FOIA	Summons
1/13	

UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA					
Plaintiff v. Defendant	- ) ) ) Civil Action No. ) - ) )				
SUMM	ONS IN A CIVIL ACTION				
To: (Defendant's name and address)					
A lawsuit has been filed against you.					
serve on the plaintiff an answer to the attached	mmons on you (not counting the day you received it) you must d complaint or a motion under Rule 12 of the Federal Rules of be served on the plaintiff or plaintiff's attorney, whose name and				
If you fail to respond, judgment by def complaint. You also must file your answer or	fault 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				

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 individua	al at (place)					
			on (date)	; or				
	☐ I left the summons	at the individual's residence of	r usual place of abode with (name)					
	, a person of suitable age and discretion who resides the							
	on (date), and mailed a copy to the individual's last known address; or							
	☐ I served the summo	ons on (name of individual)			, who is			
	designated by law to accept service of process on behalf of (name of organization)							
			on (date)	; or				
	☐ I returned the sum	mons unexecuted because			; 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: