UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

	TORTHE	DISTRICT OF C	OLUMBIA
	Plaintiff	.)	
	v.)))	Civil Action No.
	Defendant	-)	
	SUMMO	ONS IN A CIVIL A	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 be	l complaint or a mo	counting the day you received it) you must tion under Rule 12 of the Federal Rules of intiff or plaintiff's attorney, whose name and
compl	If you fail to respond, judgment by defalaint. You also must file your answer or		against you for the relief demanded in the urt.
		ANGI	ELA D. CAESAR, CLERK OF COURT
Dat-			
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 (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 the individual's last known address; or								
	☐ I served the summo		, 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								
	Server's address								

Additional information regarding attempted service, etc: