UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

FOR THE DISTRICT OF COLUMBIA						
	Plaintiff)				
	v.) Civil Action No.				
	Defendant)				
	·	TONG IN A CIVIL A CITION				
	SUMN	MONS IN A CIVIL ACTION				
To:	(Defendant's name and address)					
	A lawsuit has been filed against you.					
	on the plaintiff an answer to the attacher Procedure. The answer or motion mus	ummons on you (not counting the day you received it) you must ed complaint or a motion under Rule 12 of the Federal Rules of t be served on the plaintiff or plaintiff's attorney, whose name and				
uddio	so are.					
compl	If you fail to respond, judgment by do laint. You also must file your answer of	efault may be entered against you for the relief demanded in the or motion with the court.				
		ANGELA D. CAESAR, CLERK OF COURT				
Date:						
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 (l))

	This summons for (nar	me of individual and title, if any)					
was re	ceived by me on (date)						
	☐ I personally served	the summons on the individual at	t (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 summons on (name of individual)						
	designated by law to accept service of process on behalf of (name of organization)						
		on (date)					
	☐ I returned the summons unexecuted because						
	☐ 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: