INSTRUCTIONS FOR COMPLETING FORM USM-285

After the court has issued an order granting your application to proceed without prepayment of fees and directing that service of process be made by the United States Marshal, you must complete an original USM-285 form for *each individual defendant named in your action*.

- 1. PLAINTIFF: Print your name.
- 2. COURT CASE NUMBER: <u>Print the complete case number listed on your complaint.</u>
- 3. DEFENDANT: Print the name of one defendant on each separate form.
- 4. TYPE OF PROCESS: Print "Summons and Complaint."
- 5. SERVE AT: Enter the name and address for service of one defendant on each individual USM-285 form.
- 6. SEND NOTICE OF SERVICE TO REQUESTER AT: Enter your name and mailing address.
- 7. NUMBER OF PROCESS TO BE SERVED WITH THIS FORM 285: 1.
- 8. NUMBER OF PARTIES TO BE SERVED IN THIS CASE: Enter the number of defendants you have named in your suit.
- 9. CHECK FOR SERVICE ON U.S.A.: <u>Check ONLY if the defendant listed on the</u> form is an entity of the U.S. Government.
- 10. <u>Sign and date the form, check the box marked "PLAINTIFF" and enter your telephone number (if one is available).</u>
- □ **If you are the plaintiff and are currently incarcerated**, you must return the completed USM-285 forms to the Clerk's Office at 2500 Tulare Street, Room 1501, Fresno, CA 93721, together with the following:
 - 1. An original Summons for each defendant to be served;
 - 2. A file-endorsed copy of the complaint to be served on each individual defendant;
 - 3. One copy of the complaint for the U.S. Marshal's file.
 - 4. The completed "Notice of Submission of Documents" form enclosed herewith.

PLEASE NOTE that only the defendants against whom the court has determined you have a cognizable claim will be served.

UNITED STATES DISTRICT COURT

<u>Eastern</u> Di	rict of <u>California</u>	
V.	SUMMON	S IN A CIVIL CASE
	CASE NUMBER: 1:	-cv-
TO: (Name and address of Defendant)		
YOU ARE HEREBY SUMMONED and require	to serve on PLAINTIFF'S	ATTORNEY (name and address)
an answer to the complaint which is served on you with of this summons on you, exclusive of the day of service. for the relief demanded in the complaint. Any answer t Clerk of this Court within a reasonable period of time a	you fail to do so, judgment t you serve on the parties	
Victoria C. Minor		
Victoria C. Minor CLERK	DATE	
(By) DEPUTY CLERK		

RETURN OF SERVICE						
Service of	of the Summons and complaint was made by me ⁽¹⁾					
NAME OF S	ME OF SERVER (PRINT) TITLE					
Check	one box below to indicate appropriate	method of serv	rice			
	☐ Served personally upon the defendant. Place where served:					
	□ Left copies thereof at the defendant's dwelling house or usual place of abode with a person of suitable age and discretion then residing therein.					
	Name of person with whom the summons and complaint were left: Returned unexecuted:					
	Other (specify):					
		STATEMEN	T OF SERVICE FEES	S		
TRAVEL	SERV	VICES		7	ГОТАL	
	<u> </u>	DECLARA	ATION OF SERVER	L		
	I declare under penalty of perjury ontained in the Return of Service and State		ice Fees is true and corre		foregoing information	
		Address of S	Server			

IN THE UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF CALIFORNIA

)
) No. 1:cv
Plaintiff/Petitioner, vs.)) NOTICE OF SUBMISSION) OF DOCUMENTS
))))
_	s the following documents in order filed
complete	d USM-285 forms
copies o	f the complaint/amended complaint
complete	d Summons forms
DATED:	Signature of Plaintiff/Petitioner