



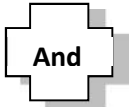
## Federal *Pro Se* Clinic

CENTRAL DISTRICT OF CALIFORNIA: WESTERN DIVISION

### ▣ Serving an Agency or Corporation of the United States ▣

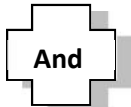
If you are a plaintiff and you have filed a Complaint, you must arrange for delivery of a copy of the Summons and Complaint to each defendant in your case. This is called “service of process.” However, a plaintiff cannot serve the Summons and Complaint. The person who serves the Summons and Complaint (the “server”) must be **at least 18 years old** and **not a party to the lawsuit**. To serve a defendant that is an agency or corporation of the United States 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. **Mail a copy of the Summons and Complaint to the agency or corporation.** Your server must send a copy of the Summons and Complaint to the agency or corporation 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.

**U.S. POSTAL SERVICE**  
**CERTIFIED MAIL RECEIPT**  
 (Domestic Use Only; No Insurance Coverage Provided)

**OFFICIAL USE**

Postage \$  
 Certified Fee \$  
 Return Receipt Fee (if Return Receipt Requested) \$  
 Restricted Delivery Fee (if Restricted Delivery Requested) \$  
 Total Postage & Fees \$

Send to:  
 (Street, Apt. No.,  
 or P.O. 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 signature

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 this card to the back of the mailpiece, or on the front if space permits.</li> </ul>	<p>A. Signature  <input checked="" type="checkbox"/> X <input 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 <input type="checkbox"/> No          If YES, enter delivery address below:</p>
<p>1. Article Addressed to:</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>2. Article Number          (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 142815-01-0001-90</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 **UNITED STATES DISTRICT COURT**  
9  
10 **CENTRAL DISTRICT OF CALIFORNIA**

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

12 Plaintiff,

13 vs.

14 \_\_\_\_\_

15 \_\_\_\_\_

16 \_\_\_\_\_

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

18 Defendant(s).

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

19  
20  
21 **PROOF OF SERVICE ON AN**  
22 **AGENCY OR CORPORATION OF**  
23 **THE UNITED STATES**

24 I, \_\_\_\_\_, declare as follows:  
25 (name of server)

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

28 2. I served copies of the summons, complaint, and certificate and notice of  
interested parties (hereinafter referred to as "copies").

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3. I served the agency or corporation of the United States by doing each of the following: (you must complete and check a, b, and c below)

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

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

Date: \_\_\_\_\_

A copy of the signed return receipt is attached.

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

Attorney General of the United States

U.S. Department of Justice

950 Pennsylvania Avenue, NW

Washington, D.C. 20530-0001

Date: \_\_\_\_\_

A copy of the signed return receipt is attached.

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c. **Mail service on the agency or corporation** in compliance with the Federal Rules of Civil Procedure. I mailed copies via certified or registered mail to:

Name: \_\_\_\_\_ (Agency or Corporation)

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

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

Date: \_\_\_\_\_

A copy of the signed return receipt is attached.

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

\_\_\_\_\_ (Full Name)

\_\_\_\_\_ (Address Line 1)

\_\_\_\_\_ (Address Line 2)

\_\_\_\_\_ (Phone Number)

5. 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)