



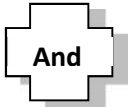
## Federal *Pro Se* Clinic

CENTRAL DISTRICT OF CALIFORNIA: WESTERN DIVISION

### ▣ Serving an Agency or Corporation of the United States ▣

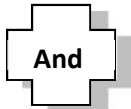
If you are a plaintiff and you have filed a Complaint, you must arrange for delivery of a copy of the Summons and Complaint to each defendant in your case. This is called “service of process.” However, a plaintiff cannot serve the Summons and Complaint. The person who serves the Summons and Complaint (the “server”) must be **at least 18 years old** and **not a party to the lawsuit**. To serve a defendant that is an agency or corporation of the United States in a lawsuit filed in the U.S. District Court for the Central District of California, your **server** must do **each** of the following:

1. **Mail a copy of the Summons and Complaint to the U.S. Attorney for the Central District of California.** Your server must send a copy of the Summons and Complaint by certified mail, return receipt requested, to the following address:



**Civil-Process Clerk**  
**U.S. Attorney’s Office for the Central District of California**  
 Federal Building  
 300 North Los Angeles Street, Suite 7516  
 Los Angeles, CA 90012

2. **Mail a copy of the Summons and Complaint to the Attorney General of the United States in Washington, D.C.** Your server must send a copy of the Summons and Complaint by certified mail, return receipt requested, to the following address:



**Attorney General of the United States**  
**U.S. Department of Justice**  
 950 Pennsylvania Avenue, NW  
 Washington, D.C. 20530-0001

3. **Mail a copy of the Summons and Complaint to the agency or corporation.** Your server must send a copy of the Summons and Complaint to the agency or corporation by certified mail, return receipt requested.

*Because serving the Summons and Complaint can be complicated, please read Rule 4 of the Federal Rules of Civil Procedure and consider **consulting an attorney**.*

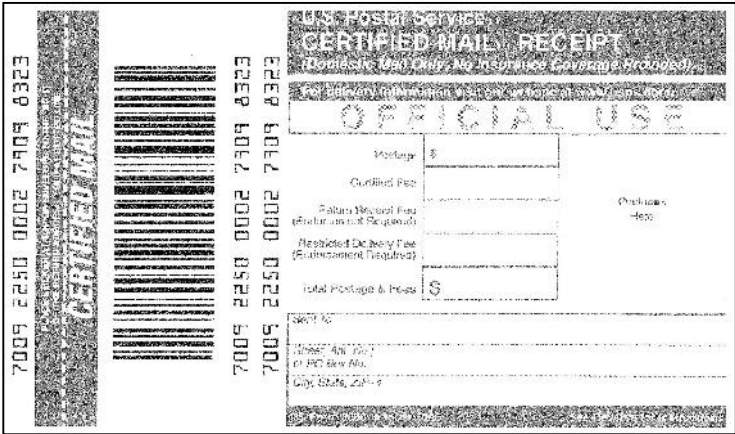
#### **DON’T FORGET!**

*You must file a **proof of service form** signed by the server (see attached form) so the court knows that you served the right defendant.*

# Sample United States Postal Service Forms

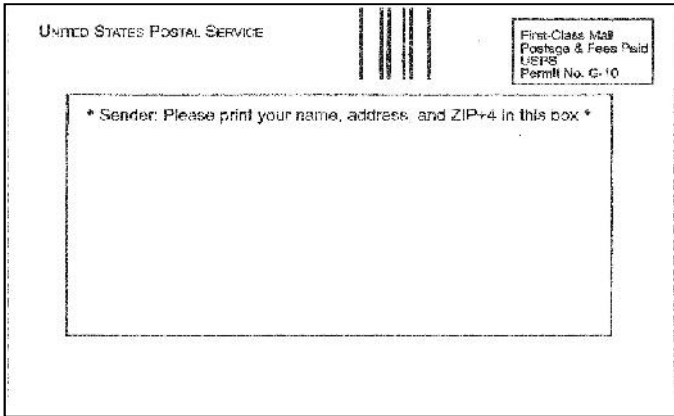
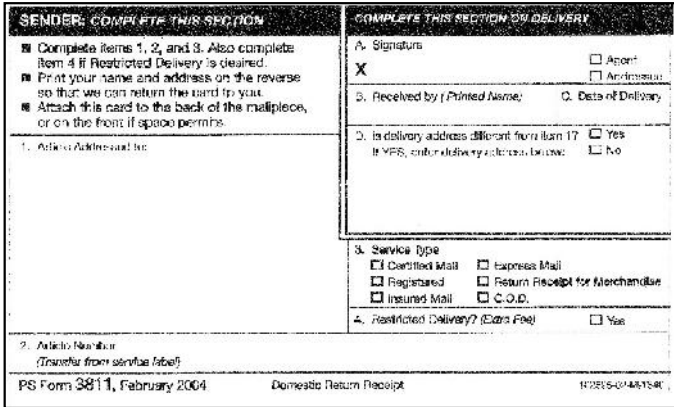
## Certified Mail Receipt

You may purchase this service to receive proof of the date of mailing and a unique number to track the status of delivery online. For an additional fee, you can request a copy of the recipient's signature that is obtained at the time of delivery.



## Domestic Return Receipt (Front and Back)

You may purchase this service before mailing the summons and complaint. You will receive the green postcard with the recipient's actual signature



1 \_\_\_\_\_ (Plaintiff's Full Name)  
2 \_\_\_\_\_ (Email Address)  
3 \_\_\_\_\_ (Address Line 1)  
4 \_\_\_\_\_ (Address Line 2)  
5 \_\_\_\_\_ (Phone Number)

6 Plaintiff in Pro Per

7  
8 **UNITED STATES DISTRICT COURT**  
9  
10 **CENTRAL DISTRICT OF CALIFORNIA**

11 \_\_\_\_\_,  
12 **Plaintiff,**  
13 **vs.**  
14 \_\_\_\_\_  
15 \_\_\_\_\_  
16 \_\_\_\_\_  
17 \_\_\_\_\_,  
18 **Defendant(s).**  
19 \_\_\_\_\_

Case No.: \_\_\_\_\_

**PROOF OF SERVICE ON AN  
AGENCY OR CORPORATION OF  
THE UNITED STATES**

20  
21 I, \_\_\_\_\_, declare as follows:  
22 (name of server)

23 1. At the time of service I was at least 18 years of age and **not a party to this**  
24 **lawsuit.**

25 2. I served copies of the summons, complaint, and certificate and notice of  
26 interested parties (hereinafter referred to as "copies").  
27

28 ///

1 3. I served the agency or corporation of the United States by doing each of the  
2 following: (you must complete and check a, b, and c below)

3  
4 a. **Mail Service on the United States Attorney for the Central**  
5 **District of California** in compliance with the Federal Rules of Civil  
6 Procedure. I mailed copies to the Civil-Process Clerk via certified or  
7 registered mail to:

8 Civil-Process Clerk  
9 U.S. Attorney's Office for the Central District of California  
10 Federal Building  
11 300 North Los Angeles Street, Suite 7516  
12 Los Angeles, CA 90012

13 Date: \_\_\_\_\_

14 A copy of the signed return receipt is attached.

15  
16 b. **Mail Service on the Attorney General of the United States** in  
17 compliance with the Federal Rules of Civil Procedure. I mailed  
18 copies to the Attorney General via certified or registered mail to:

19 Attorney General of the United States  
20 U.S. Department of Justice  
21 950 Pennsylvania Avenue, NW  
22 Washington, D.C. 20530-0001

23 Date: \_\_\_\_\_

24 A copy of the signed return receipt is attached.

25  
26 ///

27 ///

28 ///

1 c. **Mail service on the agency or corporation** in compliance with the  
2 Federal Rules of Civil Procedure. I mailed copies via certified or  
3 registered mail to:

4 Name: \_\_\_\_\_ (Agency or Corporation)

5 Address: \_\_\_\_\_ (street)

6 \_\_\_\_\_ (city, state, zip code)

7 Date: \_\_\_\_\_

8 A copy of the signed return receipt is attached.

9  
10 4. My name, address, and telephone number are:

11 \_\_\_\_\_ (Full Name)

12 \_\_\_\_\_ (Address Line 1)

13 \_\_\_\_\_ (Address Line 2)

14 \_\_\_\_\_ (Phone Number)

15  
16 5. I am not a registered California process server.

17  
18 I declare under penalty of perjury that the foregoing is true and correct.

19  
20 Executed on \_\_\_\_\_ at \_\_\_\_\_  
21 (date) (place of signing)

22  
23 \_\_\_\_\_ (Signature)

24 \_\_\_\_\_ (Name)