FOIA Summons 1/13

## UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

Plaintiff	- )
	)
V.	)
	)
Defendant	)

Civil Action No.

## SUMMONS IN A CIVIL ACTION

To: (Defendant's name and address)

A lawsuit has been filed against you.

Within 30 days after service of this summons on you (not counting the day you received it) you must serve on the plaintiff an answer to the attached complaint or a motion under Rule 12 of the Federal Rules of Civil Procedure. The answer or motion must be served on the plaintiff or plaintiff's attorney, whose name and address are:

If you fail to respond, judgment by default may be entered against you for the relief demanded in the complaint. You also must file your answer or motion with the court.

ANGELA D. CAESAR, CLERK OF COURT

Date:

Signature of Clerk or Deputy Clerk

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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 (name	e of individual and title,	if any)			
every development on (date)					
$\Box$ I personally served t	he summons on the	individual at (place)			
			on (date)	; or	
$\Box$ I left the summons a	t the individual's res	1	· · · · ·		
		-	-		,
on (date)	, and mailed	d a copy to the indiv	idual's last known address; or	r	
$\Box$ I served the summon	ns on (name of individu	al)			, who is
designated by law to ac	cept service of proc	ess on behalf of (name	ne of organization)		
			on (date)	; or	
$\Box$ I returned the summer	ons unexecuted beca				; or
<b>Other</b> ( <i>specify</i> ):					
My fees are \$	for travel ar	nd \$	for services, for a total of \$		·
I declare under penalty	of perjury that this i	information is true.			
			Server's signature		
			Printed name and title		
	<ul> <li>ceived by me on (<i>date</i>)</li> <li>I personally served t</li> <li>I left the summons a</li> <li>on (<i>date</i>)</li> <li>I served the summon designated by law to ac</li> <li>I returned the summon</li> <li>Other (<i>specify</i>):</li> <li>My fees are \$</li> </ul>	<ul> <li>ceived by me on (<i>date</i>)</li> <li>I personally served the summons on the</li> <li>I left the summons at the individual's real on (<i>date</i>), and mailed</li> <li>I served the summons on (<i>name of individual</i> designated by law to accept service of processing and the summons unexecuted becassing and the summons unexecuted becassing and the summons unexecuted becassing of the the summons unexecuted becassing and the summons and the summons are summer as a summer and the summons are summer as a summe</li></ul>	<ul> <li>I personally served the summons on the individual at (<i>place</i>)</li> <li>I left the summons at the individual's residence or usual plac, a person of suitab on (<i>date</i>), and mailed a copy to the individual on (<i>date</i>), and mailed a copy to the individual of (<i>late</i>), and mailed a copy to the individual designated by law to accept service of process on behalf of (<i>nate</i>)</li> <li>I returned the summons unexecuted because</li> <li>Other (<i>specify</i>):</li> <li>My fees are \$ for travel and \$</li> <li>I declare under penalty of perjury that this information is true.</li> </ul>	be ived by me on (date)	beived by me on (date)

Server's address

Additional information regarding attempted service, etc: