UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

	FOR THE	E DISTRICT OF COLUMBIA
	Plaintiff	_))
	v.) Civil Action No.
		_) _)
	Defendant)
	SUMM	ONS 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 Procedure. The answer or motion must	mmons on you (not counting the day you received it) you must d complaint or a motion under Rule 12 of the Federal Rules of be served on the plaintiff or plaintiff's attorney, whose name and
compl	laint. You also must file your answer or	fault may be entered against you for the relief demanded in the motion with the court.
		ANGELA D. CAESAR, CLERK OF COURT
Date:		Signature of Clerk or Deputy Clerk
		Signature of Cicin or Deputy Cicin

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 (name	ne of individual and title, if any)					
was re	ceived by me on (date)						
	☐ 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						
		ons on (name of individual)			, 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						
	☐ 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.						
D /							
Date:			Server's signature				
		Printed name and title					
			Server's address				

Additional information regarding attempted service, etc: