UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

FOR THE DISTRICT OF COLUMBIA						
))				
	v.) Civil Action No.				
	Defendant))				
	Defendani	,				
	SUMMON	NS IN A CIVIL ACTION				
To:	(Defendant's name and address)					
	A lawsuit has been filed against you.					
	on the plaintiff an answer to the attached c Procedure. The answer or motion must be	nons on you (not counting the day you received it) you must omplaint or a motion under Rule 12 of the Federal Rules of served on the plaintiff or plaintiff's attorney, whose name and				
compl	If you fail to respond, judgment by defau aint. You also must file your answer or m	It may be entered against you for the relief demanded in the otion with the court.				
		ANGELA D. CAESAR, CLERK OF COURT				
Date:						
Duic.		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 (1))

	This summons for (na	me of individual and title, if any)					
was rec	ceived by me on (date)						
	☐ I personally served	d the summons on the individual at (pla	rce)				
			on (date)	; or			
	☐ I left the summons	s 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 summ	ons on (name of individual)		, w	ho is		
	designated by law to accept service of process on behalf of (name of organization)						
	on (date)						
					; 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.						
Date:			Server's signature				
			server o signiture				
			Printed name and title				
			Server's address				

Additional information regarding attempted service, etc: