

STATE OF VERMONT

SUPERIOR COURT  
Unit

CIVIL DIVISION  
Case No. \_\_\_\_\_

<i>Plaintiff</i>	<b>VS.</b>	<i>Defendant</i>
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WAIVER OF SERVICE OF SUMMONS

To: \_\_\_\_\_  
(Name of Unrepresented Plaintiff or Plaintiff's Attorney)

I received your request to waive service of the summons. I also received the **Complaint**, a blank **Answer** form, two copies of this **Waiver of Service of Summons** form, a blank **Notice of Appearance for Self-Represented Litigant form** and a way to return this form to you at no cost to me.

I (or my client) agree to save you the cost of serving the Summons and Complaint.

I understand that by signing this waiver I (or my client) cannot object to how this lawsuit was served. However, I can still defend myself against the claims you are making and bring counterclaims against you.

**I understand that within 60 days of the date you sent me this waiver form (90 days if the form was sent outside the United States), I (or my client) must provide you and the Court a written response (Answer), as required by the Vermont Rules of Civil Procedure (see e.g. Rules 8, 12 and 13). If I do not meet this deadline, the Court may decide the case against me.**

I (or my attorney) also will fill out the **Notice of Appearance** form and send it to you and the Court.

*Dated*

\_\_\_\_\_

\_\_\_\_\_  
Signature of Attorney or Unrepresented Defendant

\_\_\_\_\_  
Printed Name of Defendant Waiving Service

DUTY TO AVOID UNNECESSARY COSTS OF SERVICE OF SUMMONS (V.R.C.P. Rule 4)

If Plaintiff and Defendant are both in the United States, Defendant must pay the costs to serve the Summons and Complaint if Defendant does not return the Waiver of Service of Summons form within the time allowed by Plaintiff (which must be at least 30 days from when the request was sent), unless Defendant shows good cause. Defendant's belief that the Complaint is groundless or that the action has been brought in the wrong place or that the Court lacks jurisdiction is not good cause.