**No. 3  
SUMMONS TO APPEAR IN PERSON  
[O. 5, R. 3]**

*(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 on the ....... day of ...... 20...... at..... o'clock in the ........ noon to answer the claim; and you are directed to produce on that day 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 may hand and the seal of the court, this ..... day of ....... 20.....

Judge