## UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

	FOR THE I	DISTRICT OF COLUMBIA
	Plaintiff	) )
	v.	) Civil Action No.
	Defendant	) ) )
	SUMMO	NS IN A CIVIL ACTION
To: (D	efendant's name and address)	
٨	lawayit has been filed easingt you	
А	lawsuit has been filed against you.	
serve on t	he plaintiff an answer to the attached cedure. The answer or motion must be	mons on you (not counting the day you received it) you must complaint or a motion under Rule 12 of the Federal Rules of e served on the plaintiff or plaintiff's attorney, whose name and
acci oss al	•	
	you fail to respond, judgment by defaut. You also must file your answer or m	alt may be entered against you for the relief demanded in the notion with the court.
		ANGELA D. CAESAR, CLERK OF COURT
Date:		Signature of Clerk or Deputy Clerk
		Signature of Cierk or Deputy Cierk

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 (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)				
	on (date), a person of suitable age and discretion who resides there, and mailed a copy to the individual's last known address; or						
	☐ I served the summ	,	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: