## UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

|       | FURIT   | TE DISTRICT      | OF COLUMBIA  |             |
|-------|---|------------------|--|-------------|
|       |   |                  |  |             |
|       | Plaintiff   | )                |  |             |
|       | v.  | )<br>)<br>)      | Civil Action No.                                     |             |
|       | Defendant   | )                |  |             |
|       | SUMI  | MONS IN A C      | IVIL ACTION  |             |
| То:   | (Defendant's name and address)  |                  |  |             |
|       |   |                  |  |             |
|       |   |                  |  |             |
|       | A lawsuit has been filed against you  | ı.               |  |             |
|       | on the plaintiff an answer to the attach<br>Procedure. The answer or motion mus | hed complaint or |  | al Rules of |
|       |   |                  |  |             |
|       |   |                  |  |             |
|       |   |                  |  |             |
| compl | If you fail to respond, judgment by daint. You also must file your answer       | -                | ntered against you for the relief demains the court. | nded in the |
|       |   |                  | ANGELA D. CAESAR, CLERK OF C                         | COURT       |
| Data  |   |                  |  |             |
| 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 (l))

|         | This summons for (nar  | ne of individual and title, if any) |  |      |  |  |  |  |
|---------|--|-------------------------------------|--|------|--|--|--|--|
| was rec | 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 t               | , and mailed a copy to the individual's last known address; or |      |  |  |  |  |
|         | ☐ I served the summo   |                                     | , who is   |      |  |  |  |  |
|         | designated by law to accept service of process on behalf of (name of organization)     |                                     |  |      |  |  |  |  |
|         |  | on (date)                           | ; or   |      |  |  |  |  |
|         | ☐ I returned the sum   |                                     | ; 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   |      |  |  |  |  |
|         |  |                                     | server's signulare   |      |  |  |  |  |
|         |  |                                     | Printed name and title   |      |  |  |  |  |
|         |  |                                     |  |      |  |  |  |  |
|         |  |                                     |  |      |  |  |  |  |
|         |  |                                     | Server's address   |      |  |  |  |  |

Additional information regarding attempted service, etc: