## UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

		)		
	Plaintiff	_		
	v.	)	Civil Action No.	
	Defendant	)		
	SUMM	IONS IN A C	IVIL ACTION	
То:	(Defendant's name and address)			
	A lawsuit has been filed against you.			
Civil	Within 30 days after service of this su on the plaintiff an answer to the attache Procedure. The answer or motion must ess are:	ed complaint or	a motion under Rule 12 of the Federa	al Rules of
comp	If you fail to respond, judgment by de laint. You also must file your answer or			ided in the
			ANGELA D. CAESAR, CLERK OF C	OURT
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 (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 accept service of process on behalf of (name of organization)									
			on (date)	; or					
	☐ I returned the summ	mons unexecuted because			; or				
	☐ Other (specify):								
	My fees are \$	for travel and \$	for services, for a total of \$						
I dealers under nonalty of nonium, that this information is true									
	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: