Date:

| United Sta  | ATES DISTRICT COURT  |
|---|--|
|   | District of  |
|   |  |
|   | )<br>)<br>)  |
| Plaintiff(s)<br>V.  | ) Civil Action No. )   |
| Defendant(s)  |  |
| SUMMO   | NS IN A CIVIL ACTION   |
| To: (Defendant's name and address)  |  |
| A lawsuit has been filed against you.   |  |
| are the United States or a United States agency, or a P. 12 (a)(2) or (3) — you must serve on the plaintiff   | ns on you (not counting the day you received it) — or 60 days if you an officer or employee of the United States described in Fed. R. Civ. f an answer to the attached complaint or a motion under Rule 12 of or motion must be served on the plaintiff or plaintiff's attorney, |
| If you fail to respond, judgment by default very You also must file your answer or motion with the contraction with the contraction with the contraction of the contraction with | will be entered against you for the relief demanded in the complaint.  |
|   | ANGELA D. CAESAR, CLERK OF COURT   |

Signature of Clerk or Deputy Clerk

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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 <i>(nam ceived by me on (date)</i>  |                               |                                 |      |      |  |  |
|--------|--|-------------------------------|---------------------------------|------|------|--|--|
| wasie  | •  | the summons on the individual | at (place)                      |      |      |  |  |
|        |  |                               | on (date)                       |      |      |  |  |
|        | ☐ 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) , we 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 (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: