## UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

FOR THE DISTRICT OF COLUMBIA						
	Plaintiff	) )				
	v.	) Civil Action No.				
	Defendant					
		SUMMONS IN A CIVIL ACTION				
To: (Defend	dant's name and address)					
Within serve on the p	plaintiff an answer to th	st you.  If this summons on you (not counting the day you received it) you must attached complaint or a motion under Rule 12 of the Federal Rules of on must be served on the plaintiff or plaintiff's attorney, whose name and				
•	1 , 5 C	nt by default may be entered against you for the relief demanded in the nswer 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))

	This summons for (na	me of individual and title, if any)					
was rec	ceived by me on (date)						
	☐ I personally served	d the summons on the individual at (pla	rce)				
			on (date)	; or			
	☐ I left the summons	s 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 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)	; or			
	☐ 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 penalt	ty of perjury that this information is tru	ie.				
Date:			Server's signature				
			server o signiture				
			Printed name and title				
			Server's address				

Additional information regarding attempted service, etc: