMMONS, SD PARENTING<br/>GUIDELINES, AND COMPLAINT<br/>(BY MAIL)</b></p> |
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**TO THE ABOVE NAMED DEFENDANT:** The enclosed Summons (with Minor Children), South Dakota Parenting Guidelines and Complaint with Minor Children are sent to you pursuant to SDCL § 15-6-4(i), as well as two (2) copies of this Notice and Admission of Service of Summons (with Minor Children), South Dakota Parenting Guidelines and Complaint with Minor Children, and a return envelope, postage prepaid, addressed to the Plaintiff.

You must complete the Admission of Service portion of this form and return the original to the sender within 20 days. In completing the form, you must fill in the town and state where you received the papers and sign and date the document. Failure to sign and return the original Admission of Service within 20 days after the date of mailing without good cause will result in the Court ordering you to pay the costs of personal service. SDCL 15-6-4(i).

After you complete and return this form, you must then respond to the complaint within 30 more days. If you fail to do so, judgment may be entered against you by default as requested in the complaint.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Plaintiff

\_\_\_\_\_  
Printed Name of Plaintiff

\_\_\_\_\_  
Mailing address

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Telephone Number

**AFFIDAVIT OF MAILING**

I, \_\_\_\_\_, being sworn, state that on  
(Full legal name of Plaintiff)

\_\_\_\_\_, 20\_\_\_\_, I sent the following documents:

2 copies of the "Notice & Admission of Service of Summons, South Dakota Parenting Guidelines and Complaint with Minor Children"; 1 copy of the "Summons (with Minor Children)"; 1 copy of the "South Dakota Parenting Guidelines"; and 1 copy of the "Complaint with Minor Children"

by placing true and correct copies in an envelope addressed to:

\_\_\_\_\_ at \_\_\_\_\_  
(Full legal name of Defendant) (Defendant's mailing address)

in the City of \_\_\_\_\_, State of \_\_\_\_\_,

Zip Code \_\_\_\_\_ and depositing the envelope, with sufficient postage, in the

United States Mail at \_\_\_\_\_.

(city and state mailed from)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Plaintiff  
(Sign only in front of a notary or Clerk of Court)

Sworn/affirmed before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Name: (Printed)\_\_\_\_\_

\_\_\_\_\_  
Public/Clerk of Court)

Address:\_\_\_\_\_ (Notary

City/State/Zip:\_\_\_\_\_

If notary, my commission expires  
(SEAL)

Telephone: (\_\_\_\_)\_\_\_\_\_

STATE OF SOUTH DAKOTA )  
 :SS  
COUNTY OF \_\_\_\_\_ )

IN CIRCUIT COURT  
\_\_\_\_\_ JUDICIAL CIRCUIT

|   |   |
|---|---|
| <p>_____,<br/>Plaintiff,</p> <p>vs.</p> <p>_____,<br/>Defendant</p> | <p>DIV _____</p> <p><b>ADMISSION OF SERVICE OF<br/>SUMMONS, SD PARENTING<br/>GUIDELINES AND COMPLAINT<br/>(BY MAIL)</b></p> |
|---|---|

**ADMISSION OF SERVICE OF SUMMONS,  
SD PARENTING GUIDELINES AND COMPLAINT**

I, \_\_\_\_\_, admit receiving a copy of the Summons, South Dakota Parenting Guidelines and Complaint in the above-captioned matter at \_\_\_\_\_ (city), \_\_\_\_\_ (county), \_\_\_\_\_ (state). This Admission merely acknowledges receipt of the papers on the date provided below; I do not admit or deny any of the statements contained in those papers.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Defendant  
(Sign only in front of a notary or Clerk of Court)

Sworn/affirmed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Name: (Printed)\_\_\_\_\_

\_\_\_\_\_  
(Notary Public/Clerk of Court)

Address:\_\_\_\_\_

City/State/Zip:\_\_\_\_\_

If notary, my commission expires (SEAL)

Telephone: (\_\_\_\_)\_\_\_\_\_