

Commonwealth of Puerto Rico
GENERAL COURT OF JUSTICE
Court of First Instance

Superior Municipal Court of _____

_____ Plaintiff v. _____ Defendant
--

Case No. _____

Courtroom No. _____

Civil Action for: _____
 Subject Matter

SUMMONS

UNITED STATES OF AMERICA, SS
THE PRESIDENT OF THE UNITED STATES
THE COMMONWEALTH OF PUERTO RICO

To: _____
Name of the defendant to be served

Address of the defendant to be served

YOU ARE HEREBY summoned to file with the court a responsive pleading within _____ days after service of this summons on you, excluding the day you were served. You must file a responsive pleading through the Unified Case Management and Administration System (SUMAC, by its Spanish acronym), which you may access at <https://www.poderjudicial.pr/index.php/tribunal-electronico/>, unless the case record is in hard copy or you are a self-represented litigant, in which case you must file your responsive pleading with the Clerk of the Court and serve a copy of the same on the plaintiff's attorney or on the plaintiff without an attorney. If you fail to file a responsive pleading within the cited term, the Court may render judgment by default against you for the relief requested in the complaint or any other relief the Court may deem proper in the exercise of its sound discretion. Furthermore, you are advised that the Court may grant the following relief in cases under Law No. 57 of 2023, known as the Abuse Prevention, Family Preservation, and Child Safety, Well-being, and Protection Act, including placement of the child outside of the home, the commencement of proceedings to terminate parental rights, or any other measure in the interest of the minor child. (Law No. 57 of 2023, Section 33(b) and (f). You are advised of your right to appear with an attorney when applicable.

Name of plaintiff's attorney or plaintiff without an attorney

Supreme Court No., if an attorney

Address

Telephone number; fax number

Email

Issued under my hand and the seal of the Court, this _____ day of _____ .

Name of the

By: _____
Name of the

Signature of the

Case No. _____

CERTIFICATE OF SERVICE BY MARSHAL

I, _____ Marshal of the Court of First Instance of Puerto Rico,
_____ Part.

I certify that I served this summons and complaint in this case on _____ / _____
/ _____, at _____ a.m. p.m., in the following manner:

- I personally delivered it to the defendant at the following physical address:

- It was made available in the immediate presence of the defendant at the following physical address:

- I left a copy of the documents with an agent authorized by the defendant or appointed by law to receive service of process at the following physical address:

- I was unable to serve this summons personally because:

In _____, Puerto Rico, this _____ day of _____ .

Name of Regional Marshal

*Name of Marshal of the Court
of First Instance and Badge No.*

Signature of Marshal of the Court of First Instance

SERVICE BY PRIVATE INDIVIDUAL

I, _____, state that I have legal capacity as provided in Rule 4.3 of the Rules of Civil Procedure of Puerto Rico, and certify that I served this summons and the complaint in this case on _____ / _____ / _____, in the following manner:

- I personally delivered it to the defendant at the following physical address:

- It was made available in the immediate presence of the defendant at the following physical address:

- I left a copy of the documents with an agent authorized by the defendant or appointed by law to receive service of process at the following physical address:

- I was unable to serve this summons personally because:

COST OF SERVICE: \$ _____

STATEMENT OF PROCESS SERVER

I state under pain of perjury, pursuant to the laws of the Commonwealth of Puerto Rico, that the information provided in the certificate of service is true and correct.

IN WITNESS WHEREOF, I subscribe these presents in _____, Puerto Rico, this
_____ day of _____ .

Process Server's Signature

Process Server's Address

AFFIDAVIT NO. _____ [when sworn before a notary]

Sworn and subscribed by _____,
of the personal circumstances stated above, whom I attest to _____.

(know personally or have identified through the supplemental means provided by Notarial Act)

In _____, Puerto Rico, this _____ day of _____ .

Name of Notary or

By: _____

Name of the

Signature of

Case No. _____

SERVICE UNDER LAW NO. 57 OF 2023

I, _____, certify that I served this summons and the complaint in this case on _____ / _____ / _____, in the following manner:

By email sent to the defendant at the following address:

By regular mail sent to the defendant at the following address:

STATEMENT OF PROCESS SERVER

I state under pain of perjury, pursuant to the laws of the Commonwealth of Puerto Rico, that the information provided in the certificate of service is true and correct.

IN WITNESS WHEREOF, I subscribe these presents in _____, Puerto Rico, this _____ day of _____.

Process Server's Signature

Process Server's Address

AFFIDAVIT NO. _____ [when sworn before a notary]

Sworn and subscribed by _____, of the personal circumstances stated above, whom I attest to _____

(know personally or have identified through the supplemental means provided by Notarial Act)

In _____, Puerto Rico, this _____ day of _____.

Name of Notary or

By: _____
Name of the

Signature of