

**1a. SUMMONS (Form UD-1a): This form must be filed and served simultaneously with the Verified Complaint Form UD-2). The Notice of Automatic Orders, the Notice of Guideline Maintenance if the divorce was commenced on or after 1/25/16, and Child Support Standards Chart if applicable, must, and the Notice Concerning Continuation of Health Care Coverage should, be served with the Summons.**

- Field 1: Put the index number in the space provided.
- Field 2: Print the county in which you are bringing this action. Because the law has recently changed, you must choose a county where you or your spouse or a minor child of the marriage resides, unless any of those addresses is not a matter of public record or subject to an existing confidentiality order.
- Field 3: Print the date the summons was filed.
- Field 4: The same as field 2.
- Field 5: Print the Plaintiff's name.
- Field 6: The basis of venue is why this case may be heard in the county you have brought the action. Because the law has recently changed, the basis of venue must be CPLR 515.
- Field 7: Provide the addresses of Plaintiff and Defendant on the lines provided.
- Field 8: Print the Defendant's name.
- Field 9: Check the appropriate box.
- Field 10: Print the date you prepared the summons.
- Field 11: Check the appropriate box.
- Field 12: List your attorney's address and telephone number. If you do not have an attorney, list your name, address and telephone number.