

UNITED STATES DISTRICT COURT

| 01,1122 21111 | for the | | | |
|---|--|--|--|--|
| I | District of | | | |
| Plaintiff(s) V. Defendant(s) | SUMMONS IN A CIVIL CASE Civil Action No. Honorable Sara L. Ellis | | | |
| | IN A CIVIL ACTION | | | |
| To: (Defendant's name and address) | | | | |
| A lawsuit has been filed against you. | | | | |
| Within 21 days after service of this summons on you (not counting the day you received it) — or 60 days if you are the United States or a United States agency, or an officer or employee of the United States described in Fed. R. Civ. P. 12 (a)(2) or (3) — you must serve on the plaintiff an answer to the attached complaint or a motion under Rule 12 of the Federal Rules of Civil Procedure. The answer or motion must be served on the plaintiff or plaintiff's attorney, whose name and address are: | | | | |
| If you fail to respond, judgment by default will be entered against you for the relief demanded in the complaint. You also must file your answer or motion with the court. **CLERK OF COURT** | | | | |
| Date: | Signature of Clerk or Deputy Clerk | | | |

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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 (no | ume of individual and title, if an | ny) | | |
|---------|--|------------------------------------|---------------------------------|------|--|
| was red | ceived by me on (date) | | · | | |
| | ☐ I personally served the summons on the individual at (place) | | | | |
| | | | on (date) | ; or | |
| | ☐ I left the summons at the individual's residence or usual place of abode with (name) | | | | |
| | on (date), a person of suitable age and discretion who resides there, on (date), and mailed a copy to the individual's last known address; or | | | | |
| | | | | | |
| | \square I served the summons on (name of individual), who | | | | |
| | designated by law to accept service of process on behalf of (name of organization) | | | | |
| | | | on (date) | ; or | |
| | ☐ I returned the summons unexecuted because | | | ; or | |
| | ☐ Other (specify): | | | | |
| | 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 | | |
| | | _ | Printed name and title | | |
| | | _ | Server's address | | |

Additional information regarding attempted service, etc: