

UNITED STATES DISTRICT COURT
DISTRICT OF ARIZONA
OFFICE OF THE CLERK

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 DISTRICT COURT EXECUTIVE / CLERK OF COURT
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August 22, 2012

Re: CV 12-1097-PHX-ROS (LOA)

Enclosed is a copy of the Court's Order directing the U.S. Marshal to effect service on your behalf. Also, enclosed are copies of your Complaint, U.S. Marshal service forms, waiver of service forms, summonses and a set of examples for your use and information. To complete service, you must prepare, provide sufficient copies and return the following items:

- 1 copies of the Marshal's Process Receipt & Return Form USM-285 (one for each defendant ordered to be served);
- 1 copies of the Notice of Lawsuit & Request for Waiver of Service of Summons form (one for each defendant ordered to be served);
- 2 copies of Waiver of Service of Summons form (two for each defendant ordered to be served);
- 1 copies of the Summons form (one for each defendant ordered to be served);
- 2 copies of the Court Order (one for each defendant ordered to be served and one for the U.S. Marshal);
- 2 copies of your Complaint (one for each defendant ordered to be served and one for the U.S. Marshal);

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

Upon receipt of the properly completed forms and the required number of copies, your Complaint will be processed for service. **FAILURE TO PROPERLY PREPARE AND SIGN YOUR SERVICE FORMS OR PROVIDE THE REQUIRED NUMBER OF COPIES MAY RESULT IN DELAY IN EFFECTING SERVICE.**

BRIAN D. KARTH, DCE/Clerk

By s/L.Figueroa
 Deputy Clerk

Enclosures:

- Copy of Court Order
- Copy of Complaint
- USM 285 Form(s) w/example
- Summons Form(s) w/example
- Notice of Lawsuit & Request for Waiver Form(s) w/example
- Waiver of Service of Summons Form(s) w/example

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.