UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

	FOR TH	E DISTRICT OF COLUMBIA
	Plaintiff	
	v.) Civil Action No.)
	Defendant	
	SUMM	IONS IN A CIVIL ACTION
То:	(Defendant's name and address)	
Civil	on the plaintiff an answer to the attache	ammons on you (not counting the day you received it) you must ed complaint or a motion under Rule 12 of the Federal Rules of the served on the plaintiff or plaintiff's attorney, whose name and
comp	If you fail to respond, judgment by de laint. You also must file your answer o	efault may be entered against you for the relief demanded in the or motion with the court. ANGELA D. CAESAR, CLERK OF COURT
Date:		Signature of Clerk or Deputy Clerk

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 (name	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					
		ons on (name of individual)			, who is		
	designated by law to a	designated by law to accept service of process on behalf of (name of organization)					
			on (date)	; or			
	☐ I returned the summ		; 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.						
D /							
Date:			Server's signature				
			Printed name and title				
			Server's address				

Additional information regarding attempted service, etc: