

IN THE CIRCUIT COURT OF JACKSON COUNTY, MISSOURI

AT KANSAS CITY

AT INDEPENDENCE

VS.

NO. _____

CIRCUIT JUDGE

ASSOCIATE CIRCUIT JUDGE

SMALL CLAIMS

MEMORANDUM TO DEPARTMENT OF CIVIL RECORDS
INSTRUCTIONS FOR ALIAS SUMMONS

PRIVATE PROCESS

CIVIL PROCESS

ISSUE ALIAS SUMMONS TO DEFENDANT

COUNTY OF SERVICE

CASE CONTINUED TO: _____

PREPARE TRANSCRIPT OF JUDGMENT

AUTHENTICATED CERTIFIED RECORD AS LIEN
 W/LETTER

REQUESTED BY

NAME OF CREDITOR ATTORNEY & BAR NO.

SIGNATURE

ADDRESS

PHONE

CITY STATE ZIP

DATE

Please Provide Original & Copy