Summons	CIVIL DOCKET NO.	Trial Court of Massachusetts The Superior Court
CASE NAME:		Clerk of Courts County
VS.	Plaintiff(s)	COURT NAME & ADDRESS:
	Defendant(s)	
THIS SUMMONS IS DIRECTED TO)	(Defendant's name)

You are being sued. The Plaintiff(s) named above has started a lawsuit against you accopy of the Plaintiff's Complaint filed against you is attached to this Summons and the original Complaint has been find in the Court.

YOU MUST ACT PROMPTLY TO PRATECT YOUR VOHTS

1. You must respond to this lawsuit in writing within 20 dz s.

If you do not respond, the Court may decide the case against you and award the Plaintiff everything asked for in the Complaint. You will also lose the opportunity to tell your side of the stort. You must respond to this lawsuit in writing even if you expect to resolve this matter with the Plaintiff. If you need not time to resolve, you may request an extension of time in writing from the Court.

2. How to Respond.

To respond to this lawsuit, you must meet writte response with the Court <u>and</u> mail a copy to the Plaintiff's attorney (or the Plaintiff, if unrepresented). You can do to be

a) Filing your **signed original** response with the Clerk's Office for Civil Business, Court (address), by mail, in person, or electronically through

the web portal www.eFileMA.com if the Complaint was e-filed through that portal, AND

b) Delivering or mailing **a copy** of your response to the Plaintiff's attorney/Plaintiff at the following address:

3. What to Include in Your Response.

An "Answer" is one type of response to a Complaint. Your Answer must state whether you agree or disagree with the fact(s) alleged in each paragraph of the Complaint. Some defenses, called affirmative defenses, must be stated in your Answer or you may lose your right to use them in Court. If you have any claims against the Plaintiff (referred to as "counterclaims") that are based on the same facts or transaction described in the Complaint, then you must include those claims in your Answer. Otherwise, you may lose your right to sue the Plaintiff about anything related to this lawsuit. If you want to have your case heard by a jury, you must **specifically** request a jury trial in your Court no more than 10 days after sending your Answer.

3. (cont.) Another way to respond to a Complaint is by filing a "Motion to Dismiss," if you believe that the Complaint is legally invalid or legally insufficient. A Motion to Dismiss must be based on one of the legal deficiencies or reasons listed under Rule 12 of the Massachusetts Rules of Civil Procedure. If you are filing a Motion to Dismiss, you must follow the filing rules for "Civil Motions in Superior Court," available at:		
www.mass.gov/law-library/massachusetts-superior-court-rules		
4. Legal Assistance.		
You may wish to get legal help from a lawyer. If you cannot get legal help, some basic information for people who represent		
themselves is available at www.mass.gov/courts/selfhelp .		
5. Required Information on All Filings.		
The "Civil Docket No." appearing at the top of this notice is the case number assigned to this case and must appear on the		
front of your Answer or Motion to Dismiss. You should refer to yourself as the "Lefendent."		
Witness Hon. Heidi E. Brieger , Chief Justice on , 20 (Seal)		
Clerk		
Note: The docket number assigned to the original Complaint v the Zlerk should be stated on this Summons before it is served on the Defendant(s).		
PROOF THE FRECE OF PROCESS		
I hereby certify that on, I erve a py of this Summons, together with a copy of the Complaint		
in this action, on the Defendant nar commons, in the following manner (See Rule 4(d)(1-5) of the Massachusetts Rules of Civil Procedure):		
Dated: Signature:		
N.B. TO PROCESS SERVER: PLEASE ENTER THE DATE THAT YOU MADE SERVICE ON THE DEFENDANT IN THIS BOX - BOTH ON THE ORIGINAL SUMMONS AND ON THE COPY OF THE SUMMONS SERVED ON THE DEFENDANT.		
Date:		