UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

| | |) | | | | | | |
|---------------------------|--|-----------------|--------------------------------------|-------------|--|--|--|--|
| | Plaintiff | _ | | | | | | |
| | v. |) | Civil Action No. | | | | | |
| | Defendant |) | | | | | | |
| SUMMONS IN A CIVIL ACTION | | | | | | | | |
| То: | (Defendant's name and address) | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | A lawsuit has been filed against you. | | | | | | | |
| Civil | Within 30 days after service of this su on the plaintiff an answer to the attache Procedure. The answer or motion must ess are: | ed complaint or | a motion under Rule 12 of the Federa | al Rules of | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| comp | If you fail to respond, judgment by de laint. You also must file your answer or | | | ided in the | | | | |
| | | | ANGELA D. CAESAR, CLERK OF C | OURT | | | | |
| 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 (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 reside | | | | | | | | |
| | 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: