



Rule 17.100—Form 104a: Original Notice for Personal Service

Read the [Guide to Representing Yourself in an Iowa Divorce Case](#) on the Iowa Judicial Branch website for additional important instructions.

-  *If filing electronically, **Petitioner** must use form 104.*
-  *If filing in paper, **Petitioner** must use this form.*

If you do not understand how to use this form, or if you should use this form, talk to an attorney.

In the Iowa District Court for _____ County
County where Petition is filed

Upon the Petition of

Petitioner *Full name: first, middle, last*

and concerning

Respondent *Full name: first, middle, last*

Equity case no. _____

Original Notice for Personal Service

1. To Respondent Named Above

- Petitioner (your spouse) has filed a divorce lawsuit naming you as Respondent.
- A copy of the Petition for Dissolution of Marriage is attached to this Notice.
- Petitioner asks for a divorce.

Petitioner's contact information during the divorce case: _____
Petitioner's name

Mailing address City State ZIP code

(_____) _____
Phone number Email address

2. Instructions to Respondent Named Above

- You **must** file an Answer or a Motion with the clerk of court in the above county within **20 days** after you receive this Original Notice. If you do not file an Answer or Motion within **20 days** after receiving this Original Notice, the **court may enter a judgment against you** giving Petitioner what he or she asked for in the Petition.
- If you received Petition form **101**, you may use Answer form **115**.
- After you file your Answer or Motion, you must serve a copy of it on Petitioner.

(SEAL)

Clerk of Court

Important Notice to Respondent

You should talk to an attorney at once to protect your interests.

_____ County Courthouse
_____, Iowa _____
City ZIP code

If you need assistance to participate in court due to a disability, contact the disability coordinator at: (_____) _____ Persons who are hearing or speech impaired may call Relay Iowa TTY (1-800-735-2942). **Disability coordinators cannot provide legal advice.** Disability coordinator contact information available at: http://www.iowacourts.gov/Administration/Directories/ADA_Access/.