## UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

	FOR TI	HE DISTRICT OF COLUMBIA
	Plaintiff	
	v.	) ) Civil Action No. )
	Defendant	)
	SUM	MONS IN A CIVIL ACTION
То:	(Defendant's name and address)	
Civil	on the plaintiff an answer to the attack	summons on you (not counting the day you received it) you must hed complaint or a motion under Rule 12 of the Federal Rules of ast be served on the plaintiff or plaintiff's attorney, whose name and
comp	If you fail to respond, judgment by claint. You also must file your answer	default may be entered against you for the relief demanded in the or motion with the court.
		ANGELA D. CAESAR, CLERK OF COURT
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))

was re	This summons for <i>(nan ceived by me on (date)</i>	ne of individual and title, if	any)					
was ic	☐ I personally served	the summons on the i	ndividual at (place)					
		the summons on the r	on (date)		; or			
	☐ I left the summons at the individual's residence or usual place of abode with (name)							
		, a person of suitable age and discretion who resides ther						
	on (date)	, and mailed a copy to the individual's last known address; or						
	☐ I served the summo		, who is					
	designated by law to accept service of process on behalf of (name of organization)							
				on (date)	; or			
	☐ I returned the summons unexecuted because					; or		
	☐ Other (specify):							
	My fees are \$	for travel and	d \$	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: