## UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

| FOR THE DISTRICT OF COLUMBIA |   |   |  |  |  |  |
|------------------------------|---|---|--|--|--|--|
|                              |   |   |  |  |  |  |
|                              | Plaintiff Plaintiff   | )<br>)  |  |  |  |  |
|                              | V.  | ) Civil Action No.  |  |  |  |  |
|                              | Defendant   | )<br>)<br>)   |  |  |  |  |
|                              |   |   |  |  |  |  |
|                              | 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 (1/13) (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))

| was re | This summons for (nan ceived by me on (date)   | ne of individual and title, if any) |                                 |      |          |  |  |
|--------|--|-------------------------------------|---------------------------------|------|----------|--|--|
|        | ☐ I personally served  | the summons on the individual a     | -                               |      |          |  |  |
|        |  |                                     | 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 summo   | 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 sumn  | nons 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              |      |          |  |  |
|        |  |                                     | Printed name and title          |      |          |  |  |
|        |  |                                     |                                 |      |          |  |  |
|        |  |                                     | Server's address                |      |          |  |  |

Additional information regarding attempted service, etc: