

**UNITED STATES DISTRICT COURT**  
**DISTRICT OF ARIZONA**  
**OFFICE OF THE CLERK**

**BRIAN D. KARTH**  
DISTRICT COURT EXECUTIVE / CLERK OF COURT  
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TUCSON, ARIZONA 85701-5010

\_\_\_\_\_, 20\_\_\_\_

Re: Service Packet for \_\_\_\_\_:

Enclosed is a copy of the Court's Order directing the U.S. Marshal to effect service on your behalf. Also enclosed are U.S. Marshal service form(s) (USM-285), a Notice of Lawsuit & Request for Waiver of Service of Summons form(s) and a set of examples for your use and information. To complete service, you must prepare and return the following items:

- One copy of the Marshal's Process Receipt & Return Form USM-285 for each defendant ordered to be served;
- One copy of the Notice of Lawsuit & Request for Waiver of Service of Summons form for each defendant ordered to be served.

**DO NOT PREPARE ANY SERVICE FORMS FOR PARTIES DISMISSED FROM THE ACTION.**

Upon receipt of the properly completed forms, your Complaint will be processed for service. **FAILURE TO PROPERLY PREPARE AND SIGN YOUR SERVICE FORMS MAY RESULT IN DELAY IN EFFECTING SERVICE.** A Notice of Availability of a United States Magistrate Judge Consent form is also included. This form is to be returned to our office **ONLY** after all parties have appeared and agreed to the consent.

BRIAN D KARTH, DCE/Clerk

By \_\_\_\_\_  
Deputy Clerk

Enclosures:

1 Copy of Court Order  
USM 285 Form(s) w/example  
Notice of Lawsuit & Request for Waiver Form(s) w/example  
1 Consent Form

*The staff of the Clerk's Office ensures the effective, efficient and professional delivery of clerical and administrative services, while fostering a customer-friendly and employee-friendly environment.*