## UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

FOR THE DISTRICT OF COLUMBIA							
	Plaintiff	) )					
	v.	) Civil Action No.					
	Defendant	) . ) )					
	SUMMC	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 b	nmons on you (not counting the day you received it) you must complaint or a motion under Rule 12 of the Federal Rules of se served on the plaintiff or plaintiff's attorney, whose name and					
uaar cs	, and an						
compl	If you fail to respond, judgment by defa aint. You also must file your answer or i	nult 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					

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))

was re	This summons for (nanceived by me on (date)	ne of individual and title, if	any)					
was ic	•	the summons on the in	dividual 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 summo		, who is					
	designated by law to accept service of process on behalf of (name of organization)							
				on (date)	; or			
	☐ I returned the sumr		; or					
	☐ Other ( <i>specify</i> ):							
	My fees are \$	for travel and	1\$	for services, for a total of \$				
	I declare under penalty of perjury that this information is true.							
Date:								
Date.		<u> </u>		Server's signature				
		_		Printed name and title				
				Server's address				

Additional information regarding attempted service, etc: