

SUMMONS IN A CIVIL ACTION

1. UNITED STATES DISTRICT COURT	DISTRICT	
v.	DOCKET NO: _____	
	TO: (Name and Address of Defendant)	

YOU ARE HEREBY SUMMONED and required to serve upon:		
PLAINTIFF'S ATTORNEY (Name and Address)	an answer to the complaint which is herewith served upon you, within _____ days after service of this summons upon you, exclusive of the day of service. If you fail to do so, judgment by default will be taken against you for the relief demanded in the complaint.	
_____	_____	
_____	_____	
_____	_____	
CLERK OF THE COURT		
BY: _____ (Deputy Clerk)	DATED: _____	
(SEAL)		

2. RETURN OF SERVICE		
Service of the Summons and Complaint was made by me. ***	DATE: _____	
Name of Server: _____	Title: _____	
CHECK ONE BOX BELOW TO INDICATE APPROPRIATE METHOD OF SERVICE		
<input type="checkbox"/> Served personally upon the defendant. Place where served _____	_____	
<input type="checkbox"/> Left copies thereof at the defendant's dwelling house or usual place of abode with a person of suitable age and discretion residing therein. Name of person with whom the summons and complaint were left: _____	_____	
<input type="checkbox"/> OTHER (please specify): _____	_____	
*** as to who may serve a summons--see Rule 4 of the Federal Rules of Civil Procedure		

3. STATEMENT OF SERVICE FEES		
Travel: _____	Services: _____	Total: _____

DECLARATION OF SERVER		
I declare under penalty of perjury under the laws of the United States of America that the foregoing information contained in the Return of Service and Statement of Service Fees is true and correct.		
Executed on: _____	Signature of Server _____	
	Address of Server _____	

4.

NOTICE AND ACKNOWLEDGMENT FOR SERVICE BY MAIL

TO: _____

(Insert name and address of the person to be served)

The enclosed summons and complaint are served pursuant to Rule 4 (c) (2) (c) (ii) of the Federal Rules of Civil Procedure.

You must complete the acknowledgment part of this form and return one copy of the completed form to the sender within 20 days.

You must sign and date the acknowledgment. If you are served on behalf of a corporation, unincorporated association (including a partnership), or other entity, you must indicate under your signature your relationship to that entity. If you are served on behalf of another person and you are authorized to receive process, you must indicate under your signature your authority.

If you do not complete and return the form to the sender within 20 days, you (or the party on whose behalf you are being served) may be required to pay any expenses incurred in serving a summons and complaint in any other manner permitted by law.

If you do complete and return this form, you (or the party on whose behalf you are being served) must answer the complaint within 20 days. If you fail to do so, judgment by default will be taken against you for the relief demanded in the complaint.

I declare, under penalty of perjury, that this Notice and Acknowledgment of Receipt of Summons and Complaint was mailed on:

(Insert date mailed)

(Signature)

(Date of Signature)

5.

ACKNOWLEDGMENT OF RECEIPT OF SUMMONS AND COMPLAINT

I declare, under penalty of perjury, that I received a copy of the summons and of the complaint in the above-captioned manner at:

(Insert Address)

(City and State)

RULE 4 (g)

. . . The person serving the process shall make proof of service thereof to the court promptly and in any event within the time during which the person served must respond to the process. . . .

(Signature)

(Relationship to Entity/Authority to Receive Service of Process)

(Date of Signature)