

Summons in a Civil Case

# United States District Court

\_\_\_\_\_  
District of \_\_\_\_\_

Summons in a Civil Case

\_\_\_\_\_  
Plaintiff(s) vs. \_\_\_\_\_

Docket/Case#

\_\_\_\_\_  
Defendant(s)

To:

You Are Hereby Summoned and required to serve upon PLAINTIFF'S ATTORNEY

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. You must also file your answer with the Clerk of this court within a reasonable period of time after service.

DATE: \_\_\_/\_\_\_/\_\_\_\_\_

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
(By) DEPUTY CLERK

## RETURN OF SERVICE

Service of the  
was made by me,

<sup>1</sup> DATE

NAME OF SERVER (PRINT):

TITLE

*Check one box below to indicate appropriate method of service*

- 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): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- Description of Person Receiving Documents: Sex \_\_\_\_ Hair Color \_\_\_\_\_ Age \_\_\_\_  
Height \_\_\_\_'\_\_\_\_" Weight \_\_\_\_\_ lbs. Skin Color \_\_\_\_\_ Facial Hair \_\_\_\_\_
  
- To the best of my knowledge, said person was not engaged in the U.S. Military at the time of service

### STATEMENT OF SERVER

TRAVEL	SERVICES	TOTAL
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### 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 \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Server  
Address of Server

(1) As to who may serve a summons see Rule 4 of the Federal Rules of Civil Procedure.