**PROCESS
No. 1
SUMMONS FOR DISPOSAL OF SUIT
[OR. 5, R. 1, 5]**

*(Title)*

To

Whereas ..................... [Name, description and place of residence] has instituted a suit against you for ........., you are hereby summoned to appear in this court in person or by a pleader duly instructed, and able to answer all material questions relating to the suit, or who shall be accompanied by some person able to answer all such questions, on the ....... day of ...... 20 ...... at ..... o'clock in the ...... noon, to answer the claim; and as the day fixed for your appearance is appointed for the final disposal of the suit, you must be prepared to produce on that day all the witnesses upon whose evidence and all the documents upon which you intend to rely in support of your defense.
Take notice that, in default of your appearance on the day before mentioned, the suit will be heard and determined in your absence.
Give under my hand and the seal of the court, this ..... day of ...... 20 ......

Judge.

***Notice*** :

 1. Should you apprehend your witnesses will not attend of their own accord, you can have a summons from this court to compel the attendance of any witness, and the production of any document that your have a right to call upon the witness to produce, on applying to the court and on depositing the necessary expenses.

2. If you admit the claim, you should pay the money into court together with the costs of the suit, to avoid execution of the decree, which may be against your person or property, or both.