## UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

FOR THE DISTRICT OF COLUMBIA						
	Plaintiff Plaintiff	) )				
	V.	) Civil Action No.				
	Defendant	) ) )				
	SUMMO	NS IN A CIVIL ACTION				
To:	(Defendant's name and address)					
	A lawsuit has been filed against you.					
serve o	n the plaintiff an answer to the attached or rocedure. 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				
	If you fail to respond, judgment by defauint. 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				

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 (l))

	This summons for (nar	ne of individual and title, if any)					
was rec	ceived by me on (date)						
	☐ I personally served	the summons on the individua	al at (place)				
			on (date)	; or			
	☐ I left the summons	at the individual's residence of	r 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 summons unexecuted because				; or		
	☐ Other ( <i>specify</i> ):						
	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's signulare				
			Printed name and title				
			Server's address				

Additional information regarding attempted service, etc: