## 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			
То:	(Defendant's name and address)				
	A lawsuit has been filed against you.				
Civil	on the plaintiff an answer to the attached c	mons on you (not counting the day you received it) you must complaint or a motion under Rule 12 of the Federal Rules of served on the plaintiff or plaintiff's attorney, whose name and			
comp	If you fail to respond, judgment by defau laint. 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					
Date:		Signature of Clerk or Deputy Clerk			

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: