



# Federal *Pro Se* Clinic

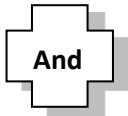
## CENTRAL DISTRICT OF CALIFORNIA: WESTERN DIVISION

### ■ Serving 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 the United States when it is the defendant in a lawsuit filed in the U.S. District Court for the Central District of California, your **server** must do **each** of the following:

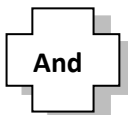
1. **Mail a copy of the Summons and Complaint to the U.S. Attorney for the Central District of California.** Your server must send a copy of the Summons and Complaint by certified mail, return receipt requested, to the following address:

**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. **If you are challenging the orders of a federal agency or a federal officer, your server must mail the agency or officer a copy of the Summons and Complaint.** Your server must send a copy of the Summons and Complaint to the agency or officer 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 <b>CERTIFIED MAIL RECEIPT</b> (Domestic Mail Only, No Insurance Coverage Provided)	
For delivery information visit our website at <a href="http://www.usps.com">www.usps.com</a>	
<b>OFFICIAL USE</b>	
Postage \$	Postmark Here
Certified Fee	
Return Receipt Fee (Endorsement Required)	
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees \$	
Sent To	
Street, Apt. No., or PO 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

<b>SENDER: COMPLETE THIS SECTION</b> ■ Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. ■ Print your name and address on the reverse so that we can return the card to you. ■ Attach this card to the back of the mailpiece, or on the front if space permits.		<b>COMPLETE THIS SECTION ON DELIVERY</b> A. Signature <input checked="" type="checkbox"/> X <input type="checkbox"/> Agent <input type="checkbox"/> Addressee B. Received by (Printed Name) C. Date of Delivery D. Is delivery address different from item 1? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, enter delivery address below:	
1. Article Addressed to:		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. 4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> Yes	
2. Article Number (Transfer from service label)			
PS Form 3811, February 2004		Domestic Return Receipt 102595-02-M-1540	

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 *		

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Plaintiff's Full Name)  
(Email Address)  
(Address Line 1)  
(Address Line 2)  
(Phone Number)

Plaintiff in Pro Per

**UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF CALIFORNIA**

\_\_\_\_\_,  
Plaintiff,  
vs.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_,  
Defendant(s).

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

**PROOF OF SERVICE ON THE  
UNITED STATES**

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

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

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 United States by doing both of the following: (**you must complete and check both a. and b. 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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1 4. If the plaintiff is challenging the orders of a federal agency or federal officer:

2  
3 a. ☐ I also served the agency or officer by **Mail service** in compliance with  
4 the Federal Rules of Civil Procedure. I mailed copies via certified or  
5 registered mail to:

6 Name: \_\_\_\_\_ (Agency or Officer)

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

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

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

10 A copy of the signed return receipt is attached.

11 5. My name, address, and telephone number are:

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

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

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

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

16  
17 6. I am not a registered California process server.

18  
19 I declare under penalty of perjury that the foregoing is true and correct.

20  
21 Executed on \_\_\_\_\_ at \_\_\_\_\_  
22 (date) (place of signing)

23  
24 \_\_\_\_\_ (Signature)

25  
26 \_\_\_\_\_ (Name)