UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

| FOR THE DISTRICT OF COLUMBIA | | | | | | |
|------------------------------|---|---|--|--|--|--|
| | | | | | | |
| | Plaintiff |)) | | | | |
| | v. |) Civil Action No. | | | | |
| | Defendant |) .)) | | | | |
| | | | | | | |
| | SUMMC | ONS IN A CIVIL ACTION | | | | |
| To: | (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 b | nmons on you (not counting the day you received it) you must complaint or a motion under Rule 12 of the Federal Rules of se served on the plaintiff or plaintiff's attorney, whose name and | | | | |
| uaar cs | , and an | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| compl | If you fail to respond, judgment by defa aint. You also must file your answer or i | nult may be entered against you for the relief demanded in the motion with the court. | | | | |
| | | | | | | |
| | | ANGELA D. CAESAR, CLERK OF COURT | | | | |
| | | | | | | |
| Date: | | Signature of Clerk or Deputy Clerk | | | | |

FOIA Summons (12/11) (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 (l))

| | This summons for (na | ame of individual and title, if any) | | | | | |
|--------|--|--|---------------------------------|------|--------|--|--|
| was re | ceived by me on (date) | | | | | | |
| | ☐ I personally served | d the summons on the individual at (| place) | | | | |
| | | | on (date) | ; or | | | |
| | ☐ I left the summons | s at the individual's residence or usu | al 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) | | , | who is | | |
| | designated by law to accept service of process on behalf of (name of organization) | | | | | | |
| | on (date) | | | | | | |
| | ☐ I returned the sum | | ; 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 | | | | |
| | | | | | | | |
| | | | Printed name and title | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | Server's address | | | | |

Additional information regarding attempted service, etc: