

**UNITED STATES DISTRICT COURT**  
**Southern District of Florida**

Case Number: \_\_\_\_\_

Plaintiff

v.

Defendant

**SUMMONS IN A CIVIL CASE**

TO: (Name and address of defendant)

**YOU ARE HEREBY SUMMONED** and required to serve upon PLAINTIFF'S ATTORNEY (name and address)

an answer to the complaint which is herewith served upon you, within \_\_\_\_\_ days after service of this summons upon you, exclusive of the day of service. If you fail to do so, judgment by default will be taken against you for the relief demanded in the complaint. You must also file your answer with the Clerk of this Court within a reasonable period of time after service.

\_\_\_\_\_  
CLERK OF COURT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
(BY) DEPUTY CLERK

<b>RETURN OF SERVICE</b>	
Service of the Summons and Complaint was made by me <sup>1</sup>	DATE
NAME OF SERVER (PRINT)	TITLE
<i>Check one box below to indicate appropriate method of service</i>	
<p>G Served personally upon the defendant. Place where served: _____                      _____</p> <p>G Left copies thereof at the defendant's dwelling house or usual place of abode with a person of suitable age and discretion then residing therein.                      Name of person with whom the summons and complaint were left: _____                      _____</p> <p>G Returned unexecuted: _____                      _____                      _____                      _____</p> <p>G Other (<i>specify</i>): _____                      _____</p>	

STATEMENT OF SERVICE FEES		
TRAVEL	SERVICES	TOTAL

DECLARATION OF SERVER	
<p>I declare under penalty of perjury under the laws of the United States of America that the foregoing information contained in the Return of Service and Statement of Service Fees is true and correct.</p>	
Executed on _____ <span style="margin-left: 100px;">Date</span>	_____ <span style="margin-left: 100px;">Signature of Server</span>
	_____ <span style="margin-left: 100px;">Address of Server</span>

(1) As to who may serve a summons see Rule 4 of the Federal Rules of Civil Procedure.