UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

FOR THE DISTRICT OF COLUMBIA						
	Plaintiff					
	v.) Civil Action No.)				
	Defendant					
	SUMM	IONS IN A CIVIL ACTION				
То:	(Defendant's name and address)					
Civil	on the plaintiff an answer to the attache	ammons on you (not counting the day you received it) you must ed complaint or a motion under Rule 12 of the Federal Rules of the served on the plaintiff or plaintiff's attorney, whose name and				
comp	If you fail to respond, judgment by de laint. You also must file your answer o	efault 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 (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 (1))

	This summons for (nar	ne of individual and title, if any)						
was re	ceived by me on (date)	·						
	☐ I personally served the summons on the individual at (place)							
			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 there,							
	on (date)	, and mailed a copy to t	he individual's last known address; or					
	☐ I served the summons on (name of individual)				, who is			
	designated by law to accept service of process on behalf of (name of organization)							
			on (date)	; or				
	☐ I returned the sumr		; 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.							
Б.								
Date:			Server's signature					
			Printed name and title					
Server's address								

Additional information regarding attempted service, etc: