UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

FOR THE DISTRICT OF COLUMBIA					
	Plaintiff))			
	v.) Civil Action No.			
	Defendant)))			
	SUMMO	NS IN A CIVIL ACTION			
To: (D	efendant's name and address)				
٨	lawayit has been filed easingt you				
А	lawsuit has been filed against you.				
serve on t	he plaintiff an answer to the attached cedure. The answer or motion must be	mons on you (not counting the day you received it) you must complaint or a motion under Rule 12 of the Federal Rules of e served on the plaintiff or plaintiff's attorney, whose name and			
acci oss al	•				
	you fail to respond, judgment by defaut. You also must file your answer or m	alt may be entered against you for the relief demanded in the notion with the court.			
		ANGELA D. CAESAR, CLERK OF COURT			
Date:		Signature of Clerk or Deputy Clerk			
		Signature of Cierk or Deputy Cierk			

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))

		me of individual and title, if any)					
was re	ceived by me on (date)	<u> </u>					
	☐ 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						
	☐ I served the summons on (name of individual)						
	designated by law to accept service of process on behalf of (name of organization)						
		; or					
	☐ I returned the sum	; 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				
	Printed name and title						
	Server's address						

Additional information regarding attempted service, etc: