

SUMMONS IN A CIVIL ACTION

1. UNITED STATES DISTRICT COURT FOR THE WESTERN DISTRICT OF MICHIGAN

DOCKET NO. _____

v.

TO: _____

YOU ARE HEREBY SUMMONED and required to file with the Clerk of this Court and 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.

TRACEY CORDES, CLERK

BY: _____
(Deputy Clerk)

DATED: _____

(SEAL)

399 Federal Building
110 Michigan St., N.W.
Grand Rapids, MI 49503

229 Federal Building
202 W. Washington St.
Marquette, MI 49855

B-35 Federal Building
410 W. Michigan Ave.
Kalamazoo, MI 49007

113 Federal Building
315 W. Allegan
Lansing, MI 48933

2. RETURN OF SERVICE

Service of the Summons and Complaint was made by me.***

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): _____

3. STATEMENT OF SERVICE FEES

TRAVEL	SERVICES	TOTAL
\$ _____	\$ _____	\$ _____

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

*** See Rule 4 of the Federal Rules of Civil Procedure re who may serve a summons