| UNITED STATES DISTRICT COURT  |  |  |  |  |  |
|---|--|--|--|--|--|
| District of   |  |  |  |  |  |
| Plaintiff(s)  V.  Defendant(s)  | ) ) ) ) (- ) (- ) (- ) (- ) (- ) (- ) (-                                 |  |  |  |  |
| SUMMONS IN A CIVIL ACTION   |  |  |  |  |  |
| To: (Defendant's name and address)  |  |  |  |  |  |
| A lawsuit has been filed against you.   |  |  |  |  |  |
| Within 21 days after service of this summons on you (not counting the day you received it) — or 60 days if you are the United States or a United States agency, or an officer or employee of the United States described in Fed. R. Civ. P. 12 (a)(2) or (3) — you must serve on the plaintiff an answer to the attached complaint or a motion under Rule 12 of the Federal Rules of Civil Procedure. The answer or motion must be served on the plaintiff or plaintiff's attorney, whose name and address are: |  |  |  |  |  |
| If you fail to respond, judgment by default will You also must file your answer or motion with the cou  | Il be entered against you for the relief demanded in the complaint.  11. |  |  |  |  |
|   | CLERK OF COURT   |  |  |  |  |
|   |  |  |  |  |  |

Signature of Clerk or Deputy Clerk

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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   | e of individual and title, if any) |                         |          |  |  |
|--------|--|------------------------------------|-------------------------|----------|--|--|
| was re | ceived by me on (date)   |                                    |                         |          |  |  |
|        | ☐ I personally served  | the summons on the indiv           | idual 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 summ  | nons unexecuted because            |                         | ; or     |  |  |
|        | ☐ Other ( <i>specify</i> ):  |                                    |                         |          |  |  |
|        | My fees are \$   | for travel and \$                  | for services, for a tot | al of \$ |  |  |
|        | I declare under penalty  | of perjury that this inform        | mation is true.         |          |  |  |
| Date:  |  |                                    |                         |          |  |  |
|        |  |                                    | Server's signature      |          |  |  |
|        |  |                                    | Printed name and title  |          |  |  |
|        |  |                                    |                         |          |  |  |
|        |  |                                    | Server's address        |          |  |  |

Additional information regarding attempted service, etc: