

SUMMONS FORM INSTRUCTIONS

Use the example below as a guide to complete the summons form:

AO 440 (Rev. 06/12) Summons in a Civil Action

UNITED STATES DISTRICT COURT
for the
Eastern District of Michigan

JANE SMITH,
PLAINTIFF NAME

Plaintiff,

v.

JOHN DOE,
DEFENDANT NAME

Defendant.

CASE NUMBER
Civil Action No. **18-12345**

JUDGE
Hon. **ROBERT WILLIAMS**

SUMMONS IN A CIVIL ACTION

To: **JOHN DOE** **NAME OF DEFENDANT**
If suing more than one defendant, change the name on each summons

A lawsuit has been filed against you.

Within 21 days after service of this summons on you (not counting the day you received it) — or 60 days if you are the United States or a United States agency, or an officer or employee of the United States described in Fed. R. Civ. P. 12 (a)(2) or (3) — you must serve on the plaintiff an answer to the attached complaint or a motion under Rule 12 of the Federal Rules of Civil Procedure. The answer or motion must be served on the plaintiff or plaintiff's attorney, whose name and address are:

PLAINTIFF'S NAME & ADDRESS
JANE SMITH
456 LINCOLN
DETROIT, MI 48226

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PROOF OF SERVICE

Name of Defendant

Date it was given to person serving the summons

on (date) ; or

_____, a person of suitable age and discretion who resides there,
on (date) _____ and mailed a copy to the individual's last known address; or

Check the box that applies

on (date) ; or

☐ I returned the summons unexecuted because _____; or

☐ Other (specify):

My fees are \$ for travel and \$ for services, for a total of \$ 0.00

Date: _____

Server's signature

Printed name and title

Server's address

Additional information regarding attempted service, etc: