

**KP FORM NO. 9**

Republic of the Philippines  
Province of \_\_\_\_\_  
CITY/MUNICIPALITY OF \_\_\_\_\_  
Barangay \_\_\_\_\_

**OFFICE OF THE LUPON TAGAPAMAYAPA**

\_\_\_\_\_ Barangay Case No. \_\_\_\_\_  
\_\_\_\_\_ For: \_\_\_\_\_  
Complainant/s \_\_\_\_\_  
\_\_\_\_\_

*-Against-*

\_\_\_\_\_  
\_\_\_\_\_  
Respondent/s

**S U M M O N S**

TO: \_\_\_\_\_

\_\_\_\_\_ **Respondents**

You are hereby summoned to appear before me in person together with your witness, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ o'clock in the morning/afternoon, then and there to answer to a complaint made before me, copy of which is attached hereto, for mediation/conciliation of your dispute with complainant/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 complaint.

FAIL NOT or else, face punishment as for contempt of  
court. This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Punong Barangay/Pangkat Chairperson  
(Cross out whichever is not applicable)

**OFFICER'S RETURN**

I served this summon upon respondent \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 1) handling to him/her \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_ and upon respondent \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_, by: (Write name/s of respondent/s before mode by which he/they was/were served.)

Respondent/s

/them said summons in person, or

\_\_\_\_\_ 2) handling to him/her said summons and he/she/they refused to receive it, or

\_\_\_\_\_ 3) leaving said summons at his/her/their dwelling with

\_\_\_\_\_ A person of suitable age and discretion (Name) therein, or

\_\_\_\_\_ 4) leaving said summons at his/her/their office/place of business with \_\_\_\_\_, A competent person in charge thereof. (Name)

\_\_\_\_\_  
Officer

Received by Respondent/s/representative/s:

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Signature) (Date)