UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

FOR THE DISTRICT OF COLUMBIA						
	Plaintiff	_))				
	v.) Civil Action No.				
	Defendant	_) _))				
	SUMM	ONS IN A CIVIL 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	mmons on you (not counting the day you received it) you must d complaint or a motion under Rule 12 of the Federal Rules of be served on the plaintiff or plaintiff's attorney, whose name an	ıd			
compl	If you fail to respond, judgment by detaint. You also must file your answer or	fault 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 (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	nme of individual and title, if any)					
was re	ceived by me on (date)						
	☐ I personally served	d the summons on the individual at (p	lace)				
			on (date)	; or			
	☐ I left the summons	s at the individual's residence or usua	l place of abode with (name)				
, a person of suitable age and discretion who resides							
	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)						
	☐ 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 nenali	ty of perjury that this information is t	rue				
	i deciare under penan	ty of perjury that this information is t	ruc.				
Date:							
Date.			Server's signature		—		
			Printed name and title		—		
			Server's address				

Additional information regarding attempted service, etc: