

\_\_\_\_\_  
(your name)

\_\_\_\_\_  
(your mailing address)

\_\_\_\_\_  
(city) (state) (zip)

\_\_\_\_\_  
(your phone number)

**Plaintiff Pro Se**

**Note:** You will need a separate Request to Serve Documents and copies of the papers that need to be served for each Defendant (tenant).

**In the** (check **one** box and fill in the blank for the court where you are filing)

**Justice Court of** \_\_\_\_\_ **County,**  
(county of court where you are filing)

**City Court of** \_\_\_\_\_,  
(city of court where you are filing)

**Municipal Court of** \_\_\_\_\_,  
(city of court where you are filing)

\_\_\_\_\_ **Judicial District Court of** \_\_\_\_\_ **County,**  
(number of district) (county of court where you are filing)

**State of Montana**

<p>_____ (your name)  Plaintiff,  v.  _____ (name(s) of tenant(s))  Defendant(s).</p>	<p>Cause No.: _____  Dept. No.: _____ (filled out by court)</p> <p><b>Request to Serve Documents</b></p>
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To the Sheriff of \_\_\_\_\_ County:  
(write the Defendant's county)

Please serve \_\_\_\_\_ with the following documents:  
(write the Defendant's name)

1. Summons
2. Complaint for Possession

With these documents I am also sending you (check **one** box and include either the order, or your check or money order):

Plaintiff's Order of Inability to Pay Filing Fees which waives the fee for service (attach Order of Inability to Pay).

**OR**

\$ \_\_\_\_\_ to cover the fee for service by check or money order.  
(amount of service fee)

1. Here is a description of Defendant, the person to be served (describe how the tenant looks):

2. Defendant can be found (check and fill in the blanks for **any** box that you can give information for):

At Defendant's home: \_\_\_\_\_.  
(address where tenant lives)

Times Defendant is at this address: \_\_\_\_\_.  
(times when tenant is usually at home)

At Defendant's workplace: \_\_\_\_\_.  
(address or place where tenant works)

Times Defendant is at this address: \_\_\_\_\_.  
(times when tenant is usually at work)

At some other place: \_\_\_\_\_.  
(address of another place where tenant can be found)

Times Defendant is at this address: \_\_\_\_\_.  
(times when tenant can be found there)

Please serve this Summons and Complaint as soon as possible. Please return Proof of Service to me at the address given at the top of this paper.

Thank you.

Date: \_\_\_\_\_  
(mm/dd/yyyy)

Signature: \_\_\_\_\_  
(sign your name)

Printed Name: \_\_\_\_\_  
(print your name)

**Proof of Service**

*(for Sheriff's use only)*

I hereby certify that:

I personally served the Summons and the Complaint for Possession on the Defendant by delivering a copy of said Summons and Complaint to Defendant \_\_\_\_\_ personally on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_M. at this address \_\_\_\_\_ in the County of \_\_\_\_\_, State of \_\_\_\_\_.

**OR**

After due effort, I was unable to locate or serve the Defendant \_\_\_\_\_ in the County of \_\_\_\_\_, State of \_\_\_\_\_.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Sheriff

By: \_\_\_\_\_  
Deputy Sheriff