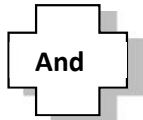


**■ Serving an Officer or Employee  
of the United States (Official Capacity) ■**

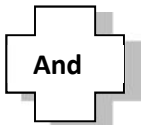
If you are a plaintiff and you have filed a Complaint, you must arrange for delivery of a copy of the Summons and Complaint to each defendant in your case. This is called “service of process.” However, a plaintiff cannot serve the Summons and Complaint. The person who serves the Summons and Complaint (the “server”) must be **at least 18 years old** and **not a party to the lawsuit**. To serve a defendant who is an officer or employee of the U.S. Government in his or her official capacity in a lawsuit filed in the U.S. District 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 officer or employee.** Your server must send a copy of the Summons and Complaint to the officer or employee 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 or approved hand stamp.

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 **CENTRAL DISTRICT OF CALIFORNIA**

10  
11 \_\_\_\_\_,

12 **Plaintiff,**

13 vs.

14 \_\_\_\_\_

15 \_\_\_\_\_

16 \_\_\_\_\_

17 \_\_\_\_\_,

18 **Defendant(s).**

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

**PROOF OF SERVICE ON AN  
OFFICER OR EMPLOYEE OF  
THE UNITED STATES IN HIS OR  
HER OFFICIAL CAPACITY**

19  
20  
21 I, \_\_\_\_\_, declare as follows:  
(name of server)

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

24  
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 officer or employee of the United States in the Central District  
2 of California in his or her official capacity by doing each of the following: (**you**  
3 **must complete and check a, b, and c below**)

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.

26  
27 ///

28 ///

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

4 Name: \_\_\_\_\_(Officer or Employee)

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 \_\_\_\_\_.  
(date) (place of signing)

21 \_\_\_\_\_ (Signature)

22 \_\_\_\_\_ (Name)