



# Federal Pro Se Clinic

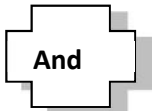
CENTRAL DISTRICT OF CALIFORNIA: WESTERN DIVISION

## ■ Serving an Officer or Employee of the United States (Individual 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 United States in a lawsuit filed in the U.S. District Court for the Central District of California in his or her individual capacity, your **server** must do **each** of the following:

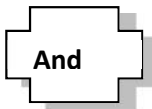
1. **Mail a copy of the Summons and Complaint to the U.S. Attorney for the Central District of California.** Your server must send a copy of the Summons and Complaint by certified mail, return receipt requested to the following address:

**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



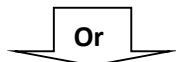
2. **Mail a copy of the Summons and Complaint to the Attorney General of the United States in Washington, D.C.** Your server must send a copy of the Summons and Complaint by certified mail, return receipt requested to the following address:

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



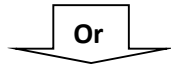
3. **Make sure the officer or employee receives a copy of the Summons and Complaint.** Your server must do **one** of the following:

A. **Hand deliver the Summons and Complaint to the officer or employee.**

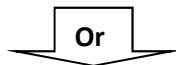


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B. **Hand deliver the Summons and Complaint to a responsible person living at the officer's or employee's home.**



C. **If your server has made three attempts at hand delivery**, your server may leave the Summons and Complaint at the **officer's or employee's usual place of business** with somebody in charge who is at least 18 years old. At that time, your server must tell the person that the papers are a Summons and Complaint for the defendant. The server must then mail a second copy of the Summons and Complaint to the defendant at the address where the papers were left.



D. **If the defendant is located outside of California, but within the U.S.**, your server may mail the Summons and Complaint to the defendant by certified mail, return receipt requested. If your server chooses this option, you must attach the signed return receipt to the proof of service.

*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.

| SENDER: COMPLETE THIS SECTION   | COMPLETE THIS SECTION ON DELIVERY  |
|---|--|
| <ul style="list-style-type: none"> <li>■ Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.</li> <li>■ Print your name and address on the reverse so that we can return the card to you.</li> <li>■ Attach it to the back of the mailpiece, or on the front if space permits.</li> </ul> | <p>A. Signature <span style="float: right;"><input type="checkbox"/> Agent<br/><input checked="" type="checkbox"/> Addressee</span></p> <p>B. Received by (Printed Name): <span style="float: right;">C. Date of Delivery:</span></p> <p>D. Is delivery address different from 1? <input type="checkbox"/> Yes<br/>If YES, enter delivery address below: <input type="checkbox"/> No</p> |
| <p>1. Article Address and No.</p>   | <p>3. Service Type</p> <p><input type="checkbox"/> Certified Mail    <input type="checkbox"/> Express Mail</p> <p><input type="checkbox"/> Registered        <input type="checkbox"/> Return Receipt for Merchandise</p> <p><input type="checkbox"/> Insured Mail        <input type="checkbox"/> C.O.D.</p>   |
| <p>2. Article Number<br/>(Transfer from service label)</p>  | <p>4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> Yes</p>  |
| <p>PS Form 3811, February 2004      Domestic Return Receipt      122515-01-0001-00</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

7  
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 AN  
OFFICER OR EMPLOYEE OF  
THE UNITED STATES IN HIS OR  
HER INDIVIDUAL CAPACITY**

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 defendant by doing both of the following: (**you must complete**  
2 **and check both a. and b. 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 4. I served the individual defendant \_\_\_\_\_ by: (check  
2 only one)  
3

4 a. **Personal Service** in compliance with the Federal Rules of Civil  
5 Procedure. I personally delivered copies to the defendant:

6 Date: \_\_\_\_\_ Time: \_\_\_\_\_

7 Address: \_\_\_\_\_ (street)

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

9 b. **Substitute Service at Defendant's Residence** in compliance with the  
10 Federal Rules of Civil Procedure. I personally delivered copies to a  
11 person of suitable age residing at the defendant's residence and  
12 informed him or her of the general nature of the papers. I left the  
13 copies with:

14 Name: \_\_\_\_\_

15 Date: \_\_\_\_\_ Time: \_\_\_\_\_

16 Address: \_\_\_\_\_ (street)

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

18  
19 c. **Combination Service at Defendant's Place of Business** in  
20 compliance with the California Code of Civil Procedure. I made at  
21 least 3 attempts to personally serve the defendant:

22  
23 Attempt 1

24 Date: \_\_\_\_\_ Time: \_\_\_\_\_

25 Address: \_\_\_\_\_ (street)

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

27 ///

28 ///

1 **Attempt 2**

2 Date: \_\_\_\_\_ Time: \_\_\_\_\_

3 Address: \_\_\_\_\_ (street)  
4 \_\_\_\_\_ (city, state, zip code)

5 **Attempt 3**

6 Date: \_\_\_\_\_ Time: \_\_\_\_\_

7 Address: \_\_\_\_\_ (street)  
8 \_\_\_\_\_ (city, state, zip code)

9 I personally delivered copies to a person apparently in charge of the  
10 office or place of business who was at least 18 years of age and  
11 informed him or her of the general nature of the papers. I left the  
12 copies with:

13 Name: \_\_\_\_\_

14 Date: \_\_\_\_\_ Time: \_\_\_\_\_

15 Address: \_\_\_\_\_ (street)  
16 \_\_\_\_\_ (city, state, zip code)

17 I also mailed copies to the office or place of business addressed to the  
18 defendant on \_\_\_\_\_.  
19 (date)

20 **d. Mail Service on a Defendant located outside California in**  
21 **compliance with the California Code of Civil Procedure. I mailed**  
22 **copies to the defendant, located outside of California, via certified or**  
23 **registered mail to:**

24 Name: \_\_\_\_\_

25 Date: \_\_\_\_\_ Time: \_\_\_\_\_

26 Address: \_\_\_\_\_ (street)  
27 \_\_\_\_\_ (city, state, zip code)

28 A copy of the signed return receipt is attached.

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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)