UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

	TORTHE	DISTRICT OF C	OLUMBIA
	Plaintiff	.)	
	v.)))	Civil Action No.
	Defendant	-)	
	SUMMO	ONS IN A CIVIL A	ACTION
То:	(Defendant's name and address)		
	A lawsuit has been filed against you.		
	on the plaintiff an answer to the attached Procedure. The answer or motion must be	l complaint or a mo	counting the day you received it) you must tion under Rule 12 of the Federal Rules of intiff or plaintiff's attorney, whose name and
compl	If you fail to respond, judgment by defalaint. You also must file your answer or		against you for the relief demanded in the urt.
		ANGI	ELA D. CAESAR, CLERK OF COURT
Dat-			
Date:			Signature of Clerk or Deputy Clerk

FOIA Summons (1/13) (Page 2)

Civil Action No.

PROOF OF SERVICE

(This section should not be filed with the court unless required by Fed. R. Civ. P. 4 (1))

	This summons for (na	me of individual and title, if any)					
was rec	ceived by me on (date)						
	☐ I personally served	d the summons on the individual at (pla	rce)				
			on (date)	; or			
	☐ I left the summons	s at the individual's residence or usual	place of abode with (name)				
	, a person of suitable age and discretion who resides there						
	on (date), and mailed a copy to the individual's last known address; or						
	☐ I served the summ	ons on (name of individual)		, w	ho is		
	designated by law to accept service of process on behalf of (name of organization)						
			on (date)	; or			
	☐ I returned the sum	mons unexecuted because			; or		
	☐ Other (specify):						
	My fees are \$	for travel and \$	for services, for a total of \$				
	I declare under penalty of perjury that this information is true.						
Date:			Server's signature				
			server o signiture				
			Printed name and title				
			Server's address				

Additional information regarding attempted service, etc: