

Federal *Pro Se* Clinic

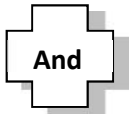
CENTRAL DISTRICT OF CALIFORNIA: WESTERN DIVISION

▣ Serving 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 the United States when it is the defendant in a lawsuit filed in the U.S. District Court for the Central District of California, your **server** must do **each** of the following:

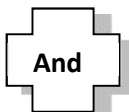
1. **Mail a copy of the Summons and Complaint to the U.S. Attorney for the Central District of California.** Your server must send a copy of the Summons and Complaint by certified mail, return receipt requested, to the following address:

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. **If you are challenging the orders of a federal agency or a federal officer, your server must mail the agency or officer a copy of the Summons and Complaint.** Your server must send a copy of the Summons and Complaint to the agency or officer 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.

CERTIFIED MAIL RECEIPT
POSTAGE AND FEES PAID BY ADDRESSEE

OFFICIAL USE

Postage \$ _____
 Certified Fee \$ _____
 Return Receipt Fee (Restrictions of Return Only) \$ _____
 Restricted Delivery Fee (Restrictions of Return Only) \$ _____
 Total Postage & Fees \$ _____

Deliver to:
 Street, Apt., P.O. # _____
 or PO Box No. _____
 City, State, ZIP+4 _____

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

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Also complete Item 4 if Restricted Delivery is desired. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input checked="" type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name): _____ C. Date of Delivery: _____</p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: _____ <input type="checkbox"/> No</p>
<p>1. Addressee's Name:</p> <p>2. Article Number (Transfer from service label)</p>	<p>3. Service Type <input type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D.</p> <p>4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> Yes</p>
<p>PS Form 3811, February 2004 Domestic Return Receipt</p>	<p>112815-01-0001-01</p>

UNITED STATES POSTAL SERVICE

First-Class Mail
 Postage & Fees Paid
 USPS
 Permit No. G-10

* Sender: Please print your name, address, and ZIP+4 in this box *

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

6 Plaintiff in Pro Per

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

11
12 _____,
13 **Plaintiff,**
14 **vs.**
15 _____
16 _____
17 _____
18 _____,
19 **Defendant(s).**
20

Case No.: _____

**PROOF OF SERVICE ON THE
UNITED STATES**

21
22 I, _____, declare as follows:
(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
26 2. I served copies of the summons, complaint, and certificate and notice of
27 interested parties (hereinafter referred to as "copies").

28 ///

1 3. I served the United States by doing both of the following: (**you must**
2 **complete and check both a. and b. below**)

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

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

14 Date: _____

15 A copy of the signed return receipt is attached.

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

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

24 Date: _____

25 A copy of the signed return receipt is attached.

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4. If the plaintiff is challenging the orders of a federal agency or federal officer:

a. I also served the agency or officer by **Mail service** in compliance with the Federal Rules of Civil Procedure. I mailed copies via certified or registered mail to:

Name: _____ (Agency or Officer)

Address: _____ (street)

_____ (city, state, zip code)

Date: _____

A copy of the signed return receipt is attached.

5. My name, address, and telephone number are:

_____ (Full Name)

_____ (Address Line 1)

_____ (Address Line 2)

_____ (Phone Number)

6. I am not a registered California process server.

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

Executed on _____ at _____
(date) (place of signing)

_____ (Signature)

_____ (Name)