

INSTRUCTIONS FOR COMPLETING PRAECIPE FOR SUMMONS

NOTE: FILL OUT ONE FORM FOR EACH PERSON TO BE SERVED.

HEADING:

- Choose the county in the drop down box below the first blank. This is where you are filing the Petition. **This must be the county in which you are living.**
- Enter your name. You are the petitioner.
- The clerk of the district court will give you a case number when you file the Petition. You must include the case number on any papers you file.

IN THE DISTRICT COURT OF _____ COUNTY, NEBRASKA
(county where action filed) Choose the county ▾

IN RE EMANCIPATION OF: _____
(your name) Petitioner.

Case No. _____
(case number assigned by clerk of the court)

PRAECIPE FOR SUMMONS
(Emancipation)

BODY OF PRAECIPE:

- Check the correct box indicating how you want your **parent(s)/legal guardian(s)/closest living relative** and/or **legal custodian** in this case to receive copies of the Petition, the Notice of Filing, and the Summons (this is referred to as “being served”).
- Complete the blanks to the right of the box you checked.
 - For sheriff or constable, this would be the county and the state where the person will be given the papers.
 - For the designated delivery service you would have to pick from one of the government approved services listed here: <https://www.irs.gov/filing/private-delivery-services-pds>.
 - To see what the definitions are for each type of service, go to this page: <https://nebraskalegislature.gov/laws/statutes.php?statute=25-505.01>
- Enter the name of the party to be served.
- Enter the street address where you wish the party to be served (home or work).
- Enter the city and state for the address you provided where the party is to be served.

Please issue summons, to be served by:

Sheriff of _____ County, _____
(county where person can be served) (state where person can be served)
by personal or residence service.

Constable of _____ County, _____
(county where person can be served) by (state where person can be served)
personal or residence service.

Designated delivery service _____
(pursuant to Neb. Rev. Stat. § 25-505.01)

Certified mail (return receipt requested)

NOTE: FILL OUT ONE FORM FOR **EACH** PERSON TO BE SERVED.

(name of person to be served)

(street address where person can be served)

(city and state where person can be served)

SIGNATURE BLOCK:

- a. Sign your name.
- b. Enter the date that you are signing.
- c. Enter or print your name.
- d. Enter your full street address/P.O.Box.
- e. Enter your city, state, and ZIP code.
- f. Enter your telephone number, including the area code.
- g. Enter your email address, if any.

The form consists of seven horizontal input fields, each preceded by a label. Red arrows point from numbered boxes (a-g) to the corresponding input fields. The fields are: 1. 'Signature:' followed by a long horizontal line. 2. 'Date:' followed by a shorter horizontal line. 3. 'Printed Name:' followed by a long horizontal line. 4. 'Street Address/P.O. Box:' followed by a long horizontal line. 5. 'City/State/ZIP Code:' followed by a long horizontal line. 6. 'Telephone Number:' followed by a horizontal line. 7. 'Email address:' followed by a long horizontal line.