

OFFICE OF THE CLERK
UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS
JOHN JOSEPH MOAKLEY UNITED STATES COURTHOUSE
1 COURTHOUSE WAY - SUITE 2300
BOSTON, MASSACHUSETTS 02210

ROBERT M. FARRELL
CLERK OF COURT

TELEPHONE: 617-748-9152

NOTICE TO FEE-PAYING PLAINTIFF

Because the filing fee has been paid, you are required to arrange for service of process.

Professional process servers may be costly and are listed in the “Yellow Pages.” You are not required to hire a professional to make service and if you have a trusted relative or friend willing to serve the papers for you, you may have them make service for you. A person must be eighteen years or older and not a party to the lawsuit to qualify as an appropriate server. For parties proceeding in forma pauperis, the United States Marshals can serve without charge to you.

If you cannot afford the cost of service, you may file a motion seeking leave to proceed in forma pauperis. See 28 U.S.C. § 1915. You may choose an alternative to serving the defendant with the summons and complaint by offering the defendant the option to waive service of the summons. See Fed. R. Civ. P. 4(d). This option provides an inexpensive, efficient alternative to effecting service and can be used whether you have paid the filing fee to start the action or have been granted leave to proceed in forma pauperis.

You have 90 days from the date stamped on the summons to serve the defendants. Fed. R. Civ. P. 4(m).