**OFFICE OF THE LUPON TAGAPAMAYAPA**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Barangay Case No.: | | B- ${id} |
|  |  | For: | ${type} | |
|  |  |  | | |
| ${c\_name} |  |  | | |
| Complainant(s) |  |  | | |
|  |  |  | | |
| ${r\_name} |  |  | | |
| Respondent(s) |  |  | | |

**SUMMONS**

**Respondent(s)**

You are hereby summoned to appear before me in person, together with your witnesses on the ${location} Day of ${month} ${day} ${year} at ${time} o’clock in the morning, afternoon, then and there to answer to a complaint made before me, copy of which is attached hereto mediation/conciliation of your dispute with complaint/s.  
  
 You are hereby warned that if you refuse or willfully fail to appear in obedience to this summons, you may be barred from filing any counterclaim arising from said complain.

**FAIL NOT, or else punishment as for contempt of court**

This ${month} day of ${day}, ${year}

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | |  |
|  | | | |  |
| Receive by: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Punong Barangay/Lupon Chairman |
| Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  |
|  | |  | |  |
|  | |  | | Liaison Officer |

Note:  
**Please come in proper attire**