

## **REQUEST FOR ALIAS SUMMONS**

- **No filing fee required; however, additional service fees are required.**
- **If a summons has been returned as non est (not served) and you wish to continue with the case you have filed, you must request an Alias Summons.**
- **If you have learned that the Respondent/Defendant has a different address than was originally provided to the Court, please ensure that the information is brought to the Clerk's attention.**



Offices of the  
**Ray County Circuit Court**  
**Civil Division**  
100 W. Main Street, Suite 22  
Richmond, Missouri 64085

**Kevin Walden**  
Presiding Circuit Court Judge  
**Lori J. Baskins**  
Associate Circuit Court Judge  
Kim Oyler-Hook  
Ray County Circuit Clerk

Telephone (816) 776-2335  
(816) 776-3319  
Fax (816) 776-2185

## REQUEST FOR ALIAS SUMMONS

I am the:

- Plaintiff / Petitioner
- Defendant / Respondent
- Attorney for \_\_\_\_\_
- Other \_\_\_\_\_

Case Number: \_\_\_\_\_

Style of Case: \_\_\_\_\_

COMES NOW \_\_\_\_\_ and hereby request as alias

summons be issued for service upon \_\_\_\_\_, at the

following address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature