



**To the Judgment Debtor:** If you wish to have this hearing transferred to a city or county where it would be more convenient to you to appear than the city or county shown on the front of this summons and you "show good cause" (give a good reason) for the transfer, the court will move the hearing. To use this procedure, you must do the following:

1. Prepare a written request which contains (a) this court's name, (b) the case number and the "return date" as shown on the other side of this form in the right corner, (c) Plaintiff(s)' name(s) and Defendant(s)' name(s), (d) the phrase "I move to transfer this hearing because" and state the reasons for wanting to transfer, and also state in which city or county the case should be tried, and (e) your signature and mailing address.
2. File the written request with the clerk's office of the court named at the top of the front side of this summons before the hearing date (use the mail at your own risk). If the summons requires the hearing to be held at a different court or before a commissioner in chancery, also send or deliver a copy (marked "COPY") to that court or commissioner in chancery. Finally, also send or deliver a copy to the Judgment Creditor(s) as shown on the front of this summons.
3. You will be notified of the judge's decision.

I certify that I mailed a copy of this document to the defendants named therein at the address shown therein on

DATE \_\_\_\_\_

PLAINTIFF  
 PLAINTIFF'S ATTORNEY

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Fi. Fa. issued on .....

.....

Interrogatories issued on .....

Garnishment issued on .....

.....

**CAME TO HAND**

.....  
DATE AND TIME

SHERIFF

**NOTE:**

Return of Writ of Fieri Facias to be used if no effects found—otherwise, use appropriate sections of DC-467, WRIT OF FIERI FACIAS.

NO EFFECTS FOUND

.....  
DATE

.....  
SHERIFF

by \_\_\_\_\_  
DEPUTY SHERIFF

**RETURNS: Each defendant was served according to law, as indicated below, unless not found.**

NAME .....

ADDRESS .....

.....

PERSONAL SERVICE Tel. No. ....

Being unable to make personal service, a copy was delivered in the following manner:

Delivered to family member (not temporary sojourner or guest) age 16 or older at usual place of abode of party named above after giving information of its purport. List name, age of recipient, and relation of recipient to party named above.

.....

Posted on front door or such other door as appears to be the main entrance of usual place of abode, address listed above. (Other authorized recipient not found.)

Served on Secretary of the Commonwealth.

Not found

.....  
SERVING OFFICER

.....  
DATE for \_\_\_\_\_

NAME .....

ADDRESS .....

.....

PERSONAL SERVICE Tel. No. ....

Being unable to make personal service, a copy was delivered in the following manner:

Delivered to family member (not temporary sojourner or guest) age 16 or older at usual place of abode of party named above after giving information of its purport. List name, age of recipient, and relation of recipient to party named above.

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SERVING OFFICER

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DATE for \_\_\_\_\_